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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 27 OF 2019

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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.

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DEPARTMENT OF ARTS AND CULTURE

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



- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria
- CLOSING DATE** : 12 August 2019
- NOTE** : Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant's ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) will be subjected to a Government specific competency assessment.

MANAGEMENT ECHELON

- POST 27/01** : **DIRECTOR: HERITAGE INSTITUTIONAL DEVELOPMENT REF NO: 15/DAC/2019**
Branch: Heritage Promotion and Preservation
- SALARY** : R1 057 326 per annum (An all-inclusive remuneration salary package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
- CENTRE REQUIREMENTS** : Pretoria
An undergraduate qualification (NQF Level 7) as recognized by SAQA in Social or Human Science. At least 5 – 8 years' relevant management experience preferably in public sector. A valid driver's licence and be willing to travel extensively. An understanding of indigenous language/culture in South Africa. A sound understanding of best international practices in heritage conservation and promotion. Comprehensive knowledge of SA heritage. People management and empowerment. Financial management. Good communication and interpersonal relations. Understanding of policies nationally and internationally governing Heritage. Project management skills. Computer literacy. Innovative and creative thinking. Problem solving skills.
- DUTIES** : The successful candidate will manage the development and implementation of policy and legislative frameworks, programmes and projects for the safeguarding and promotion of Heritage. Provide strategic direction and support for the establishment of new commemorative structures. Strengthen

and support programmes in heritage institutions. Establish strategic partnerships for maximum impact of heritage programmes, Liaison with all structures and role players in the Heritage sector. Provide strategic support for implementation of international conventions and its governance structures, Management of financial and human resources of the unit.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: (012) 441 3646 / 3730, 082 324 3637

NOTE : Women, Coloureds, Indians and persons with disabilities are encouraged to apply

OTHER POSTS

POST 27/02 : **CHIEF LANGUAGE PRACTITIONER: SESOTHO (TRANSLATOR) REF NO: 16/DAC/2019**

Chief Directorate: National Language Services
Sub-Directorate: African Languages

SALARY : R376 596 per annum

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised Bachelor's degree with Sesotho or Translation or Linguistics as a major subject. Sesotho as first language. 3-5 years' proven Sesotho translation and editing experience. Excellent command of English. Proven general computer literacy. Ability to translate and edit text electronically. Good written and verbal communication skills. Ability to work under pressure. Good interpersonal skills. Knowledge of the Use of Official Languages Act, 2012, and its regulations. Additional Requirements: Successful completion of a departmental Sesotho translation and editing test.

DUTIES : Translate official documents from English into Sesotho and vice versa. Edit official documents in Sesotho. Liaise with stakeholders and give advice to clients on language matters. Do research to obtain information about work and consult on translation issues. Coin and record new terms. Exercise quality control of translated documents. Supervise staff.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: (012) 441 3646 / 3730, 082 324 3637

NOTE : Persons with disabilities are encouraged to apply

POST 27/03 : **ARCHIVIST: FILING SYSTEMS REF NO: 17/DAC/2019**

National Archives of South Africa

SALARY : R257 508 per annum

CENTRE : Pretoria

REQUIREMENTS : A 3 year Degree/National Diploma in the relevant field with appropriate major subject such as Public Administration or Information Management or the BA Degree in Archives and Records Management. A relevant post-graduate qualification such as Archival Studies/Information Management would be an advantage. No experience necessary. The incumbent will receive on the job training from his supervisor. Further Requirements: Computer literate. Organising and planning skills. Good analytical skills. Problem solving skills. Good communication and interpersonal relations.

DUTIES : The purpose of this post is to ensure that governmental bodies implement and maintain filing systems that are approved by the National Archives to support sound records management. The incumbent will be responsible for the following: Register and evaluate file plans for Ministries, Deputy Ministries, government departments and statutory bodies on national level. Provide guidance and advice on filing systems. Appraise records of governmental bodies. Carry out records management compliance inspections. Carry out off-site storage inspections. Assist with internal records management in the NARSSA with specific reference to its file plan.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: (012) 441 3646 / 3730, 082 324 3637

NOTE : Coloureds, Indians and whites are encouraged to apply

POST 27/04 : **AUDIOVISUAL ARCHIVIST: LEGAL DEPOSIT REF NO: 18/DAC/2019**

Branch: Heritage Promotion and Preservation

SALARY : R257 508 per annum

CENTRE : Pretoria

- REQUIREMENTS** : A three-year bachelor's degree or National Diploma in Archival or Library and Information Science and at least 2 – 3 years' cataloguing experience or a Matric Certificate and 5 years' cataloguing experience as well as a working knowledge of the administration of legal deposit matters and legal deposit collections in accordance with the Legal Deposit Act and related legislation. Extensive knowledge and experience in the field of cataloguing, collecting, preserving and disseminating film, video and sound records. Research, planning and organising skills. Ability to work in a team. Good communication and interpersonal skills. Knowledge of the South African audio-visual fraternity. Excellent computer skills. Knowledge and understanding of both analogue and digital audio-visual formats as well as a clear understanding of digital asset management systems.
- DUTIES** : Receipt and acknowledgement of all Legal Deposit submissions. Ensure registration of Legal Deposit collections. Prepare inventories of the Legal Deposit material according to prescripts. Cataloguing of the Legal Deposit audio-visual records according to prescripts. Dissemination of Legal Deposit collections to preservation units. Prepare reports for management on Legal Deposit collections. Handle enquiries relating to the Legal Deposit of collections. Interact with relevant stakeholders. Assist with preparation of public programming materials on the collections. Assist with administrative activities relating to Legal deposit. Conduct research and describe museum objects. Accession and prepare inventories of the objects. Assist with preservation interventions of the collections. Ensure compliance with the Archives, Legal Deposit and Access to Information Acts and Regulations.
- ENQUIRIES** : Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: (012) 441 3646 / 3730, 082 324 3637
- NOTE** : Coloureds, Indians and whites and persons with disabilities are encouraged to apply

DEPARTMENT OF DEFENCE

**NOTE**

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

ERRATUM: Kindly note that the post of Administration Clerk (Patient Administration) Supervisor with Ref No: SG04/19/01 advertised in Public Service Vacancy Circular 26 dated 19 July 2019, was advertised with the wrong salary level 05, the correct level is 07 with salary scale of R257 508 per annum.

OTHER POSTS**POST 27/05**

: **ASSISTANT DIRECTOR: PLANNING L10 (USAGE 383) REF NO: DSP/24/19/1**

Defence Policy, Strategy & Planning Division
Chief Directorate: Strategic Management
Directorate: Strategy and Planning

**SALARY
CENTRE
REQUIREMENTS**

: R470 040 per annum (Level 10)
: Pretoria
: Grade 12 with National Diploma/Degree (NQF Level 6) in Management Science and or Strategic Studies. A post graduated qualification in this environment is preferable. A minimum of five (5) to ten (10) years practical experience in the environment of corporate strategy, planning, monitoring and evaluation is preferred. Special Requirements (Skills needed): Good communication, negotiation, presentations and writing skills. Understanding of relevant Acts, Regulations and Policies pertaining to strategy, planning, reporting and administration within the public sector. Strong knowledge of Government strategic planning process. Knowledge of Government wide monitoring and evaluation system design and implementation. Sound understanding of the latest development pertaining to strategic planning, risk management, co-ordinating, monitoring and control of resources. Lateral thinker with excellent analytical, numerical, report writing, project

management, presentations and financial skills. Excellent demonstration of end-user computer skills in Excel, Access, PowerPoint etc. Programme and Project management skills. Must be able to function under pressure and meet tight deadlines. Experience in dealing with planning issues at least at Service/Divisional level (level 2), branch level in the public service, policy-writing. Knowledge of Public Finance legislations and relevant legislations. Knowledge of the latest developments in outcomes based planning and long-term planning with impact thereof on the National Development Plan (NDP), Medium-Term Strategic Framework (MTSF) and Medium-Term Expenditure Framework (MTEF). Must be able to obtain a confidential security clearance and military driver's license within a year.

- DUTIES** : Development of the Departmental Strategic Plan (5 years) in line with Governmental Imperatives. Develop an Annual Performance Plan (APP) of the department aligned with the Government Planning Framework and the departmental 5 year Strategic Plan (SP), ensure continuous alignment of departmental level 2 APPs with the corporate planning instruments. Compile and issue guidelines and instructions on the content, formats and management of the SP and APPs. Ensure implementation of instruction issued by the Minister of Defence and Military Veterans, Secretary for Defence and the Chief of the SANDF in respect of development of internal control as well monitoring of compliance with applicable regulatory frameworks regarding the strategic planning for the department. Develop the appropriate determination instruments for the evaluation of level 2 APPs submitted. Conduct due diligent/technical evaluation on submissions made for and issue the appropriate determinations. Preparations for the Departmental Programme Budget Evaluation Committee. Follow-ups on weaknesses and challenges identified by Services/Division in the strategic planning process, Act as a nodal point for strategic planning requirements for the Defence Policy, Strategy and Planning Division, Defence Secretariat and the DOD. Liaise and interact with DOD internal and external stakeholders on the planning guidelines/ instructions as may be issued from time to time. Conduct trend and gap analysis on the impact of corrective actions implemented with regards to APPs submitted and furnish such reports as may be required. Assist with the development of the Department of Defence (DOD) Estimate of National Expenditure (ENE) Chapter as well as the submissions on funding shortages during the departmental planning and budgeting processes. Assist with the co-ordination of Public Entities and Organs of State, reporting to the Minister of Defence and Military Veterans, in terms of the strategic planning process. Assist with the monthly, quarterly and annual reports of the sub-directorate.
- ENQUIRIES** : Col J.C. van den Berg at Tel No: (012) 355 5997
- APPLICATIONS** : Application can be hand delivered at: Department of Defence, Defence Headquarters, Office of the Director Strategy and Planning, Armscor Building, Corner Nossob and Boeing Streets, Erasmuskloof, Block 1, Level 3, Room 156 OR post at: Department of Defence, Private Bag X910, Pretoria, 0001
- FOR ATTENTION** : Director: Strategy and Planning
- NOTE** : Applicants will be expected to write a competence test and develop a 10 minutes presentation as part of the interview.
- CLOSING DATE** : 12 August 2019
- POST 27/06** : **ASSISTANT DIRECTOR: DEFENCE STRATEGY L10 (USAGE 384) REF NO: DSP/24/19/2**
 Defence Policy, Strategy & Planning Division
 Chief Directorate: Strategic Management
 Directorate: Strategy and Plan
- SALARY** : R470 040 per annum (Level 10)
- CENTRE** : Defence Headquarters, Erasmuskloof, Pretoria
- REQUIREMENTS** : Grade 12 with a recognised Diploma/Advanced Certificate/Bachelor's Degree/Advanced Diploma NQF Level 6/7. A qualification related to Management Science, Strategic studies. Relevant experience of five (5) to ten (10) years practical in the environment of Defence corporate strategy, planning, monitoring and evaluation is required. Special requirements: Good research, writing, analytical, communication, report writing and presentation skills. Understanding and interpretation of relevant regulatory framework, risk management, monitoring and evaluation. Excellent end user computer skills in MS Word, MS Excel, MS Power-point. Astute programme and project management skills. Must be able to function under pressure and against

deadlines. Experience in dealing with planning or strategy issues at least at Divisional level (level 2) or corporate level in the Public Service. Must be able to comply with the security clearance processes of the Department of Defence.

DUTIES : Assist in analysing the Defence Strategic Environment. Analyse Government and departmental strategic direction and the impact on the department. Assist with the external/internal environmental review processes of the DOD, which encapsulate the identification and management of strategic issues in the department. Assist with development of annual Defence Strategic Guidelines for Planning. Development of departmental policies, strategies and plans which entails conducting research into international best practices or benchmarking in respect of specific strategic issues that impact the DOD.

ENQUIRIES : Col J.C. van den Berg at Tel No: (012) 355 5997 Mr P. Ramsing at Tel No: (012) 355 5967

APPLICATIONS : Application can be hand delivered at: Department of Defence, Defence Headquarters, Office of the Director Strategy and Planning, Armscor Building, Corner Nossob and Boeing Streets, Erasmuskloof, Block 1, Level 3, Room 156 OR post at: Department of Defence, Private Bag X910, Pretoria, 0001

NOTE : Applicants will be expected to undergo a competency test. Development of a report and a 10 minute presentation as part of the interview will be required.

CLOSING DATE : 12 August 2019

POST 27/07 : **NETWORK ADMINISTRATOR MANAGER (INFORMATION AND COMMUNICATION TECHNOLOGY) REF NO: NAM/19**

SALARY : R470 040 per annum (Level 10)

CENTRE : Office of the Military Ombud in Eco Park

REQUIREMENTS : Qualifications: National Diploma at NQF Level 6 or a Bachelor's Degree in Information Technology. The following certificates will be added as an advantage CCNA Routing and Switching, Cybersecurity essentials and Information Security. Experience: A minimum of 3 to 5 years' experience in an IT environment. Competencies: Network management and administration skills, VLAN configuration, LAN and WAN troubleshooting, Server management, understating of ISDN routing and report writing skills.

DUTIES : Reporting to the IT Specialist the successful candidate will be required to: Manage in the installation and support of all network equipment Carry out authorized configuration changes on a network. Start up, operate and monitor network Upgrade devices firmware and software as necessary Manage physical and logical network access Configure Access Control lists on network devices for security purposes Manage network and monitor software to ensure configurations are up to date Manage the network, server and desktop environment to ensure required capacity and security. VLAN configuration Ensure maximum uptime by performing regular scheduled maintenance Establish and maintain network connectivity to the disaster recovery site for backup in the event of a disaster. Upgrade and install security patches Monitoring network performance Identify network requirements

ENQUIRIES : Human Resources Tel No: 012 676 3842/40

APPLICATIONS : Military Ombud, Private Bag X163, Centurion, 0046 or may be hand delivered to Block C4, 349, Witch Hazel Ave Eco Origin, Highveld.

NOTE : on filling vacant posts in accordance with the Military Ombud Act 4 of 2012, the objectives of section 195 (i) of the constitution of SA, 1996 will be adhered to. Applicants who do not receive feedback must be accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. The Military Ombud reserves the right not to fill the post.

CLOSING DATE : 12 August 2019

POST 27/08 : **PERSONAL ASSISTANT REF NO: J OPS 35/19/01**

SALARY : R257 508 per annum (Level 07)

CENTRE : Joint Operations Divisional Headquarters, ECO Park Estate, Block B, Centurion.

REQUIREMENTS : A grade 12/NQF 4 Preferable. 3-5 years' experience in rendering a support service to senior management. Applicants with prior learning, either by means of experience or alternative courses may apply. Special Requirement (skills needed): Computer literate, organising, interpersonal relationships, effective communication, ability to do research and analyse documents and situations, self-management and motivation, basic knowledge on financial administration

and typing (will undergo a typing test). Have a detailed knowledge of the operations/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.

DUTIES : Provide a secretarial support service to Chief Joint Operations which includes telephone calls (receiving and making), perform advance typing work, operates and ensure that office equipments are in good working order, manage the diary of Chief Joint Operations and utilises discretion wrt the importance and urgency of a matter. Renders an administrative support service which will ensures the effective flow of information and documents to and from CJ Ops Office, ensures the safekeeping of all documentation, compiles reports eg. Progress reports, monthly reports and management reports, scrutinise routine submissions/reports and make notes for CJ Ops, draft documents as required, does filling of documents, collects, analyse and collates information as needed by CJ Ops, ensures that travel arrangements are well coordinated, prioritising of appointments and obtains the necessary signatures on documents. Provides support to manager regarding meetings, scrutinize documents to determine actions/information/other documents for CJ Ops. Supports the manager with administration of the manager's budget and studies the relevant policies/prescripts and procedures applicable to Joint Operations Division and understand the application of these policies and prescripts.

ENQUIRIES : Lt Col A.L. Innes Tel No: (012) 674 5644/5724
APPLICATIONS : Department of Defence, Joint Operations Division Headquarters, Private Bag X1043, Thaba Tshwane, 0143.

NOTE : It will be expected of the candidate to do a practical test to prove his/her computer literacy as part of the selection process.

CLOSING DATE : 16 August 2019

POST 27/09 : **ADMINISTRATION CLERK: SUPERVISOR (USAGE 323) REF NO: SG 05/19/01**

SALARY : R257 508 per annum (Level 07)
CENTRE : AMHU WC, Health Centre Youngsfield
REQUIREMENTS : NQF Level 2 - 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. MS Office training. Special requirements (Skills needed): Computer literate, organizing, interpersonal relationships, problem solving and typing skills. Have detailed knowledge of the operation/utilization of specific software packages. Must be able to obtain a confidential security clearance within a year. Must have good health. Driver's license. Willingness to attend courses.

DUTIES : Maintain administrative function at Health Centre Young field: Document control. Receive and relay correspondence to all relevant departments in HC. Recording (registers) and routing incoming and outgoing mail, follow-up on correspondence, Manage, sorting, scanning and filing of documents. Effective office administration: Ensure compliance with office administration by prioritising tasks efficiently, Schedule name lists, Leave administration, Typing and amending of documents, Client surveys, taking minutes of meetings. Support to OIC: Support to OIC write adherence to target dates (Diarising of target dates and consolidation of information and forwarding to OIC before target dates). Preparing of presentations. Support to HC Departments: Contract renewals or terminations administration, Verification of qualifications, Ensure that members adhere to the policy and doctrine guidelines pertaining to clearing in and out, leave, resignations, course nominations, studies at state expense, taking over of study loans, renewal of contracts, applications to attend seminars and symposiums.

ENQUIRIES : WO2 N.P. Matanda Tel No: (021) 799 6893
APPLICATIONS : Department of Defence, South African Military Health Service, AMHU WC, Private bag X10, Wynberg, 7824 or maybe hand deliver to AMHU WC, Buren Road, Military Base, Wynberg.

FOR ATTENTION : HR Department
CLOSING DATE : 23 August 2019

POST 27/10 : **ADMINISTRATION CLERK: SUPERVISOR (USAGE 316) REF NO: SG 05/19/02**

SALARY : R257 508 per annum (Level 07)
CENTRE : AMHU WC HQ, Wynberg

REQUIREMENTS : NQF Level 2 - 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. MS Office training. Special requirements (Skills needed): Computer literate, organizing, interpersonal relationships, problem solving and typing skills. Have detailed knowledge of the operation/utilization of specific software packages. Must be able to obtain a confidential security clearance within a year. Must have good health. Driver's license. Willingness to attend courses.

DUTIES : Maintain administrative function at Health Service Department: Document control. Receive and relay correspondence to all relevant departments in the unit. Recording (registers) and routing incoming and outgoing mail, follow-up on correspondence, Manage, sorting, scanning and filing of documents. Effective office administration: Ensure compliance with office administration by prioritising tasks efficiently, Leave administration, Typing and amending of documents, Client surveys, taking minutes of meetings.

ENQUIRIES : WO2 N.P. Matanda Tel No: (021) 799 6893

APPLICATIONS : Department of Defence, South African Military Health Service, AMHU WC, Private bag X10, Wynberg, 7824 or maybe hand deliver to AMHU WC, Buren Road, Military Base, Wynberg.

FOR ATTENTION : HR Department

CLOSING DATE : 23 August 2019

POST 27/11 : **CHIEF AUXILIARY SERVICES OFFICER (MEDICAL LOGISTICS) (USAGE 3511) REF NO: SG 05/19/03**

SALARY : R208 584 per annum (Level 06)

CENTRE : 2 Military Hospital, Wynberg, Cape Town

REQUIREMENTS : Grade 12 preferable. Experience in Warehousing and the possession of a valid drivers' license will be an advantage. Special requirements (skills needed): Computer literacy (Word, Excel). Interpersonal relationship skills. Basic knowledge of accounting processes and financial management mainframe computer systems. Proven ability to communicate effectively (written and verbal). Orientated towards teamwork and receptive to work related suggestions/ideas. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. Prepared to work overtime.

DUTIES : Receive, handle and bin medical and general consumables. Conduct stock take on all assigned stock. Compile discrepancy reports. Compile demand/requirement sheets. Update tally cards. Detect and report all irregularities. Ensure safekeeping of all assigned stock/property.

ENQUIRIES : Major F.C. Richards Tel No: (021) 799 6202 Warrant Officer H. Marthinus Tel No: (021) 799 6335

APPLICATIONS : Department of Defence, South African Military Health Service, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or maybe hand delivered to 2 Military Hospital, Hospital Road, Wynberg Military Base, Wynberg.

CLOSING DATE : 23 August

POST 27/12 : **ADMINISTRATION CLERK REF NO: AC/2019 (X2 POSTS)**

SALARY : R173 703 per annum (Level 05)

CENTRE : Block C4 349 Witch Hazel Ave, Eco Origin, High Veld Centurion

REQUIREMENTS : Grade 12. A post-matric qualification will be an added advantage. Experience: Minimum of 2 year experience rendering administrative support. Possession of a Light vehicle (EB) license will be an added advantage. Competencies: Flexibility, Proficiency in Microsoft Office Suits, Excel. Professional attitude and appearance. Solid written and verbal communication skills. Excellent organizational skills. Good telephone etiquette; Sound organizational skills; High level of reliability; Ability to act with tact and discretion.

DUTIES : Reporting to the Business Unit Manager, the successful candidate will be required to perform the following core functions: Provide administrative support to the Business Unit by, providing secretarial and clerical support to the Unit. Writing correspondence (i.e. submissions internal memos, letters and reports. Filing, faxing, photocopying and tracing of documents. Receiving and making telephone calls on behalf of Unit. Managing diary and arranging access and parking for the Unit visitors. Providing Secretarial duties for meetings. Directing enquiries to responsible officials. Arranging and co-ordinating all meetings, minutes, venues and refreshment. Co-ordinating all travel arrangements for the Unit and related logistical arrangements. Handling

confidential documents with utmost discretion. Managing and coordinating all incoming and outgoing correspondence. Updating stakeholder contact details. Making entries and update the data base for the Unit. Managing work register for the Unit. Receiving and compiling monthly and quarterly statistical requirements for the Unit. Provide logistic support to the Unit by: Managing the Asset Register for the Unit. Procuring of basic goods and services in line with procurement prescripts (e.g stationary and refreshment) Operating and ensuring good working condition of equipment like fax machines and photocopiers. Ensuring a safe working environment by reporting OHS shortcomings to the Unit Manager. Remains up to date with regard to prescripts/policies and procedures applicable to his/her work to ensure efficient and effective support to the Unit.

ENQUIRIES : Human Resources Tel No: (012) 676-3842/40
APPLICATIONS : Applications: Military Ombud, Private Bag X163 Ceturion 0046, or may be hand-delivered to Block C4, 349 Witch Hazel Ave Eco Origin, Highveld.
CLOSING DATE : 23 August 2019

POST 27/13 : **ADMINISTRATION CLERK: PRODUCTION (USAGE 1101) REF NO: SG 05/19/04**

SALARY : R173 703 per annum (Level 05)
CENTRE : AMHU GT, Pretoria
REQUIREMENTS : NQF Level 3 – 4 with 2 – 3 years' relevant experience. Special requirements (skills needed): Management abilities such as, time and personnel management. Public communication, computer literacy (Word, Excel and Power point), ability to communicate well in English, verbal communication skill, command and leadership experience. Ability to work under pressure and independently. Preferable Skills required: Negotiation abilities. Applicant must be fully bilingual. Fully financial management, conceptualizing.

DUTIES : Assist management in executing internal base logistics. Management and execution of all internal logistics according given procedures. Prepare in-post training programmes for new members. Contribute to the compiling of Base Internal requirement planning. Controlling, administration and management of all resources. Compilation of all statistics for the unit and its clients. Preparation and compilation of a budget. Keep a filing system. Operate and manage office equipment such as photocopy machines, printers and computers.

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, and Pretoria.

CLOSING DATE : 23 August 2019

POST 27/14 : **SENIOR SECRETARY GRADE II (USAGE 516) REF NO: SG 05/19/05**

SALARY : R173 703 per annum (Level 05)
CENTRE : SAMHS HQ, Directorate Oral Health, Erasmuskloof, Pretoria
REQUIREMENTS : Grade 12. Special requirements (Skills needed): Computer literacy (Microsoft Word, Excel, and PowerPoint). Typing skills. Communicate effectively (written & verbal) in English. Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.

DUTIES : Provide a secretarial support service. Record appointments and events and manage the Director's diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agendas and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for the Director. Process the travel and subsistence claims for the Director. Identify venues, invite role players, and organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Director as required. Keep a filing system. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-

ordinate logistical arrangements for meetings when required, as well as for visitors.

ENQUIRIES : Ms M. Smit Tel No: (012) 671 5097
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.

CLOSING DATE : 23 August 2019

POST 27/15 : **PROCUREMENT CLERK REF NO: 34/19**

SALARY : R173 703 per annum (Level 05)
CENTRE : DFSC, Pretoria, Erasmuskloof
REQUIREMENTS : Minimum Grade 12/T2/N3 or National Diploma in Logistics/NQF Level 4/5. Possession of a driver's license will be an added advantage. A minimum of two (2) to three (3) years' experience in providing logistical/procurement support in the Public Service. Planning and Organisational skills, Basic Communication skills, Basic Computer skills, Problem solving skills, Record keeping skills and Report writing skills.

DUTIES : The successful candidate will be required to perform the following functions: Render clerical demand and acquisition services. Render clerical asset management services. Render logistical support services. Assist in providing budget inputs to maintain an effective logistics, procurement and transport services.

ENQUIRIES : Ms M.M. Tema Tel No: (012) 367 9340
APPLICATIONS : Defence Force Service Commission (DFSC), Private Bag X52, Pretoria, 0001 or maybe hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof.

NOTE : All the short-listed candidates will undergo a competency test.
CLOSING DATE : 16 August 2019

POST 27/16 : **SENIOR SECRETARY GRADE II (USAGE 43) REF NO: SG 05/19/06**

SALARY : R173 703 per annum (Level 05)
CENTRE : 8 Medical Battalion Group, Pretoria
REQUIREMENTS : Grade 12. Special requirements (Skills needed): Computer literacy (Microsoft Word, Excel, and PowerPoint). Typing skills. Communicate effectively (written & verbal) in English. Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyze documents and situations. Excellent secretarial skills. A background as legal secretary will be an advantage.

DUTIES : Provide a secretarial support service. Record appointments and events and manage the Officer Commanding's diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/type documents, Memorandums, letters and reports. Compile agendas and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for the OC. Process the travel and subsistence claims for the OC. Identify venues, invite role players, and organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the OC as required. Keep a filing system Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required, as well as for visitors.

ENQUIRIES : Ms M. Smit Tel No: (012) 671 5097
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.

CLOSING DATE : 23 August 2019

POST 27/17 : **PRINCIPAL AUXILIARY SERVICES OFFICER (LABORATORY) REF NO: SG 05/19/07 (X2 POSTS)**

SALARY : R173 703 per annum (Level 05)
CENTRE : 2 Military Hospital, Wynberg, Cape Town

REQUIREMENTS : Grade 12. Experience in laboratory specific cleaning processes, operation of laboratory equipment and laboratory specimen processing.

DUTIES : Health support personnel: To ensure that the Clinical Pathology Services facility, equipment, glassware, waste management, sterilization requirement and microbiology media preparation are maintained as well as providing support with maintaining logistical supplies, laboratory specimen administration and other related laboratory tasks in order for the Clinical Pathology Services to be able to provide a professional service. Functions of the post: Perform related specialized laboratory cleaning procedures by application of advanced techniques. Execute general maintenance tasks. Operation of the Autoclave Sterilization System and to check the working order of the Autoclave Sterilization System on daily basis. Record temperature monitors of the fridges, freezers, incubators and laboratories on a daily basis and report unacceptable levels to respective section heads. Regular dusting of racks, cleaning of cupboards, sweeping of floors, cleaning of windowsills and cleaning of all work surfaces daily and also replacing bench cloths on a weekly basis to ensure cleanliness at all times. Service the staining machine in the Cytology Laboratory by cleaning instrument, wash stain buckets and replace all stains with newly made-up stain solutions. Identify any mechanical and technical problems with the apparatus responsible for and report them to respective section heads. Cleaning of the laboratory rooms and floors, all work surfaces / bench tops, phlebotomy area and semen collection facility, personnel kitchen facility that also cleaning of crockery and cutlery. Monitor the Cleaning Contactor's Personnel to ensure that all their responsibilities are met and in the event of Cleaning Contractor's Personnel not able to perform this cleaning task such cleaning task must be taken over and maintained. Ordering and collection of supplies from medical stores, general cleaning stores, stationary and pharmacy. Preparation and application of disinfectant / cleaning solutions. Regular cleaning of fridges, freezers, water baths and incubators with the required cleaning compound. Specialized cleaning of all glassware and glass pipettes. Sterilizing (decontamination) of all contaminated / infectious microbiology culture media by autoclaving. Assist with specimen administration at Reception and in Cytology. Assist in the preparation of microbiology culture media and responsible for stock control. Supervise the general waste and infectious waste material management. Liaising the submission for requisitions for repairs in department. Ensure sufficient stock items are available at Reception for distribution to Wards / Clinics. Daily maintenance of the Room use by the Medical Technologist "on call". Regular dispatch of laboratory reports. Assist in the preparation of microbiology culture media and responsible for stock control. Supervise the general waste and infectious waste material management. Liaising the submission for requisitions for repairs in department. Ensure sufficient stock items are available at Reception for distribution to Wards / Clinics. Daily maintenance of the Room use by the Medical Technologist "on call".

ENQUIRIES : Lieutenant Colonel E.H.C. Engelbrecht Tel No: (021) 799 6344

APPLICATIONS : Department of Defence, South African Military Health Service, HR Department, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or maybe hand delivered to 2 Military Hospital, Hospital Road, Wynberg Military Base, Wynberg.

CLOSING DATE : 23 August 2019

POST 27/18 : **PRINCIPAL AUXILIARY SERVICES OFFICER (BIOKINETICS) (USAGE 3282) REF NO: SG 05/19/08**

SALARY : R173 703 per annum (Level 05)

CENTRE : 2 Military Hospital, Wynberg, Cape Town

REQUIREMENTS : Grade 12. Special Requirements (skills needed): Must be a RSA citizen. Administrative experience in a clinical environment and ability to perform resting ECG's will be an advantage. Basic computer skills and capturing reports, organizing ability, literacy, ability to perform routine tasks, good inter personal relationship skills, ability to operate office and medical equipment, problem solving, time management. Ability to communicate effectively (written and verbal) in English.

DUTIES : Manage the ECG Department of Biokinetics. Routine correspondence and enquiries. Report to roll call register holder every day. Answer telephone calls and make appointments for patient bookings. Perform Resting ECG's of the hospital. Daily filing of all Stress ECG, Holter ECG and resting ECG files.

Preparing patient files daily for Stress and Holter ECG's with the doctor's referral. Recording and capturing of daily stats. Completing the telephone register daily. Control over keys. Order, collect and account for all stationary and medical supplies. Send and receive faxes as requires. Record of daily stats.

ENQUIRIES APPLICATIONS : Lieutenant Colonel C. Diamond Tel No: (021) 799 6421
: Department of Defence, South African Military Health Service, 2 Military Hospital, Private Bag X4, Wynberg, 7824, or maybe hand delivered to 2 Military Hospital, Hospital Road, Wynberg Military Base, Wynberg.

CLOSING DATE : 23 August 2019

POST 27/19 : **DENTAL LAB ASSISTANT REF NO: SG 05/19/09 (X2 POSTS)**

SALARY CENTRE : R173 703 per annum (Level 05)
: Area Military Health Unit Gauteng – Thaba Tshwane Area Dental Laboratory, Pretoria

REQUIREMENTS : NQF Level 2 - 4 with prior experience or exposure. Special requirements (skills needed): Applicable experience working in production section of a dental laboratory of at least one year. Knowledge of and experience with all dental laboratory equipment, instruments and materials utilised in a dental laboratory production section and plaster room. Knowledge of safety regulations and handling of hazardous materials. Ability to conceptualise and initiate new and innovative approaches to optimise the laboratory assistant service provided to dental technicians and laboratory manager. Planning, organising and problem solving in a dental laboratory production section. Proven ability to persevere despite high work load and difficult circumstances. Able to work together with other dental laboratory assistants and work for dental technicians.

DUTIES : The principal duty is to undertake dental laboratory preparation work. These duties include but are not limited to all plaster work in connection with artificial denture or dental appliances, flasking and deflasking of dental prosthesis or appliances using either plaster or stone, the separating of dental flasks and the boiling out of wax contents, the polishing only of plastic and metal dentures, the packing of acrylic dentures and the manufacturing of record blocks and special trays. The main product of this function is to relieve the dental technician from the tasks of preparatory work, to enable the technician to concentrate on the production and finishing of prosthetic appliances. Additional duties include infection control management in the lab, lab practice administration, lab reception work, capturing data on a computer or in a register and mentorship of junior dental laboratory assistants.

ENQUIRIES APPLICATIONS : Lt Col D. Schoonwinkel Tel No: (012) 671-5049
: Department of Defence, Tertiary Military Health Formation HQ, Private Bag X102, Centurion, 0046 or maybe hand delivered to Tertiary Military Health Formation HQ, Selborne Avenue, Denel Complex, Gate B, Block C, Room 9, Lyttelton

CLOSING DATE : 23 August 2019

POST 27/20 : **SECRETARY REF NO: J OPS 35/19/02 (X3 POSTS)**

SALARY CENTRE : R173 703 per annum (Level 05)
: Joint Operations Divisional Headquarters, ECO Park Estate, Block B, Centurion.

REQUIREMENTS : A grade 12/NQF 4 Preferable. Applicants with prior learning, either by means of experience or alternative courses may apply. Special Requirement (skills needed): Computer literate, organising, interpersonal relationships, effective communication, ability to do research and analyse documents and situations, self-management and motivation, basic knowledge on financial administration and typing (will undergo a typing test). Have a detailed knowledge of the operations/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.

DUTIES : Type routine notes, memo's, letters and reports. Have the ability to develop new ideas to change existing methods (when/as required). Handle S & T advances and claims. Ability to arrange meetings with Senior Managers. Compile agendas and take notes during meetings. Manage the diary of the Director. Order the stationary. Manage the entertainment fund as well as organizing of social functions. General management of the office as well as organized administration. Handle all bookings and travel arrangement of the

Director. Act as Liaison Officer and arrange for visitors authorization and parking. Deal with classified calls, files/documents.

ENQUIRIES : Lt Col A.L. Innes Tel No: (012) 674 5644/5724

APPLICATIONS : Department of Defence, Joint Operations Division Headquarters, Private Bag X1043, Thaba Tshwane, 0143.

NOTE : Special Note: It will be expected of the candidate to do a practical test to prove his/her computer literacy as part of the selection process.

CLOSING DATE : 16 August 2019

POST 27/21 : **SENIOR STOREKEEPER GRADE I (USAGE 710) REF NO: SG 05/19/10**

SALARY : R145 281 per annum (Level 04)

CENTRE : AMHU WC HQ, Wynberg

REQUIREMENTS : ABET (Level 1 – 4). Special Requirements: Ability to work under minimum supervision. Ability to communicate (verbal and written). Ability to operate basic cleaning equipment. e.g. vacuum cleaners.

DUTIES : Order cleaning tools, equipment and solution. Storing of cleaning tools, equipment and solution. Issuing of cleaning tools, equipment and solution to cleaner and groundsman. Conduct regular stock take.

ENQUIRIES : WO2 N.P. Matanda Tel No: (021) 799 6893

APPLICATIONS : Department of Defence, South African Military Health Service, AMHU WC, Private bag X10, Wynberg, 7824 or maybe hand deliver to AMHU WC, Buren Road, Military Base, Wynberg. Attention: HR Department

CLOSING DATE : 23 August 2019

POST 27/22 : **HOUSEHOLD AID REF NO: 41/19/01**

SALARY : R102 534 per annum (Level 02)

CENTRE : Military Academy Saldanha

REQUIREMENTS : A minimum of NQF Level 2 (ABET Level 2-4/ Grade 3-9/ Standard 1-7). Special requirements (skills needed): Previous experience in preparing food in a hospitality environment would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Must have physical strength to move materials and equipment. Sound knowledge of food products and cleaning equipment. Ability to work in a team.

DUTIES : Plan and compile menus. Supervise preparation and serving of food. Maintain neatness and tidiness and promote welfare of occupants. Supply clean linen and clothes to occupants. Cater for social gatherings, functions, etc. Be a personal assistant to officials. Receipt of cash, meal coupons and control mess register. Allocate transit accommodation. Supervise are Household Aid I and II. Supervise laundry. Take care of ill occupants e.g. ensure they provided with appropriate meals and clean sheets when needed.

APPLICATIONS : HR Section, Military Academy, Private bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy, Main Building Room 12, Frans Erasmus drive, Saldanha, 7395

ENQUIRIES : Capt R.C. Selomo Tel No: (022) 702 3999

CLOSING DATE : 16 August 2019

POST 27/23 : **CLEANER (CLINICAL) (USAGE 3755) REF NO: SG 05/19/11**

SALARY : R102 534 per annum (Level 02)

CENTRE : 2 Military Hospital, Wynberg, Cape Town

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.

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 : Warrant Officer Class 1 N.M. Louw Tel No: (021) 799 6128

APPLICATIONS : Department of Defence, South African Military Health Service, HR Services Department, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or maybe hand delivered to 2 Military Hospital, Hospital Road, Wynberg Military Base, Wynberg.

CLOSING DATE : 23 August 2019

POST 27/24 : **GROUNDSMAN II REF NO: SG 05/19/12 (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : 7 Medical Battalion Group, Lyttleton, Pretoria
REQUIREMENTS : NQF Level 1 - 4 with relevant experience in gardening. Age 18 – 35. Special requirements (skills needed): Communicate effectively. Must be physically fit, healthy and energetic. Experience in general gardening and the utilization of electrical equipment eg lawnmowers and hedge trimmers. Ability to prioritise and understand instructions.

DUTIES : Planting/removal/replanting of trees, flowers, shrubs, grass and other plants. Preparation of soil for planting of plants. The maintenance of flower and other beds by fertilising, irrigating, weeding and pruning where necessary. Mowing of lawns and cutting of grass edges. Removal of litter from terrain fences and within the terrain and the loading thereof on truck for transport to refuse dump or burn it. Irrigation of lawn and flower beds. Removal of weeds from flower beds. Checking the serviceability of machinery and equipment. Pruning of shrubs and trees. Keeping other structures on grounds clean and tidy (eg barbeque facilities, parking areas, ditches and gutters). Maintain fences. Assist with preparation of grounds for functions. Report any defaults on the terrain.

ENQUIRIES : Maj M. Van Zyl Tel No: (012) 671 6871 WO2 G.M. Marule Tel No: (012) 671 6845

APPLICATIONS : Department of Defence, South African Military Health Service, 7 Medical Battalion Group, Private Bag X1010, Lyttleton, 0140 or maybe hand delivered to 7 Medical Battalion Group, Cnr North and Lionel Slade Street, Lyttleton

CLOSING DATE : 23 August 2019

POST 27/25 : **HOUSEHOLD AID II (USAGE 8652) REF NO: SG 05/19/13**

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 House Hold Aid 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: Cleaning kitchens, washing dishes, dressing of clean linen, removal of dirty, linen vacuum carpets, clean windows and dust off and polish furniture, buff floors, clean kitchen utensils and crockery, clean workshops. Operate kitchen appliances, cleaning machinery including industrial sized vacuum cleaners and heavy duty floor buff machine.

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

CLOSING DATE : 23 August 2019

POST 27/26 : **GROUNDSMAN REF NO: 41/19/02 (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : Military Academy
REQUIREMENTS : A minimum of NQF Level 2 (ABET Level 2-4/ Grade 3-9/ Standard 1-7). Special requirements (skills needed): Previous gardening experience would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Must have physical strength to move materials and equipment. Sound knowledge of plants and garden equipment. Ability to work in a team.

DUTIES : Plant trees, flowers, shrubs, grass and other plants in gardens. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding, and pruning where necessary. Mow lawns and cut grass edges. Load and unload various articles needed on the grounds on/off trucks. Irrigate lawns. Remove refuse from terrain, load on truck and dump it. Keep other structures clean and tidy (e.g. barbeque facilities, parking areas, ditches and gutters). Clean swimming pools and treat with chemicals. Maintain chemicals. Maintain fences. Apply pest control measures. Assist with preparation of grounds for functions. Check the serviceability of machinery and

equipment. Clean machinery and equipment daily after use. Report any defaults on the terrain to Foreman Groundsman.

ENQUIRIES
APPLICATIONS

: Capt R.C. Selomo Tel No: (022) 702 3999
: HR Section, Military Academy, Private bag X2, Saldanha, 7395 or hand deliver
to: HR Section Military Academy, Main Building Room 12, Frans Erasmus
drive, Saldanha, 7395
: 16 August 2019

CLOSING DATE

DEPARTMENT OF ENVIRONMENTAL AFFAIRS*The National Department of Environmental Affairs is an equal opportunity, affirmative action employer*

- APPLICATIONS** : Director-General: The Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000. OR Hand deliver to Department of Environmental Affairs, 14 Loop Street Cape Town or 63 strand Street, Cape Town 8000. No faxed, e-mailed or late applications will be considered.
- FOR ATTENTION** : Human Resource Management
- CLOSING DATE** : 12 August 2019
- NOTE** : Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document as well as a Driver's License in order to be considered. The National Department of Environmental Affairs is an equal opportunity; affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of posts and candidates appointment/transfer will promote representivity will receive preference .It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to the following: a technical exercise that intends to test relevant technical elements of the job, screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The person appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

MANAGEMENT ECHELON

- POST 27/27** : **DIRECTOR: BIOSECURITY SERVICES: REF NO: EP9004/2019**
- SALARY** : R1057 326 per annum (all inclusive remuneration package)
- CENTRE** : Cape Town
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) in Natural or Physical Sciences, or Environmental Management or Development Planning. A minimum of Five years' experience at Middle Management level. Knowledge and experience (minimum 10 years) in natural resource management, planning, implementation, research and development. Specific knowledge of and experience in invasive species prevention and management, including risk assessments; legal requirements, permitting, compliance and enforcement, pathway and vector control; eradication techniques, advocacy and data management. Knowledge of Public Service and Departmental procedures and prescripts. Knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Strong strategic planning and leadership skills. Good analytical, innovative, problem solving, interpersonal and conflict management skills. Commitment of Departmental values. Human Resources Management experience. Able to work under pressure, long hours and travel extensively.
- DUTIES** : Manage policy, legal and strategic development for the effective provision of biosecurity management in the country. Manage data management, monitoring and evaluation, and research and administrative functions, for the effective provision of biosecurity management in the country. Provide strategic leadership and overall management responsibility for the implementation of the invasive species risk assessment frameworks, the Issuing Authority functions, early detection and rapid response, and eradication interventions. Co-ordinate the development and deployment of biosecurity interventions at ports of entry in order to prevent the entry of (potentially) invasive species into the country. Provide strategic leadership, co-ordination and support for the implementation of post-border compliance and enforcement functions and other relevant Competent Authority functions.
- ENQUIRIES** : Ms S Nzwane Tel No: (021) 814 8091

POST 27/28 : **DIRECTOR: INTEGRATED PROJECTS & INTERNATIONAL COORDINATION REF NO: (OC23/2019)**

SALARY : R1057 326 per annum (all inclusive package)

CENTRE : Cape Town

REQUIREMENTS : A recognized Bachelor's Degree in Environmental Management/ Natural Sciences or equivalent qualification (NQF Level 7). A minimum of 5 years' experience at middle managerial level. Knowledge of International liaison. Knowledge of regulations promulgated there under and Departmental policies with special reference to Oceans and Coastal management legislative frameworks. Understanding of social issues, macro and micro economic principles, and its application. Knowledge of Integrated project management policies. Experience and knowledge of policy development and implementation. Knowledge in general government administrative procedures and processes. Experience in regional and international environmental management programmes. Knowledge of financial and procurement administrative procedures (PFMA & Treasury Regulations). Good communication skills (both verbal and report writing) with experience in stakeholder engagement. Computer literacy, research and analytics skills and understanding of environmental issues. Experience in programme and project management.

DUTIES : Coordinate and lead regional and international liaison for Oceans and Coasts. Disseminate information and provide technical and procedural advise on the implementation of cross cutting agreements; identified international engagements and conventions. Collate and develop recommendation for the National Mandates or Positions on regional / international engagements. Coordinate Branch actions with regards to institutional and administrative arrangements regarding regional and international agreements. Organise and coordinate external stakeholder engagement on key issues relevant to regional and international liaison. Coordinate all oceans and coast international affairs. Coordinate the Benguela Current Commission's (BCC) integrated and multi-sectorial oceans governance programme. Lead & coordinate internal & external stakeholder participation in the BCC programme. Lead & facilitate implementation of the BCC Strategic Action Plan / Programme at national level. Facilitate partnerships with foreign countries for DEA: Oceans & Coasts objectives. Develop and implement DEA objective plans in line with the mandate. Liaise with internal and external stakeholder on international affairs and projects and related administrative arrangements. Coordinate and manage large integrated projects. Develop the scope/Tors and application of any large integrated project. Recommend and determine the procurement model for large integrated projects Lead Programme and Project Management of Large Integrated Projects. Administrate Large Integrated Projects, including human and financial resources, including the development of funding and investment strategies and applications.

ENQUIRIES : Mr L Fikizolo Tel No: (021) 819 2608

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

- APPLICATIONS** : Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 hand deliver to 114 Madiba street, City Forum Building, Pretoria 0001.
- FOR ATTENTION** : Ms P Mereko
- CLOSING DATE** : 12 August 2019 at 16h30
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document (Driver's license where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan

OTHER POSTS

- POST 27/29** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: Q9/2019/18**
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : National Office (Pretoria)
- REQUIREMENTS** : A relevant Bachelor's Degree or equivalent qualification in HRM or Labour Relations/ Labour Law. Three to five year's (3-5) experience in Labour Relations environment. A valid driver's license. Knowledge requirements: Labour Law Prescripts, Public Service Act, Public Service Regulations, PSCBC & GPSSBC Resolutions and Case law. Skills and Competencies: Communication, Interpersonal relations, Report writing and supervisory skills, Relations environment and Negotiations.
- DUTIES** : Ensure promotion of sound labour peace, including effective management of dispute settlement, grievances and discipline. Ensure Departmental compliance on Labour Relations matters. Provide advisory services to management. Assist in the development and implementation of Labour Relations Policies and guidelines. Represent the Department in all relevant forums. Supervise staff.
- ENQUIRIES** : Mr S Phaladi Tel No: (012) 339 0091
- POST 27/30** : **LABOUR RELATIONS PRACTITIONER REF NO: Q9/2019/19**
- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : National Office (Pretoria)
- REQUIREMENTS** : Three (3) years Diploma (NQF6) equivalent qualification in Labour Relations/Labour Law /Human Resources Management. Three (3) to five (5) years' experience in Labour Relations. Driver's License. Knowledge requirements: Labour Law Prescripts. Public Service Act. Public Service Regulations. PSCBC & GPSSBC Regulations. Case Law. Skills and Competencies: Communications (Verbal and Written) skills. Problem solving.

DUTIES

Good Interpersonal, Negotiation Skills. Ability to work under pressure. Computer literate. interpersonal and analytical skills.

: Handle grievances and misconduct. Represent the department in dispute resolutions forums. Ensure labour peace and discipline in the Department. Provide labour relations training. Assist in the development and implantation of labour relations policies. Coordinate the departmental Bargaining Chamber meetings. Advice employees and management on labour related issues. Provide administrative duties to the component.

ENQUIRIES

: Mr S Phaladi Tel No: (012) 339 0091

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

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

CLOSING DATE : 12 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 license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 27/31 : **DEPUTY DIRECTOR: HUMAN RESOURCE REF NO: 19/VA48 /NW**

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

CENTRE : Regional Office: North West

REQUIREMENTS : A Degree/National Diploma in Human Resource Management/ Public Administration (NQF6) or equivalent qualification; A minimum of five (5) years relevant experience in a human resources environment of which a minimum of three (3) years should be at supervisory/management level; A sound knowledge of the Public Service Act and Public Service Regulations; Extensive knowledge of Persal system; A valid driver's license. Skills and Competencies: Strategic management abilities; Communication (verbal and written); Project and financial management; Planning and organizing (including time management); Presentation and facilitation skills; Diversity management; Computer literacy (MS Office); Ability to work under pressure and meet deadlines; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Manage effective recruitment and selection processes; Manage learning and development, Employee Health and Wellness Programmes as well as human resource planning processes; Manage relevant reports and database to enable effective decision making; Provide support and advice to line managers on HR matters and ensure compliance with applicable HR legislations and policies; Effective people management within the sub-directorate.

ENQUIRIES : Ms. L Shoai Tel No: (018) 397 7088

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

POST 27/32 : **DEPUTY DIRECTOR: FEATURE WRITER REF NO: 19/106/PEC**

SALARY : R733 257 – R863 748 per annum (All Inclusive Remuneration Package). The successful candidates will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : 3 years Degree or National Diploma qualification in Communication/Journalism or Public Relations NQF 6; 3 years in managerial level; 3 years' experience in feature writing and communication; Extensive knowledge in communication environment; Knowledge of layout, design and software; A valid driver's license. Skills and Competencies: Diversity

- Management; Communication and Information management; Decision making and problem solving skills; Applied strategic thinking; Applying technology; Technical proficiency; Planning and organizing; Ability to work independently and under pressure; Mediation and conflict resolution skills; Computer literacy (MS word and Power Point Presentation); Creative project design and organizational skills; Project Management skills; Team leadership.
- DUTIES** : Key Performance Areas: Develop feature articles/opinion pieces for identified platform; Produce tangible products (e.g pamphlets, internal newsletter, social media platforms, newsletters, factsheets and key messages); Manage social media pages; Develop Justice external magazines (Today magazine); Provide effective people.
- ENQUIRIES APPLICATIONS** : Ms M Modibane Tel No: (012) 315 1668
: 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 27/33** : **PROJECT OFFICER: SOCIAL JUSTICE AND PARTICIPATORY DEMOCRACY REF NO: 19/110/CD**
(12 Months Contract Appointment)
- SALARY** : R376 596 + 37% = R515 936 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: 3 year Bachelor's /Degree or equivalent qualification (NQF 6); At least 3 years project administration experience; Knowledge of the Public Service Legislation, Policy and Regulations; Knowledge in Financial Management; A formal certificate in Project Management will be an advantage; A valid driver's license. Skills and Competencies: Computer literacy (MS Word, Excel, Power Point and Outlook); Communication skills (verbal and written); Creative thinking; Diversity Management; Decision making; Team work; Self-management; Managing interpersonal conflict and resolving problems; Networking and building bonds; Planning and organizing.
- DUTIES** : Key Performance Areas: Project Configuration management; Monitor and report on Projects; Provide project administration support; Provide financial management support and communication ability throughout the project.
- ENQUIRIES APPLICATIONS** : Ms. M. Kganyago Tel No: (012) 315 1844
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- NOTE** : People with disabilities are encouraged to apply
- POST 27/34** : **ASSISTANT DIRECTOR: SOCIAL JUSTICE REF NO: 19/111/CD**
(12 Months Contract Appointment)
- SALARY** : R376 596 + 37% = R515 936 in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: 3 year Bachelor's Degree/ National Diploma in Administration or equivalent qualification at NQF6; At least 3 years administration experience; General knowledge of the Public Service Legislation, Policy and regulations; A valid driver's license. Skills and Competencies: Computer literacy (Ms Office); Managing Interpersonal conflict and resolving problems; Customer service orientation; Communication and Information Management; Creative thinking and Decision making; Diversity Management; Networking and building bonds; Planning and Organizing; Team membership; Knowledge of Financial Management in relation to PFMA; Communication (verbal and written) skills.
- DUTIES** : Key Performance Areas: Promote and advocate the elimination of all forms of racism, racial discrimination, xenophobia and related intolerance; Facilitate and support implementation of the National Action Plan governance structure and programmes; Develop and implement anti-discrimination and social cohesion programmes; Provide administration support.
- ENQUIRIES** : Ms M Kganyago Tel No: (012) 315 1844

- 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.
- POST 27/35** : **MAINTENANCE OFFICER – MR1-MR4 REF NO: 19/VA46/NW**
- SALARY** : R198 411 - R351 795 per annum (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Rustenburg Magistrate Court
: LLB Degree or recognised 4 year legal qualification; Extensive knowledge of the maintenance system and family law matters; Proficiency in the following languages; Setswana, English and Afrikaans. IsiXhosa will be an added advantage. Knowledge of Maintenance Act (Act 99/1998): Understanding of all services and procedure in the area of Maintenance; A valid driver's licence; Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy Skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.
- DUTIES** : Key Performance Areas: Perform the powers, duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Supervise the Family Law Section through mentoring and coaching; Ensure compliance with disciplinary code and manage performance of subordinate.
- ENQUIRIES APPLICATIONS** : Ms. L. Shoai Tel No: (018) 397 7054
: 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.
- NOTE** : All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply.
- POST 27/36** : **MAINTENANCE OFFICER – MR1-MR4 REF NO: 19/VA47/NW**
- SALARY** : R198 411 - R351 795 per annum (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Klerksdorp Magistrate Court
: LLB Degree or recognised 4 year legal qualification; Extensive knowledge of the maintenance system and family law matters; Proficiency in the following languages; Setswana and English; Knowledge of Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance; A valid driver's licence; Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy Skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.
- DUTIES** : Key Performance Areas: Perform the powers, duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Supervise the Family Law Section through mentoring and coaching; Ensure compliance with disciplinary code and manage performance of subordinate.
- ENQUIRIES APPLICATIONS** : Ms. L. Shoai Tel No: (018) 397 7054
: 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.
- NOTE** : All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply.

DEPARTMENT OF LABOUR

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

- CLOSING DATE** : 13 August 2019 at 16:00
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 (Section A and B compulsory) should be accompanied by a recently updated, comprehensive CV as well as recently certified copies(Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents and failure to follow application instructions will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.
- ERRATUM:** Kindly note that the of post of Chief Director: Provincial Operation, Free State Provincial Office with Ref No: HR4/19/07/80HO advertised in Public Service Vacancy Circular 25 2019 dated 12 July 2019, the educational requirements is Three (3) year, relevant qualification (NQFL 7 and SAQA Recognised) in Public / Administration/ Public Management/ Operations Management/ Human Resource Management/ Finance/ Accounting/ Social Sciences/ Medical Sciences/ Health Sciences/ Engineering Sciences/ Labour Law/ Economics/ Statistics. Enquires: Mr S Pheeha Tel No: 012 309 4958.and Also note the post of Risk Committee Member with Ref No: HR4/19/07/01HO advertised in Public Service Vacancy Circular 23 Dated 28 June 2019 has been withdrawn. Enquiries: Mr. T Zwane Tel No: (012) 309 4561. Sorry for the inconvenience.

OTHER POSTS

- POST 27/37** : **CHIEF SECURITY OFFICER REF NO: HR 4/4/8/374**
- SALARY** : R257 508 per annum
- CENTRE** : Provincial Office: Kimberly
- REQUIREMENTS** : Three (3) years relevant tertiary qualification in Security/Risk Management. One (1) year functional experience in the Security Services. PSIRA (Minimum Grade) Knowledge: Promotion of Access to Information Act, Access to Public Premises and Vehicle Act, Knowledge of Physical Security, Personnel and Document Security, Communication Security, IT Security, Security investigation, Protection of Information Act. Skills: Leadership, Good written and verbal communication, Conflict management, Interpersonal relations, Investigative analysis.

DUTIES : Monitor access control within designated buildings. Implement Physical Security Plan. Implement Information and Personnel Security Plan. Manage contingency plan. Supervise security staff.

ENQUIRIES : Mr. TD Mhlophe Tel No: (053) 838 1501

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road

FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley

POST 27/38 : **DATA INFORMATION AND MANAGEMENT OFFICER REF NO: HR 4/4/8/02**

SALARY : R257 508 per annum

CENTRE : Provincial Office: Kimberly

REQUIREMENTS : Three (3) year tertiary qualification in Statistics/ Economics/ Informatics/ Econometrics. One (1) year functional experience in administration/ statistical data collection/labour market services. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research Methodology. Skills: Analytical, Assertiveness, Communication, Interpersonal, Interviewing, Innovative, Creative, Data analysis, Statistical and research, Computer literacy, Management and leadership.

DUTIES : Monitor and analyse the labour market information in the sub-unit. Supervise the maintenance of the provincial labour market information data warehouse system. Provide administrative support to the sub-unit.

ENQUIRIES : Ms. H Olivier Tel No: (053) 838 1513

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road

FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley

POST 27/39 : **SENIOR ADMIN CLERK: FLEET MONITORING AND INSPECTOR SERVICES REF NO: HR/4/4/9/85**

SALARY : R173 703 per annum

CENTRE : Provincial Office: Mmabatho

REQUIREMENTS : Grade Twelve (12) or Standard Ten (10) or Equivalent Qualification. One (1) year functional experience. Knowledge: Procurement, service, operation, maintenance and repair of County vehicles, methods, materials, tools and equipment used in the maintenance and repair of vehicles, Applicable Law, code, regulations, policies and procedures, Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and supplies, Diagnostic procedures for vehicles, Operation, theory and principles of gasoline and diesel- powered engines. Public Service Regulations, operations, policies and objectives, Inventory practices and procedures, Principles and practices of administration, Oral and writing communication, Interpersonal skills using tact, patience and courtesy, Operation of a computer and assigned software, Technical aspects of field of specialty. Skills: Communication Coordination, Planning and organising, Report writing, Computer literacy.

DUTIES : Coordinate information to conduct inspection on Provincial Fleet vehicles. Provide support to enforce compliance on Provincial Fleet operations. Perform maintenance of fleet vehicle at the Province. Perform general administrative tasks in respect of fleet operations.

ENQUIRIES : Mr. M Mapete Tel No: (018) 387 8100

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivered 2nd Floor, Provident House, University Drive

FOR ATTENTION : Sub-directorate: Human Resources Management, Mmabatho

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.

<u>APPLICATIONS</u>	:	e-mail to Recruit.CS@tre
<u>CLOSING DATE</u>	:	12 August 2019 at 12:00 pm
<u>NOTE</u>	:	Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the full name of the position on the subject line of the email under each advert. Kindly note: applications that are not compliant with the above requests will not be considered (non-negotiable). The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts.

OTHER POSTS

<u>POST 27/40</u>	:	<u>DATA ARCHITECT REF NO: S060/2019</u> Division: Corporate Services (CS) Purpose: Analyse, develop and maintain the data architectural baseline of National Treasury and to ensure its implementation by the department.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (all-inclusive remuneration package) Pretoria Relevant Three Year National Diploma/ Degree in Information Technology as recognised by SAQA, A minimum 4 years' experience in the field of information technology data analysis, In-depth Knowledge and experience of the following ICT disciplines: Project Management, Data Architecture, Data Analysis and the System Development Lifecycle, In-depth knowledge and experience utilising Project Management, Business Analysis and ICT Architectural tools.
<u>DUTIES</u>	:	Manage strategic ICT projects, Define the data standards for National Treasury in line with the new Enterprise Architecture and Acquisition approach, Establish, develop, implement and manage an internal departmental procurement ICT solution for business, Scan business for future challenges on technological improvements, Define data specification of identified opportunities for development and implementation, Implement a data architectural baseline within business, Work with business to understand their business requirements and business processes, design data warehouse ("DW") and define extract-translate-load ("ETL") and/or extract-load-translate ("ELT") processes for DW.
<u>ENQUIRIES</u>	:	Ms Caroline Modibane Tel No: (012) 315 5092

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** : 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.
- CLOSING DATE** : 12 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. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted.

OTHER POSTS

- POST 27/41** : **LAW RESEARCHER REF NO: 2019/533/OCJ**
(3 Year Contract)
- SALARY** : R376 596 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour And Labour Appeals Court: Johannesburg
- REQUIREMENTS** : A four (4) year legal qualification; A minimum of 1 year post-qualification work experience in legal research; Knowledge of electronic information resource and online retrieval. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy; Research capabilities, Administrative and organizational skills; Problem solving and planning skills; Decision making skills; Time management skills; Customer service orientated and assertiveness; Attention to detail, initiative, ability to remain calm, work under pressure and meet deadlines; Interpersonal relations and decisive where appropriate.
- DUTIES** : Conduct legal research as directed by Judges; Maintain a repository of research products; Ensure the effective and efficient use of legal materials allocated to the court; Proofreading and citation checking of all draft judgements; Prepare draft speeches and or papers for local and international conferences where so requested; Alert Judges of new developments in the law.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 335 0404
- POST 27/42** : **REGISTRAR REF NO: 2019/534/OCJ**
- SALARY** : (MR3-MR5) R257 073 – R912 504 per annum. (Salary will be in accordance with Occupation Specific Dispensation determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Local Division: Johannesburg
- REQUIREMENTS** : A four (4) year legal qualification; A minimum of 2 year legal experience obtained after qualification, Superior Court or litigation experience will be an

- added advantage. Skills and competencies: Excellent communication skills (verbal and written); Computer literacy; Numerical skills; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service orientated; Interpersonal skills; Conflict management; Strong work ethics; Professionalism, ability to work under pressure and meeting of deadlines.
- DUTIES** : Co-ordination of Case Flow Management and support to the Judiciary; Manage the issuing of all processes initiating court proceedings; Co-ordinate Appeals and reviews; process unopposed divorces and the facilitation of Pre-Trial conferences; Quality checks on Criminal Record books; Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators; Supervision and management of staff; Provide practical training and assistance to the registrars' clerks; Ensure annotation of relevant publications, codes, acts and rules; Attend to and execute requests from the Judiciary in connection with cases and case-related matters; Exercise control over the management and safekeeping of case records and the record room and deal with the files in terms of the relevant codes and legislation.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 335 0404
- POST 27/43** : **REGISTRAR'S CLERK (X3 POSTS)**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Gauteng Local Division: Johannesburg Ref No: 2019/536/OCJ
Labour And Labour Appeals Court: Johannesburg Ref No: 2019/537/OCJ
Gauteng Division: Pretoria Ref No: 2019/535/OCJ
- REQUIREMENTS** : Grade 12. Experience in Clerical / administration functions will be an added advantage. Skills and Competencies: Computer literacy (MS Office with focus on excel); Good Communication skills (written and verbal); Good interpersonal relations; Problem solving skills; Customer service oriented; Be self-motivated
Attention to detail; Flexibility; Ability to work under pressure.
- DUTIES** : Render support services to case flow management; Render efficient and effective support services to the court; Issuing of summons at General Office; Update case progress on ICMS; Render counter service duties /functions; Prepare, Issue and Analyse court statistics; Maintain and keep all registers for Civil and Criminal matters; Filing and storage of both Civil and Criminal process; Issue warrant of arrest for defaulters; Act as a liaison between judges and legal practitioners; Requisitioning of accused persons from prison; Deal with correspondence and attend to general public enquiries; Issue all processes that initiate court proceedings; Prepare and send case to transcribers for appeal and review purposes; Preparing and binding of appeals and reviews; Attend to complaints from prisoners and members of the public; Act as a liaison between Registrar and legal practitioners; Provide administrative support in general as requested by Court Manager and supervisor.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 335 0404
- POST 27/44** : **ADMINISTRATION CLERK (DCRS) REF NO: 2019/538/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Gauteng Division: Pretoria
- REQUIREMENTS** : Grade 12 or equivalent qualification; 0-2 years relevant experience will be an added advantage. 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.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 335 0404

POST 27/45 : **TYPIST REF NO: 2019/540/OCJ**

SALARY : R145 281 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Gauteng Division: Pretoria

REQUIREMENTS : 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.

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

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



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

OTHER POST

- POST 27/46** : **CHIEF PERSONNEL OFFICER REF NO: 017/2019**
Sub-Directorate: OD; HR Planning and Administration
- SALARY** : R316 791 per annum (Level 08) plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (NQF 06) in the areas of HR, Industrial Psychology, Public Administration/Management or related fields with at least 4 years appropriate experience of which 2 years must be in the various disciplines related to human resources management and 2 years at supervisory level. An NQF level 7 qualification or above will serve as an advantage. Knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and relevant labour legislation). Relevant PERSAL training and experience is essential. Should possess the following skills: Ability to apply technical/professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and

have good verbal and written communication. Must have good Interpersonal relations, planning and execution skills and good leadership skills. Ability to manage/control financial resources and supervise staff. Must have the ability to delegate and empower subordinates.

DUTIES

: The successful candidate will be responsible for providing an effective and efficient, Recruitment and Human Resource Administration services. This entails Administering employee benefits and service conditions and recruitment, selection and appointment of employees. Quality assure the correctness of submissions to delegated authorities and render guidance/advise and assist staff and other managers on HR Management practices and policy matters relating to scope. Manage SAQA and probations and Supervise human resources/staff.

ENQUIRIES

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

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

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

MANAGEMENT ECHELON

- POST 27/47** : **DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES REF NO: DPSA/19/14**
Purpose: To provide administrative and executive support to the Director-General.
- SALARY** : R1 057 326 per annum (Level13) (An all-inclusive remuneration package). Annual progression up to maximum salary of R1 245 495 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of basic salary, the contribution of the state to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a prescribed framework.
- CENTRE REQUIREMENTS** : Pretoria
An undergraduate qualification at (NQF level 7) as recognised by SAQA in Public Administration/Social Science/Humanities/Political Science. A postgraduate qualification will be an added advantage. Minimum of 5 years' experience at middle/senior managerial level in the public service/government entity. Sound knowledge of government policies, government systems and process, knowledge of Cabinet and Parliamentary systems/processes, Knowledge of government legislation framework, Project Management, People Management and Empowerment.
- DUTIES** : Coordinate and manage administrative support to all management and governance structures in DPSA, Coordinate and manage administrative

support and advisory services to the Director-General on the Parliamentary and Cabinet Matters. Manage the provision of administrative support to the office of the Director-General (Pretoria and Cape Town), Coordinate and manage executive support to the Director-General. Coordinate and manage implementation of the Financial Disclosure system for SMS members (the promotion integrity and ethical behaviour in the department). Provide support and advice to the Director-General in the overall leadership and management of the Department. Coordinate and manage the compliance with internal and external policies and regulations by DPSA and Coordinate and support the DG's participation in Government Clusters.
Mr. Thabang Ntsiko Tel No: (012) 336 1163

ENQUIRIES

:

DEPARTMENT OF TRADE AND INDUSTRY

- APPLICATIONS** : can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: <http://www.thedti.gov.za> and click on the "Careers" link to submit online application.
- CLOSING DATE** : 12 August 2019
- NOTE** : Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents or <http://www.thedti.gov.za/careers>. Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. the dti is committed to the pursuit of diversity and redress. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dti reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

- POST 27/48** : **CHIEF DIRECTOR: LEGAL SERVICES REF NO: GSSSD/LEGAL 020**
Overview: To oversee and manage the legal services functions for the dti department and its agencies.
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
Pretoria
An undergraduate qualification (NQF Level 7) in Law and admitted as an Attorney or Advocate. of the Bar Council. 5 years' relevant senior managerial experience in a legal environment. Key Requirements: Experience in legal opinions, litigation processes, legislative drafting, contract management and management of legal administrative enquiries. Experience in financial management, strategic management, project management, stakeholder management, change management, people management and empowerment. Working knowledge of civil litigation, criminal procedure and practice and court rules. Knowledge and understanding of Public Service act, Public Service Regulations, The Constitution, Case Law, Common Law and Criminal Act. Communication skills (Verbal and Written), presentation skills, negotiation skills, research skills, interpersonal skills and planning and organising skills. Proficient in MS Office packages.
- DUTIES** : Manage legal opinions drafted based on research conducted, including consultation with counsel and other stakeholders. Manage and provide advice on opinions concluded on contractual matters and/or as they relate to contract management and statutory matters. Oversee the drafting of legal correspondence. Manage litigation on behalf of the department and against the department. Provide advise to the Accounting officer and Minister of the legal position pertaining to the department. Manage the implementation of court orders and recovery of costs awarded in favour of the department. Manage research on the applicable contractual and /or legislative provisions. Manage the drafting of contracts and Memorandums of Understanding. Review profoma or standard contracts for legal certainty. Monitor the yearly legislation programme. Manage legal legislations, including conduction research on the applicable legislative provisions and providing technical advice. Liaise with the Parliamentary portfolio committee on matters requiring the department. Oversee the impact of external legislation into the operations of the department. Manage all legal administrative inquiries, including liaising with stakeholders and editing legal correspondence. Monitor the implementation of legal awareness. Oversee the strategic management of the unit.

ENQUIRIES

: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.

DEPARTMENT OF TRANSPORT

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

APPLICATIONS : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria.

FOR ATTENTION : Recruitment Unit. Room 4034

CLOSING DATE : 12 August 2019

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

OTHER POSTS

POST 27/49 : **ASSISTANT DIRECTOR: DRIVING LICENCE STANDARD REF NO: DOT/HRM/2019/33 (X3 POSTS)**
 Branch: Road Transport
 Chief Directorate: Road Regulation
 Directorate: Compliance
 Sub-Directorate: Driving Licence Standards)
 This post is being re-advertised and candidates who applied need to re-apply again

SALARY : R470 040 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : An appropriate NQF level 6 / 7 Bachelor of Administration in Licensing Practice / Road Traffic Management / Public Administration / Management. NQF Level 4 (A grade) Examiner for Driving Licences. Driving Licences Code EC and A. Three years working experience as an examiner for driving licences. NOTE: The following will serve as strong recommendation: Knowledge of National Road Traffic Act (Act 93 of 1996) and Regulations K53. Minimum Requirements for Driving Licence Testing Centres. Road Traffic Act, Act 29 of 1989. Advanced communication skills (written and presentation). Organisational skills. Computer literacy. Report writing and Extensive travelling.

DUTIES : Evaluate standards at driving licence testing centres. Evaluate driving licence examiners at driving licence centres. Preparation of reports and internal communication. Updating of departmental records. Investigations (preliminary).

ENQUIRIES : Mr J Mbele Tel No: (012) 309 3710

POST 27/50 : **ASSISTANT DIRECTOR: PROJECT MANAGEMENT AND FINANCIAL ADMINISTRATION REF NO: DOT/HRM/2019/34**
 Branch: Maritime Transport
 Sub-Directorate: Maritime Administration Support

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF level 6 / 7 qualification in Public Administration (Management) / Business Management with 3-5 years relevant experience in the Public Sector. NOTE: The following key competencies are essential:

<u>DUTIES</u>	:	Knowledge of Public Finance Management Act and Treasury Regulations. Basic Accounting System. Compilation of Management Skill Reports. Planning and Organisation. Project Management Skill. Computer Literate. Procurement and Tender Procedures. Communication Skill (verbal and written). Calm and Level Headed Under Pressure. Customer Service. Good Human Relation.
	:	Provide assistance with the financial management of the branch. Monitor the expenditures. Monitor the process of grants / transfers and other transfers for Departmental Entities and international organisations. Investigate and enquire about anomalies in the budget. Request the shifting of funds as necessary in consultation with the relevant responsible managers and obtaining the necessary approvals. Compilation of the budgetary inputs of all the Chief Directorates, Sub-directorates and Sections for which the Branch is responsible for. Assist with the compilation of the 3 years MTEF input. Assist with the consolidation of the Branch's input to the adjustments of the National Expenditure (ENE). Provide an office support services to the Branch regarding tenders, acquisition, registration and photocopying; Provide support with the compilation of strategic documents, business plans and operational plans. Provide administrative and general co-ordination services in the Branch; Perform the responsibilities as the Sub-Budget Controller. Provide support to the planning for the respective budget cycle. Ensure that funds are committed under the correct allocation; Monitor programme / Sub programme budget for over and under expenditure. Assist with the veriment and shifting of funds within and across the programme. Attend Budget Controllers meetings. Assist with reports on unauthorized, irregular, fruitless and wasteful expenditure.
<u>ENQUIRIES</u>	:	Mr S Maleka Tel No: (012) 309 3763
<u>POST 27/51</u>	:	<u>SENIOR INTERNAL AUDITOR REF NO: DOT/HRM/2019/35</u> Branch: Office of the Director-General Chief Directorate: Internal Audit and Forensic Investigation Directorate: Internal, Performance and IT Audits Sub-directorate: Internal Audit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08)
	:	Pretoria
	:	NQF 6/7 in Internal Auditing / Auditing qualification with 3 years Internal Audit experience. The following will serve as strong recommendations: Knowledge of the Treasury Regulations and Public Finance Management Act. Knowledge of the International Standards for the Professional Practice of Internal Auditing and Code of Ethics. Good interpersonal and Communication skills (both written and verbal). Report writing. Problem solving. Project management skills. Knowledge of barnowl audit and risk management software.
<u>DUTIES</u>	:	Evaluate the internal control systems. Risk management and governance processes of the department. Plan audit projects. Develop adequate audit procedures. Execute audit programme by gathering all relevant data and audit evidence. Document all audit findings and provide supporting evidence. Compile audit reports and discuss with clients. Conduct internal audits in compliance with the International Standards for the Professional Practice of Internal Auditing. Perform follow up reviews to ensure that agreed action plans were implemented.
<u>ENQUIRIES</u>	:	Ms L Monama Tel No: (012) 309 3452

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 12 August 2019

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

OTHER POSTS

POST 27/52 : **CHIEF ENGINEER**
Branch: IBOM Central Operations

SALARY CENTRE : R1 042 827 per annum (OSD)
Tugela Vaal Ref No: 120819/01 (X1 Post)
Jericho Dam Ref No: 120819/02 (X1 Post)
Free State Ref No: 120819/03 (X1 Post)

REQUIREMENTS : An Engineering degree (B Eng / BSc (Eng)). Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (Attach proof of registration). A valid driver's Licence (certified copy must be attached). Strategic capability and leadership. Problem solving and analytical skills. Decision making, team leadership and creativity. Knowledge of financial management and customer focus. Experience in programme and project management. Knowledge and experience in engineering legal and operational compliance. Good engineering operational communication. Process knowledge and skills.

DUTIES : Manage the area office in the Central Operations Directorate. Implementation of Water Resource. Infrastructure operations. Medium-to-long term plans to ensure continuation of service delivery. Short term plan to schedule tasks for efficient operations and maintenance. Effective dam safety practices and emergency preparedness plans. Emergency plans for any emergency situations that may jeopardise lives and equipment in the area office. Maintenance and betterment plans, including general maintenance and related facilities. Provide leadership and directions as well as be responsible for facilities for financial management and corporate support in the Cluster Office. Prepare and manage Area office budget. Manage and control state-owned land and facilities related to water resource infrastructure. Ensure monitoring and evaluation of Cluster Office activities as well as reporting thereon. Manage administration and technical staff. Promote good stakeholder relations and ensure a customer-focused service delivery related to water resources.

ENQUIRIES APPLICATIONS : Ms ND Ndumo Tel No: (012) 741 7302
IBOM: Central Operations. Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, IBOM Central Operations, Private Bag X273, Pretoria, 0001, or hand deliver to 1st Floor, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria.

FOR ATTENTION : Mr KL Manganyi

POST 27/53 : **DEPUTY DIRECTOR REF NO: 120819/18**
Branch: Chief Operations Office: Western Cape
SD: Drinking Water Quality and Waste Water Management

SALARY CENTRE REQUIREMENTS : R869 007 per annum (Level 12) (all-inclusive salary package)
: Bellville
: A National Diploma or Degree in Natural Sciences. Three (3) to five (5) years experience in water sector environment. Project and management experience. A post graduate qualification will be an added advantage. A valid driver's license (certified copy must be attached). Knowledge and understanding of water services strategy. Knowledge and experience in policy development and implementation. Knowledge and understanding of National Water Act, related legislations and Public Finance Management Act. Knowledge and experience of operational plans of drinking water and waste water treatment systems by municipalities. Knowledge and experience in the plans of waste water management for operational plans of their industries and water sector forums in water related matters. Management experience. Knowledge of financial management and change management. Strategic capability, leadership, service delivery Innovation, problem solving, analysis, people management and diversity management skills. Client orientation and customer focus skills.

DUTIES : Provide operational plan to ensure monitoring and compliance of drinking water quality and waste water management. Develop and share a vision and mission for the supply of water quality to other water sector users. Promote team building within and beyond the section. Ensure adequate support to team members. Promote transformation within the section. Advise top management and the legislature, as well as relevant sector bodies on policies and strategies relevant to the section. Ensure effective implementation of policies and strategies by the Water Sector. Participate as a key player in the water and sanitation strategic plan. Develop measures to improve strategic and sanitation policies. Develop and manage the budget for the section. Develop expenditure forecast on a quarterly basis for the section. Manage Human Resources within the section. Participate in the recruitment and selection of staff. Manage the development of your team members. Ensure compliance to legislative and policy framework requirements. Ensure the development and implementation of a financial strategy and budget responsibility for the section. Ensure maintenance of the Drinking Water Quality Systems and Water Schemes in all municipalities. Provide broad financial strategy development for the section. Provide monthly reports. Facilitate implementation of Drinking Water Quality Action plan and waste water risk abatement plans. Ensure monitoring and compliance by Water Service Authorities. Assess and ensure credibility of data received from municipalities. Identify and address support required for efficient programme and human resources management.

ENQUIRIES APPLICATIONS : Ms D Hene Tel No: (021) 941 6266
: Western Cape Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville.

FOR ATTENTION NOTE : Ms K Melelo
: Persons with disabilities, Females, African Males and White Males are encouraged to apply.

POST 27/54 : **SCIENTIST (PRODUCTION) GRADE A REF NO: 120819/04**
Branch: Chief Operations Office: Western Cape
SD: Ground Water Management

SALARY CENTRE REQUIREMENTS : R618 732 per annum (all-inclusive OSD salary package)
: Bellville
: A Science degree (BSc) (Hon) or relevant qualification in Geohydrology and Hydrology or Earth Sciences (Specialised in Groundwater Studies). Compulsory registration with the SACNASP as a Professional Natural Scientist (Proof of registration must be attached). Three (3) years post qualification natural scientific experience in Geohydrology or Hydrology or Earth Sciences fields. A valid driver's licence (certified copy must be attached). Good sound knowledge of geohydrological processes, groundwater assessment and integrated water resources management. Be able to apply, analyse and interpret various groundwater models. Ability to apply scientific

- research, methodologies and project management principles. Good computer and Computer aided scientific applications skills. Presentation skills. Problems solving and analysis abilities and negotiation skills. Good written and verbal communication skills. People management and conflict management.
- DUTIES** : Developing and implement methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework. Provide scientific support and advice. Develop working relations with the client base. Create public awareness of the science system. Provide scientific data, information and advice as requested and review scientific publications. Conduct analyses on scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models to generate information and knowledge. Conduct basic and applied research. Publish and present research findings. Liaise with the relevant bodies/councils on science-related matters. Mentor, train and develop candidate scientist and others to promote skills/knowledge transfer as well as adherence to sound scientific principles and code of practice. Supervise scientific work and processes as well as Sector Support with the assessment of Water Use Licence Applications (WULAs) and form part of WUAAAC in the region. Deal with geohydrological queries regarding water use in the catchments. Manage special geohydrological projects. Run geohydrological models in order to assist in decision making. Give inputs to all feasibility studies. Attend to water use data request from stakeholders. Represent the Department in different platforms 196 where geohydrological inputs are required from the department. Support the water quality team with the geohydrological inputs in their various projects.
- ENQUIRIES APPLICATIONS** : Mr B Zenzile Tel No: (021) 941 6219
- Western Cape: Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville.
- FOR ATTENTION NOTE** : Ms K Melelo
- Persons with disabilities, Females, African Males and Indian Males are encouraged to apply.
- POST 27/55** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION) REF NO: 120819/05**
Branch: Chief Operations Office: Western Cape
DIV: Water Quality Related Water Use Management
- SALARY CENTRE REQUIREMENTS** : R402 045 per annum (OSD)
Bellville
- A relevant Honours degree in Environmental or related fields. Four (4) years' experience in the field or water quality management and integrated water resource management will serve as an advantage. A valid Code EB drivers license (Certified copy must be attached). Good understanding on sampling practises and incident protocols. Sound knowledge of the National Water Act (Act 36 of 1998) and related policies, strategies and guidelines is required as well as knowledge of other relevant legislation. Knowledge and understanding of industrial, agricultural and mining processes as well as waste water treatment processes. Good computer literacy skills. Proven management and negotiation skills. Good communication (verbal and written) skills. Willingness to travel extensively and work irregular hours.
- DUTIES** : Process and evaluate water use authorisation applications in the Water Management Area. Provide comments on environmental impact assessments (EIAs), environmental management programme reports, mine closure reports and other technical reports. Draft water quality status reports and provide recommendations. Site inspections relating to water pollution incident and water quality compliance. Sampling and provide feedback to stakeholders and the public on water use water quality related issues. Attending meetings and liaise with stakeholders in the water sector and other government departments. Conduct regular compliance monitoring at industries, local authorities, etc. Prepare reports and assist with the supervision of staff.
- ENQUIRIES APPLICATIONS** : Mr D Daniels Tel No: (021) 941 6189
- Bellville Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and

- Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville.
- FOR ATTENTION NOTE** : Ms K Melelo
: Persons with disabilities, Females, African Males and Indian Males are encouraged to apply.
- POST 27/56** : **ASSISTANT DIRECTOR: INSPECTIONS REF NO: 120819/06**
Branch: Regulation
DIR: Investigations and Prosecutions
This is a re- advertisement; applicants who have previously applied are encouraged to re- apply
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)
: Pretoria, Head Office
: A Bachelor's Degree in Natural Sciences or Environmental Management. Three (3) to Five (5) years' experience in integrated water resource management. Knowledge of National Water Act. Knowledge of National Water Services Act, Public Service Act and Regulations. Knowledge of Public Finance Management Act and experience in project and programme management. Knowledge of business and management principles, strategic planning, resource allocation and human resources. Problem solving and analytical skills. Strategic capability and Leadership. Change and Knowledge management. Service Delivery Innovation (SDI), People management and empowerment, client orientation and Customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.
- DUTIES** : Supervise application of investigative procedures within the area of operation to prevent unlawful activities, recommend appropriate corrective action to contraventions and assist or support relevant stakeholders with cost recovery process. Implementation of investigation procedures and processes, recommend appropriate corrective action to contraventions and assist relevant stakeholders with cost recovery process. Review case being presented or referred and or reported. Supervise docket compilation for prosecution. Supervise the implementation and the registration of enforcement case management system and other enforcement processes. Data analysis to keep track of repeated offenders. Identify hotspots. Assist with case review with appropriate internal and or when necessary with external stakeholders such as Legal services, Specialists, relevant departments and other law enforcement agencies. Liaise with relevant stakeholders regarding processing of enforcement cases. Participate and present cases in Environmental crime forums. Assessment and review of representation from the alleged transgressors and provide feedback. Improve current control process through enhancement. Obtain legal opinions and case laws. Analyse laws affecting case and provide input. Plan and conduct joint operation with other departments and enforcement agencies. Introduce innovative ways of doing business and improvement. Assist in the management of the unit. Provide inputs into the unit's business plan. Supervise the execution of outputs as per business plan. Human resource supervision and development.
- ENQUIRIES APPLICATIONS** : Mr P Shibambo Tel No: (012) 336 6504
: Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- POST 27/57** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A: CIVIL REF NO: 120819/08**
Branch: Chief Operations Office Western Cape
DIV: Hydrology
This is a re-advertisement; applicants who have previously applied are encouraged to re-apply
- SALARY CENTRE REQUIREMENTS** : R311 859 per annum (OSD)
: Worcester
: A National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician (Certified copy must be attached). A valid driver's licence. (Certified copy must be attached). Experience in Project Management. Knowledge and understanding

- of technical design and analysis. Research and development experience. Knowledge of legal compliance. Good computer and Computer-aided engineering applications skills. Technical report writing and technical consulting skills. Problem solving and analysis, decision making and team work skills. Creativity, customer focus and responsiveness. Excellent communication skills. People management, planning and organising. Change management and people management skills.
- DUTIES** : Assist engineers, control engineering technicians and associates in the field, workshop and office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with the specifications and submit for evaluation and approval by the relevant authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operation plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/council on engineering related matters.
- ENQUIRIES** : Mr. C Botma Tel No: (023) 342 2673
APPLICATIONS : Worcester: Please Forward Your Applications Quoting the Relevant Reference Number To The Regional Head: Western Cape, Department Of Water And Sanitation, Private Bag X16, Sanlamhof, 7532 Or Hand Deliver To Sigma Building, 3 Blanckenberg Road, And Bellville.
- FOR ATTENTION** : Ms K Melelo
NOTE : Persons with disabilities, Females and African Males are encouraged to apply.
- POST 27/58** : **REGISTRY CLERK (SUPERVISOR) REF NO: 120819/09**
Branch: Chief Operations Office: Western Cape
DIV: Auxiliary Services
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Bellville
REQUIREMENTS : A Senior / Grade 12 certificate. Three (3) to five (5) years' experience in records management. Working knowledge and in depth knowledge of legislative framework governing records management in Public Service. Ability to work independently and under pressure and as part of a team. A valid EB Driver's license. (Certified copy must be attached). Knowledge of registry procedures, policies and exposure to general office administration. Excellent interpersonal relations and communication skills. Good computer (MS Packages) including Word and Excel skills. Report writing skills. Ability to maintain high level of professionalism, confidentiality and reliability. Knowledge and experience of registry duties, practices as well as the ability to capture data and operate the computer. Knowledge and understanding of storage and retrieval procedures in terms of the working environment. Flexibility, team work. Basic knowledge of problem solving and analysis. People and diversity management, client orientation and customer focus skills. Accountability and ethical conduct. Planning and organizing skills. Understand the work in registry.
- DUTIES** : Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management services. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and disposal. Handle telephonic and other enquiries received. Efficient running of the registry office. Receive documents for filling. File document according to dates and folio number. Distribute files accordingly. Render administration for the component. Supervise the distribution of document to the relevant offices. Keep records of all the documents distributed. Do monthly reports. Prepare file covers. Insert the control sheet and the control card. Manage the registered files accordingly. Manage the opening, labeling and closing of files. Control incoming and outgoing mails. Manage good customer relations with all clients. Do research on the latest filling system. Update the system. Ensure and complete index cards for all files. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Do spot checks on post to ensure that no private posts are included. Lock post in postbag for messengers

to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittance to finance. Send wrong remittance back to sender via registered post and record reference number in register. Keep record daily of amount of letter franked. Allocate and ensure quality of work. Personnel development. Assess staff performance and apply discipline.

ENQUIRIES : Ms N Matiso Tel No: (021) 941 6098
APPLICATIONS : Bellville: Please Forward Your Applications Quoting the Relevant Reference Number to The Regional Head: Western Cape, Department of Water And Sanitation, Private Bag X16, Sanlamhof, 7532 Or Hand Deliver To Sigma Building, 3 Blanckenberg Road, And Bellville.

FOR ATTENTION : Ms K Melelo
NOTE : Persons with disabilities, Females, African Males, Indian Males and White Males are encouraged to apply.

POST 27/59 : **HR CLERK: SUPERVISOR REF NO: 120819/10**
Branch: IBOM Southern Operations

SALARY : R257 508 per annum (Level 07)
CENTRE : Port Elizabeth
REQUIREMENTS : A Senior certificate / Grade 12 certificate. Three (3) to five (5) years' experience in Human Resource Management. Working experience on the PERSAL system. (Attach PERSAL certificate). Knowledge of SAP. Knowledge and experience in administrative, clerical procedures and systems. A valid driver's license (Attach certified copy). Knowledge and understanding on Human Resource Management legislation/directives, policies and procedures. Knowledge and understanding on Financial legislation. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Computer literacy skills. Problem solving, presentation, creativity, interpersonal and analytical skills. Good communication skills both verbal and written. Numeracy skills, commitment, integrity. Maintain confidentiality, loyalty and be a team player, time management and supervisory skills.

DUTIES : Supervise, plan and co-ordinate the activities of the Personnel Officers to contribute to the rendering of a professional human resource management service. Supervise the implementation and maintenance of human resource administration practices concerning service benefits and or maintenance & provisioning of human resource in the department to contribute to the rendering of a professional human resource management service. Address human resource management enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice Department/Personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/policies. Approve transactions on Persal and SAP system according to delegations. Prepare monthly reports on personnel administration issues and statistics.

ENQUIRIES : Ms EN Ngele Tel No: (041) 508 9744
APPLICATIONS : Port Elizabeth: Please forward your applications to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer

FOR ATTENTION : Ms EN Ngele

POST 27/60 : **SENIOR WATER CONTROL OFFICER REF NO: 120819/11**
Branch: IBOM DIR: Southern Operations

SALARY : R208 584 per annum (Level 06)
CENTRE : Gouritz River (Wolwedans Dam)
REQUIREMENTS : Applicants must be in possession of a Senior certificate / Grade 12 certificate with a minimum of two (2) to four (4) years' experience in the field of water control related functions. Knowledge in controlling and managing the water distribution for all Government Waterworks within the area office's jurisdiction. Policy implementation, monitoring and evaluation principles. Knowledge of flood controlling. Willingness to work overtime and often travel away from home. The incumbent should be physically fit to work in confined spaces, heights etc. Internal Water Control Courses will be added as an advantage.

DUTIES : Monitor, analyse and record all relevant readings. Ensure adequate support to subordinates. Supervise and audit water use data and register all water users.

Compile working schedule and be able to work shifts. Control and manage health and safety aspects within water division. Manages Human Resources within the section and ensure that HRD policies are applied for all staff members within the section. Report all civil and mechanical faults and provide guidance in water distribution. Apply safety and health regulations to the schemes. Evaluate work performance of subordinates. Assist in the development of appropriate maintenance procedures through Best Practices. Manage all admin functions within the section. Conduct quarterly dam safety inspections.

ENQUIRIES : Mr JJ Raats Tel No: (023) 348 5600
APPLICATIONS : Gouritz River (Wolwedans Dam): Please forward your applications to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Building 3rd Avenue Walmer.

FOR ATTENTION : Ms EN Ngele

POST 27/61 : **ADMINISTRATION CLERK PRODUCTION REF NO: 120819/12**
 Branch: IBOM Southern Operations

SALARY : R173 703 per annum (Level 05)
CENTRE : Worcester
REQUIREMENTS : A Senior Certificate or equivalent. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Computer literacy skills. Planning and organizing. Good verbal and written communication skills.

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

ENQUIRIES : Ms P Adonis Tel No: (076) 021 5139
APPLICATIONS : Worcester: Please forward your applications to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

FOR ATTENTION : Ms N Ngele

POST 27/62 : **HUMAN RESOURCE CLERK REF NO: 120819/13**
 Branch: Chief Operations Office: Western Cape

SALARY : R173 703 per annum (Level 05)
CENTRE : Bellville
REQUIREMENTS : A Senior certificate / Grade 12 Certificate. Knowledge of basic (PERSAL system). Basic knowledge and insight of Human Resource prescripts. Knowledge of registry functions, practices as well as ability to capture high volume data, and operate a computer. Working knowledge and understanding of legislative framework governing the Public Services. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis.

<u>DUTIES</u>	:	Client orientation and customer focus. Excellent communication skills both written and verbal. Good computer literacy skills. Planning and organising. Recruitment and selection (advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods, etc). Implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR). Co-ordinate Performance Management Development System (PMDS) and Training and Development. Liaise with internal and external stakeholders in relation to recruitment and selection. Implement termination of services. Implement appointments on PERSAL. Keep filing records up to date. Keep and maintain the asset register of the component. Keep filing system of HR personnel updated. Ensure that personal files of employees are issued to relevant managers on request. Ensure that files are received back as per HR policies. Compile reports of movement of personnel files.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Stoffberg Tel No: (021) 941 6310
<u>FOR ATTENTION NOTE</u>	:	Bellville: Please Forward Your Applications Quoting the Relevant Reference Number To The Regional Head: Western Cape, Department Of Water And Sanitation, Private Bag X16, Sanlamhof, 7532 Or Hand Deliver To Sigma Building, 3 Blanckenberg Road, And Bellville. Ms K Melelo Persons with disabilities, Females and Indian Males are encouraged to apply.
<u>POST 27/63</u>	:	<u>PROVISIONING ADMINISTRATION CLERK REF NO: 120819/14</u> Branch: Chief Operations Office: Western Cape DIV: Asset Management This is a re-advertisement; applicants who have previously applied are encouraged to re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 05) Bellville A Senior certificate/ Grade 12 Certificate with Accounting as a passed subject. Basic knowledge of Asset Management practices as well as the ability to capture data, and collect statistics. A valid driver's license (Certified copy must be attached). Basic knowledge of MS Office. Working knowledge and understanding of PFMA, National Treasury Regulations and PPPFA governing the Public Service. Flexibility and team work ability. Problem solving and analytical skills. Client orientation, customer focus, accountability and ethical conduct skills. Good communication skills.
<u>DUTIES</u>	:	Bar Coding of procured assets. Maintain and update asset register. Ensure monthly assets and leases reconciliation. Proper filling of all reconciliation documents. Monthly spot-checks on assets. Conduct asset verification procedures. Maintain and update leased assets register. Monitor lease agreements for compliance. Compile and maintain asset disposal register. Assist with the actual disposal of assets. Maintain and update loss register.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Tyeku Tel No: (021) 941 6026
<u>FOR ATTENTION NOTE</u>	:	Bellville: Please Forward Your Applications Quoting the Relevant Reference Number to The Regional Head: Western Cape, Department Of Water And Sanitation, Private Bag X16, Sanlamhof. Ms K Melelo Persons with disabilities, Females and Indian Males are encouraged to apply.
<u>POST 27/64</u>	:	<u>ACCOUNTING CLERK REF NO: 120819/15 (X3 POSTS)</u> Branch: Chief Operations Office: Western Cape SD: Financial Management (WTE)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 05) Bellville A Senior / Grade 12 Certificate with Accounting as a passed subject. Computer literacy (MS Office) skills. Knowledge of SAP. Knowledge and understanding of PFMA, Treasury Regulations. Knowledge of accrual accounting. Knowledge of general office administration within the public service. Problem solving, analysis, client orientation, customer focus, accountability and ethical conduct skills. Good communication skills.
<u>DUTIES</u>	:	Attending to telephonic customer queries. Printing of invoices and statements as requested by clients. Assist in cashier functions and walk-in clients with queries. Conduct customer reconciliation to verify the correctness of the

customer account. File documents and general administration duties. Assist in reminding clients of their outstanding invoices.

ENQUIRIES APPLICATIONS : Ms D Mntungwa Tel No: (021) 941 6042
: Bellville: Please Forward Your Applications Quoting The Relevant Reference Number To The Regional Head: Western Cape, Department Of Water And Sanitation, Private Bag X16, Sanlamhof, 7532 Or Hand Deliver To Sigma Building, 3 Blanckenberg Road, And Bellville.

FOR ATTENTION NOTE : Ms K Melelo
: Persons with disabilities, Females, White Males and Indian Males are encouraged to apply.

POST 27/65 : **WATER CONTROL AID REF NO: 120819/16**
Branch: IBOM

SALARY CENTRE REQUIREMENTS : R145 281 per annum (Level 04)
: Bellville, (Clanwilliam Dam)
: Grade 12 or (Adult Education Training) AET. Basic knowledge in controlling and managing the water distribution for all Government Waterworks within the Area Office's jurisdiction. Basic knowledge in policy implementation. Basic knowledge in monitoring and evaluation principles. Basic disciplinary understanding in Occupational Health and Safety and in Public administration. Basic understanding in supporting water utilisation and water resource strategy. Basic understanding of flood controlling. Basic understanding of Government legislation.

DUTIES : Distribute water in respect to instruction given by managers. Conduct general routine inspection. Report irregularities in accordance to scheme regulations. Minor maintenance of canals, measuring structures, sluices and servitude's. Safe keeping of equipment and property. Knowledge of administration in relation to the correct completion of forms. Open sluices for distributing water on the Government Waterworks to water users. Clear water plants, grass and algae in canals, dirty canals and wastage by irrigators. Attend to problems regarding obstacles in canals. Remove stones and sand on water canals. Remove algae regularly, keep gauge plates clean. Keep inlet hole to measuring box open. Look for cracks in measuring structures and report defects. Paint a mark above gauge plates. Check for harmful weeds in canal servitudes. Keep embankments in good condition. Holes on embankments must be reported. Stagnant water on the embankment must be reported. Ensure that sluices numbers are clearly painted. Keep grids clean. Clean the area around the post boxes. Ensure that post boxes are locked and repair minor wash outs.

ENQUIRIES APPLICATIONS : Mr M Tom Tel No: (021) 941 6045
: Bellville (Clanwilliam Dam): Please forward your applications to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

FOR ATTENTION : Ms EN Ngele

POST 27/66 : **GENERAL WORKER REF NO: 120819/17**
Branch: Chief Operations Office: Western Cape
DIV: Data Management

SALARY CENTRE REQUIREMENTS : R102 534 per annum (Level 02)
: George
: ABET (be able to read and write). Knowledge of construction and maintenance work. Knowledge of Occupational health and safety. (OHS) Knowledge of gardening equipment and appliances. Knowledge of power tools. Knowledge of carpentry / bricklaying / welding. Knowledge and understanding of daily maintenance procedures for effective machine / equipment performance. Willingness to travel and work away from the office for is essential.

DUTIES : Perform routine and structural maintenance operations at gauging sites. Refurbishment of gauging sites. Construction of gauging weirs and infrastructure. Technical assistance and special tasks. General maintenance and housekeeping of camping facilities. Maintain and take care of machinery, equipment, tools and goods.

ENQUIRIES APPLICATIONS : Mr J Kriel Tel No: (044) 802 2733
: George: Please Forward Your Applications Quoting The Relevant Reference Number To The Regional Head: Western Cape, Department Of Water And

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of "Top Secret".

APPLICATIONS : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government avenue, Union Buildings.
FOR ATTENTION : Ms Kefilwe Maubane
CLOSING DATE : 12 August 2019
NOTE : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POST

POST 27/67 : **SENIOR PERSONNEL PRACTITIONER: PMDS**
 Directorate: Organizational Development

SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Senior certificate plus a National Diploma/Degree or equivalent qualification on NQF level 6. Minimum of 3 years' experience in performance management. Competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully; Have excellent interpersonal skills; Have excellent organizational and planning skills and ability to work on multiple projects simultaneously; Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner; Be able to work independently and as part of a team and also work well under pressure; Excellent telephone etiquette; Have effective oral and written communication skills; Have good presentation skills; Be able to conduct research; Good office management skills; and Be able to handle confidential matters and has integrity and is trustworthy. Knowledge of policy development/ formulation. Good computer knowledge; Good understanding of Public Service Regulatory Framework. Knowledge of PERSAL.

DUTIES : The successful candidate will be responsible for: Assisting in managing an effective performance management system that supports the transformation of the Presidency culture. Ensuring the alignment of organisation, team and individual performance rating with the incentive scheme. Preparing documentation for Moderations. Ensuring that Moderation meetings take place. Providing secretarial services during moderations. Interpretation and implementation of human resources policies and procedures. Facilitating training and information sharing with line management and general employees regarding the full understanding of the performance management and development system. Attending to all queries pertaining to the application of Performance Management and Development System (PMDS) and Probations. Preparing probations quarterly reports and monitoring PMDS projects. Supervision of staff.

ENQUIRIES : Mr W Dube Tel No: (012) 300 5861

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

APPLICATIONS

- : should be posted to the addresses as indicated below or Hand delivered as indicated below:
- Livingstone Hospital:** Applications for the of post Director: Facilities for should be forwarded to Head Office
- Steynsburg Hospital:** Post to: Human Resource Office, Steynsburg Hospital -, Private Bag X03, Steynsburg, 5920 or Hand deliver at the HR Office, 1 Henning Street, Steynsburg. Enquiries: Ms L.Jood Tel No: (051) 633 9617.
- Taylor Bequest Hospital (Mt Fletcher):** Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mt Fletcher, 4770, Enquiries: Ms Ngwabeni Tel No: (039) 257 0099.
- Burgersdorp Hospital:** Post to: Human Resource Office, Burgersdorp Hospital, Daantjie Van Den Heever street, Burgersdorp, 9744 or Hand deliver to: HR Office, Burgersdorp Hospital, Enquiries: Ms N Zondi Tel No: (051) 653 1881.
- Aliwal North Hospital:** Post to: Human Resource Office, Aliwal North Hospital, Private Bag x1004, Aliwal North 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklane Street Aliwal North, Enquires: Ms Fourie - Tel No: (051) 633 7700.
- Sipetu Hospital:** Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Tabankulu, 5090. Enquiries: Mr EF Madaka Tel No: (0390 255 0077.
- Greenville Hospital:** Post to: Human Resource Office, Greenville District Hospital, Private Bag X 559, Bizana, 4800, Enquiries: Mr Bango Tel No: (039) 251 3009.
- Taylor Bequest Hospital (Matatiele):** Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836 Matatiele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730. Enquiries: Mr Kholiso Tel No (039) 737 3107.
- Frontier Regional Hospital:** Post to: Human Resource Office, Frontier Regional Hospital, Private bag X 7063, Queenstown, 5320 or hand delivery to Frontier Hospital, 5320. Enquiries: Ms May Tel no: (045) 808 4226
- Ngcobo Sub-District:** Post to: Human Resource Office, Ngcobo Sub-District, P.O Box X 215, Ngcobo 5050 or hand delivered to: All Saints Hospital (Old Maternity), Ngcobo Enquiries: Ms N. Matala Tel No (0470 548 0022/34.
- Cofimvaba Hospital:** Post to: Human Resource Office, Cofimvaba Hospital, Private Bag x 1207. Cofimvaba 5380. Enquiries: Ms A Mbana Tel No (0470 874 0111.
- Intsika Yethu Sub-District:** Post to: Human Resource Office, Intsika Yethu Sub-District, Private Bag X 1250, Cofimvaba, 5380 Enquiries: Ms A Mabentsela Tel No (0470 874 0079.
- Cala Hospital:** Post to: Human Resource Office, Private Bag X516, Cala, 5455. Enquiries: Mr S Zihlangu Tel no (047) 877 0129.
- Emalahleni Sub District:** Post to: Human Resources Office, Emalahleni Sub District Lady Frere 5410. Enquiries: Ms NP Mtshabe Tel No (0470 878 4300
- Settlers Hospital:** Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquires Ms S Diva Tel No (0460 602 5046.
- Andries Vosloo Hospital:** Post to: Human Resource Office, Andries Vosloo Hospital, Private Bag X27667, Port Elizabeth, 6057, Enquires: Ms CZ Zozo – Tel No: (042) 243 1313
- Nessie Knight Hospital:** Post to: Human Resource Office, Nessie Knight Hospital, P/Bag X420, Qumbu, 5180 or hand delivery to Sulenkama Admin Area-Nessie Knight Hospital-Qumbu, Enquiries: Ms O.N Sotsako Tel No: (047) 553 6007/8/9. Enquiries
- Qaukeni Sub-District:** Post to: Qaukeni Sub District: Lusikisiki College of Education, Department of Health Offices, Private bag x1058, Lusikisiki, 4820, Enquiries: Ms N Hlobo: Tel No (039) 253 1541.
- Nyandeni Sub-District:** Post to: Human Resource Office, Nyandeni LSA, P. O. Box 208, Libode, 5160, or Hand Deliver to: Nomandela Drive opposite traffic Department, Libode, 5160. Enquiries: Ms Daniso – Tel No: (047) 555 0151/0023.

Mhlontlo Sub District- Qumbu CHC: Post to Human Resource Office, Mhlontlo Sub – District, Private Bag X421, Qumbu, 5180, Enquiries: Ms Ntlali Tel No (047) 553 0585

OR Tambo District Office: Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building. Enquiries: Mr S Stuma Tel (047) 502 9000

St Elizabeth Regional Hospital: Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mr M Nozaza – Tel No: (039) 253 5012.

Nelson Mandela Academic Hospital: Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: (047) 502 4469

Bambisana Hospital: Post to: P/Bag X1046, Lusikisiki, 4820 or Hand deliver to Goqwana A/A, Lusikisiki, 4820, Enquiries Mr S Mahlangeni –Tel No: 039 253 7262/0835860659.

St Barnabas Hospital: Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, Libode, 5160. Enquiries: Ms Ndamase – Tel No (047) 555 5300

Dora Nginza Regional Hospital: Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Mr J Johaar Tel No (041) 406 4435

Jose Pearson Hospital: Post to: Human Resource Office, Jose Pearson TB Hospital, PO Box 10692 Linton Grange Port Elizabeth 6014 or Hand delivery to: Human Resource Office, Jose Pearson TB Hospital, Mission Road, Bethelsdorp, Port Elizabeth 6015 Enquiries: Ms Klassen Tel No: (041) 372 8000.

Livingstone Tertiary Hospital: Post to: The Human Resource Manager, Recruitment Section, Private Bag X Korsten, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Mr Mjindi Tel No: (041) 405 2121.

Cecilia Makiwane Hospital: Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms P Mncotso Tel No: (043) 708 2121.

Grey Hospital: Post to: Human Resource Office, Grey Hospital, Private Bag X 7443, King Williams Town 5600 or hand deliver to HR Office Grey Hospital 54 Kings Road King Williams Town 5601. Enquiries: Ms Phillip Tel No: (043) 643 3304.

Nkqubela TB Hospital: Post to: HR Office, Nkqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nqubela Hospital, Billie Road, Mdantsane Township. Enquires: Ms. N. Langeni Tel No: (043) 761 2131.

Buffalo City Metro District Office: Post to: HR Office, Buffalo City Metro District Office, Private Bag X9015, East London.

Butterworth Hospital: Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquires: Ms P Mtshemla Tel No: (047) 401 9000.

Mnquma Sub District: Post to: HR Office, Private Bag X3080, Butterworth, 4960, or hand delivery: Mnquma Sub-district: 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries Ms N Tengwa Tel No: (047) 491 0740.

Raymond Mhlaba/Nkonkobe Sub District: Post to: HR Office, P.O. Box 967, Fort Beaufort 5720 or hand delivery to: Human Resource Office, Raymond Mhlaba/Nkonkobe Sub-District, Room 8, First Floor, Healtown Road, Fort Beaufort 5720, Enquiries Dyomfana Tel No (046) 645 1892.

HR Office, Fort Beaufort Hospital, Private Bag X226, Fort Beaufort, 5720 or hand delivery to: No 6 Bell Street, Fort Beaufort Hospital Fort Beaufort, 5720: Enquiries: S Zetu Tel No (046) 645 1111/12/13/14.

Victoria Hospital: Post to: HR Office, Victoria Hospital, Private Bag x1300 Alice 5700 or hand delivery Victoria Hospital, Lovedale Road, Alice, 5700, Enquiries: Ms L Mangesi Tel No: 040 653 1141

Nompumelelo Hospital: Post to: HR Office, Nompumelelo Hospital Private Bag x13 Peddie 5640 or hand deliver to: HR Office, Nompumelelo Hospital: Admin Office, Grahamstown Road, Peddie, 5640. Enquiries: Ms Tsako Tel No: 040 673 3321.

SS Gida Hospital: Post to: SS Gida Hospital, Private Bag x12 Keikammahoek, 5670. Enquiries: Ms Fumanisa Tel No: 040 658 0043.

Humansdorp Hospital: Post to: HR Office, Humansdorp Hospital Private Bag x536 Humansdorp, 6300 or hand delivery to: HR Office (Admin Block)1 Du Plessis Street Humansdorp Hospital Next to Nico Malan High School Humansdorp Enquires: Ms G Kivedo Tel No: 042 200 4279/236.

Fort England TB Hospital: Post to: Human Resource Office, Fort England Hospital Private Bag X1002, Grahamstown 6139 or hand deliver to: The Human Resource Office, Fort England Hospital, York Road, Grahamstown 6139. Enquiries: Mr. Dyalvane Tel No 046 602 2300.

Frere Tertiary Hospital: Post to: HR Office, Private Bag X9047, East London 5200 or hand delivery to Human Resource Office, Frere Tertiary Hospital, Amalinda Main Road East London 5200. Enquiries: Ms. Mthitshana Tel No: 043 709 2532/2487.

Bhisho Hospital: Post to: HR Office, Private Bag X00 Bhisho, 5605 or hand deliver to: HR Office, Bhisho Hospital, Komga Road, Bhisho, 5605. Enquiries: Ms T Awlyn Qegu Tel No: 040 635 2950/5.

BJ Vorster Hospital: Post to: BJ Voster Hospital, P.O. Box 41, Kareedouw, 6400 or Hand deliver at: HR Office, BJ Voster Hospital, Kron N Baaken Street, Kareedouw. Enquiries: Ms G Sikiwe Tel No: 042 288 0210

Bhisho (Head Office): Post to: HR Office, Department of Health (Head Office) Private Bag X 0038, Bhisho 5605 or Hand delivered to: Department of Health, Office no D53, UIF Building, Phalo Avenue Bhisho 5605

Jose Pearson Hospital: Post to: Human Resource Office, Jose Pearson TB Hospital , PO Box 10692 Linton Grange Port Elizabeth 6014 or Hand delivery to: Human Resource Office, Jose Pearson TB Hospital, Mission Road, Bethelsdorp, Port Elizabeth 6015 Enquiries: Ms Klassen Tel No: 041 372 8000.

Livingstone Tertiary Hospital: Post to: The Human Resource Manager, Recruitment Section, Private bag x Korsten, Korsten, 6014 or Hand deliver to Registry Department Nurses Home, 1st Floor, Corner Lindsay & Standford Road, Korsten 6014. Enquiries: Mr Mjindi Tel No: 041- 405 2121.

Chris Hani District Office: Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquires: Ms Nyoka Tel No 045 807 1110/1101

Nelson Mandela Academic Hospital: Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: 047 502 4469

Canzibe Hospital: Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to: HR Office, Canzibe Hospital, Ngqeleni 5140. Enquiries: Ms Solwandle – Tel No: 042 562 8810 / 7

Holy Cross Hospital: Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, Flagstaff, 4810 Enquiries: Ms Z Nompandana – Tel No 039 252 2026/8

Taylor Bequest Hospital: (Matatiele) - Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836 Matatiele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730. Enquiries: Mr Kholiso Tel No 039 737 3107.

Greenville Hospital: Post to: Human Resource Office, Greenville District Hospital, Private Bag X 559, Bizana, 4800, Enquiries: Mr Bango Tel No: 039 251 3009.

Sipetu Hospital: Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Tabankulu, 5090. Enquiries: Mr EF Madaka Tel: 039 255 0077.

Alfred Nzo District Office: Post to: Human Resource Office, Alfred Nzo District Office, Private Bag X 3515, Kokstad, 4700: Enquiries Mr K Praim Tel No 039 797 6070.

Khotsong TB Hospital: Post to: HR Office, PO Box 115 Matatiele 4730 Enquiries: Ms A Lebata Tel No: (039) 737 3801.

Chris Hani District Office: Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquires: Ms Nyoka Tel No 045 807 1110/1101.

Molteno Hospital: Human Resource Office, Molteno Hospital, Stuart Street, Molteno 5880. Enquiries: Ms D Zantsi Tel No (045) 858 8112.

Elliot Hospital: Post to: Human Resource Office, Elliot Hospital, P.O. Box 523. Elliot, 5460 or hand deliver to: Elliot Hospital, Maclear Road, Elliot, 5460. Enquiries: Ms NB Puza - Tel No: (045) 931 1321. Enquiries: Ms B Mtsi – Tel No: (047) 877 0931.

Hewu Hospital: Post to: P. O. Box 1409 Queenstown 5320. Enquiries: Mr Mabandla: Tel No: (040) 841 0133

Cradock Hospital: Post to: Human Resource Office, Cradock Hospital, Private Bag X55, Cardock 5460 or hand delivery to Cradock Hospital, 5880. Enquiries: Ms F Danster Tel No (048) 881 2123.

CLOSING DATE
NOTE

: 12 August 2019
: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (certified within the past three months), Proof of registration, 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 Personnel Suitability checks will be conducted on short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department of Health 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. People with disabilities and youth are encouraged to apply for these posts. Additional Note: The filling of these posts will be in line with the Annual Recruitment Plan 2019/20. The Eastern Cape Department of Health has the right not to fill these posts. Adverts are placed per district so to accommodate other facilities within the district.

MANAGEMENT ECHELON

POST 27/68 : **CHIEF DIRECTOR: QUALITY HEALTH CARE ASSURANCE SYSTEMS**
REF NO: ECHEALTH/CD-QHCAS/HO/01/07/2019

SALARY : R1 251 326 – R1 495 956 per annum (Level 14)
CENTRE : Bisho, Head Office
REQUIREMENTS : An undergraduate qualification (NQF Level 7) in a clinical related field or equivalent qualification coupled with 5 years' experience at Senior Management level. Knowledge of the Health Act, Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulations. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES : Provide strategic leadership and management in the Quality Health Care Assurance Systems Chief Directorate: Provide strategic leadership and management in the operations of the Chief directorate. Develop and review strategy for the Chief Directorate. Design and develop business plans to implement programmes and operations of the Chief Directorate. Guide and correct the process of programme implementation. Design and implement change initiatives in the Chief Directorate to improve capacity and appraise system for effective delivery of the Quality Health Care Assurance Systems. Design and develop operational policies and standard operating procedures for the Chief Directorate. Ensure and co-ordinate performance and reporting in the Chief Directorate. Co-ordinate the provision of Chief Directorate

programmes and projects Co-ordinate reporting, review programmes and evaluate overall performance in line with National Core Standards of: Quality Assurance Management, Customer Care Management, Clinical Audits IRO Quality. Manage utilization of physical and human resource: Assign work programmes and projects to relevant Senior Managers of the Chief Directorate. Develop and review performance work plans and the related job profiles. Periodically assess and review personnel performance. Facilitate training and development of personnel. Institute formal disciplinary measures to correct cases of misconduct or unbecoming behaviors. Manage financial spending and budget reviews of the Chief Directorate. Compile budget proposal. Table budget proposal to the finance structure for consideration. Monitor budget spending and make budget reviews for the Chief Directorate. Approve financial transactions of the Chief Directorate and make delegations where necessary. Manage information, records and knowledge in the Chief Directorate. Co-ordinate performance reporting and consolidate Chief Directorate reports. Assess process and performance risks in the Chief Directorate in order to provide corrective mechanisms. Facilitate sharing and keeping of Chief Directorate records, information and knowledge. Co-ordinate performance auditing and submission of audit information to relevant functionaries.

ENQUIRIES : Dr Matiwane Tel No: (040) 608 1223

POST 27/69 : **DIRECTOR: FACILITIES REF NO: ECHEALTH/DIR-FAC/LTH/02/07/2019**

SALARY : R1 057 326 – R1 245 495 per annum (Level 13)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : A Bachelor's degree/3 year National Diploma in Built Environment or equivalent qualification. 6-8 years' experience post qualification plus minimum of 5 years' combined experience in facility management in a Public Hospital environment at Deputy Director Level. A valid driver's licence. Ability to develop policies and internal Standard Operating Procedures. Strong leadership skills, team building and sound interpersonal skills. Excellent verbal and written communication skills and report-writing skills. Advanced computer skills in MS package (Word, Excel, PowerPoint and Visio) Strategic leadership, Project Management, Human Resource Management and Finance Management skills. Ability to multi-task and prioritise and ability to work in high volume and highly pressurised environment. Ability to manage a high value goods, services and equipment budget. Knowledge of the public service legislations, policies and procedures such as PFMA, PPPFA.

DUTIES : Responsible for the overall day to Facilities Directorate, which includes security, laundry building, maintenance, cleaning, gardening, ICT, accommodation and Health Technology. Control and monitor human, financial and other resources. Ensure effective management of Service Level Agreements with service providers to ensure effective service delivery. Develop strategies, programmes and projects to improve service provision. Internal control strategy control strategy determination to ensure compliance with prescripts. Determine resource requirements and buildings maintenance plan. Produce timeous management reports. Participate in the formulation of the hospital operational and Strategic plans. Determine the Facilities directorate's annual objectives. Develop, implement and direct preventive and corrective maintenance programmes. Review and evaluate existing program services, policies and procedures. Prepared and manage directorate's budgets. Participate in Budget Advisory, Cost services, policies and procedures. Prepare and manage directorate's budget. Participate in Budget Advisory, Cost Containment, Procurement and Bid Committees. Ensure that facilities directorate is compliant to National Core standards, Occupational health and Safety and Machinery Acts. Assist with operational staff and students' supervision, evaluation and training. Contribute to the hospitals planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDS) against departmental and hospital's objectives in line with strategic, operational and turn around plans. Perform any other duties delegated by the CEO.

ENQUIRIES : Mr Mjindi Tel No: (041) 405 2121

OTHER POSTS

POST 27/70 : **HEAD CLINICAL UNIT OPHTHALMOLOGY REF NO. ECHEALTH/HCU-GR1/FTH/01/07/2019**

SALARY CENTRE REQUIREMENTS : R1 728 807 – R1 834 890 per annum (OSD)
: Buffalo City Metro, Frere Tertiary Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty or a recognised sub specialty. Registration with the HPCSA as Medical Specialist in a normal specialty or in a recognised sub specialty. A minimum of 3 years' appropriate experience as Medical Specialist after registration with HPCSA as Medical Specialist in a normal specialty or in a normal sub specialty. A valid driver's licence.

DUTIES : Co-ordinate and provide a 24-hour specialist care in Frere and Cecilia Makiwane Hospital; including in and out patients, emergency services and appropriate high care service. Teaching undergraduates and post graduates in from Walter Sisulu University. Initiate and participate in research activities and publications. Manage and perform required administrative and academic duties.

ENQUIRIES : Ms Mthitshana Tel No: (043) 709 2532/ 2487

POST 27/71 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/SETH/01/07/2019**

SALARY CENTRE REQUIREMENTS : R1 173 900 – R1 302 849 per annum (OSD)
: Sarah Baartman District, Settlers Hospital
: Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. A valid work permit (if not South African resident). A valid driver's license. Computer skills. Knowledge of the applicable acts and regulations. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

DUTIES : Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical serviced. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance.

ENQUIRIES : Ms S Diva Tel No: (046) 602 5046

POST 27/72 : **CLINICAL MANAGER GRADE 1 REF NO: ECHEALTH/CM/GREH/01/07/2019**

SALARY CENTRE REQUIREMENTS : R1 173 900 – R1 302 849 per annum (OSD)
: Buffalo City Metro, Grey Hospital
: Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. A valid work permit (if not South African resident). A valid driver's license. Computer skills. Knowledge of the applicable acts and regulations. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

DUTIES : Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes

within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical serviced. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance.

ENQUIRIES : Ms Phillip Tel No: (043) 643 3304

POST 27/73 : **CLINICAL MANAGER GRADE 1 REF NO: ECHEALTH/CM/HUMH/01/07/2019**

SALARY : R1 173 900 – R1 302 849 per annum (OSD)
CENTRE : Sarah Baartman District, Humansdorp Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. A valid work permit (if not South African resident). A valid driver's license. Computer skills. Knowledge of the applicable acts and regulations. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

DUTIES : Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical serviced. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance.

ENQUIRIES : Ms G Kivedo Tel No: (042) 200 4279/236

POST 27/74 : **DEPUTY CAMPUS HEAD PND4 REF NO: ECHEALTH/DCH/LLC-EL/01/07/2019**

SALARY : R843 618 – R949 482 per annum (OSD)
CENTRE : Liliitha College of Nursing, East London Campus
REQUIREMENTS : A manager with a Postgraduate Degree (Master's Degree) in Nursing Science, Degree/Diploma in Nursing Education and Management. Current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriated/ recognizable experience in Nursing Education after obtaining the Nursing Education Qualification. Good understanding and experience of both classroom and clinical teaching including the current National Health priorities (RPHC) and community Based Education. Ability to identify gaps in curriculum implementation, research, patient-centred approaches and collaboration with health sector partner. Excellent communication, interpersonal and leadership skill. At least 3-4 years' experience as a manager. Good communication and advanced Computer skill and a valid driver's licence.

DUTIES : Manager Implementations of clinical and theoretical academic content at Campus and sub-campus level. Ensure quality assurance and change management in the implementation of all teaching and learning programmes and student competencies. Co-ordinate and monitor Community Based Education (CBE) and work-integrate learning (WIL) at campus and sub-campus. Facilitate effective and efficient implementation of College Policies in all disciplines. Oversee clinical allocation of learners in the identified and approved clinical facilities for all the relevant disciplines. Monitor compliance to set standard as laid down by SANC and SAQA. Ensure continuous staff capacity building to promote academic excellent. Exercise supervision and support to academic staff. Manage various submission in relation to student academic matters, including recruitment, registration and SANC records. Facilitate a research culture for both academics and students to promote evidence-based teaching and learning.

ENQUIRIES : Ms P.N Mene Tel No: (043) 700 9726

POST 27/75 : **MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/MAH/01/07/2019 (X3 POSTS)**

SALARY : Grade 1: R821 205 – R884 670 per annum (OSD)
Grade 2: R938 964 – R1 026 693 per annum (OSD)
Grade 3: R1 089 693 – R1 362 366 per annum (OSD)

CENTRE REQUIREMENTS : Alfred Nzo District, Taylor Bequest Hospital (Matatiele)
: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 2:** Minimum of 5 years' relevant experience after registration. Minimum of 6 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 3:** Minimum of 10 years' experience after registration. Minimum of 11 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.

DUTIES : Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES : Mr Kholiso Tel No: (039) 737 3107

POST 27/76 : **MEDICAL OFFICER GRADE 1 – 3 REF NO: HEALTH/MO/FRH/01/07/2019**

SALARY : Grade 1: R821 205 – R884 670 per annum (OSD)
Grade 2: R938 964 – R1 026 693 per annum (OSD)
Grade 3: R1 089 693 – R1 362 366 per annum (OSD)

CENTRE REQUIREMENTS : Chris Hani District, Frontier Regional Hospital
: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 2:** Minimum of 5 years' relevant experience after registration. Minimum of 6 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 3:** Minimum of 10 years' experience after registration. Minimum of 11 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate

medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES : Ms May Tel No: (045) 808 4226

POST 27/77 : **MEDICAL OFFICER GRADE 1 - 3 REF NO: ECHEALTH/MO/NKH/01/07/2019**

SALARY : Grade 1: R821 205 – R884 670 per annum (OSD)
Grade 2: R938 964 – R1 026 693 per annum (OSD)
Grade 3: R1 089 693 – R1 362 366 per annum (OSD)

CENTRE REQUIREMENTS : OR Tambo District, Nessie Knight Hospital
An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 2:** Minimum of 5 years' relevant experience after registration. Minimum of 6 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 3:** Minimum of 10 years' experience after registration. Minimum of 11 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES : Ms O.N Sotsako Tel No: (047) 553 6007/8/9.

POST 27/78 : **MEDICAL OFFICER GRADE 1-3 REF NO: ECHEALTH/MO/VICTH/01/07/2019**

SALARY : Grade 1: R821 205 – R884 670 per annum (OSD)
Grade 2: R938 964 – R1 026 693 per annum (OSD)
Grade 3: R1 089 693 – R1 362 366 per annum (OSD)

CENTRE REQUIREMENTS : Sarah Baartman District, Settlers Hospital
An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 2:** Minimum of 5 years' relevant experience after registration. Minimum of 6 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community

		services, as required in South Africa. Grade 3: Minimum of 10 years' experience after registration. Minimum of 11 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.
<u>DUTIES</u>	:	Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
<u>ENQUIRIES</u>	:	Ms S Diva Tel No: (046) 602 5046.
<u>POST 27/79</u>	:	<u>MEDICAL OFFICER GRADE 1 - 3 REF NO: ECHEALTH/MO/GREH/01/07/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R821 205 – R884 670 per annum (OSD) Grade 2: R938 964 – R1 026 693 per annum (OSD) Grade 3: R1 089 693 – R1 362 366 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Grey Hospital
	:	An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. Grade 2: Minimum of 5 years' relevant experience after registration. Minimum of 6 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. Grade 3: Minimum of 10 years' experience after registration. Minimum of 11 years' experience after registration as Medical Health Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.
<u>DUTIES</u>	:	Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
<u>ENQUIRIES</u>	:	Ms Phillip Tel No: (043) 643 3304
<u>POST 27/80</u>	:	<u>MEDICAL OFFICER REF NO: ECHEALTH/MO/BF/BCM/01/07/2019</u>
<u>SALARY</u>	:	Grade 1: R821 205 – R884 670 per annum (OSD) Grade 2: R938 964 – R1 026 693 per annum (OSD) Grade 3: R1 089 693 – R1 362 366 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Butterworth Forensic Services
	:	An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications

Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 2:** Minimum of 5 years' relevant experience after registration. Minimum of 6 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 3:** Minimum of 10 years' experience after registration. Minimum of 11 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES : Ms H. Hlulani Tel No: (043) 708 1700

POST 27/81 : **MEDICAL OFFICER REF NO: ECHEALTH/MO/DVDH/BCM/01/07/2019 (X2 POSTS)**

SALARY : Grade 1: R821 205 – R884 670 per annum (OSD)
Grade 2: R938 964 – R1 026 693 per annum (OSD)
Grade 3: R1 089 693 – R1 362 366 per annum (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Duncan Village Day Hospital
An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 2:** Minimum of 5 years' relevant experience after registration. Minimum of 6 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 3:** Minimum of 10 years' experience after registration. Minimum of 11 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES : Ms H. Hlulani Tel No: (043) 708 1700

POST 27/82 : **MEDICAL OFFICER GRADE 1 -3 REF NO: ECHEALTH/MO/FBH/01/07/2019**

SALARY : Grade 1: R821 205 – R884 670 per annum (OSD)
Grade 2: R938 964 – R1 026 693 per annum (OSD)
Grade 3: R1 089 693 – R1 362 366 per annum (OSD)

CENTRE REQUIREMENTS : Amathole District, Fort Beaufort Hospital
An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 2:** Minimum of 5 years' relevant experience after registration. Minimum of 6 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 3:** Minimum of 10 years' experience after registration. Minimum of 11 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES : S Zetu Tel No: (046) 645 1111/12/13/14

POST 27/83 : **DENTIST GRADE 1-3 REF NO: ECHEALTH/DENT/CHD-CH/01/07/2019**

SALARY : Grade 1: R797 109 – R884 670 per annum (OSD)
Grade 2: R938 964 – R1 026 693 per annum (OSD)
Grade 3: R1 089 693 – R1 362 366 per annum (OSD)

CENTRE REQUIREMENTS : Sarah Baartman District, Settlers Day Hospital
Appropriate qualification that allows registration with HPCSA as Dentist. Registration with HPCSA as Dentist. Completion of one (1) year Community Service. Current registration with HPCSA. Excellent written and verbal communication skills. A valid driver's license. **Grade 1:** Experience none after registration with HPCSA as Dentist. **Grade 2:** A minimum of 7 years' appropriate experience as Dentist after registration with HPCSA as Dentist. **Grade 3:** A minimum of 12 years' appropriate experience as Dentist after registration with HPCSA as Dentist.

DUTIES : Provide dental services to patients. Manage staff and provide training. Adopt the principles of the Primary Health Care approach. Ensure effective service delivery in line with the Batho Pele Principles. Ensure adherence to professional medical standards. Establish outreach programmes.

ENQUIRIES : Ms S Diva Tel No: (046) 602 5046

POST 27/84 : **DENTIST GRADE 1 -3 REF NO: ECHEALTH/DENTIST/BH/01/07/2019**

SALARY : Grade 1: R797 109 – R884 670 per annum (OSD)
Grade 2: R938 964 – R1 026 693 per annum (OSD)
Grade 3: R1 089 693 – R1 362 366 per annum (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Bisho Hospital
Appropriate qualification that allows registration with HPCSA as Dentist. Registration with HPCSA as Dentist. Completion of one (1) year Community Service. Current registration with HPCSA. Excellent written and verbal

		communication skills. A valid driver's license. Grade 1: Experience none after registration with HPCSA as Dentist. Grade 2: A minimum of 7 years' appropriate experience as Dentist after registration with HPCSA as Dentist. Grade 3: A minimum of 12 years' appropriate experience as Dentist after registration with HPCSA as Dentist.
<u>DUTIES</u>	:	Provide dental services to patients. Manage staff and provide training. Adopt the principles of the Primary Health Care approach. Ensure effective service delivery in line with the Batho Pele Principles. Ensure adherence to professional medical standards. Establish outreach programmes.
<u>ENQUIRIES</u>	:	Mrs. T. Awlyn – Qegu Tel No: (040) 635 2950/5
<u>POST 27/85</u>	:	<u>DEPUTY DIRECTOR: ORTHOTICS AND PROSTHETICS REF NO: ECHEALTH/DD/OP/HO/03/07/2019</u>
<u>SALARY</u>	:	R733 257 – R863 748 per annum (Level 11)
<u>CENTRE</u>	:	Bisho, Head Office
<u>REQUIREMENTS</u>	:	A National Diploma NQF level 6 / Degree NQF level 7 in Medical Orthotics and Prosthetics or relevant qualification. At least 5 years relevant experience of which at least 3 years must be at Assistant Manager Level in health service delivery. A relevant Honours and or/ Master's degree will be an added advantage. Sound knowledge of the South African National Health Act, National and Provincial Policies and Priorities. A good understanding of the Primary Health Care Approach with emphasis on disability. Computer literacy. Financial Management. Project Management skills will be an added advantage. A valid code 8 driver's license.
<u>DUTIES</u>	:	To provide leadership in policy and strategic planning and to ensure implementation monitoring and control of Medical Orthotics and Prosthetics services, in the Province. To ensure and strengthen the integration of Medical Orthotics and Prosthetics services. To monitor, evaluate and report on the expenditure for assistive devices and rehabilitation equipment. To facilitate the training/professional development of Medical Orthotics and Prosthetics.
<u>ENQUIRIES</u>	:	Ms J Gysman Tel No: (083) 378 0924
<u>POST 27/86</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALITY (ADULT-ICU) REF NO: ECHEALTH/CMH/AMS-ICU/01/07/2019</u>
<u>SALARY</u>	:	R614 941 – R692 166 per annum (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Cecilia Makiwane Hospital
<u>REQUIREMENTS</u>	:	Basic R425 Qualification (Diploma / Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Proof of current registration with SANC as a registration as a professional nurse with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in Adult ICU. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of the nursing care procedures, Good communication skills.
<u>DUTIES</u>	:	To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain a constructive working relations with nurses & other stake – holders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & procedures. Monitor & ensure proper utilization of financial & physical resources. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Advocate and ensure the promotion of nursing ethos and professionalism.
<u>ENQUIRIES</u>	:	Ms P Mncotso Tel No: (043) 708 2121
<u>POST 27/87</u>	:	<u>ASSISTANT MANAGER NURISNG SPECIALTY (THEATRE) REF NO: ECHEALTH/CMH/AMS/01/07/2019</u>
<u>SALARY</u>	:	R614 941 – R692 166 per annum (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Cecilia Makiwane Hospital
<u>REQUIREMENTS</u>	:	Basic R425 Qualifications (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Proof of current

		registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in Theatre Clinical Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of the nursing care procedures. Good communication skills.
<u>DUTIES</u>	:	To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain a constructive working relations with nurses & other stake – holders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & technology and other management information system to manage nursing information for the enhancement of service delivery. Advocate and ensure the promotion of nursing ethos and professionalism.
<u>ENQUIRIES</u>	:	Ms P Mncotso Tel No: (043) 708 2121
<u>POST 27/88</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY (OPD) REF NO: ECHEALTH/AMN/GH/01/07/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R614 991 – R692 166 per annum (OSD) Alfred Nzo District, Greenville Hospital Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the 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. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
<u>DUTIES</u>	:	To relieve in other areas such as Maternity, OPD/Casualty when need arises. Co-ordination of optional holistic specialised nursing care provided within set standards and professional/legal framework. Manage effectively the utilisation and supervision of resources. Co-ordination of the provision of effective training and research. Provision of effective support of nursing services. Maintain professional growth/ethical standards and self-development. Oversee provision of patient care. Participation in the analyzing formulation and implementation of nursing guidelines practices, policies, standards and procedures.
<u>ENQUIRIES</u>	:	Mr Bango Tel No: (039) 251 3009
<u>POST 27/89</u>	:	<u>ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO: ECHEALTH/AMN/NSB-PSJHC/01/07/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R614 941 – R692 166 per annum (OSD) Nyandeni Sub District, Port St Johns Health Centre Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
<u>DUTIES</u>	:	Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons

of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.

ENQUIRIES : Ms Daniso Tel No: (047) 555 0151/0023

POST 27/90 : **HOD: PSYCHIATRY PND3 REF NO: ECHEALTH/HOD-PSY/LLC-PE/01/07/2019**

SALARY : R579 696 – R672 018 per annum (OSD)
CENTRE : Liliitha College of Nursing, Port Elizabeth Campus
REQUIREMENTS : Master's Degree in Nursing Science or equivalent qualification with Psychiatry Nursing Science teaching experience. Post basic qualification in Nursing Education registered with SANC. Good understanding and experience of classroom teaching including the Community Based and problem based approach. Ability to identify gaps in the implementation of the curriculum in the specified discipline. Excellent communication interpersonal and leadership skills. A minimum of 9 years appropriate/ recognizable experience in nursing experience after registration as a professional nurse with SANC in General Nursing. At least 5 years of period referred to above must be appropriated/ recognizable experience in Nursing Educator after obtaining one (1) year Post Basic qualification. Advanced computer literacy and a valid driver's licence.

DUTIES : Management of the specific Speciality / discipline for the campus and its satellites. Manage quality Assurance matters. Change and quality management. Monitor compliance to set standard as laid by SAQA. Facilitate effective and efficient implementation of the College. Policies in the specific discipline. Facilitate classroom teaching in the Campus and Satellites. Facilitate clinical allocation of learners in the identified and approved clinical facilities for the specific discipline. Facilitate and monitor community Based education in the Campus and Satellites. Training and guidance of subordinates. Exercise control and supervision of staff. Students support activities. Manage various submissions and facilitate correspondence in student affairs matters.

ENQUIRIES : Ms P.N Mene Tel No: (043) 700 9726

POST 27/91 : **HOD: PSYCHIATRY PND3 REF NO: ECHEALTH/HOD-PSY/LLC-QNT/01/07/2019**

SALARY : R579 696 – R672 018 per annum (OSD)
CENTRE : Liliitha College of Nursing, Queenstown Campus
REQUIREMENTS : Master's Degree in Nursing Science or equivalent qualification with Psychiatry Nursing Science teaching experience. Post basic qualification in Nursing Education registered with SANC. Good understanding and experience of classroom teaching including the Community Based and problem based approach. Ability to identify gaps in the implementation of the curriculum in the specified discipline. Excellent communication interpersonal and leadership skills. A minimum of 9 years appropriate/ recognizable experience in nursing experience after registration as a professional nurse with SANC in General Nursing. At least 5 years of period referred to above must be appropriated/ recognizable experience in Nursing Educator after obtaining one (1) year Post Basic qualification. Advanced computer literacy and a valid driver's licence.

DUTIES : Management of the specific Speciality / discipline for the campus and its satellites. Manage quality Assurance matters. Change and quality management. Monitor compliance to set standard as laid by SAQA. Facilitate effective and efficient implementation of the College. Policies in the specific discipline. Facilitate classroom teaching in the Campus and Satellites. Facilitate clinical allocation of learners in the identified and approved clinical facilities for the specific discipline. Facilitate and monitor community Based education in the Campus and Satellites. Training and guidance of subordinates. Exercise control and supervision of staff. Students support

		activities. Manage various submissions and facilitate correspondence in student affairs matters.
<u>ENQUIRIES</u>	:	Ms P.N Mene Tel No: (043) 700 9726
<u>POST 27/92</u>	:	<u>HOD: GENERAL NURSING SCIENCE PND3 REF NO: ECHEALTH/HOD-GNS/LLC-LUSIK/01/07/2019</u>
<u>SALARY</u>	:	R579 696 – R672 018 per annum (OSD)
<u>CENTRE</u>	:	Lilitha College of Nursing, Lusikisiki Campus
<u>REQUIREMENTS</u>	:	Master's Degree in Nursing Science or equivalent qualification with General Nursing Science teaching experience. Post basic qualification in Nursing Education registered with SANC. Good understanding and experience of classroom teaching including the Community Based and problem based approach. Ability to identify gaps in the implementation of the curriculum in the specified discipline. Excellent communication interpersonal and leadership skills. A minimum of 9 years appropriate/ recognizable experience in nursing experience after registration as a professional nurse with SANC in General Nursing. At least 5 years of period referred to above must be appropriated/ recognizable experience in Nursing Educator after obtaining the one (1) year Post Basic qualification. Advanced computer literacy and a valid driver's licence.
<u>DUTIES</u>	:	Management of the specific Speciality / discipline for the satellite. Manage quality Assurance matters. Change and quality management. Monitor compliance to set standard as laid by SAQA. Facilitate effective and efficient implementation of the College. Policies in the specific discipline. Facilitate classroom teaching in the Campus and Satellites. Facilitate clinical allocation of learners in the identified and approved clinical facilities for the specific discipline. Facilitate and monitor community Based education in the Satellite. Training and guidance of subordinates. Exercise control and supervision of staff. Students support activities. Manage various submissions and facilitate correspondence in student affairs matters.
<u>ENQUIRIES</u>	:	Ms P.N Mene Tel No: (043) 700 9726
<u>POST 27/93</u>	:	<u>HOD: MIDWIFERY PND3 REF NO: ECHEALTH/HOD-MIDWIF/LLC-PE/01/07/2019</u>
<u>SALARY</u>	:	R579 696 – R672 018 per annum (OSD)
<u>CENTRE</u>	:	Lilitha College of Nursing, Port Elizabeth Campus
<u>REQUIREMENTS</u>	:	Master's Degree in Nursing Science or equivalent qualification with Psychiatry Nursing Science teaching experience. Post basic qualification in Nursing Education registered with SANC. Good understanding and experience of classroom teaching including the Community Based and problem based approach. Ability to identify gaps in the implementation of the curriculum in the specified discipline. Excellent communication interpersonal and leadership skills. A minimum of 9 years appropriate/ recognizable experience in nursing experience after registration as a professional nurse with SANC in General Nursing. At least 5 years of period referred to above must be appropriated/ recognizable experience in Nursing Educator after obtaining one (1) year Post Basic qualification. Advanced computer literacy and a valid driver's licence.
<u>DUTIES</u>	:	Management of the specific Speciality / discipline for the campus and its satellites. Manage quality Assurance matters. Change and quality management. Monitor compliance to set standard as laid by SAQA. Facilitate effective and efficient implementation of the College. Policies in the specific discipline. Facilitate classroom teaching in the Campus and Satellites. Facilitate clinical allocation of learners in the identified and approved clinical facilities for the specific discipline. Facilitate and monitor community Based education in the Campus and Satellites. Training and guidance of subordinates. Exercise control and supervision of staff. Students support activities. Manage various submissions and facilitate correspondence in student affairs matters.
<u>ENQUIRIES</u>	:	Ms P.N Mene Tel No: (043) 700 9726
<u>POST 27/94</u>	:	<u>HOD: MIDWIFERY PND3 REF NO: ECHEALTH/HOD-MIDWIF/LLC-QNT/01/07/2019</u>
<u>SALARY</u>	:	R579 696 – R672 018 per annum (OSD)
<u>CENTRE</u>	:	Lilitha College of Nursing, Queenstown Campus

- REQUIREMENTS** : Master's Degree in Nursing Science or equivalent qualification with Psychiatry Nursing Science teaching experience. Post basic qualification in Nursing Education registered with SANC. Good understanding and experience of classroom teaching including the Community Based and problem based approach. Ability to identify gaps in the implementation of the curriculum in the specified discipline. Excellent communication interpersonal and leadership skills. A minimum of 9 years appropriate/ recognizable experience in nursing experience after registration as a professional nurse with SANC in General Nursing. At least 5 years of period referred to above must be appropriated/ recognizable experience in Nursing Educator after obtaining one (1) year Post Basic qualification. Advanced computer literacy and a valid driver's licence.
- DUTIES** : Management of the specific Speciality / discipline for the campus and its satellites. Manage quality Assurance matters. Change and quality management. Monitor compliance to set standard as laid by SAQA. Facilitate effective and efficient implementation of the College. Policies in the specific discipline. Facilitate classroom teaching in the Campus and Satellites. Facilitate clinical allocation of learners in the identified and approved clinical facilities for the specific discipline. Facilitate and monitor community Based education in the Campus and Satellites. Training and guidance of subordinates. Exercise control and supervision of staff. Students support activities. Manage various submissions and facilitate correspondence in student affairs matters.
- ENQUIRIES** : Ms P.N Mene Tel No: (043) 700 9726
- POST 27/95** : **PERATIONAL MANAGER SPECIALTY (TRAUMA/OPD) REF NO: ECHEALTH/OMT/STB/01/07/2019**
- SALARY CENTRE REQUIREMENTS** : R562 800 - R633 432 per annum (OSD)
: Joe Gqabi District, Steynsburg Hospital
: Diploma / Degree in Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Trauma. A minimum of 9 years' appropriate experience in Nursing after registration as a General Professional Nurse with SANC as a general nurse. Proof of current registration with SANC. At least 5 years' recognizable experience in Trauma after obtaining a post basic qualification in Trauma Nursing Science. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills are essential. Added advantage: One-year Post basic qualification in Nursing Administration obtained from recognizable university. Valid driver's License.
- DUTIES** : Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
- ENQUIRIES** : Ms L.J Jood Tel No: (051) 633 9617
- POST 27/96** : **OPERATIONAL MANAGER SPECIALTY (THEATRE) REF NO: ECHEALTH/OM-T/TBH/01/07/2019**
- SALARY CENTRE REQUIREMENTS** : R562 800 - R633 432 per annum (OSD)
: Joe Gqabi District, Tayler Bequest Hospital (Mt Fletcher)
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Theatre Technique accredited with SANC in terms of Government Notice R212. Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be

<u>DUTIES</u>	:	appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
	:	Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms Ngwabeni Tel No: (039) 257 0099
<u>POST 27/97</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (PAEDS) REF NO: ECHEALTH/OM/NMAH/01/07/2019</u>
<u>SALARY</u>	:	R562 800 - R633 432 per annum (OSD)
<u>CENTRE</u>	:	OR Tambo, Nelson Mandela Academic Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse General plus a post basic nursing qualification with a duration of at least 1 year in Paediatric Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty. A valid driver's licence.
<u>DUTIES</u>	:	Managing effectively the supervision and utilisation of material, human and financial resources. Ensure implementation of quality nursing standards in accordance with nursing legislation and ethical practice. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programmes. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, protocol / procedures and standards pertaining to nursing care. Establish, maintain and participate in the inter-professional multidisciplinary team for effective and efficient health care. Manage clinical learning exposure to nurses and students between universities, colleges and clinical areas. Manage and monitor absenteeism in accordance with relevant directives and prescripts. Collaborate with other team members in the hospital to identify actual and potential risk. Support nursing and health care research to improve the quality of care. Actively participate in the implementation of the National Core Standards (NCS). Co-ordinate the implementation of continuing professional development (CPD) for nurses. Working shifts. Monitoring and reporting Patient Safety Incidents and complaints. Develop and Implement Quality Improvement Plans. Actively participate in the implementation of the health information policy.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469
<u>POST 27/98</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/OMS-AM/STEH/01/07/2019</u>
<u>SALARY</u>	:	R562 800 - R633 432 per annum (OSD)
<u>CENTRE</u>	:	OR Tambo District, St Elizabeth Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post-basic nursing qualification with a duration of at least 1 year, accredited in Advanced Midwifery and Neonatology Nursing Science with the SANC in terms of Government Notice R212. A minimum of 9 years Appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of experience of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification. A valid driver's licence.

DUTIES : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Participate in analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and mentor proper utilisation of human, financial, physical resources. Develop a safe patient care and therapeutic environment according to occupational health and safety requirements, infection control prescripts. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practices and nursing standards as determined by the Legislation. Implementation of Patient's Rights Charter and Batho Pele Principles.

ENQUIRIES : Mr M Nozaza Tel No: (039) 253 5012

POST 27/99 : **OPERATIONAL MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/OMS/BJH/01/07/2019**

SALARY CENTRE REQUIREMENTS : R562 800 - R633 432 per annum (OSD)
: Sarah Baartman District, BJ Voster Hospital
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty. A valid driver's licence.

DUTIES : Provide direction and supervision for the implementation of the Nursing plan (Clinical active/quality patient care). Implement standard, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human material and physical resources efficiently and effectively. Perform clinical practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care.

ENQUIRIES : Ms G Sikiwe Tel No: (042) 288 0210

POST 27/100 : **OPERATIONAL MANAGER SPECIALTY – (ADVANCED MIDWIFERY SPECIALTY) REF NO: ECHEALTH/CMH/OPS/01/07/2019**

SALARY CENTRE REQUIREMENTS : R562 800 - R633 432 per annum (OSD)
: Buffalo City Metro, Cecilia Makiwane Hospital
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty. A valid driver's licence.

DUTIES : To implement standard practices and criteria for quality nursing care. Practice in accordance to laws and regulations relevant to the unit. Provide direction and supervision for implementation of nursing care (Quality nursing care). Utilize all resources effectively and efficiently in a speciality department. Manage performance of all Staff members in the unit. Ensure promotion of Nursing Ethos & Professionalism. Manage unit information.

ENQUIRIES : Ms P Mncotso Tel No: (043) 708 2121

POST 27/101 : **OPERATIONAL MANAGER SPECIALTY (OPD) REF NO: ECHEALTH/OMS/ BCM-EG-CHC/01/07/2019**

SALARY : R562 800 - R633 432 per annum (OSD)
CENTRE : Buffalo City Metro, Empilweni Gompo CHC
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Clinical Assessment, Treatment and Care accredited with SANC in terms of Government Notice R212. Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty. A valid driver's licence.

DUTIES : Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Ms H Hlulani Tel No: (043) 708 1700

POST 27/102 : **OPERATIONAL MANAGER SPECIALTY (TRAUMA) REF NO: ECHEALTH/OMS-T/FTH/01/07/2019**

SALARY : R562 800 - R633 432 per annum (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Trauma Nursing Care/ Critical Nursing Science accredited with SANC in terms of Government Notice R212. Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/ legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services Maintain professional growth/ ethical standards and self – development.

ENQUIRIES : Ms Mthitshana Tel No: (043) 709 2534/2487

POST 27/103 : **OPERATIONAL MANAGER SPECIALTY (CASUALTY & TRAUMA) REF NO: ECHEALTH/OM-T-C/01/07/2019**

SALARY : R562 800 - R633 432 per annum (OSD)
CENTRE : Buffalo City Metro, Cecilia Makiwane Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse General plus a post basic nursing qualification with a duration of at least 1 year in Trauma Nursing Care / Critical Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after

		obtaining the 1 year post basic qualification in the relevant specialty. A valid driver's licence.
<u>DUTIES</u>	:	To implement standard practices and criteria for quality nursing care. Practice in accordance to laws and regulations relevant to the unit. Provide direction and supervision for implementation of nursing care plans (Quality nursing care). Utilize all resources effectively and efficiently in a speciality department. Manage performance of all Staff members in the unit. Ensure promotion of Nursing Ethos & Professionalism, Manage unit information.
<u>ENQUIRIES</u>	:	Ms P Mncotso Tel No: (043) 708 2121
<u>POST 27/104</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (EYE CLINIC) REF NO: ECHEALTH/OMS-EYE CARE/01/07/2019</u>
<u>SALARY</u>	:	R562 800 - R633 432 per annum (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Cecilia Makiwane Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse General plus a post basic nursing qualification with a duration of at least 1 year in Ophthalmology accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty. A valid driver's licence.
<u>DUTIES</u>	:	To implement standard practices and criteria for quality nursing care. Practice in accordance to laws and regulations relevant to the unit. Provide direction and supervision for implementation of nursing care plans (Quality nursing care). Utilize all resources effectively and efficiently in a speciality department. Manage performance of all Staff members in the unit. Ensure promotion of Nursing Ethos & Professionalism, Manage unit information.
<u>ENQUIRIES</u>	:	Ms P Mncotso Tel No: (043) 708 2121
<u>POST 27/105</u>	:	<u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/IYSD/OMPHC/MC/01/07/2019</u>
<u>SALARY</u>	:	R562 800 - R633 432 per annum (OSD)
<u>CENTRE</u>	:	Intsika Yethu Sub-District, Mbulukhweza Clinic
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms A Mabentsela Tel No: (047) 874 0079
<u>POST 27/106</u>	:	<u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/MHL-MBC/01/07/2019</u>
<u>SALARY</u>	:	R562 800 - R633 432 per annum (OSD)
<u>CENTRE</u>	:	Mhlontlo Sub-District, Mbalisweni Clinic
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of

- at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
- ENQUIRIES** : Ms Ntlali Tel No: (047) 553 0585
- POST 27/107** : **OPERATIONAL MANAGER PRIMARY HEALTH CARE (X5 POSTS)**
- SALARY CENTRE** : R562 800 - R633 432 per annum (OSD)
 : Qaukeni Sub-District, Holy Cross Clinic Ref No: ECHEALTH/OMPHC/QAU-HCC/01/07/2019
 : Mbotyl Clinic Ref No: ECHEALTH/OMPHC/QAU-MBC/01/07/2019
 : Mpoza Clinic Ref No: ECHEALTH/OMPHC/QAU-MPOC/01/07/2019
 : St Elizabeth Gateway Clinic Ref No: ECHEALTH/OMPHC/QAU-STGWC/01/07/2019
 : Xopozo Clinic Ref No: ECHEALTH/OMPHC/QAU-XOPC/01/07/2019
- REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
- ENQUIRIES** : Ms N Hlobo Tel No: (039) 253 1541
- POST 27/108** : **OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/MHL-MDC/01/07/2019**
- SALARY CENTRE** : R562 800 - R633 432 per annum (OSD)
 : Mhlontlo Sub-District, Mdyobe Clinic
- REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical

		standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics. Ms Ntlali Tel No: (047) 553 0585
<u>ENQUIRIES</u>	:	
<u>POST 27/109</u>	:	<u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/ BCM-NC/01/07/2019</u>
<u>SALARY</u>	:	R562 800 - R633 432 per annum (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Needscamp Clinic
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms H. Hlulani Tel No: (043) 708 1700
<u>POST 27/110</u>	:	<u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/IYSD/OMPHC/WELWC/01/07/2019</u>
<u>SALARY</u>	:	R562 800 - R633 432 per annum (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Welcomewood Clinic
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms H Hlulani Tel No: (043) 708 1700
<u>POST 27/111</u>	:	<u>CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1-2 REF NO: ECHEALTH/RADIO/BH/01/07/2019</u>
<u>SALARY</u>	:	Grade 1: R466 119 – R517 326 per annum (OSD) Grade 2: R532 959 – R591 510 per annum (OSD)
<u>CENTRE</u>	:	OR Tambo, Bambisana Hospital
<u>REQUIREMENTS</u>	:	National diploma/ Degree in Diagnostic Radiography or Equivalent Qualification. An appropriate qualification that allows registration with the HPCSA as a Diagnostic Radiographer. A minimum of 3 years appropriate/recognizable experience in the relevant experience profession after registration with the HPCSA. Current registration with the HPCSA as a Diagnostic Radiographer. A minimum of two years supervisory/ managerial experience on the operational platform. Competencies: Knowledge of relevant

legislation guiding the provision of clinical care in the public sector i.e. Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Ministerial Priorities and National Core Standards. Good communication skills. Report writing skills. Ability to function as part of a team. Decision making skills. Effective communication with patients, supervisors, other health professionals and colleagues in the multidisciplinary health team. Computer skills.

DUTIES : To administer the operations, management and good governance of diagnostic radiography services including all the resources in the Department. Manage the provision of quality Radiography services in the Department, through the implementation of appropriate systems and measures. Adhere and ensure compliance with HPCSA Legislation. Monitor and Evaluate services rendered in order to implement continuous quality improvement programs. Performance and supervision of all clinical duties pertaining to the provision of Diagnostic Radiography services. Participate in the development of internal policy, and interact with other related professions within the multi-disciplinary health team. Manage and facilitate the continuous training and Development of staff.

ENQUIRIES : Mr S Mahlangeni Tel No: 039 253 7262

POST 27/112 : **CHIEF MEDICAL ORTHOTIST & PROSTHETIST GRADE REF NO: ECHEALTH/CMO&P/FTH/01/07/2019**

SALARY : R466 119 – R517 326 per annum (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Relevant 4-year degree/ B-Tech/ National Diploma as a Medical Orthotics & Prosthetics (MOP). Completed Master's degree in related field will be an advantage. Registered with HPCSA as Medical Orthotist & Prosthetist (MOP). Registered certificate with HPCSA, plus proof of payment for the period April 2019 – March 2020 (HPCSA card or receipt. Certificate and card/website print out required. Minimum of three to five years' clinical experience post qualification. Expert knowledge and clinical of Orthotics & Prosthetics (O&P). Clinical supervisory skills. Facilitation and presentation skills. Basic computer literacy and research capability. Ability to work overtime as a member of multi-disciplinary team. Good communication skills. Financial and resource management skills. Willingness to work over time.

DUTIES : Provide Orthotic & Prosthetic assessment and rehabilitation, if applicable. Provide the highest quality of service to the patient. Participate in the development of treatment programs. Participate in training and development of staff and students as well as continuous development of staff. Manage and supervise clinical tutors and students. Ability to supervise and evaluate performance of staff and students. Liaise with University and report to HOD: Medical Orthotist & Prosthetist (MOP), where clinical training is performed. To coordinate planning, development, implementation and evaluation of the Orthotics & Prosthetics program with input from WSU and ECDoH. To develop and implement programs for peer review and in service education. Participate in outreach programs with students. Clinical practice (Knowledge of the field). Ethics and integrity. Research output and management. Teaching management. Financial management. Technology effectiveness. Community engagements linked to teaching and research. Adherence to Batho Pele principles.

ENQUIRIES : Ms Mthitshana Tel No: (043) 709 2532/ 2487

POST 27/113 : **CHIEF SPEECH THERAPIST/ AUDIOLOGIST GRADE 1 REF NO: ECHEALTH/CST/FTH/01/07/2019**

SALARY : R446 119 – R517 326 per annum (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Relevant degree in Speech Therapy/ Audiology/Speech Therapy & Audiology (Dual Qualification). Registration certificate with HPCSA, plus proof of payment for the period April 2019 – March 2020 (HPCSA card or receipt. Certificate and HPCSA document/card required. Minimum of five years' clinical experience post community service. Two 2 years supervisory/management experience. Proof to be provided e.g. letter from employer. A complete Master's degree in a related field to the post will be an advantage. Expert knowledge of Speech Therapy and or Audiology. Ability to work as a member of a multi-disciplinary team. Experience in planning and

		monitoring projects will be an advantage. Good communication skills. Basic computer literacy. Valid driver's license. Willingness to work over time.
<u>DUTIES</u>	:	Provide Speech Therapy assessment and rehabilitation service and/ or diagnostic Audiological assessment and rehabilitation. Ethics and integrity. Manage and supervise preceptors and students. Ability to supervise and evaluate performance of staff and students. Administration duties. Liaise with University and report to HOD: Audiology & Speech Therapy where clinical training is performed. To co-ordinate planning, development, implementation and evaluation of the Speech Therapy & Audiology program with input from UFH and ECDoh. Participate in continuous professional development. Develop and implement programs for peer review and in service education. Participate in outreach programs with students. Facilitation and presentation skills lecturing to students. Participate in research. Adherence to Batho Pele principles.
<u>ENQUIRIES</u>	:	Ms Mthitshana Tel No: (043) 709 2532/ 2487
<u>POST 27/114</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO:</u> <u>ECHEALTH/OMG/FH/01/07/2019</u>
<u>SALARY</u>	:	R444 276 – R500 031 per annum (OSD)
<u>CENTRE</u>	:	Chris Hani District, Frontier Regional Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within 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. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms May Tel No: (045) 808 4226
<u>POST 27/115</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO:</u> <u>ECHEALTH/OMG/AVH/01/07/2019</u>
<u>SALARY</u>	:	R444 276 – R500 031 per annum (OSD)
<u>CENTRE</u>	:	Sarah Baartman District, Andries Vosloo Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	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. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms CZ Zozo Tel No: (042) 243 1313
<u>POST 27/116</u>	:	<u>LECTURER PND1 REF NO: ECHEALTH/LECT/LLC-EL/01/07/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	R383 226 – R444 276 per annum (OSD)
<u>CENTRE</u>	:	Lilitha College of Nursing, East London Campus

<u>REQUIREMENTS</u>	:	Degree/Diploma in Nursing Science and Midwifery that allows registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education is a prerequisite. Proof of the current South African Nursing Council Annual practising certificate. Ability to teach and function in a multi-disciplinary team. A minimum of four (4) years appropriate/ recognizable experience after registration with SANC in General Nursing.
<u>DUTIES</u>	:	Facilitation of theoretical as well as clinical teaching in classroom and clinical settings. Supervision, monitoring and guidance of nursing students. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for students nurse.
<u>ENQUIRIES</u>	:	Ms P.N Mene Tel No: (043) 700 9726
<u>POST 27/117</u>	:	<u>LECTURER PND1 REF NO: ECHEALTH/LECT/LLC-MTHASUB/01/07/2019</u>
<u>SALARY</u>	:	R383 226 – R444 276 per annum (OSD)
<u>CENTRE</u>	:	Lilitha College of Nursing, Mthatha Sub Campus
<u>REQUIREMENTS</u>	:	Degree/Diploma in Nursing Science and Midwifery that allows registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education is a prerequisite. Proof of the current South African Nursing Council Annual practising certificate. Ability to teach and function in a multi-disciplinary team. A minimum of four (4) years appropriate/ recognizable experience after registration with SANC in General Nursing.
<u>DUTIES</u>	:	Facilitation of theoretical as well as clinical teaching in classroom and clinical settings. Supervision, monitoring and guidance of nursing students. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for students nurse.
<u>ENQUIRIES</u>	:	Ms P.N Mene Tel No: (043) 700 9726
<u>POST 27/118</u>	:	<u>LECTURER PND1 REF NO: ECHEALTH/LECT/LLC-NESSIE-SUB/01/07/2019</u>
<u>SALARY</u>	:	R383 226 – R444 276 per annum (OSD)
<u>CENTRE</u>	:	Lilitha College of Nursing, Nessie Knight Sub Campus
<u>REQUIREMENTS</u>	:	Degree/Diploma in Nursing Science and Midwifery that allows registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education is a prerequisite. Proof of the current South African Nursing Council Annual practising certificate. Ability to teach and function in a multi-disciplinary team. A minimum of four (4) years appropriate/ recognizable experience after registration with SANC in General Nursing.
<u>DUTIES</u>	:	Facilitation of theoretical as well as clinical teaching in classroom and clinical settings. Supervision, monitoring and guidance of nursing students. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for students nurse.
<u>ENQUIRIES</u>	:	Ms P.N Mene Tel No: (043) 700 9726
<u>POST 27/119</u>	:	<u>LECTURER PND1 REF NO: ECHEALTH/LECT/LLC-QNT/01/07/2019</u>
<u>SALARY</u>	:	R383 226 – R444 276 per annum (OSD)
<u>CENTRE</u>	:	Lilitha College of Nursing, Queenstown Campus
<u>REQUIREMENTS</u>	:	Degree/Diploma in Nursing Science and Midwifery that allows registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education is a prerequisite. Proof of the current South African Nursing Council Annual practising certificate. Ability to teach and function in a multi-disciplinary team. A minimum of four (4) years appropriate/ recognizable experience after registration with SANC in General Nursing.
<u>DUTIES</u>	:	Facilitation of theoretical as well as clinical teaching in classroom and clinical settings. Supervision, monitoring and guidance of nursing students. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for students nurse.
<u>ENQUIRIES</u>	:	Ms P.N Mene Tel No: 043 700 9726

<u>POST 27/120</u>	:	<u>LECTURER PND1 REF NO: ECHEALTH/LECT/LLC-GGS/01/07/2019</u>
<u>SALARY</u>	:	R383 226 – R444 276 per annum (OSD)
<u>CENTRE</u>	:	Lilitha College of Nursing, Glen Grey Campus
<u>REQUIREMENTS</u>	:	Degree/Diploma in Nursing Science and Midwifery that allows registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education is a prerequisite. Proof of the current South African Nursing Council Annual practising certificate. Ability to teach and function in a multi-disciplinary team. A minimum of four (4) years appropriate/ recognizable experience after registration with SANC in General Nursing.
<u>DUTIES</u>	:	Facilitation of theoretical as well as clinical teaching in classroom and clinical settings. Supervision, monitoring and guidance of nursing students. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for students nurse.
<u>ENQUIRIES</u>	:	Ms P.N Mene Tel No: (043) 700 9726
<u>POST 27/121</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1 -2 (MATERNITY) REF NO: ECHEALTH/AN/GH/01/07/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum (OSD) Grade 2: R471 333 – R579 696 per annum (OSD)
<u>CENTRE</u>	:	Alfred Nzo District, Greenville Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / 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 speciality after obtaining the 1 year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.
<u>ENQUIRIES</u>	:	Mr Bango Tel No: (039) 251 3009
<u>POST 27/122</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1 - 2 (MATERNITY) REF NO: ECHEALTH/PNMT/FRH/01/07/2019</u>
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum (OSD) Grade 2: R471 333 – R579 696 per annum (OSD)
<u>CENTRE</u>	:	Chris Hani District, Frontier Regional Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree /Diploma in Nursing with Advanced midwifery) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited in Advanced Midwifery and Neonatology Nursing Science with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / 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 speciality after obtaining the 1 year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria

and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

- ENQUIRIES** : Ms May Tel No: (045) 808 4226
- POST 27/123** : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 (CASUALTY/OPD) REF NO: ECHEALTH/PNS-CASOPD/ CH/01/07/2019**
- SALARY** : Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)
- CENTRE REQUIREMENTS** : Chris Hani District, Cala Hospital
Basic R425 qualification (i.e degree/ diploma in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic qualification of at least 1 year in Trauma Nursing Care / Critical Nursing Science accredited with SANC in terms of Government Notice R212. Current registration with SANC as a Professional Nurse. **Grade 1:** A minimum of four (4) years appropriate/ recognized experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (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 in the relevant specialty.
- DUTIES** : Provide direction and supervision for the implementation of the Nursing plan (Clinical active/quality patient care). Implement standard, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human material and physical resources efficiently and effectively. Perform clinical practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care.
- ENQUIRIES** : Mr S Zihlangu Tel No: (047) 877 0129
- POST 27/124** : **PROFESSIONAL NURSE SPECIALTY GRADE 1 -2 REF NO: ECHEALTH/PNS/NQH/01/07/2019**
- SALARY** : Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)
- CENTRE REQUIREMENTS** : Buffalo City Metro, Nkqubela TB Hospital
Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Paediatric Nursing Science accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / 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 in the relevant specialty.
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.
- ENQUIRIES** : Ms. N. Langeni Tel No: (043) 761 2131

POST 27/125 : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PNS/BCM-NC/01/07/2019**

SALARY : Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Needscamp Clinic
Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Clinical Assessment Treatment & Care accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / 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 speciality after obtaining the 1 year post basic qualification in the relevant speciality.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

ENQUIRIES : Ms H. Hlulani Tel No: (043) 708 1700

POST 27/126 : **PROFESSIONAL NURSE SPECIALTY GRADE 1 -2 REF NO: ECHEALTH/PNS/BCM-OC/01/07/2019**

SALARY : Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Openshaw Clinic
Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Clinical Assessment Treatment & Care accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / 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 speciality after obtaining the 1 year post basic qualification in the relevant speciality.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

ENQUIRIES : Ms H. Hlulani Tel No: (043) 708 1700

POST 27/127 : **PROFESSIONAL NURSE SPECIALTY REF NO: ECHEALTH/PNS/BCM-FGC/01/07/2019**

SALARY : Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Frere Gateway Clinic
Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Clinical Assessment, Treatment and Care accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a

		Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / 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 speciality after obtaining the 1 year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.
<u>ENQUIRIES</u>	:	Ms H. Hlulani Tel No: (043) 708 1700
<u>POST 27/128</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PNS/BCM-NC/01/07/2019</u>
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum (OSD) Grade 2: R471 333 – R579 696 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Ndevane Clinic
	:	Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Clinical Assessment, Treatment and Care accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / 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 speciality after obtaining the 1 year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.
<u>ENQUIRIES</u>	:	Ms H. Hlulani Tel No: (043) 708 1700
<u>POST 27/129</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1 – 2 (MATERNITY) REF NO: ECHEALTH/PROFN/BUTTH01/07/2019 (X6 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum (OSD) Grade 2: R471 333 – R579 696 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amathole District, Butterworth Hospital
	:	Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / 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 speciality after obtaining the 1 year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	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 of practice). Practice nursing and

health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care.

ENQUIRIES : Ms P Mtshemla Tel No: (047) 401 9000

POST 27/130 : **PROFESSIONAL NURSE SPECIALTY (THEATRE) REF NO: ECHEALTH/PNS-T/FTH/01/07/2019 (X3 POSTS)**

SALARY : Grade 1: R383 226 – R444 276 per annum (OSD)

Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE : Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Theatre Technique accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / 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 speciality after obtaining the 1 year post basic qualification in the relevant speciality.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES : Ms. Mthitshana Tel No: (043) 709 2532/2487

POST 27/131 : **PROFESSIONAL NURSE SPECIALTY (RENAL) REF NO: ECHEALTH/PNS-RNL/FTH/01/07/2019**

SALARY : Grade 1: R383 226 – R444 276 per annum (OSD)

Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE : Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / 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 speciality after obtaining the 1 year post basic qualification in the relevant speciality.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES : Ms. Mthitshana Tel No: (043) 709 2532/2487

POST 27/132 : **PROFESSIONAL NURSE SPECIALTY (OBS & GYNAE) REF NO: ECHEALTH/PNS-OBS/FTH/01/07/2019 (X2 POSTS)**

SALARY : Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / 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 speciality after obtaining the 1 year post basic qualification in the relevant speciality.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES : Ms. Mthitshana Tel No: (043) 709 2532/2487

POST 27/133 : **ASSISTANT DIRECTOR QUALITY ASSURANCE REF NO: ECHEALTH/ASD-QA/STBH/01/07/2019**

Re-advertisement. Those who had applied before are welcome to apply again

SALARY : R376 596 – R443 601 per annum (Level 09)

CENTRE : OR Tambo District, St Barnabas Hospital

REQUIREMENTS : Basic R425 Qualification i.e. 4 years Diploma/Degree in Nursing or equivalent. Proof of Current Registration with the South African Nursing Council (SANC) As Professional Nurse. Knowledge and understanding of nursing codes of Ethics and Professional practice of the South African Nursing Council. Knowledge of Nursing care processes, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational health and Safety Act. A minimum of 8 years' appropriate experience after registration as professional nurse with the SANC of which at least 3 Years should be at managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA. Batho Pele Principles, patient's right charter and other relevant legal frameworks, labour relations and public service acts, Managerial and Communication (Both Written and Verbal), Report Writing and Problem Solving Skills. Knowledge of Six key priority areas, ability to work under pressure. A valid driver license. Computer Literacy

DUTIES : Coordinate quality assurance program at hospital. Assist with infection prevention and control. Coordinate clinical audits, clinical risks, adverse events management and reporting. Facilitate mainstream of Batho Pele principles, patient's right and peer reviews. Monitor and support complaints management mechanism. Facilitate patient's satisfactory surveys by all health facilities in the district least annually. Coordinate national health insurance through implementation of quality improvement plans. Ensure that hospital conduct self-assessment results. Monitor and evaluate implementation of quality Improvement plans. Ensure availability of all quality assurance policies, guidelines and standard operating procedures to all health career facilities. Ensure that norms and standards are adhered to by all health facilities. Conduct training on quality related issues for capacity building. Facilitate and encourage excellent awards implementation program. Ensure and assist in the implementation of the deal clinic concept, integrated chronic disease management (ICDM) model and PC101 at sub-district level. Ensure that relevant structures are in place for the implementation of quality assurance programs, coordinate clinic supervision at sub-district level and work with all

		clinic supervisors. Provide monthly, quarterly and annual report to the district manager and relevant provincial directorate. Supervise your subordinates Ms Ndamase Tel No: (047) 555 5300
<u>ENQUIRIES</u>	:	
<u>POST 27/134</u>	:	<u>OFFICE MANAGER: HOSPITAL MANAGEMENT SERVICES REF NO: ECHEALTH/OM-HMS/HO/04/07/2019</u> Re-advertisement those who had applied before are welcome to apply again
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 – R443 601 per annum (Level 09) Bisho, Head Office A Bachelor's degree/National Diploma in Office Management or in the related field with three to five years' experience at supervisory level. Excellent understanding of records management. Knowledge of interpreting and implementing government Acts. Legislative framework, Policies and Regulations. Ability of practical approach and of working independently. Good communication skills, ability to write reports and keep records, computer skills. A valid driver's license.
<u>DUTIES</u>	:	Provide strategic leadership and plays an oversight role in the activities of the Chief Director's Office. Manage and coordinate clinical administrative activities of tasks. Manage the Manager's diary. Organize the CD's office environment. Maintain manager's filing system. Ensure safe and secured confidential documentation. Respond to correspondence/invitation on behalf of the manager. Monitor effective utilization human, financial and physical resource in the Chief Director's office. Coordinate performance and audit reporting for Health Services Management.
<u>ENQUIRIES</u>	:	DR Xamlashe Tel No: (040) 608 1163
<u>POST 27/135</u>	:	<u>ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: ECHEALTH/AD-QA/NOMH/01/07/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 – R443 601 per annum (Level 09) mathole District, Nompumelelo Hospital Degree/ National Diploma in Health related field or equivalent qualification in Quality Assurance. A minimum of 3-5 years' experience in the relevant field at a supervisory level. Experience in Health Sector will be essential. A valid driver's License will be an added advantage. Strong inter-personal relations. Ability to plan and organize effectively. Ability to work accurately and under pressure. Ability to interact with all levels of management, external stakeholders and patients. Excellent written and verbal communication. Ability to collect and analyse data.
<u>DUTIES</u>	:	Implement and maintain Quality Assurance policies and procedures, team formation at institution level. Report to Quality Health Assurance when required to do so. Co-ordinate infection control; and clinical audit activities. Manage complaint system and monitor adverse events. Assessing customer satisfaction surveys. Monitor adherence to norms and standards, National Core Standards and Six Most Critical Areas. Identify areas for training and ensure that training takes place. Independent Practice.
<u>ENQUIRIES</u>	:	Ms Tsako Tel No: (040) 673 3321
<u>POST 27/136</u>	:	<u>OCCUPATIONAL HEALTH & SAFETY OFFICER REF NO: ECHEALTH/OHS/KH/05/07/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 – R378 167 per annum (Level 08) Alfred Nzo District, Khotsong TB Hospital A NQF Level 6 Qualification in Safety Management or related field plus 3-5 years' experience in an occupational Health and Safety environment, Knowledge of and working Experience in Occupational Health and safety Environment, Risk control experience ideally gained in a manufacturing environment, Computer literacy, Excellent communication skills(verbal and written),Good interpersonal skills, Ability to work under pressure and display high assertiveness levels, Attention to detail, A valid driver's licence is essential, Registered Occupational Safety Professional.
<u>DUTIES</u>	:	Development and implement Health & safety policies, systems of work and procedures, Ensure that all Health safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, update and communicated, Ensure GPW meets its statutory obligations in all areas pertaining to health and safety in the workplace, including statutory training

and reporting. Incident reporting, investigating assistance and facilitation of corrective actions, Driving the safety programme to reduce number of incidents, reporting on and proactively managing risk on site, conducting safety and risk audits, Ensuring adequate safety induction and risk related training, keep up to date with all aspects of health and safety regulation.
Ms A Lebata Tel No: (039) 737 3801

ENQUIRIES

POST 27/137

SOFT SERVICE SUPERVISOR REF NO: ECHEALTH/SSS/LTV/HO/06/07/2019

SALARY
CENTRE
REQUIREMENTS

R316 791 – R378 167 per annum (Level 08)
Nelson Mandela Metro, Livingstone Tertiary Hospital
A Qualification at NQF level 6 in Food Services Management / Hospitality Services. At least 3-5 years' experience in housekeeping / food service / hospitality services / similar environment. Skills: computer skills, leadership skills, problem analysis, decision making, motivation and development, planning, organizing & coordinating, conflict resolution, team orientation, training skills. Knowledge: Food Services Management, Occupational Health and Safety, Public Finance Management, Supply Chain Management, Human Resource Management, Dealing with discipline. Good communication and report writing skills. Problem solving skills. Flexibility and Team work. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Client orientation and customer focus. Knowledge of Occupational Health and Safety policies.

DUTIES

Oversee functioning, exercise control and management of the following areas: Cleaning Services, Food Services, Grounds Maintenance, Linen Bank Services and Waste Management Services in the hospital. Administrative duties. Management of allocated Resources. Ensure compliance to Quality Standards for a clean hospital environment. Monitor and ensure adherence and compliance to Infection Control and Occupational Health & Safety Standards.

ENQUIRIES

Mr Mjindi Tel No: (041) 405 2121

POST 27/138

SOCIAL WORKER GRADE 1-4 REF NO: ECHEALTH/DENT/CHD-CH/01/07/2019

SALARY
CENTRE
REQUIREMENTS

Grade 1: R257 592 – R298 614 per annum (OSD)
Grade 2: R316 794 – R363 801 per annum (OSD)
Grade 3: R384 228 – R445 425 per annum (OSD)
Grade 4: R472 551 – R564 252 per annum (OSD)
Sarah Baartman District, Settlers Hospital
Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the SACSSP as a Social Worker. **Grade 1:** None required. **Grade 2:** A minimum of 10 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. Computer literacy and valid driver's licence.

DUTIES

Render social work service with regard to care, support and protection of vulnerable individuals, family and communities through relevant programmes. To protect and promote rights of families, children, woman and older person. To integrate family members, help unknown clients and psych patients with relevant intervention. Implement recommended intervention continuous assessment, counselling, guidance and advice to the affected individuals, groups and families. To monitor and evaluate the effectiveness of the recommended interventions. To submit or present report on progress and identified further interventions. Render outreach and in-reach services to identified service points as part of a multi-disciplinary team. To produce and maintain records of social workers, processes and outcomes. Supervise and assess placement progress of social workers as played by various tertiary institutions.

ENQUIRIES

Ms S Diva Tel No: (046) 602 5046

POST 27/139 : **SOCIAL WORKER GRADE 1 - 4 REF NO:**
ECHEALTH/OMS/SSGH/01/07//2019

SALARY : Grade 1: R257 592 – R298 614 per annum (OSD)
Grade 2: R316 794 – R363 801 per annum (OSD)
Grade 3: R384 228 – R445 425 per annum (OSD)
Grade 4: R472 551 – R564 252 per annum (OSD)

CENTRE : Amathole District, SS Gida Hospital
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the SACSSP as a Social Worker. **Grade 1:** None required. **Grade 2:** A minimum of 10 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. Computer literacy and valid driver's licence.

DUTIES : To provide social work services through then promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well-being. Render social work service with regard to care, support and protection of vulnerable individuals, family and communities through relevant programmes. To protect and promote rights of families, children, woman and older person. To integrate family members, help unknown clients and psych patients with relevant intervention. Implement recommended intervention continuous assessment, counselling, guidance and advice to the affected individuals, groups and families. To monitor and evaluate the effectiveness of the recommended interventions. To submit or present report on progress and identified further interventions. Render outreach and in-reach services to identified service points as part of a multi-disciplinary team. To produce and maintain records of social workers, processes and outcomes. Supervise and assess placement progress of social workers as played by various tertiary institutions.

ENQUIRIES : Ms Fumanisa Tel No: (040) 658 0043

POST 27/140 : **ADMIN OFFICER: PROFESSIONAL SECRETARIAT REF NO:**
ECHEALTH/AO-PS/HO/07/07/2019

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

CENTRE : Bisho, Head Office

REQUIREMENTS : A Degree / Diploma in Public administration or any Administrative/Office relevant qualification with two years working experience (REQV 13) or matric with a minimum of 5 years working experience as an administrator. General and fair understanding of Professional Secretariat processes and content within the Eastern Cape Department Knowledge of government systems, procedures and ability to work without constant supervision, working knowledge of office administration, good communication skills, interpersonal skills and organizational skills, a high level of confidentiality, high level computer skills, basic numeracy, good planning and writing skills. Pay attention to detail and quality, ability to work under pressure with Executive management. Valid driver's license is an added advantage. Kindly note that short listed candidates will be subjected to security clearance.

DUTIES : Secure venues and prepare invite, agenda and attendance register. Procure the venue and refreshments for the meetings. Follow up on reports required and bind packages for the meeting. File invites, agenda, attendance, minutes and relevant concept documents. Having considered budget available. Procure necessary and relevant equipment, stationery for the office. According to budget planning timelines, prepare EC.4 and EC.5. Adhere to all procurement / SCM requirements. Assist with roving mikes during seminars / workshops and Executive meetings.

ENQUIRIES : Ms P Nazo Tel No: 040 608 1332

POST 27/141 : **PERSONAL ASSISTANT: FACILITIES REF NO:**
ECHEALTH/LTH/08/07/2019

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

CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital

<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with 2-5 years' experience. Relevant experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel. MS PowerPoint. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality.
<u>DUTIES</u>	:	Provide secretarial services, make transport and accommodation arrangements. Manage the Managers diary. Organize the manager's office environment. Construct and maintain the managers filing system. Control manager. Ensure a safe working where confidential documentation is secured. Respond to invitation on behalf of the manager.
<u>ENQUIRIES</u>	:	Mr Mjindi Tel No: (041) 405 2121
<u>POST 27/142</u>	:	<u>IT PRACTITIONER REF NO: ECHEALTH/IT/ADO/09/07/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 – R303 339 per annum (Level 07) Ifred Nzo District Office
<u>REQUIREMENTS</u>	:	A Grade 12 with EITHER A+ AND N+ (Exams Completed) with 5 years' practical experience or a Bachelor's Degree/National Diploma in IT/Computer Science with 1 -2 years' experience in the field. All qualifications must be SAQA recognised. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange) Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. MUST BE in possession of a valid code 8 driver license.
<u>DUTIES</u>	:	Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.
<u>ENQUIRIES</u>	:	Mr K Praim Tel No: (039) 797 6070
<u>POST 27/143</u>	:	<u>IT PRACTITIONER REF NO: ECHEALTH/IT/CH-DO/10/07/2019 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 – R303 339 per annum (Level 07) Chris Hani District Office
<u>REQUIREMENTS</u>	:	A Grade 12 with EITHER A+ AND N+ (Exams Completed) with 5 years' practical experience or a recognized Degree / National diploma in IT/Computer Science with 3 years of technical working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation

<u>DUTIES</u>	:	and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid code 8 driver license. Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.
<u>ENQUIRIES</u>	:	Ms Nyoka Tel No: (045) 807 1110/1101
<u>POST 27/144</u>	:	<u>FINANCIAL PRACTITIONER REF NO: ECHEALTH/FP/NMAH/11/07/2019</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum (Level 07)
<u>CENTRE</u>	:	OR Tambo District, Nelson Mandela Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 with 10 years' relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 0-2 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' license.
<u>DUTIES</u>	:	Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469
<u>POST 27/145</u>	:	<u>ADMIN OFFICER: PATIENT REGISTRATION REF NO: ECHEALTH/AO-PR/NMAH/12/07/2019</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum (Level 07)
<u>CENTRE</u>	:	OR Tambo District, Nelson Mandela Academic Hospital
<u>REQUIREMENTS</u>	:	A qualification at NQF 6 / Degree in public Administration or equivalent with 5 - 8 years' experience. Knowledge of Public administration systems and processes. Knowledge of Public service regulations, policies and procedures. Good interpersonal communication, verbal and written) and computer skills. A valid driver's licence will be an added advantage.
<u>DUTIES</u>	:	Interpret and implement administrative policies. Prepare and compile report. Process and authorize payments of employees benefits. Allocate task to all the staff members under general administration. Conduct checking and verify work for subordinates. Guide and monitor compliance on processes. Formulate work schedule and roosters. Draft memorandums, Identify problems, deficiencies and practices on policies. Supervise the clerical services at OPD and inpatient.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469
<u>POST 27/146</u>	:	<u>CLINICAL ASSOCIATE REF NO: ECHEALTH/CLINA/BURH/01/07/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Joe Gqabi District, Burgersdorp Hospital
<u>REQUIREMENTS</u>	:	Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).

<u>DUTIES</u>	:	Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.
<u>ENQUIRIES</u>	:	Ms N Zondi Tel No: (051) 653 1881
<u>POST 27/147</u>	:	<u>CLINICAL ASSOCIATE REF NO: ECHEALTH/CLINA/NKH/01/07/2019</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum (Level 07)
<u>CENTRE</u>	:	OR Tambo District, Nessie Knight Hospital
<u>REQUIREMENTS</u>	:	Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).
<u>DUTIES</u>	:	Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.
<u>ENQUIRIES</u>	:	Ms O.N Sotsako Tel No: (047) 553 6007/8/9
<u>POST 27/148</u>	:	<u>CLINICAL ASSOCIATE REF NO: ECHEALTH/CLINA/BHIH/01/07/2019</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Buffalo City Metro, Bhisho Hospital
<u>REQUIREMENTS</u>	:	Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).
<u>DUTIES</u>	:	Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.
<u>ENQUIRIES</u>	:	Ms T Awlyn – Qegu Tel No: (040) 635 2950/5
<u>POST 27/149</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/STMC/01/07/2019</u>
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 per annum (OSD) Grade 2: R315 963 – R362 865 per annum (OSD) Grade 3: R383 226 – R485 475 per annum (OSD)
<u>CENTRE</u>	:	Intsika Yethu Sub District, St Marks Clinic
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management

		and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms A Mabentsela Tel No: (047) 874 0079
<u>POST 27/150</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 per annum (OSD) Grade 2: R315 963 – R362 865 per annum (OSD) Grade 3: R383 226 – R485 475 per annum (OSD)
<u>CENTRE</u>	:	Ngcobo Sub District, Gubenxa Clinic Ref No: ECHEALTH/PNG/NGSD/GC/01/07/2019 Zwelakhe Dalasile Clinic Ref No: ECHEALTH/PNG/NGSD/ZC/01/07/2019
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms N. Matala Tel No: (047) 548 0022/34
<u>POST 27/151</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/QAU-HCC/01/07/2019</u>
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 per annum (OSD) Grade 2: R315 963 – R362 865 per annum (OSD) Grade 3: R383 226 – R485 475 per annum (OSD)
<u>CENTRE</u>	:	Qaukeni Sub District, Holy Cross Clinic
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms N Hlobo Tel No: (039) 253 1541

POST 27/152 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/JPH/01/07/2019 (X2 POSTS)**

SALARY : Grade 1: R256 905 – R297 825 per annum (OSD)
Grade 2: R315 963 – R362 865 per annum (OSD)
Grade 3: R383 226 – R485 475 per annum (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Jose Pearson TB Hospital
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms Klassen Tel No: (041) 372 8000

POST 27/153 : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PN-G/NQH/01/07/2019**

SALARY : Grade 1: R256 905 – R297 825 per annum (OSD)
Grade 2: R315 963 – R362 865 per annum (OSD)
Grade 3: R383 226 – R485 475 per annum (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Nkqubela TB Hospital
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilization of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms. N. Langeni Tel No: (043) 761 2131

POST 27/154 : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PNG/BCM/01/07/2019**

SALARY : Grade 1: R256 905 – R297 825 per annum (OSD)
Grade 2: R315 963 – R362 865 per annum (OSD)
Grade 3: R383 226 – R485 475 per annum (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Braelyn Clinic
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms H Hlulani Tel No: (043) 708 1700

POST 27/155 : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PN-G/EG-CHC/01/07/2019**

SALARY : Grade 1: R256 905 – R297 825 per annum (OSD)
Grade 2: R315 963 – R362 865 per annum (OSD)
Grade 3: R383 226 – R485 475 per annum (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Empilweni Gompo CHC
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilization of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms. N. Langeni Tel No: (043) 761 2131

POST 27/156 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN-G/MC/01/07/2019**

SALARY : Grade 1: R256 905 – R297 825 per annum (OSD)
Grade 2: R315 963 – R362 865 per annum (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Grade 3: R383 226 – R485 475 per annum (OSD) Buffalo City Metro, Mxalanga Clinic
	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilization of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms H. Hlulani Tel No: (043) 708 1700
<u>POST 27/157</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1- 3 REF NO: ECHEALTH/PN-G/NC/01/07/2019</u>
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 per annum (OSD) Grade 2: R315 963 – R362 865 per annum (OSD) Grade 3: R383 226 – R485 475 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Newlands Clinic
	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilization of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms H Hlulani Tel No: (043) 708 1700
<u>POST 27/158</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN-G/NU-17-C/01/07/2019</u>
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 per annum (OSD) Grade 2: R315 963 – R362 865 per annum (OSD) Grade 3: R383 226 – R485 475 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, NU 17 Clinic
	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2:

		Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
		Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilization of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms H. Hlulani Tel No: (043) 708 1700
<u>POST 27/159</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1- 3 REF NO: ECHEALTH/PROFN/NGQC/01/07/2019</u>
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 per annum (OSD) Grade 2: R315 963 – R362 865 per annum (OSD) Grade 3: R383 226 – R485 475 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Mnquma Sub District, Ngqamakwe CHC Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of nursing plan (clinical practice/quality patient care). Implement Standards, practices, criteria and indicators for quality nursing and Health care in accordance with the law and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholder. Utilise human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care.
<u>ENQUIRIES</u>	:	Ms N Tengwa Tel No: (047) 491 0740
<u>POST 27/160</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/VICH/01/07/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 per annum (OSD) Grade 2: R315 963 – R362 865 per annum (OSD) Grade 3: R383 226 – R485 475 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amathole District, Victoria Hospital Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of nursing plan (clinical practice/quality patient care). Implement Standards, practices, criteria and indicators for quality nursing and Health care in accordance with the law and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholder. Utilise human, material and physical resources efficiently and effectively. Perform clinical

		nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care.
<u>ENQUIRIES</u>	:	Ms L Mangesi Tel No: (040) 653 1141
<u>POST 27/161</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFN/RAYMH/01/07/2019</u>
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 per annum (OSD) Grade 2: R315 963 – R362 865 per annum (OSD) Grade 3: R383 226 – R485 475 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Raymond Mhlaba Sub-District, Middledrift CHC Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of nursing plan (clinical practice/quality patient care). Implement Standards, practices, criteria and indicators for quality nursing and Health care in accordance with the law and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholder. Utilise human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care.
<u>ENQUIRIES</u>	:	Dyomfana Tel No: (046) 645 1892
<u>POST 27/162</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/FEH/01/07/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 per annum (OSD) Grade 2: R315 963 – R362 865 per annum (OSD) Grade 3: R383 226 – R485 475 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Sarah Baartman District, Fort England Hospital Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of nursing plan (clinical practice/quality patient care). Implement Standards, practices, criteria and indicators for quality nursing and health care in accordance with the law and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholder. Utilise human material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care.
<u>ENQUIRIES</u>	:	Mr. Dyalvane Tel No: (046) 602 2300
<u>POST 27/163</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/FTH/01/07/2019 (X6 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 per annum (OSD) Grade 2: R315 963 – R362 865 per annum (OSD) Grade 3: R383 226 – R485 475 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Frere Tertiary Hospital Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience

		in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms. Mthitshana Tel No: (043) 709 2532/2487
<u>POST 27/164</u>	:	<u>PHARMACY ASSISTANT (POST BASIC) GRADE 1-3 REF NO: ECHEALTH/PHA-PB/STEH/01/07/2019</u>
<u>SALARY</u>	:	Grade 1: R208 383 – R234 738 per annum (OSD) Grade 2: R241 839 - R256 686 per annum (OSD) Grade 3: R262 068 – R299 658 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, St Elizabeth Hospital As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.
<u>DUTIES</u>	:	Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.
<u>ENQUIRIES</u>	:	Mr M Nozaza Tel No: (039) 253 5012
<u>POST 27/165</u>	:	<u>ARTISAN GRADE A: REF NO: ECHEALTH/ART-TECH/NKH/01/07/2019</u>
<u>SALARY</u>	:	Grade A: R190 653 - R211 596 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Nessie Knight Hospital An applicant must be in possession of trade test certificate in mechanical or electrical and with 0-2 years' experience required. Valid Driver's License is required.
<u>DUTIES</u>	:	Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler

		system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.
<u>ENQUIRIES</u>	:	Ms O.N Sotsako Tel No: (047) 553 6007/8/9
<u>POST 27/166</u>	:	<u>ARTISAN GRADE A: REF NO: ECHEALTH/ART-TECH/MHLACHC/01/07/2019</u>
<u>SALARY CENTRE DUTIES</u>	:	Grade A: R190 653 - R211 596 per annum (OSD) Mhlonto Sub District, Mhlakulo CHC Liaise with service providers and contractors. Maintain a safe and clean working environment in line with health and safety standards. Implement cost effective repairs and maintenance. Render preventative maintenance services on all moving items of equipment. Work in close association with all relevant artisans. Diagnose and repair panels, circuits, wiring and related systems. Maintain the electrical infrastructure of the health institution. Repair or replace switches receptacles, ballasts, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water services, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Repair, maintain and install shelves, cupboards, draws, ceilings and hangs doors. Repair or replace fascia and barge boards. Construct or build wooden apparatus e.g. Tables, decks, benches, partitions, occupational therapy aids. Repair all makes of carpentry items. Build, repair and maintains masonry structures. Repair and maintain paving. Strips and assembles machinery and equipment. Manufacture replacement components.
<u>ENQUIRIES NOTE</u>	:	Ms Ntlali Tel No: (047) 553 0585 An applicant must be in possession of trade test certificate in mechanical or electrical and with 0-2 years' experience required. Valid Driver's License is required.
<u>POST 27/167</u>	:	<u>ARTISAN PRODUCTION REF NO: ECHEALTH/ART/LT/01/07/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade A: R190 653 - R211 596 per annum (OSD) Nelson Mandela Metro, Livingstone Tertiary Hospital An applicant must be in possession of trade test certificate in mechanical or electrical and with 0-2 years' experience required. Valid Driver's License is required. Demonstrate working knowledge of locksmith skills. Display the willingness to work extended and perform stand-by duty and travel. Computer literacy. Experience in serving a Health Institution in relevant field of work. Knowledge of OHS Act and other legislation applicable to the post. Good verbal and written communication skills. A valid driver's license.
<u>DUTIES</u>	:	Oversee the workshop keys room and ensure spare key cabinets, tools and equipment are secured. Provide the following services: key cutting, issuing of keys, repairs and installation of locks and respond promptly to all key and lock related request made to the workshop. Attend to emergency request including after hours and be available for standby duties. Ensure availability of tools and materials for the workshop. Provide technical advice and ensure training of subordinates. Assists with new installations and upgrade of hospital facilities, equipment and services in compliance with the Occupational Health and Safety Act regulations and requirements.
<u>ENQUIRIES</u>	:	Mr Mjindi Tel No: (041) 405 2121
<u>POST 27/168</u>	:	<u>HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/HCH/13/07/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 – R204 612 per annum (Level 05) OR Tambo District, Holy Cross Hospital Grade 12. Knowledge of Human Resource or Public Administration processes. Computer Literacy, One (1) year Public service internship programme experience will be given preference. Knowledge of Human Resource functions as well ability to capture data, operate computer and collate administration statistics. Basic knowledge and insight on human resource prescripts. Knowledge of basic financial operating systems and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and team work. To have good interpersonal and communication skills, listening skills, analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be

		able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.
<u>DUTIES</u>	:	Implementation of Human Resource practices i.e. Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in leave management.
<u>ENQUIRIES</u>	:	Ms Z Nompandana Tel No: (039) 252 2026/8
<u>POST 27/169</u>	:	<u>ADMINISTRATION CLERK REF NO: ECHEALTH/AC/CANH/14/07/2019</u>
<u>SALARY</u>	:	R173 703 – R204 612 per annum (Level 05)
<u>CENTRE</u>	:	OR Tambo District, Canzibe Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<u>DUTIES</u>	:	Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.
<u>ENQUIRIES</u>	:	Ms Solwandle Tel No: (042) 562 8810 / 7
<u>POST 27/170</u>	:	<u>ADMINISTRATION CLERK PATIENT ADMIN REF NO: ECHEALTH/AC/GVH/15/07/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	R173 703 – R204 612 per annum (Level 05)
<u>CENTRE</u>	:	Alfred Nzo District, Greenville Hospital
<u>REQUIREMENTS</u>	:	Grade 12/ NQF level 4 with no experience. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Driver's license will be added advantage. One (1) year Public service internship programme experience will be given preference.
<u>DUTIES</u>	:	Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Compile patient folders that contain the relevant documentation. Maintain files-need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files- Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.
<u>ENQUIRIES</u>	:	Mr Bango Tel No: (039) 251 3009
<u>POST 27/171</u>	:	<u>PROVISIONING ADMINISTRATION CLERK LOGISTIC REF NO. ECHEALTH/PAC/GVH/16/07/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	R173 703 – R204 612 per annum (Level 05)
<u>CENTRE</u>	:	Alfred Nzo District, Greenville Hospital
<u>REQUIREMENTS</u>	:	Grade 12/ NQF level 4 with no experience. Sound Knowledge of Supply Chain Management processes, Inventory management, Public Finance Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.

DUTIES : Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on LOGIS, create and print orders on LOGIS system.

ENQUIRIES : Mr Bango Tel No: (039) 251 3009

POST 27/172 : **ADMINISTRATION CLERK PATIENT ADMIN REF NO: ECHEALTH/AC/TBH/17/07/2019**

SALARY CENTRE REQUIREMENTS : R173 703 – R204 612 per annum (Level 05)
 : Alfred Nzo District, Taylor Bequest Hospital (Matatiele)
 : Grade 12/ NQF level 4 with no experience. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy. Driver's license will be added advantage.

DUTIES : Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Compile patient folders that contain the relevant documentation. Maintain files-need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files- Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.

ENQUIRIES : Mr Kholiso Tel No: (039) 737 3107

POST 27/173 : **HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/ADO/18/07/2019**

SALARY CENTRE REQUIREMENTS : R173 703 – R204 612 per annum (Level 05)
 : Alfred Nzo District Office
 : Grade 12. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage. One (1) year Public service internship programme experience will be given preference.

DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr K Praim Tel No: (039) 797 6070

POST 27/174 : **FINANCIAL CLERK: SUNDRY PAYMENTS REF NO: ECHEALTH/FC/NMAH/19/07/2019**

SALARY CENTRE REQUIREMENTS : R173 703 – R204 612 per annum (Level 05)
 : OR Tambo District, Nelson Mandela Academic Hospital
 : Grade 12. Knowledge of Salary administration. Knowledge and experience of the PERSAL and BAS system. Knowledge of departmental policies, knowledge of PFMA and other Financial Management and associated prescripts. Ability to work effectively with stakeholders at various levels. Ability to work under extreme pressure. One (1) year Public service internship programme experience will be given preference.

DUTIES : Render financial accounting transactions, Perform salary administration Support Services, Capture all financial transactions (e.g. payments, S&T's, allowances and overtime salary, salary deductions, Garnishee). Check claims

for correctness, verification. Compile daily, weekly and monthly statistics; Handle external and internal enquiries, Assist with general office duties. Capturing of all the hospital related allowances on the relevant financial systems (PERSAL and BAS). Recovery of Departmental debt. Distribution of IRP 5 certificates. Distribute pay slips ensure return of original signed payrolls to Head Office and the safekeeping of copies. Update registers for transactions captured on PERSAL and BAS and the filling of all documents. Assist with the audit sampling. Record document and be organized. Reproducing and making copies. Perform other duties as indicated by the Supervisor.

- ENQUIRIES** : Ms Calaza Tel No: (047) 502 4469
- POST 27/175** : **STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SH/EN/01/07/2019**
- SALARY** : Grade 1: R171 381 – R192 879 per annum (OSD)
Grade 2: R204 627 – R230 307 per annum (OSD)
Grade 3: R242 166 – R297 825 per annum (OSD)
- CENTRE REQUIREMENTS** : Alfred Nzo District, Sipetu Hospital
Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.
- DUTIES** : Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.
- ENQUIRIES NOTE** : Mr EF Madaka Tel No: (039) 255 0077
This post/posts are part of the Nursing Project to recruit Staff Nurses in the department.
- POST 27/176** : **STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/StEH/01/07/2019 (X7 POSTS)**
- SALARY** : Grade 1: R171 381 – R192 879 per annum (OSD)
Grade 2: R204 627 – R230 307 per annum (OSD)
Grade 3: R242 166 – R297 825 per annum (OSD)
- CENTRE REQUIREMENTS** : OR Tambo District, St Elizabeth Hospital
Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years' appropriate experience in Nursing after registration as a Staff Nurse. **Grade 3:** A minimum of 20 years' appropriate experience in Nursing after registration as a Staff Nurse.
- DUTIES** : To execute Duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care Duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES : Mr M Nozaza Tel No: (039) 253 5012
NOTE : This post/posts are part of the Nursing Project to recruit Staff Nurses in the department.

POST 27/177 : **STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/ENS/MT-C-CHC/01/07/2019**

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

CENTRE : Buffalo City Metro, Mt Coke CHC
REQUIREMENTS : Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.

DUTIES : Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES : Ms H. Hlulani Tel No: (043) 708 1700
NOTE : This post/posts are part of the Nursing Project to recruit Staff Nurses in the department.

POST 27/178 : **STAFF NURSE GRADE 1 - 3 REF NO: ECHEALTH/SN/ FTH/01/07/2019**

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

CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.

DUTIES : Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth / ethical standards and self-development. Perform Clinical Nursing practice in accordance with the scope of practice. Perform all functions under direct supervision of a Professional Nurse. Required to work in a 24 - hour service. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize material and physical resources efficiently and effectively. Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms Mthitshana Tel No: (043) 709 2532/2487
NOTE : This post/posts are part of the Nursing Project to recruit Staff Nurses in the department.

POST 27/179 : **FORENSIC PATHOLOGY OFFICER REF NO: ECHEALTH/FPO/BUTTFORENSIC/01/07/2019**

SALARY : R168 429 – R 192 576 per annum (OSD)
CENTRE : Butterworth Forensic Pathology Services
REQUIREMENTS : Grade 12 or equivalent qualification and willingness to travel extensively (day / night). Computer Literacy. Prepared to work standby duties, work shifts and

wear uniform. Good communication skills. Commitment to Batho Pele Principles. Ability to work with corpses (dead bodies) at various stages of post mortem preservation. Experience in a mortuary environment will be an added advantage. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Dept. of Health. Ability to maintain good interpersonal and working relations with staff and stakeholders. Will be required to travel for long periods of time. A valid driver's license.

DUTIES : Effective and efficient recovery, storage and processing of the deceased. Physically collecting of bodies and safekeeping of bodies, information, exhibits and property from death scenes. Provide an effective forensic autopsy support to the Forensic Pathologist in accordance with set standards and guidelines by assisting the Forensic Pathologist in autopsies (evisceration) and x-raying of corpses. Optimal control of reports and specimens during and after the Forensic Mortuary process including the completion and administration of legal statements and documentation. Render an efficient support service to the Forensic Pathology Laboratory Manager with regard to the management of the forensic pathology laboratory (standard operating procedures must be adhered to at all times. Accurate and comprehensive recording of data onto the Forensic Pathology Death Register and any other data basis provided by the department. Maintenance of mortuary equipment hygiene in terms of Occupational Health and Safety. Management of exhibits, specimen and property of the deceased at the Forensic Pathology Laboratory. Attend court cases and deliver testimony when subpoenaed to do so. Assist in other Forensic Pathology Laboratories during mini/mass disasters or as directed. Caring and kind interaction with bereaved families.

ENQUIRIES : Ms H Hlulani Tel No: (043) 708 1700
NOTE : Short-listed candidates will be subjected to viewing of Forensic Pathology Laboratory prior to interviews and subjected to medical examination and driving test.

POST 27/180 : **CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/HCH/20/07/2019**

SALARY : R145 281 – R171 138 per annum (Level 04)
CENTRE : OR Tambo District, Holy Cross Hospital
REQUIREMENTS : Grade 12 with 0-2 years' experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.

DUTIES : Receive and refer telephone calls (internal and external) to the relevant staff. Responsible for reception duties. Record and deliver messages to the relevant staff. Maintain an internal telephone directory. Print and issue telephone accounts. Maintain telephone database. Directing people to the relevant offices and work stations. Provide general information to the public when requested regarding the institution. Report faults of the equipment to the supervisor.

ENQUIRIES : Ms Z Nompandana Tel No: (039) 252 2026/8

POST 27/181 : **FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/FSS/CHD-EH/21/07/2019**

SALARY : R145 281 – R171 138 per annum (Level 04)
CENTRE : Chris Hani District, Elliot Hospital
REQUIREMENTS : Grade 12. Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

DUTIES : Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do

ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.
Ms B Mtsi Tel No: (047) 877 0931

ENQUIRIES :

POST 27/182 :

MORTUARY ATTENDANT REF NO: ECHEALTH/MORAT/JPH/22/07/2019

SALARY :

R145 281 – R171 138 per annum (Level 04)

CENTRE :

Nelson Mandela Metro, Jose Pearson TB Hospital

REQUIREMENTS :

Minimum Grade 10 / Abet level 4. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of customer care.

DUTIES :

Provision of hospital and the patient support services. Wheel patients to and from the wards. Transport patient to various service areas. Transport patients to vehicles and other transportation. Collect and transport the corpses to the mortuary. Deliver equipment, stores and documents to wards and other departments. Collect and deliver specimens. Cleaning of stretchers and the wheel chairs after usage. Report of faulty equipment to supervisor. Render mortuary service. Receive corpses-record time and the date received and released. Store corpses in the cool room. Release corpse to the next of kin. Keep proper identification and maintain accuracy of records in the field of work. Keep mortuary clean.

ENQUIRIES :

Ms Klassen Tel No: (041) 372 8000

POST 27/183 :

NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/ANH/01/07/2019

SALARY :

Grade 1: R132 525 – R149 163 per annum (OSD)

Grade 2: R156 846 – R176 526 per annum (OSD)

Grade 3: R187 263 – R230 307 per annum (OSD)

CENTRE :

Joe Gqabi District, Aliwal North Hospital

REQUIREMENTS :

Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.

DUTIES :

Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.

ENQUIRIES :

Ms Fourie Tel No: (051) 633 7700

NOTE :

This post/posts are part of the Nursing Project to recruit Nursing Assistants in the department.

POST 27/184 :

NURSING ASSISTANT GRADE 1 - 3 REF NO: ECHEALTH/NA/STEH/01/07/2019 (X8 POSTS)

SALARY :

Grade 1: R132 525 – R149 163 per annum (OSD)

Grade 2: R156 846 – R176 526 per annum (OSD)

Grade 3: R187 263 – R230 307 per annum (OSD)

CENTRE :

OR Tambo District, St Elizabeth Hospital

REQUIREMENTS :

Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.

DUTIES :

Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of

		patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.
<u>ENQUIRIES</u>	:	Mr M Nozaza Tel No: (039) 253 5012
<u>NOTE</u>	:	This post/posts are part of the Nursing Project to recruit Nursing Assistants in the department.
<u>POST 27/185</u>	:	<u>NURSING ASSISTANT GRADE 1 -3 REF NO:</u> <u>ECHEALTH/NA/FEH/01/07/2019 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R132 525 – R149 163 per annum (OSD) Grade 2: R156 846 – R176 526 per annum (OSD) Grade 3: R187 263 – R230 307 per annum (OSD)
<u>CENTRE</u>	:	Sarah Baartman District, Fort England Hospital
<u>REQUIREMENTS</u>	:	Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.
<u>DUTIES</u>	:	Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.
<u>ENQUIRIES</u>	:	Mr. Dyalvane Tel No: (046) 602 2300
<u>NOTE</u>	:	This post/posts are part of the Nursing Project to recruit Nursing Assistants in the department.
<u>POST 27/186</u>	:	<u>NURSING ASSISTANT GRADE 1-3 REF NO:</u> <u>ECHEALTH/NA/FTH/01/07/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R132 525 – R149 163 per annum (OSD) Grade 2: R156 846 – R176 526 per annum (OSD) Grade 3: R187 263 – R230 307 per annum (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.
<u>DUTIES</u>	:	Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.
<u>ENQUIRIES</u>	:	Ms. Mthitshana Tel No: (043) 709 2532/2487
<u>NOTE</u>	:	This post/posts are part of the Nursing Project to recruit Nursing Assistants in the department.
<u>POST 27/187</u>	:	<u>PHARMACY ASSISTANT BASIC REF NO:</u> <u>ECHEALTH/PAB/DORA/01/07/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R123 000 – R130 551 per annum (OSD) Grade 2: R166 689 – R190 578 per annum (OSD) Grade 3: R196 338 – R227 856 per annum (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Pharmacist Assistant Qualification and registration with the SAPC as a Pharmacist Assistant (Basic). The applicant must have undergone in-service training as a Learner Post Basic for a minimum of 12 months plus competency assessments by an accredited provider. Grade 1: No experience required. Registration with SAPC to study towards Pharmacist Assistant (Basic). Proof of registration with SAPC and

current year's proof of payment. **Grade 2:** Basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Basic). Proof of registration with SAPC and current year's proof of payment. **Grade 3:** A minimum of 10 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Basic) with the SAPC.

DUTIES : Receive and record all stock from suppliers. Filling of stock cards. Cycling stock counts in the medicine room and dispensary. Validation and dispensing prescriptions. Provide information to clinics and the public. Reconcile parcels for distribution. Participate in bi-annual stock take. Pre-packing of bulk items into patient's ready pack. Work under direct supervision of Pharmacist. Storage and distribution of pharmaceuticals. Cold chain management in the hospital. Monitoring of soon-to expire medicine. Execution of ward audits under supervision and guidance of a Pharmacist. Performance of Pharmaceutical duties on weekends and Public Holiday as determined by the institutional needs.

ENQUIRIES : Mr J Johaar Tel No: (041) 406 4435

POST 27/188 : **DRIVER (HEAVY VEHICLE) REF NO: ECHEALTH/D-HD/CHD-HH/23/07/2019**

SALARY CENTRE REQUIREMENTS : R122 595 – R144 411 per annum (Level 03)
Chris Hani District, Hewu Hospital

DUTIES : Grade 10/Standard 8 certificate. Valid Code 10 driver's license. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.
Provide transport services: fill log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and recollect. Render vehicle maintenance functions: check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipes, hooter, and tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum the vehicle and any other duties.

ENQUIRIES : Mr Mabandla Tel No: (040) 841 0133

POST 27/189 : **PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/CHD-HH/24/07/2019**

SALARY CENTRE REQUIREMENTS : R102 534 – R120 780 per annum (Level 02)
Chris Hani District, Hewu Hospital

DUTIES : Abet level / Grade 10 or equivalent. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Mr Mabandla Tel No: (040) 841 0133

POST 27/190 : **GENERAL WORKER REF NO: ECHEALTH/GW/CHD-MH/25/07/2019**

SALARY CENTRE REQUIREMENTS : R102 534 – R120 780 per annum (Level 02)
Chris Hani District, Molteno Hospital

DUTIES : ABET or Grade 10. Grade 12 will be Advantageous. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master

and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms D Zantsi Tel No: (045) 858 8112

POST 27/191 : **GENERAL WORKER REF NO: ECHEALTH/GW/CHD-CH/26/07/2019**

SALARY CENTRE REQUIREMENTS : R102 534 – R120 780 per annum (Level 02)
Chris Hani District, Cradock Hospital

: ABET or Grade 10. Grade 12 will be Advantageous. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms F Danster Tel No: (048) 881 2123

POST 27/192 : **GENERAL WORKER REF NO: ECHEALTH/GW/SH/27/07/2019**

SALARY CENTRE REQUIREMENTS : R102 534 – R120 780 per annum (Level 02)
Alfred Nzo District, Sipetu Hospital

: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services: Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Mr EF Madaka Tel No: (039) 255 0077

OFFICE OF THE PREMIER

- APPLICATIONS** : The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 1031, First Floor, Office of the Premier Building, Independence Avenue, Bhisho.
- FOR ATTENTION** : Lauwrence Van Zuydam / Sisonke Nkonki
- CLOSING DATE** : 12 August 2019
- NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating 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. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA 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.

MANAGEMENT ECHELON

- POST 27/193** : **HEAD OF DEPARTMENT FOR DEPARTMENT OF PUBLIC WORKS HEAD**
OFFICE REF NO: DPW 01/07/2019
(Five-Year Performance Based Contract)
Re-Advertisement those who had reapplied before may reapply if they are still interested)
- SALARY** : R1 978 533 – R2 228 820 per annum (Level 16) (All-inclusive remuneration package) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.
- CENTRE** : Head Office – Bhisho)
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA, preferably in a field related to infrastructure or property management; and a post graduate qualification (NQF level 8) as recognized by SAQA in management sciences or an infrastructure related field. At least 8 to 10 years' relevant experience at senior management level (including at least 5 years of which must be with any organ of state as defined in the constitution, act 108 of 1996) preferably within the infrastructure environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. Professional registration with a relevant institution as well as knowledge of property management and public infrastructure development would be added advantages. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. The knowledge of the relationship between the various tiers of government and civil society as well as the structures and industry requirements for the promotion and facilitation of adequate human settlements development is critical. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework,

Public Service Act and Regulations and DPSA Circulars. Distribution of Revenue Act. General Accounting Principles. Government Immovable Asset Management Act (GIAMA). Provincial Infrastructure Delivery Framework (PIDF).

DUTIES

: The successful candidate shall be the Head of Department and Accounting Officer of the Department of Public Works and be responsible for managing and giving strategic direction in the following matters: Strategically oversee and coordinate the effective delivery of Infrastructure services for the Eastern Cape Province and position the Department as the implementing agent of choice for Infrastructure. Align planning to the national and provincial framework. Ensure the implementation of relevant national and provincial legislation, policies and prescripts. Provide leadership in the development and management of integrated provincial infrastructure policy and planning. Ensure infrastructure development, delivery and maintenance of strategic immovable assets including the construction, upgrading, rehabilitation and maintenance of building infrastructure. Ensure the rendering of professional and technical services to user departments for provincial buildings and related infrastructure. Ensure proper management of the provincial property portfolio and the provision of appropriate accommodation for all provincial government departments. Oversee the implementation of Expanded Public Works Programme (EPWP) in the Province. Ensure proper management and fostering of sound relations between Government, property and construction institutions, as well as other stakeholders in the Province. Promote integrated planning, land and infrastructure development, integrated sustainable local economic development, Black Economic Empowerment (BEE) and job creation. Facilitate a departmental contribution towards integrated sustainable rural and urban development. Manage the allocated resources of the Department in line with legislative and departmental policy imperatives and comply with corporate governance and planning imperatives. Implement good governance systems in the compliance-monitoring framework including sound financial, supply chain and risk assurance management, anti-corruption, integrity management and audit services, customer and stakeholder participation in planning, service delivery and decision making and implementing sound environmental practices. Develop departmental capacity for effective and efficient strategic and scenario planning, administration, management, monitoring and evaluation. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra – governmental structures and external stakeholders. Oversee provision of corporate management services in the department. Oversee provision of infrastructure delivery for the province. Oversee development, Implementation and Project Management Processes for the province. Oversee State owned property management for provincial departments. Oversee management of expanded Public Works Programme. Direct Management and Provision of Financial Management services. Oversee provision of Corporate Management Services. Promote Good Corporate Governance.

ENQUIRIES

: Mr Lauwrence van Zuydam Tel No: (040) 609 6460

POST 27/194

: **HEAD OF DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM HEAD OFFICE REF NO: DRDAR 03/07/2019**
(Five-Year Performance Based Contract)

SALARY

: R1 978 533 – R2 228 820 per annum (Level 16) (All-inclusive remuneration package) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.

CENTRE REQUIREMENTS

: Head Office- Bhisho
: An appropriate undergraduate qualification (NQF level 7) as recognised by SAQA, preferably in a field related to rural development or agriculture, and a post graduate qualification (NQF level 8) as recognised by SAQA in management sciences or a field related to rural development and agriculture, at least 8 to 10 years relevant experience at senior management level (including at least 3 years at the executive management level) preferable within the rural development or agrarian environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. Professional registration with a relevant institution as well as experience within the agriculture sector or rural development would be added advantages. The suitable candidate will be visionary, stable, innovative and excellence-

- oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge of Public Service legislation and prescripts.
- DUTIES** : The successful candidate shall be the Head of Department and Accounting Officer of the Department of Rural Development and Agrarian Reform. providing strategic leadership and managing departmental operations. Aligning the departmental planning to the national and provincial priorities and the Provincial Growth and Development Strategy. Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of rural development and agrarian reform programmes and services. Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources. Ensuring the improvement of equitable agricultural productivity for food security, economic growth and development through promoting and supporting farming. Ensuring the promotion of sustainable rural development in the Province. Manage the allocated resources of the Department in line with legislative and departmental policy imperatives and comply with corporate governance and planning imperatives. Implement good governance systems and the compliance monitoring framework including sound financial, supply chain and risk assurance management, anti-corruption, integrity management and audit services, customer and stakeholder participation planning, service delivery and decision making, and implementing sound environmental practices. Develop departmental capacity for effective and efficient strategic and scenario planning, administration, management, monitoring and evaluation. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders. Oversee provision of corporate management services in the department.
- ENQUIRIES** : Mr Lauwrence van Zuydam Tel No: (040) 609 6460
- POST 27/195** : **HEAD OF DEPARTMENT FOR TRANSPORT HEAD OFFICE REF NO: DOT 05/07/2019**
(Five – Year Performance Based Contract)
- SALARY** : R1 978 533 – R2 228 820 per annum (Level 16) (All-inclusive remuneration package) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.
- CENTRE REQUIREMENTS** : Head Office: King Williams Town
: An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA, preferably in a field related to transport systems; and a post graduate qualification (NQF level 8) as recognized by SAQA in management sciences or a field related to transport systems; at least 8 to 10 years relevant experience at senior management level (including at least 3 years at the executive management level) preferably within the transport environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Some working knowledge of transport systems in a development-orientated environment and a good appreciation of multi-modal transport systems and the integration thereof with land use to ensure optimal mobility of people and goods in the Province of the Eastern Cape will give the candidate a definite edge. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts.
- DUTIES** : The successful candidate shall be the Head of Department and Accounting Officer of the Department of Transport and be responsible for managing and giving strategic direction in the following matters: Strategic leadership,

planning and management of departmental operations The provision of public transport services and infrastructure through provincial resources and cooperation with national and local authorities and the private sector to enhance the mobility of all communities Integrated traffic management to enable and ensure that all road users consciously use the roads in the province in a lawful and safe manner Delivery of accessible services through integrated, socially just, developmental and empowering processes to improve the quality of life of communities within the province through community development programmes Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Transport Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders Efficiently managing corporate services in the department.

- ENQUIRIES** : Mr Lauwrence van Zuydam Tel No: (040) 609 6460
- POST 27/196** : **HEAD OF DEPARTMENT OF HUMAN SETTLEMENTS HEAD OFFICE REF NO: DHS 02/07/2019**
(Five-Year Performance Based Contract)
Re-Advertisement those who had reapplied before may reapply if they still interested)
- SALARY** : R1 521 591 – R1 714 074 per annum (Level 15) (All-inclusive remuneration package) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HOD allowance equal to 10% of the package.
- CENTRE** : Head Office – East London
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) as recognised by SAQA, preferable in a field related to human settlements. At least 8 to 10 years' relevant experience at senior management sciences or a related to human settlements. At least 3 years at the executive management level) preferable within human settlements sector would be added advantages. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. The knowledge of the relationship between the various tiers of government and civil society as well at the structures and industry requirements for the promotion and facilitation of adequate human settlements development is critical. Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment and Empowerment, Service Delivery Innovation, Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as the Public Service Finance Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.
- DUTIES** : The successful candidate shall be the Head of Department and Accounting Officer of the Department of Human Settlements and be responsible for managing and giving strategic direction to the following matters: Strategic leadership, planning and management of departmental operations. Facilitating the development of spatially economically viable and socially and environmentally sustainable human settlements. Accelerating delivery in support of improving the quality of living standards and basic services. Ensure the development and implementation of integrated multi-year housing plan. Facilitate the integration of human settlements needs in the social needs departments and other key role player's plans. Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework. Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Human Settlements. Ensuring the

		creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources. Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholder. Efficiently managing corporate services in the department.
<u>ENQUIRIES</u>	:	Mr Lauwrence van Zuydam Tel No: (040) 609 6460
<u>POST 27/197</u>	:	<u>HEAD OF DEPARTMENT OF SAFETY AND LIAISON HEAD OFFICE REF NO: DSL 04/07/2019</u> (Five – Year Performance Based Contract)
<u>SALARY</u>	:	R1 521 591 – R1 714 074 per annum (Level 15) (All-inclusive remuneration package) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Bisho An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA, preferably in a field related to safety and security. At least 8 to 10 years' relevant experience at senior management level (including at least 3 years at the executive management level) preferably within the safety and security environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. Professional registration with a relevant institution as well as experience within the safety and security sector would be added advantages. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.
<u>DUTIES</u>	:	The successful candidate shall be the Head of Department and Accounting Officer of the Department of Safety and Liaison and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations. Ensuring integrated intra and inter-departmental / sphere planning, collaboration and delivery of Safety and Security programmes and services, including Community Safety, Manage and coordinate the community safety mandate of the department on a provincial and district level. Provide Civilian Oversight to implement programmes outlined in the Provincial Crime Prevention Strategy (PCPS) through collaboration with all spheres of government and civil society. Provide Social Crime Prevention services. Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework. Ensuring integrated intra and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Safety and Liaison. Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources. Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision-making. Ensure cooperation and collaboration with relevant institutions like those that parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders. Efficiently managing corporate services in the department.
<u>ENQUIRIES</u>	:	Mr Lauwrence van Zuydam Tel No: (040) 609 6460

<u>POST 27/198</u>	:	<u>HEAD OF DEPARTMENT FOR ECONOMIC DEVELOPMENT ENVIRONMENTAL AFFAIRS AND TOURISM HEAD OFFICE REF NO: DEDEAT 06/07/2019</u> (Five – Year Performance Based Contract)
<u>SALARY</u>	:	R1 521 591 – R1 714 074 per annum (Level 15) (All-inclusive remuneration package) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: King Williams Town An appropriate undergraduate qualification (NQF level 7) as recognised by SAQA, preferably in a field related to economic development, environmental affairs and tourism; and a post graduate qualification (NQF level 8) as recognised by SAQA in management sciences or a field in various aspects of public and private sector economic development and environmental management; at least 8 to 10 years relevant experience at senior management level (including at least 3 years at the executive management level) preferably within the economic development, environmental affairs and tourism environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts.
<u>DUTIES</u>	:	Providing strategic leadership and planning. Managing departmental operations and oversee those of its Public Entities. Aligning the departmental planning to the national and provincial priorities and the Provincial Growth and Development Strategy. Ensuring the implementation of national and provincial policies and legislation including the Public Finance Management Act, the Public Service Act, the relevant economic and environmental laws and all other relevant public service related legislation and prescripts. Promoting and facilitating economic development in the province. Facilitating the building of a sound, growing and sustainable economy which facilitates economic empowerment and delivery of an optimal quality of life for all citizens of the province. Ensuring the efficient utilisation and management of environmental resources, the promotion of investment and the strategic deployment of the human and financial resources at its disposal. Developing departmental capacity for effective and efficient strategic and scenario planning, administration, management, monitoring and evaluation. Facilitating the realignment and streamlining of the Department and related public entities to increase effectiveness and efficiencies. Promoting sustainable resource and land-use management and rural economic development. Facilitate the enhancement of rural development and agrarian transformation through collaboration with the Department of Rural Development and Agrarian Reform. Promotion of the diversification, protection and expansion of the manufacturing sector. Strengthening Enterprise Development and support. Locating the Department as the centre of economic policy development and planning in the province, in cooperation with and in support of the Provincial Planning Commission and other key stakeholders. Implementing good governance systems and compliance monitoring frameworks including sound financial management, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making, and implementing sound environmental practices. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders. Efficiently managing corporate services in the department.
<u>ENQUIRIES</u>	:	Mr Lauwrence van Zuydam Tel No: (040) 609 6460

<u>POST 27/199</u>	:	<u>HEAD OF DEPARTMENT FOR SPORTS RECREATION ARTS AND CULTURE HEAD OFFICE REF NO: DSRAC 07/07/2019</u> (Five – Year Performance Based Contract)
<u>SALARY</u>	:	R1 521 591 – R1 714 074 per annum (Level 15) (All-inclusive remuneration package) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HOD allowance equal to 10% of the package.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: King Williams Town An appropriate undergraduate qualification (NQF level 7) as recognised by SAQA, preferably in a field related to sports, recreation, arts and culture; and a post graduate qualification (NQF level 8) as recognised by SAQA in management sciences or a field related to sports, recreation, arts and culture; at least 8 to 10 years relevant experience at senior management level (including at least 3 years at the executive management level) preferably within the sports, recreation, arts and culture environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts.
<u>DUTIES</u>	:	The successful candidate shall be the Head of Department and Accounting Officer of the Department of Sport, Recreation, Arts and Culture and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations. Ensure overall provision and management of cultural affairs through the coordination and promotion of arts and culture services; the promotion and preservation of heritage through museum services and institutions; promote the development of language and literature in the province; ensure the rendering of library support services and the provision of effective archive services and record management. Ensure overall provision and management of sport and recreation services through the enhancing of special projects and sports development in the province; provision of sustainable recreation and mass participation programmes in schools and in communities. Oversee the provision of district operations and infrastructure services through ensuring coordination of district support services and the promotion of infrastructure and community development services.
<u>ENQUIRIES NOTE</u>	:	Mr Lauwrence van Zuydam Tel No: (040) 609 6460 Short-listed candidates will be subjected to security clearance. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful incumbent will be required to undergo security vetting and enter into a performance agreement. The Eastern Cape Provincial Administration is an equal opportunity affirmative action employer. Females and disabled persons are encouraged to apply. Directions to candidates: Applications must be submitted on the prescribed application form Z.83, which is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . A comprehensive CV and certified copies of educational qualifications, identity document, and driver's license must be attached. Failure to comply with the above may result in immediate disqualification.
<u>POST 27/200</u>	:	<u>LEGAL TRANSLATOR REF NO: OTP01/07/2019</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A three (3) year diploma/degree in languages/translation with 3-5 years' experience in legal translation related position. Knowledge of translation and

- terminology development software, Knowledge of translation and terminology development principles and Knowledge of language legislation and policies. Skills required are Critical thinking, Communication, Organizing, Facilitation Computer literacy & Writing skills.
- DUTIES** : Translation, proofreading and editing of legislation, legal and other documents emanating from the Office of the Premier. Responsible for Terminology, lexicographical and language development. Association with language bodies to keep abreast of and promote language development. Manage the gazette services (chronological filing and electronic capturing of provincial gazettes).
- ENQUIRIES** : can be directed to Mr. V. Booysen / Mr. M Mbangi at Tel No: (040) 609 6490 OR Ms T. Xesha at Tel No: (040) 609 6424
- APPLICATIONS** : The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 0007, Groun Floor, Office of the Premier Building, Independence Avenue, Bhisho.
- FOR ATTENTION NOTE** : Vusumzi Booysen / Nomthandazo Xesha
Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating 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. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA 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.
- CLOSING DATE** : 12 August 2019

PROVINCIAL TREASURY

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

- APPLICATIONS** : Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho.
- FOR ATTENTION** : Ms Bonelwa Ndayi
- CLOSING DATE** : 12 August 2019
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-

employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For all posts people with disabilities will be given preference.

OTHER POST

- POST 27/201** : **ADMIN OFFICERS: PROVINCIAL ACCOUNTING SERVICES REF NO: PT01/07/2019 (X2 POSTS)**
 Purpose: To render an effective and efficient administrative services to the Chief Directorate.
 Re-Advertisement, candidates who have applied previously need not to re-apply as their applications will be considered

- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)
 : Bhishe
 : A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Office Administration or other relevant qualification in commerce, coupled with Minimum of 2 years' practical experience in Administration in a financial management environment. Computer literacy. Knowledge and Skills: Understanding of legislative framework that governs the Public Service. Knowledge and application of departmental policies. Understanding and application of procurement policies. Supply Chain Management Policies & Practices. Risk Management Policies & Practices. Budget Submission, Basic Knowledge of Financial Administration and Asset Management Policies & Practices. Financial Management. Good Telephone Etiquette. Report Writing, Planning & Organising, Good People Skills, Problem Solving and Communication (written and verbal).

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

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

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

DEPARTMENT OF PUBLIC WORKS

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

APPLICATIONS : **Head Office Bhisho**, Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho, Post to: The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605. Enquiries: Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140,
Amathole Region (East London): Hand Delivery, Department of Public Works, Corner of Amalinda & Scholl, Cambridge, 5201 or Post to: Department of Public Works, Private Bag X13004, Cambridge, 5201, Enquiries Mr Z. Tana / Ms L. Magama Tel No: (043) 711 5772
Sarah Baartman Region (Port Elizabeth): Hand deliver: Cnr Albany and Westbourne Road, Central, Port Elizabeth, 6000 or Post to: Private Bag X 0004, Port Elizabeth, 6000, Enquiries: Ms C. Bermoskie Tel: 041 390 9026or Ms A. Meyer Tel No: (041) 390 9032
Joe Gqabi Region (Sterkspruit): Hand Delivery: Bensonvale College, Sterkspruit, 9762 or post to Department of Public Works, Private Bag X5002, Sterkspruit, 9762. Enquiries: Ms. H. Galeni or Mr. S. Dumalisile Tel No: (051) 611 9800
Chris Hani Region (Queenstown): Hand Delivery: 1 Corner Road, Kings Park, Queenstown, 5320, or post to Private Bag X7114, Queenstown, 5320. Enquiries: Ms L. Mazwi Tel: 045 807 6662 or Ms N. Ndawo Tel No: (045) 807 6676

FOR ATTENTION : Ms N.H Malgas

CLOSING DATE : 12 August 2019

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

MANAGEMENT ECHELON

POST 27/202 : **DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME (PROVINCIAL COORDINATION) REF NO: DPW 01/07/2019**

SALARY : R1 057 326 per annum (Level 13) (An all-inclusive remuneration package)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A Bachelor's Degree (NQF level 7 as recognized by SAQA) in Development Studies/ Human Resource/Public Administration/Management Service with five (5) years' relevant experience at Middle Managerial level. A valid driver's

Licence. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. Asset management procedures. Various other national legislation and other strategies on Urban Renewal, Rural Development, poverty Alleviation, HIV/AIDS, Community Based Public Works Programmes. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Policies and Procedures. Government Programmes. Occupational Health & Safety. Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving.

DUTIES

: Manage engagement with public bodies in the province across all sectors: Manage and facilitate implementation of EPWP by all municipalities and other provincial departments. Manage the development of sector business plans based on the public bodies' commitments towards achieving the national set targets. Monitor the compliance of the municipalities and other provincial departments on EPWP Ministerial Determination requirements. Manage and ensure the empowerment of public bodies to increase their investment on job creation initiative. Manage coordination and consolidation of EPWP Business Plans; Manage the collection and collation of all public bodies' plans (list of projects to be implemented) and intended contributions towards job creation. Ensure that the plans are linked to the provincial targets set up by National Public Works. Manage the signing of the public bodies' plans by Heads of the institutions. Manage stakeholder relations: Represent the department in the provincial cluster committees. Manage the submission of EPWP performance report to MuniMec and other strategic structures. Manage the participation of EPWP in all IGR for a. Manage maintenance of functional Provincial and District Steering Committees. Manage communication with public bodies and communities on new strategic developments and requirements of EPWP. Manage promotion of visibility of the EPWP: Manage marketing and branding of the programme. Manage profiling of the project. Manage the coordination and implementation of the September month activities. (September was declared as EPWP month and provincial roadshows are conducted). Manage and lead provision of support to sector departments and municipalities: Manage the provision of one on one intervention to public bodies intended to address the challenges in respect of EPWP implementation. Manage the empowerment of public bodies to understand and be able to report on the reporting system. Manage the implementation of Data Quality Assessment. Manage the project visit to verify whether the projects are implemented and correctly the reported. Manage the provision of technical support to all public bodies. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

: Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140

OTHER POSTS

POST 27/203

: **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DPW 02/07/2019**

SALARY CENTRE

: R733 257 per annum (Level 11)
: Head Office Bhisho

<u>REQUIREMENTS</u>	:	An appropriate Bachelor 's Degree or National Diploma in Labour Relations or Labour Law/ Public Management/ Social Science with labour Relations or Labour law as majors. 5 years' relevant experience of which three years must be at an Assistant Director level/ Junior Management level experience in dispute resolution or Labour Relations environment. Good communication skills (verbal, presentation and report writing). A practical understanding of the Public Service prescripts dealing with misconduct. Public Service Act, Public Service Regulation, and PSCBC Resolution no.2 of 1999 as amended by Resolution no1 of 2003, the relevant provisions a chapter 7 of the SMS handbook and Labour Relations Act, Proven Managerial and leadership credentials. Computer Literacy. Sound knowledge of labour legislation and labour relations practices. Good negotiation, conflict management, strategic capability, administration and analytical skills. Ability to plan and organize. An understanding of the Public Service Regulatory Framework. Computer literacy in all MS Office packages. A Valid driver's licence.
<u>DUTIES</u>	:	Manage the implementation of the grievance procedures. Facilitate investigation of grievances. Handle disputes/appeals upon unfair labour practice and /or unfair dismissal. Make appropriate recommendations. Monitor the implementation of decisions. Compile and submit reports to the Office of Public Service Commission. Manage the handling of disputes (unfair labour practices, unfair dismissal). Represent the departmental at Commission for Conciliation Mediation and Arbitration/Bargaining Council. Monitor the implementation of the awards. Compile reports and submit to the top management. Manage the handling of Disciplinary matters. Facilitate investigations of disciplinary cases. Ensure the protection and confidentiality of the information gathered during investigation Deal with employees' representative queries on a matter under investigation. Ensure that sound labour relations between management Labour through functional and active Labour Forum at Head Office and Regional offices. Analyse labour relations trends within the department and prepare recommendations to management. Render Labour Relation support both to Head office and Regional offices matters. Monitor the Implementation of the outcome of the disciplinary hearing. Manage appeals arising from disciplinary hearings. Management of resources. Manage human resources. Ensure effective management of all physical assets. Compile, control and monitor the budget.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140
<u>POST 27/204</u>	:	<u>PRINCIPAL ARTISAN SUPERINTENDENT: BUILDINGS REF NO: DPW 03/07/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11) Joe Gqabi Regional Office (Sterkspruit) A recognized National Diploma in the built environment/ Artisan (Trade Certificate) in Building Construction with at least eight (8) years relevant experience in the built environment of which three (3) years must be at an Assistant Director supervisory level OR Junior Management level. Proven Experience as an Artisan Foreman in Building Construction projects. Computer Literacy. Knowledge of project and Programme management. A valid driver's licence.
<u>DUTIES</u>	:	Responsible for the overall management of the in-house maintenance unit. Maintenance of government buildings. Construction of minor new works. Responsible for the departmental artisan development program. Responsible for the management of resources (financial and human). Manage subordinates' key performance areas and taking actions to correct deviations to achieve departmental objectives. Perform any other duties, which may be allocated from time to time by supervisors in line with the responsibilities of the Department. Manage the assets of the directorate by holding regular inspections of tools and equipment registers. Planning for future depot equipment requirements and specifications under the guidance of the Head of Buildings. Assist with the preparation of specifications by means of obtaining quotations from the suppliers for repairs and renovations to existing government structures. Ensure the correct usage of government vehicles and equipment. Assist with the motivation for new equipment and tools. Identify and assist with redundant plant disposal within the Region. Ensure safekeeping of the Directorate's assets as well as make recommendations for the upgrading of the security requirements as and when necessary. Supervise

the workshop planning by means of ensuring the implementation of preventative maintenance by conditional assessments monthly. Supervise and inspect the quality and quantity of work done or services rendered by the contractors. People Management: Manage the development and utilization of human resources for the discipline and ensure competent knowledge base for continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas and taking actions to correct deviations to achieve departmental objectives. Perform any other duties, which may be allocated from time to time by supervisors in line with the responsibilities of the Joe Gqabi Depots.

ENQUIRIES : can be directed to Ms. H. Galeni or Mr. S. Dumalisile Tel No: (051) 611 9800

POST 27/205 : **CONTROL SECURITY OFFICER: FACILITIES MANAGEMENT REF NO: DPW 04/07/2019**

Re-advertisement all persons applied before need to re-apply

SALARY : R376 596 per annum (Level 09)
CENTRE : Chris Hani Regional Office (Queenstown)
REQUIREMENTS : A National Diploma in Security Management/Policing/Law/Public Management/Public Administration with a minimum of 4 years' experience in the security field of which 3 years should be at supervisory level or salary level 7/ 8. Registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. A valid driver's licence. NB!! SSA Security Managers course and Project Management is an added advantage. Knowledge and Skills: Sound knowledge of security administration field. Knowledge of the MISS and MPSS Contract management of private security. Investigation skills. Sound management and interpersonal skills. Good communication skills at all levels. Computer Literacy. Presentation skills KPA's: Manage and oversee security within the region. Assist in the drafting and reviewing of security policies, plans and procedures. Conduct security threat and risk assessments as well as security audits within the region Monitor compliance with the Miss, MPSS and other security legislation. Evaluate and improve the effectiveness of security measures and procedures. Create, develop and maintain a security awareness and training programme for the region. Facilitate and coordinate the vetting of employees, prospective employees and service providers in the region. Manage and co-ordinate the investigation of security breaches in the department. Manage and monitor compliance to Service Level Agreements with security service providers Supervise work schedules to assure deadlines are met Provide reports to manager regarding effectiveness of security and make recommendations for adoption of new products Provide reports to line management on a regular basis. Promote and maintain work ethics as enshrined in the Batho Pele principles including engendering awareness to combat the scourges of HIV/AIDS and ensure compliance with the Occupational Health and Safety Act in all operations.

ENQUIRIES : Ms L. Mazwi Tel No: (045) 807 6662 or Ms N. Ndawo Tel No :(045) 807 6676

POST 27/206 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT**

SALARY : R376 596 per annum (Level 09)
CENTRE : Chris Hani Regional Office Queenstown Ref No: DPW 05/07/2019
 Joe Gqabi Regional Office (Sterkspruit) Ref No: DPW 06/07/2019
REQUIREMENTS : A recognized Bachelor's degree in Public Administration/ National Diploma in Public Management/Property Management/Real Estate with at least 4 years' relevant experience of which 3 years must be at supervisory level or salary level 7/8. Proven relevant experience in the administration and management of properties is necessary. Candidates with relevant experience in State Land Administration will be given first preference. Basic knowledge and understanding of PFMA and Treasury Regulations. Candidates with GIS knowledge and experience will be advantageous for the post in Asset Register unit. Computer literate, MS Office and valid driver's license. Knowledge And Skills: Computer literacy, ability to write letters and memorandums, as well as to compile reports for the Manager. Must have the ability to read and interpret topographical maps, S.G diagrams, Title Deeds. Knowledge and understanding of property and land related legislation. Knowledge and understanding of the definition of State Land. Very good communication skills and leadership skills – both verbal and writing. Filing and office management skills. People management and problem solving skills. Must be able to work

<u>DUTIES</u>	:	independently as well as in team. Ability to work under pressure. A sense for accuracy and detail is very important.
	:	Assist with the administration and management of provincial State Land. Conduct land use audits and investigations. Conduct quality check applications and reports to the Provincial State Land Disposal Committee (PSLDC) and other property forums and meetings. Address enquiries related to State Land matters. Assist with the enhancement of the immovable asset register through the verification of property data and obtaining value added information. Liaise with various stakeholders in the private and public domain regarding property, including the State Attorney and Chairperson of the PSLDC, Data cleaning. Co-ordinate the vesting of State Land. Conduct research work related to property matters. Maintain property registers (e.g. immovable asset register/LOGICA). Manage the safe keeping of security document i.e. Title Deeds Compile monthly and quarterly reports on all issues pertaining to Asset Management Supervision of Staff Assist the Manager with other related tasks and duties which may be assigned from time to time. Promote and maintain work ethics as enshrined in the Batho Pele principles including engendering awareness to combat the scourges of HIV/AIDS. It will be expected from the official to travel extensively within the borders of the Province and to work overtime when necessary.
<u>ENQUIRIES</u>	:	Joe Gqabi can be directed to Ms. H. Galeni or Mr. S. Dumalisile Tel No: (051) 611 9800 For Chris Hani: can be directed to Ms L. Mazwi Tel No: (045) 807 6662 or Ms N. Ndawo 045 807 6676
<u>POST 27/207</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT</u>
<u>SALARY CENTRE</u>	:	R376 596 per annum (Level 09)
	:	Chris Hani Regional Office (Queenstown) Ref No: DPW 07/07/2019
	:	Joe Gqabi Regional Office (Sterkspruit) Ref No: DPW 08/07/2019
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/National Diploma in Facilities management. Property Management/Public Management and Real Estate with 4 years working experience in Property Management environment of which 3 years must be at a supervisory level or level 7/8. Advanced computer skills. Good communication skills and valid driver's license. Knowledge And Skills: Sound Knowledge of Communication and influencing skills in person and in writing. Knowledge and Understanding of GIAMA and Advanced Computer skills. Analytical and problem solving. Ability to lead and manage teams & projects. Team work. Attending to detail but also the ability to see the implications. Basic Knowledge and understanding of PFMA and Treasury regulations.
<u>DUTIES</u>	:	Assist client departments in drafting inputs for the compilation of their immovable asset management plans. Manage inspection and condition assessment on leased and state owned buildings in the region. Manage compliance of norms and standards in the utilization of offices by User Department. Manage the rendering of cost effective and efficient cleaning, gardening and maintenance services. Conduct needs surveys regarding office accommodation requirement for the provincial User Departments within the region and assist with the prioritization of their requirements. Manage the space planning project of offices. Facilitate User Forum meetings. Manage client relations by ensuring effective liaison with User Departments on various levels. Manage the appointment and supervision of service providers and consultancy. Ensure the administration and performance of buildings within the region as to obtain maximum yields on investments, optimum levels of maintenance and utilization, and client satisfaction. Supervise staff according to the PMDS and identify areas of the business where inefficiencies may occur and recommend solutions. Prepare reports for management and other relevant stakeholders. Promote and maintain work ethics as enshrined in the Batho Pele. principles including engendering awareness to combat the scourges of HIV/AIDS and ensure compliance with the Occupational Health and Safety Act in all operations.
<u>ENQUIRIES</u>	:	For Joe Gqabi can be directed to Ms. H. Galeni or Mr. S. Dumalisile Tel: 051 611 9800 For Chris Hani to Ms L. Mazwi Tel: 045 807 6662 or Ms N. Ndawo 045 807 6676

POST 27/208 : **ASSISTANT DIRECTOR: ACQUISITIONS AND DISPOSALS REF NO: DPW 09/07/2019**

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A Bachelor's Degree/National Diploma in Real Estate /Property Valuation field with 4 years' relevant experience Property /Real Estate Management/ Property Valuations of which 3 years must be at a supervisory level or salary level 7/8. Must be Registered with the South African Council for Property Valuers Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Candidate Valuer or Professional Associated Valuer. A valid unendorsed driver's licence. Knowledge of valuation of various types of properties, valuation methods and applicable legislation such as: PFMA, PVA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and Act 108 of 1996 (Constitution). Effective communication, Project planning, Advanced report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving and presentation skills, Innovative, Creative, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, Conflict resolution and Self Starter. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements.

DUTIES : Assist in the managerial and administrative functions related to Property /Real Estate Management/ Property Valuations: Conduct valuation and inspections on various properties. Determine market rentals for state and privately-owned properties and verify rentals for privately owned properties for lease purposes by applying the relevant methods of valuation. Evaluate valuation reports submitted by Valuers in private practice by checking that the valuation has been done according to sound valuation principles and methods. Office administration: Participate in procurement processes for procurement of private Valuers and related duties. Liaise and interact with Service Providers and facilitate skills transfer. Ensure effective records maintenance on the record and filing management system. Ensure effective utilization of resources allocated. Research and development: Keep up with property market trends. Research/literature on valuation techniques and procedures; Liaise with relevant bodies/councils on property valuations/property/real estate management. Assist in reviewing and contesting municipal valuations on state owned properties, lodge objections where necessary to enable savings on municipal rates levied. Represent the Department in valuation disputes and relevant fora. Assist in driving the mentorship programme for Candidate Valuers and associated initiatives. Promote the interest of the Valuer's profession in general. Conduct feasibility studies, prepare options analysis reports, determine highest and best use of land and buildings and viability studies on different types of investment properties; Conduct land administration and other real estate related research and compile comprehensive reports on properties for investment and related purposes.

ENQUIRIES : Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140

POST 27/209 : **SALARY CONTROLLER: PERSAL MANAGEMENT REF NO: DPW 10/07/2019**

Re-advertisement all persons applied before need to re-apply

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A Bachelor's degree/ National Diploma in Human Resource Management/ Financial Management/ Public Management with four (4) years' experience in the Persal Management Unit environment of which three (3) years' must be at a supervisory level or salary level 7/8. Possession of relevant PERSAL Certificates on Persal Controllers; Salary Administration; Establishment Administration; Leave Management Courses is a must. Knowledge of the SCC system. Excellent knowledge of Human Resource Regulatory Framework that governs Public Service. Proven experience and knowledge in the utilisation of Microsoft programmes like Access, Excel and V-Lookup applications are essential as the candidates will be subjected to a practical test in the said Applications. Skills and Competencies: Thorough knowledge and understanding of user access security on Persal. An innovative and creative person with sound organizing and planning skills. Interpersonal and good communication skills. All-round computer literacy. Report writing skills.

- DUTIES** : Monitor the PERSAL Suspense File. Manage review of activities of PERSAL users as dictated by National Treasury, Provincial Treasury and departmental management. Monitor interaction between users and revisers. Approval/ Authorization of suspense file transactions and verification with source documents. Evaluation and recommendations to the Departmental PERSAL Coordinator changes to the system in line with the SCC. Extract, manipulate and analyse PERSAL information. Up to date PERSAL database and adherence to Minimum Information Standards. Perform PERSAL control functions and supervisory duties. Render support and advisory services to all departmental clients with regards to Salary Administration services. Continuous training for all PERSAL users within the department.
- ENQUIRIES** : Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140
- POST 27/210** : **SENIOR PROVISIONING ADMIN OFFICER: ASSET MANAGEMENT REF NO: DPW 11/07/2019**
Re-advertisement all persons applied before need to re-apply
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)
: Head Office (Bhisho)
: An appropriate Degree/ National Diploma in Public Administration/ Public Management/ Business Management, Marketing majoring in Supply Chain Management or Finance coupled with at least 3 years' appropriate experience in Movable Asset Management. A valid driver's licence. Previous experience in dealing with prestige accommodation (MPL residences) assets. Knowledge And Skills: Knowledge asset management procedures, applicable legislation such as: PFMA, Treasury Regulations, Ministerial Handbook, Asset Management Framework, Batho Pele etc. Effective communication, Project management, report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving skills, Innovative, Creative, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, honesty and integrity. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements.
- DUTIES** : Procurement, delivery and relocation of furniture for prestige accommodation. Barcoding of assets and capturing of assets in the asset register. Completion of asset movement forms and updating movements in the asset register. Conduct physical verification of assets in MPL residences as well as in the department. records maintenance on the record and filing management system. Liaise and interact with Service Providers, Prestige Unit in Legislature, Special Programmes and NGOs. Assist in disposal of redundant furniture from prestige accommodation.
- ENQUIRIES** : Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140
- POST 27/211** : **ENGINEERING TECHNICIAN - GRADES A REF NO: DPW 12/07/2019**
- SALARY CENTRE REQUIREMENTS** : R311 859 per annum (OSD)
: Sarah Baartman Regional Office (Port Elizabeth)
: A National Diploma or Bachelor's Degree in Civil Engineering. Three (3) years post qualification technical (Engineering) experience. A Valid driver's license. Compulsory registration with ECSA as a Professional Engineering Technician. Knowledge and Skills: Project Management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting.
- DUTIES** : Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities, promote safety in line with statutory and regulatory requirements; evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs and specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into budgeting process as required; Compile and submit reports as required; provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain database and Supervise and control technical and related personnel and assets. Research and Development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies

- on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.
- ENQUIRIES** : can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 or Ms A. Meyer Tel No: (041) 390 9032
- POST 27/212** : **SAFETY OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: DPW 13/07/2019**
Re-advertisement all persons applied before need to re-apply
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Sarah Baartman Region (Port Elizabeth)
REQUIREMENTS : Bachelor's Degree or National Diploma in Safety Management /Human Resource Management with at least 2 years' relevant experience in Occupational Health and Safety. A valid driver's license. Knowledge And Skills: Good knowledge of OHS Act and Compensation for Occupational Injuries and Diseases Act, No 130 of 1993. Good knowledge of risk management control measures.
- DUTIES** : Ensure implementation of health and safety services; investigate accidents reported within the region. Maintain quality improvement standards on health and safety. Conduct orientation, induction and in service training to employees on procedure related to safety, e.g. firefighting, disaster evacuations etc. Participate in quality management plans and policy developments and improvement and advise management. Keep files for different reports, daily control registers, inspection registers, defect reports as required by law, regulations and SABS standards, injury on duty investigation reports, safety representatives' inspection reports and health and safety committee meetings. Establish and facilitate the functioning of SHE committees according to the OHS Act. Implement Peer education to prevent the spread of HIV/Aids in the workplace. Monitoring payment of IOD cases within the region. Conduct Hazard identification and Risk Assessment (HIRA).
- ENQUIRIES** : Ms C. Bermoskie Tel No: (041) 390 9026 or Ms A. Meyer Tel No: (041) 390 9032
- POST 27/213** : **ADMINISTRATIVE OFFICER (FACILITIES MANAGEMENT) REF NO: DPW 14/07/2019**
Component: Fixed Asset Management
Re-advertisement all persons applied before need to re-apply
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Amathole Regional Office (East London)
REQUIREMENTS : A Bachelor's Degree or National Diploma in Public Management/ Public Administration/ Management/ Real Estate/ Facilities Management with a minimum of 2 years' experience in the property field. A valid driver's license will be an added advantage. Knowledge and Skills: GIAMA, PFMA, Computer literacy, report writing, communication, good interpersonal.
- DUTIES** : Conclude lease agreements with tenants. Open and update tenant files. Liaise with tenants to provide the copies of the signed lease agreements. Update the Income lease register accurately. Confirm property ownership through deeds-web. Conduct physical verification to prevent sub-letting in state properties. Liaise with Finance component to provide signed copies of lease agreements. Allocate office space to user departments. Assist to implement the parking policy in the region. Organise client forum meetings.
- ENQUIRIES** : For applications in Amathole, can be directed to Mr Z. Tana / Ms L. Magama Tel No: (043) 711 5772
- POST 27/214** : **ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION (EPWP) REF NO: DPW 15/07/2019**
Purpose: Assist in the coordination, reporting and monitoring of EPWP projects.
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : National Diploma in Public Admin/management/Development Studies/ Monitoring and Evaluation. At least two years' experience in the EPWP M&E environment. Code 8 driving license. Knowledge And Skills: Knowledge Sound knowledge of EPWP and the reporting system. Computer literacy. Communication skills, written and verbal.

- DUTIES** : Support public bodies to understand the EPWP reporting requirements. Support the compilation of EPWP quarterly reports. Conduct site visits and Data Quality Assessments to ensure data integrity and reliability. Assist public bodies with data capturing support. Conduct one-one with public bodies with intention of unblocking reporting challenges they may be experiencing. Assist in organizing M&E training for the public bodies.
- ENQUIRIES** : Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140
- POST 27/215** : **WORKS INSPECTOR: BUILDINGS REF NO: DPW 16/07/2019 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R208 584 per annum (Level 06)
OR Tambo Regional Office (Mthatha)
Bachelor's Degree or National Diploma in Buildings OR N3 Environment OR N3 and passed trade test in Buildings environment OR Registered as an Engineering Technician. A valid driver's license. A valid driver's license. 2 years' experience in built environment and computer literacy.
- DUTIES** : Render basic inspection service of work done on minor new and existing structures on a project basis: Check if new and /or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspection on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new works and maintenance work to be undertaken. Analyze and compile relevant documentation for work to be done on minor new and existing structures: Draw up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors: Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advise and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timely development of reports on problems emanating from projects.
- ENQUIRIES** : Ms V. Potelwa or Mr V. Sokhahleleka Tel No: (047) 505 2767

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

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

- APPLICATIONS** : **Head Office:** Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, King William's Town, 5605 Enquiries: Ms. R. Loots Tel No: (043) 492 0949
Amathole District: Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201 Enquiries Mr. Trevor Jantjies Tel No: (043) 704 7806 / 083 454 9993
Chris Hani District: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag, X7190, Queenstown, 5320 Hand deliver to: No. 6 Ebdon Street, Queenstown, 5319 Attention Mr. X. Kwanini Tel No: (045) 492 0030 / 065 596 8907
OR Tambo District: Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mthata, 5100 Hand deliver to: human Resource Management, 6th Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata. Attention Ms. N. Kenqa Tel No: (047) 502 9211 / 079 554 6886
Joe Gqabi District: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR Hand deliver to: No. 27 Queens Terrace, Aliwal North Attention Mr Y Dlamkile: Tel No: (051) 633 2090 / 071 812 6015
Nelson Mandela District: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Port Elizabeth, 6003 OR Hand deliver to: 2nd Floor - 66 Corporate Place, Ring Road, Greenacres, Newton Park, Port Elizabeth Attention Mr A Kitching: Tel No: (041) 492 1231 / 1230

Alfred Nzo District: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 OR Hand deliver to: No 67 Church Street Mt Ayliff Attention Mr Gugwana: Tel No: (039) 254 0960 / 082 542 4726

CLOSING DATE

: 12 August 2019 at 12H00

NOTE

: Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

MANAGEMENT ECHELON

POST 27/216

: **DIRECTOR: INTERNAL AUDIT REF NO: DSRAC 01/07/2019**

SALARY

: R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive remuneration)

CENTRE

: Head Office

REQUIREMENTS

: Bachelor's Degree / Diploma in Auditing / Internal Audit and Accounting. 5 years middle managerial level experience. Strategic capability and leadership. Registration with Certified Internal Audit (CIS) will be an added advantage. Understanding of Treasury and PFMA Regulations. Knowledge of Project Management best practice. Knowledge of the standards of the Institute of Internal Auditors. Knowledge of risks based Internal Audit methodologies; procedures and software. Knowledge of risk management standards and procedures. Knowledge of government legislation. Knowledge of monitoring and evaluation methods. Job related skills required: Problem solving skills. Computer literacy. Analytical skills. Interpersonal skills. Negotiation skills. People and diversity management skills. Sound financial management skills. Report writing skills. Presentation skills. Must be in possession of a valid code 08 drivers' licence.

DUTIES

: Manage the development of Strategic risk-based Audit plans and Operational policies and procedures. Managing adherence to and continuous improvement of the Internal Audit risk-based audit methodology. Act as a secretariat for the Audit and Risk Committee. Act as an interlocutor between the department and the Auditor-General of South Africa (AGSA). Conduct risk and compliance audits to address Operational and compliance risks. Conduct information technology audits. Oversee the development and implementation of Risk Management process. Provide advisory services on Risk Management process. Review Strategic risk register quarterly. Management of Human, Physical and Financial resources.

ENQUIRIES

: N. Bodlani Tel No: (043) 492 0280

OTHER POSTS

POST 27/217 : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: DSRAC 02/07/2019**

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11) (An all-inclusive remuneration)
: Head Office
: An undergraduate qualification (NQF level 6 or 7 as recognized by SAQA) in Human Resource Management/Development/Public Administration/Management or equivalent relevant qualification plus relevant experience of 5 years 'of which 3 years must have been at the Assistant Manager level within the field of Training & Development as well as sound knowledge of the Performance Management Development System within the Public Service Environment. Strong PMDS Administration Skills. The following skills, knowledge and attributes are required: People Management. Problem Solving. Presentation. Planning and Organizing. Policy Analysis. Communication. Computer Literacy. Report Writing. Valid code 08 driver's license required.

DUTIES : Facilitate and co-ordinate the development of departmental HRD policy. Conduct skills audit and analysis thereof. Develop workplace skills plan and alignment of training programmes to previously disadvantage people. Manage all training/ interventions to employees. Facilitate, manage, co-ordinate internship and learnership programmes. Provide reports to Management, OTP and Public Sector Education and Training Authority. Facilitate and manage any in-house training and development programmes. Facilitate presentations and induction programmes. Evaluate the impact of training provided. Manage the bursary processes. Facilitate and co-ordinate the implementation of the PMDS for ALL Salary Levels in the Department.

ENQUIRIES : R. Loots Tel No: (043) 492 0949

POST 27/218 : **DEPUTY DIRECTOR: COMMUNITY LIBRARIES SERVICES REF NO: DSRAC 03/07/2019**

Contract from Date of Assumption to 31 March 2021 – Conditional Grant Funded
Re-Advertisement, people who have applied before, are encouraged to re-apply

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11) (An all-inclusive remuneration)
: Head Office
: A B.BIBL or B Tech Degree or Post Graduate Diploma in Library and Information Science or equivalent qualification with a minimum of five (5) years' experience in the Library and Information Services field. Knowledge of Finance and Human Resources. Good computer and negotiation skills. Good research and analytical skills. Knowledge on all applicable Public Service Legislations and Treasury regulations. Knowledge on procurement directives and departmental policies and policy formulation. Good interpersonal relations. Strong customer ethic. Must be able to think strategically and be service-orientated. Must be in possession of a valid code 08 drivers' licence.

DUTIES : Manage all Conditional Grant activities. Represent and give input on the grant implementation in Library Service and DSRAC strategic planning. Chair / attend planning meeting of Conditional Grant. Liaise with Municipalities. Consult with DSRAC District Management Municipal Library Service Management. Attend DAC and Treasury meeting with regard to conditional grant. Manage annual allocation of Library subsidy transfers to Municipalities and Conditional Grant funds. Compiling MTEF budget for the conditional grant. Manage the annual project budget process. Establish, manage and co-ordinate financial monitoring mechanisms. Ensure that expenditure is in line with business plan, PFMA and Treasury Regulations. Monitor and evaluate municipal financial reports. Coordinate inputs for Library Services annual budget process. Control and monitor payments of all purchases and transfer payments. Develop and maintain a sound internal control and risk management system for the conditional grant. Manage MOA's business plans and other outputs of the conditional grant. Human Resource Management i.e. Co-ordinate, evaluate and handle staff reports and staff performance. Administrative Management.

ENQUIRIES : R. Loots Tel No: (043) 492 0949

<u>POSTS 27/219</u>	:	<u>ASSISTANT DIRECTOR: SCHOOL SPORT REF NO: DSRAC 06/07/2019</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10) (An all-inclusive remuneration)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Degree / Diploma in the field of Sport and Recreation coupled with 3 years' experience in the field of Sport and Recreation with at least 2 years at supervisory level or Matric coupled with 10 years' experience in the field of Sport and Recreation. Project Management will be an added advantage. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Good decision-making, analytical and negotiation skills. Financial management, strategic and operational, planning and organizing, people management, problem-solving and conflict management skills. Computer Literacy. A valid code 08 driving licence.
<u>DUTIES</u>	:	Implement strategic partnership programmes with the Federations. Develop and maintain a database of participants and officials. Manage projects in partnership with stakeholders and partners. Set up standing meeting with clients and manage the annual sport development calendar. Monitor compliance to policies and procedures related to sport development. Coordinate and organize the training of identified volunteers. Monitor and evaluate sport development programmes. Good report writing skills. Computer literacy (Excel and PowerPoint) and good interpersonal relations. Should be able to work independently and under pressure.
<u>ENQUIRIES</u>	:	R. Loots Tel No: (043) 492 0949
<u>POST 27/220</u>	:	<u>ASSISTANT DIRECTOR: MPP REF NO: DSRAC 07/07/2019</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10) (An all-inclusive remuneration)
<u>CENTRE</u>	:	OR Tambo District
<u>REQUIREMENTS</u>	:	Degree/Diploma in Sport Management or Human Movement Science studies with at least 3 years' experience in the field of recreation 2 years which at supervisory level or Matric certificate coupled with 10 years' experience in the field, with 3 years which at supervisory level. Knowledge of Sport and recreation related government prescripts in particular those focusing on Sport and recreation development, such as National Sports plan. Sound knowledge MPP grant framework. Knowledge of Public service act, Public Service Regulations, Employment Equity Act, Public Service Finance Management ACT (PFMA), division of revenue Act (DORA) and Employee Performance Management System (EPMDS) and other applicable government prescripts. Planning, Organizational, Communication and presentation skills are essential. Ability to follow correct reporting procedures and ability to compile management reports. Conflict management and resolution skills, ability to be innovative and creative. Policy analysis and implementation. Computer literacy. A Valid Driving License. (Women and people living with disability are an encourage to apply)
<u>DUTIES</u>	:	Assist in Management of sub-directorate staff and implementation of EPMDS. Assist in Manage budget, compile business plans and operational plan for Recreation section. Assist in Conceptualise and initiate programmes for the development and promotion of recreation. Facilitate, support, monitor and evaluate sub directorate programmes. Monitor the implementation of service delivery and transformation in sport. Monitor the implementation of service delivery model. Development and submission of reports according to the systems of the department. Facilitate the process of recreation development, transformation working with recreation structures and bodies, and other relevant stakeholders. Facilitate the graduating of recreation participants to mainstream sport. Assist in Manage and eliminate risk hazards within the section being guided by the policies of the department and public service regulations. Assist Manage the coordination of activities and festival at hub, local and district levels. Facilitate programmes that promote moral regeneration and healthy lifestyles.
<u>ENQUIRIES</u>	:	N. Kenqa Tel No: (047) 502 9211
<u>POST 27/221</u>	:	<u>ASSISTANT DIRECTOR: MPP REF NO: DSRAC 08/07/2019</u> Re-Advertisement, people who have applied before, are encouraged to re-apply
<u>SALARY</u>	:	R470 040 per annum (Level 10) (An all-inclusive remuneration)

<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District
	:	A three year Degree / Diploma in the field of Sport and Recreation coupled with three (3) years' experience in the field of Sport and Recreation with at least two (2) years at supervisory level or Matric coupled with ten (10) years' experience in the field of Sport and Recreation. Sound knowledge of MPP grant framework. Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act (PFMA), Division of Revenue Act (DORA) and Employee Performance Management System (EPMDS), National Sport Plan and other applicable government prescripts. Planning, Organisational, communication, report writing and presentation skills are necessary. Must be in possession of a valid code 08 driving licence.
<u>DUTIES</u>	:	Implement strategic partnership programmes of school sport with the Department of Education and Structures / Federations. Develop and maintain database of participants and officials. Manage projects in partnership with stakeholders. Set up standing meetings with clients and manage annual school sport calendar. Provide strategic leadership in school sport by planning and developing of the sub directorates and districts operational plans, projects and programmes. Ensure compliance with conditional grant framework, prepare budget, procurement plans and business plans. Manage the implementation of School Sport Programmes in line with the policy directives and political imperatives. Manage leave and EPMDS in the school sport section and ensure capacity building of staff. Monitor compliance to policies and procedures related to school sport. Coordinate and organise the training of identified educators and volunteers. Monitor and evaluate school sport programmes.
<u>ENQUIRIES</u>	:	M. Gugwana Tel No: (039) 254 0960
<u>POST 27/222</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DSRAC 04/07/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) (An all-inclusive remuneration)
	:	Head Office
	:	Degree/Diploma in Human Resource Management or equivalent qualification with 3 years' experience in the field of which 2 years must be at a supervisory level. Or Matric with at least 10 years' experience in the field of which 2 years must be at a supervisory level. Understanding of the LRA, PSA, the Constitution of South Africa, the PFMA, PSCBC and GPSSBC Resolutions and other relevant legislative directives. Understanding of Treasury Regulations. Understanding of the Public Service reporting procedures. Good report writing, communication, negotiation and conflict management skills. Presiding skills. Innovative and creative thinker. Must be willing to work under pressure. Willingness to travel. Willing to work in a team. Computer Literacy. A Valid Driving Licence.
<u>DUTIES</u>	:	Maintain Labour peace and promote sound relations between employer and employees. Facilitate and co-ordinate misconduct, grievance and disputes investigations and procedures. Ensures Labour Related Policy development and implementation. Provide training on a range of Labour Relations issues. Liaise externally and represent the department at Provincial Bargaining Chambers and ensures the implementation of collective agreements. Assist with managing the relationship with Unions. Assist with supervision of administrative personnel at lower level.
<u>ENQUIRIES</u>	:	R. Loots Tel No: (043) 492 0949
<u>POST 27/223</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: DSRAC 05/07/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) (An all-inclusive remuneration)
	:	Head Office
	:	Degree/Diploma in Accounting or Auditing, coupled with at least 3 years' experience in the field / related field or Matric certificate coupled with 10 years' experience in the field of Risk Management. Knowledge of Public Sector legislative framework, PFMA, Treasury Regulations, National Treasury Risk Management Framework and Public Sector Anti-Corruption Strategies. Computer Literacy. Report writing skills, proven communication and good presentation skills. Ability to review policies, internal control measures, procedure manuals and departmental circulars. A registration with the institute

- of Risk Management (RIMSA) will be an added advantage. A valid code 08 Driving license.
- DUTIES** : Assist in the development, review and implementation of Departmental Risk Management framework. Give support to the section with regards to Departmental Risk Assessment and Reviews, Implementation of programmes, Awareness campaigns and workshops on Anti-Fraud, Anti- Corruptions, Ethics management and Risk Management. Facilitate management of Conflict of interest and gift register. Investigate fraud and other risk related matters. Provide reports and maintain safe keeping of registers.
- ENQUIRIES** : R. Loots Tel No: (043) 492 0949
- POST 27/224** : **SPORT PROMOTION OFFICER: SPORT DEVELOPMENT (X4 POSTS)**
- SALARY CENTRE** : R257 508 per annum (Level 07) (An all-inclusive remuneration)
Amathole District Ref No: DSRAC 09/07/2019
Nelson Mandela District Ref No: DSRAC 10/07/2019
Or Tambo District Ref No: DSRAC 11/07/2019
Alfred Nzo District Ref No: DSRAC 12/07/2019
- REQUIREMENTS** : A degree/Diploma in Sport Management or Human Movement Science or Matric with 5 years' experience in the field. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in a number of codes or federations. A valid code 08 driving license.
- DUTIES** : To promote and encourage participation in Sport Development. To create platform for talent identification through the implementation of the Sport Development & Federations Activities. To facilitate and implement capacity building programmes. To facilitate participation of Federations from grassroots to National Level.
- ENQUIRIES** : T. Jantjies, Tel No: (043) 704 7806 (Amathole)
A. Kitching Tel No: (041) 492 1231 (Nelson Mandela)
N. Kenqa Tel No: (047) 502 9211 (OR Tambo)
M. Gugwana Tel No: 039 254 0960 (Alfred Nzo)
- POST 27/225** : **SPORT PROMOTION OFFICER: RECREATION (X2 POSTS)**
- SALARY CENTRE** : R257 508 per annum (Level 07) (An all-inclusive remuneration)
Joe Gqabi District Ref No: DSRAC 13/07/2019
Chris Hani District Ref No: DSRAC 14/07/2019
- REQUIREMENTS** : A Degree/Diploma in Sport Management or Human Movement Studies. Matric with 5 years' experience in Sport environment. Knowledge of how to implement conditional grants in line with the DORA framework and National Sport and Recreation plan. Must have a good organising, interpersonal, and Project Management skills, must be able work under pressure, computer literacy, v Good communication and organising skills. Ability to work under pressure. Basic computer skills. A valid code 08 driving license.
- DUTIES** : Facilitate, organise and implementation of Recreation Development programmes in the district. Preparation of documentation for submissions. Organise and co-ordinate Recreation Development projects provincially, in accordance with the Provincial Sport and Recreation policy. Liaise with communities, structures, federations and maintain partnership. Organise capacity building workshops. Compile reports.
- ENQUIRIES** : Y. Dlamkile Tel No: (051) 633 2090 (Joe Gqabi)
X. Kwanini Tel No: (045) 492 0030 (Chris Hani)
- POST 27/226** : **COMMUNITY SPORT COORDINATORS: SPORT DEVELOPMENT REF NO: DSRAC 15/07/2019 (X4 POSTS)**
(12 Month Contract)
- SALARY CENTRE** : R108 564 per annum (An all-inclusive remuneration part time (5/8th)
Head Office
- REQUIREMENTS** : A relevant tertiary qualification in Sport Management or Human Movement Science or Education OR Matric with 2 years' experience in the areas of Federation Affairs. Experience in working with Sport Structures. Good communication skills and report writing. Understanding of monitoring and evaluation processes. Ability to work under pressure and should be computer literate.

DUTIES

: Coordinate the implementation and monitoring of leagues. Provide support to federations that are in Club Development Programme. Maintain records of registered and supported leagues and clubs. Maintain database of distributed resources.

ENQUIRIES

: R. Loots Tel No: (043) 492 0949

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Head Office (Ho) Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001.
- CLOSING DATE** : 12 August 2019
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any public service department or website, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. All candidates for MMS positions will be required to undergo competency assessment, security clearance. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed.

OTHER POSTS

- POST 27/227** : **DEPUTY DIRECTOR:IN-SCHOOL PROGRAMMES REF NO: HO2019/07/08**
(3 Years Fixed Contract)
Chief Directorate: Human Capital Development

- SALARY** : R733 257 per annum (All-inclusive package)
- CENTRE** : Head Office, GCRA
- REQUIREMENTS** : An appropriate minimum 3-year National Diploma (NQF Level 6) / Degree (NQF level 7) qualification in Project Management/ Human/Social Sciences / Public Administration / Management. At least a minimum of 3 years' experience in Project and Programme management at an Assistant Director / Middle Management level. Sound knowledge of all national and provincial strategies in relation to skills development. Sound knowledge of other Public Service prescripts, Human Resource Development policies and strategies. Sound understanding of the basic education environment. Competencies: Writing skills, Research and Policy analysis. Contract, Programme and Project Management. Leadership and Management Skills. Financial Management skill. Service Delivery Innovation, People Management and Empowerment. Stakeholder management and Customer focussed. Ability to work in team and independently. Negotiation Skills. Personal organization. Risk management. Good Communication skills. Ability to Delegate Tasks. Ability to cope under pressure. Computer literacy. Valid South African driver's license is essential.

- DUTIES** : To take full responsibility for the project management and administration of the Bursary process from commencement to conclusion. To work in schools and other education and training settings for young people. Manage the Initiation, planning and design of all assigned projects. Manage the defining of the projects to all the relevant stakeholders. Ensure the regular dissemination of information to all relevant stakeholders regarding the projects. Build a comprehensive work plan for all defined projects and manage the budget. Clearly explain and manage the project goals as well as each member's tasks, responsibilities, expectations and feedback. Manage the execution, monitoring and oversight, control and closing of all the assigned projects. Prepare and hand over the close-out reports for closed projects. Ensure the effective advocacy of the projects to the target groups and all relevant stakeholders. Facilitate the signing of project contracts and ensure students adhere to the terms and conditions of the project contract. Identify, initiate, design and plan the implementation of skills programmes for high school learners that give them the flexibility to navigate between immediately entering the work place, going to a vocational school, or heading off for a degree at university. Explore and find the best available resources, as well as create and adapt relevant programs and information or material to suit students' needs. Management of students' records/files for speedily retrieval. Manage staff.
- ENQUIRIES** : Ms Belina Molaba Tel No: (011) 355 1170

- POST 27/228** : **DEPUTY DIRECTOR: BURSARY MANAGEMENT REF NO: HO2019/07/09**
(3 Years Fixed Contract)
Chief Directorate: Human Capital Development

- SALARY** : R733 257 per annum (All-inclusive package)
- CENTRE** : Head Office, GCRA

REQUIREMENTS : An appropriate minimum 3-year National Diploma (NQF Level 6) / Degree (NQF level 7) qualification in Project Management/ Human/Social Sciences / Public Administration / Management . An additional qualification in Accounting or Financial Management will be an added advantage. At least a minimum of 3 years' experience in coordination, administration and management at an Assistant Director / Middle management level. Experience in higher education administrative or bursaries environment will be an added advantage. Sound knowledge of all national and provincial strategies in relation to skills and youth development. Sound knowledge of other Public Service prescripts, Human Resource Development policies and strategies. Sound understanding of the post school education and training environment. Competencies: Writing skills, Analytical skills, Ability to carry out numerical reasoning and analysis, Excellent Administrative Skills, Research and Policy analysis, Programme, Project and Contract Management, Problem Solving, Financial Management, Financial Systems, policies and rules in larger organisations, Service Delivery Innovation, People Management and Empowerment, Stakeholder management, Customer focus, Communication, Computer literacy. Ability to work under pressure. Ability to take ownership of issues and problems and work to find an appropriate solution. Valid South African driver's license is essential.

DUTIES : To take full responsibility for the project management and administration of the Bursary process from commencement to conclusion. To ensure effective administration of bursaries for beneficiaries and other funded programmes and that these are operated and administered within the guidelines and policies of the GCRA and PSET institutions, and that the payment and procedures are compliant with audit requirements. Manage the new Bursary applications and renewals annually. Facilitate the signing of bursary contracts and upkeep of the files thereof. Ensure that students adhere to the terms and conditions of the Bursary contract. Liase with institutions of Higher learning regarding students' progress and payments. Manage the processing of bursary payments for all related institutions. Administer student budgets and reconcile reimbursements. Manage Students files records/files and database, ensuring data integrity. Prepare progress and expenditure reports of funded learners on a quarterly basis. Communicate effectively with potential beneficiaries regarding financial assistance application status. Conduct regular bursary audit of bursary holders. Manage the monitoring of bursary by providing student support through regular follow up and progress reports. Ensure the effective running of the bursary committee. Ensure the dissemination of information to all relevant stakeholders regarding bursaries. Contribute inputs to the budget for the Unit. Compile, reconcile, research and present status/annual reports to the department and other funders/donors of the bursary programme. Manage staff.

ENQUIRIES : Ms Belina Molaba Tel No: (011) 355 1170

POST 27/229 : **ASSISTANT DIRECTOR: IN-SCHOOL PROGRAMMES REF NO: HO2019/07/10 (X2 POSTS)**
(3 Years Fixed Contract)
Chief Directorate: Human Capital Development

SALARY : R376 596 per annum Plus 37% benefit in lieu of service benefits

CENTRE : Head Office, GCRA

REQUIREMENTS : An appropriate minimum 3-year National Diploma (NQF Level 6) / Degree (NQF level 7) qualification in Project Management/ Human/Social Sciences / Public Administration / Management. At least a minimum of 3 years' experience in coordination, administration and first line supervisory is required. Sound knowledge of all national and provincial strategies in relation to skills development. Sound knowledge of other Public Service prescripts, Human Resource Development policies and strategies. Sound understanding of the basic education environment. Competencies: Writing skills, Research and Policy analysis. Contract, Programme and Project Management. Leadership and Management Skills. Financial Management skill. Service Delivery Innovation, People Management and Empowerment. Stakeholder management and Customer focussed. Ability to work in team and independently. Negotiation Skills. Personal organization. Risk management. Good Communication skills. Ability to Delegate Tasks. Ability to cope under pressure. Computer literacy. Valid South African driver's license is essential.

DUTIES : Provide support in the project management and administration of the Bursary process from commencement to conclusion. To work in schools and other education and training settings for young people. Provide support in the Initiation, planning and design of all assigned projects. Disseminate information to all relevant stakeholders regarding the projects. Register all projects on the project database. Implement project plans for all allocated projects. Compile draft projects' status weekly / monthly reports. Liaise with all project stakeholders in preparation of status report. Prepare draft the close-out reports for all closed projects. Provide effective support on the advocacy of the projects to the target groups and all relevant stakeholders Ensure that students sign project contracts and adhere to the terms and conditions of the project contract. Participate in the identification, initialisation, designing and ensure implementation of skills programmes for high school learners that give them the flexibility to navigate between immediately entering the work place, going to a vocational school, or heading off for a degree at university. Update and maintain project database. File projects documents. Provide project coordination support in the Unit. Supervise staff.

ENQUIRIES : Ms Belina Molaba Tel No: (011) 355 1170

POST 27/230 : **ASSISTANT DIRECTOR: BURSARY MANAGEMENT REF NO: HO2019/07/11 (X2 POSTS)**
(3 Years Fixed Contract)
Chief Directorate: Human Capital Development

SALARY : R376 596 per annum Plus 37% benefit in lieu of service benefits
CENTRE : Head Office, GCRA
REQUIREMENTS : An appropriate minimum 3-year National Diploma (NQF Level 6) / Degree (NQF level 7) qualification in Project Management/ Human/Social Sciences / Public Administration /Management . An additional certificate in Accounting or Financial Management will be an added advantage. At least a minimum of 3 years' experience in coordination, administration and first line supervisory is required. Experience in higher education administrative or bursaries environment will be an added advantage. Sound knowledge of all national and provincial strategies in relation to skills and youth development. Sound knowledge of other Public Service prescripts, Human Resource Development policies and strategies. Sound understanding of the post school education and training environment. Competencies: Writing skills, Analytical skills, Ability to carry out numerical reasoning and analysis, Excellent Administrative Skills, Research and Policy analysis, Programme, Project and Contract Management, Problem Solving, Financial Management, Financial Systems, policies and rules in larger organisations, Service Delivery Innovation, People Management and Empowerment, Stakeholder management, Customer focus, Communication, Computer literacy. Ability to work under pressure. Ability to take ownership of issues and problems and work to find an appropriate solution. Valid South African driver's license is essential.

DUTIES : Provide support in the project management and administration of the Bursary process from commencement to conclusion. To provide effective support in the administration of bursaries for beneficiaries and other funded programmes and that these are operated and administered within the guidelines and policies of the GCRA and PSET institutions, and that the payment and procedures are compliant with audit requirements. Receive, Capture and update new bursary applications in the system. Update bursary renewals on an annual basis. Ensure the signing of bursary contract by the students. Prepare bursary award letters. Ensure that students adhere to the terms and conditions of the Bursary contract. Disseminate bursary information to all relevant stakeholders. Liaise with institutions of Higher learning regarding students' progress and payments. Facilitate the processing of bursary payments for all related institutions. Compile progress report/presentation to the department and other funders/donors of the bursary programme. Ensure good record keeping of student's files records/files. Update and maintain bursary database. Adhere to all ad-hoc projects within the bursary unit. Conduct regular bursary audits of bursary holders. Communicate effectively with potential beneficiaries regarding financial assistance application status. Supervise Staff.

ENQUIRIES : Ms Belina Molaba Tel No: (011) 355 1170

DEPARTMENT OF E-GOVERNMENT

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

- APPLICATIONS** : 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.
- CLOSING DATE** : 12 August 2019
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service department or on the internet at www.dpsa.gov.za/documents 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.
- ERRATUM:** kindly note that the post of Deputy Director: Business Analyst with Ref No: 004272 advertised in the Public Service Vacancy circular 26 dated 19 July 2019, the requirement has been amended as follows: 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. Must have a minimum of 3-5 years working experience in business analysis. 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. The applicants who previously applied are encouraged to re-apply if they still meet the requirements, and the closing date has been extended to 09 August 2019. We apologize for the inconvenience caused.

MANAGEMENT ECHELON

- POST 27/231** : **CHIEF DIRECTOR: BUSINESS ALIGNMENT REF NO: REFS/004392**
Branch: ICT
- SALARY** : R1 251 183 per annum (all-inclusive remuneration package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Bachelor's Degree or equivalent NQF level 7 qualification in IT. A project management certification is a must. An Enterprise Architecture certification will be added as an advantage. Minimum of 5 years' experience in Information Technology in senior management level (SMS). Experience in the business analysis field is mandatory. Minimum 5 years' experience in project management Strong knowledge and experience of high-level IT business architecture. Experience within government service will be an advantage.
- DUTIES** : Develop and implement the IT strategy in close cooperation with the business units and ensure IT perspectives are covered in business units' strategies. Coordinate business support functions and participates in discussions on IT solutions for actual business needs. Provides inputs into longer term strategy development. Provide programme and project management, lead business analysis, system analysis and design inputs to drive processes. Design and implement business analysis and assessment of all business processes within the department, with the aim of using ICT to improve the effectiveness and efficiency of the department. Ensure availability of lead / solutions architecture competencies in the development of the IT service portfolio. Contribute to organizational wide strategies and policies. Design and create the business process improvement framework and strategy. Design and create an

appropriate Programme Management Methodology. Perform effective fiscal management for the chief directorate. Management and delivery of major programmes and projects that support organizational strategic priorities. Provide strategic input to the effective management of business process improvement common risks, issues, project duplication and project dependencies within the GCR. Ensuring the programme's mandate and outcomes including game changers and flagship initiatives are successfully achieved in conjunction with GCR. Manage stakeholder expectations. Drive innovation in business through use of IT and IS. Identify best practices, tools and techniques for information harvesting.

- ENQUIRIES** : Mr. Errol Ogle Tel No: (011) 689 6861
- POST 27/232** : **DIRECTOR: E-SERVICE SPECIALIST REFS/004393 (X2 POSTS)**
Branch: ICT
- SALARY** : R1 057 326 per annum (all-inclusive remuneration package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus a recognized NQF 7 qualification. A minimum of 5 years' experience in a middle management role relating to the duties and Responsibilities specified. Relevant experience in strategy development. SLA Management. Content Management. Security, Privacy, and Authentication. E-commerce.
- DUTIES** : Understanding the overall business strategy for the organization. Communicate and negotiate with various stakeholders. Setting up and executing projects plans. Build and maintain relationships with all stakeholders. Control budget. Understand current business frameworks and processes. Creation and formulations of a risk management plan, including mitigation plan and intervention strategies. Have sound knowledge of Microsoft services environment including online training and development systems. Preparation and delivery of Microsoft business presentations detailing business problems and solutions. Provide regular process and feedback reports. Keep abreast of latest advancement of latest in Microsoft baskets of services; manage the appropriate in light of attaining greater e-Government maturity. Service business continuity and SLA Management with key dependencies. Responsible for overall scope, timelines and quality standards of e-Government projects. Keep abreast of latest technology advancements; investigate new technologies to enhance business processes.
- ENQUIRIES** : Mr. Errol Ogle, Tel No: (011) 689 6861

DEPARTMENT OF HEALTH

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

ERRATUM: Kindly note that the post of Assistant Manager Nursing: Specialty Nephrology (**For Charlotte Maxeke Johannesburg Academic Hospital**) with Ref No: ASMS/NEPH/001/CMJAH/2019 and Assistant Manager Nursing Specialty Obstetrics and Gynaecology REFS: ASMS/OBS/024/CMJA/2019 advertised in Public Service Vacancy Circular 24 dated 05 July 2019, the Salary of the posts has been amended as follows: R614 991 per annum and the closing date has been extended to the 02 August 2019.

OTHER POSTS

- POST 27/233** : **MEDICAL SPECIALIST GRADE 1-3: REF NO: MSPEC/ANAES/07/19**
Directorate: Anaesthesiology Unit
- SALARY** : Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R 1 467 651 per annum
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : MBChB, MMed and FCA (SA), or equivalent. A valid registration with the HPCSA as an independent Specialist.
- DUTIES** : The successful candidate will provide clinical services and administrative services to the Kalafong Provincial Tertiary Hospital Department of Anaesthesiology as allocated. The successful candidate will be responsible for teaching and training in the undergraduate and post-graduate

		programmes. They will also be involved in the teaching and training of medical interns and medical officers too. The successful candidate will also participate in the departmental academic, research activities and any outreach programmes initiated in the department.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. M. Mbeki, Tel No: (012) 373 1051 must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>NOTE</u>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	12 August 2019
<u>POST 27/234</u>	:	<u>MEDICAL SPECIALIST GRADE 1-3: REF NO: MSPEC/ANAES/07/19</u> Directorate: Anaesthesiology Unit
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum Grade 2: R1 264 623 per annum Grade 3: R 1 467 651 per annum
<u>CENTRE REQUIREMENTS</u>	:	Kalafong Provincial Tertiary Hospital MBChB, MMed and FCA (SA), or equivalent. A valid registration with the HPCSA as an independent Specialist.
<u>DUTIES</u>	:	The successful candidate will provide clinical services and administrative services to the Kalafong Provincial Tertiary Hospital Department of Anaesthesiology as allocated. The successful candidate will be responsible for teaching and training in the undergraduate and post-graduate programmes. They will also be involved in the teaching and training of medical interns and medical officers too. The successful candidate will also participate in the departmental academic, research activities and any outreach programmes initiated in the department.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. M. Mbeki Tel No: (012) 373 1051 must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>NOTE</u>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	12 August 2019

<u>POST 27/235</u>	:	<u>MEDICAL SPECIALIST GRADE 1 REF NO: WKH HR 2019/17</u> Directorate: Psychiatry
<u>SALARY</u>	:	R1 106 040 per annum (all inclusive package) (Grade of post and remuneration package will be determined by years of experience after registration at HPCSA as a Medical Specialist according to OSD guidelines)
<u>CENTRE REQUIREMENTS</u>	:	Weskoppies Hospital M MED (PSYCH) or FCPSYCH (SA) or equivalent. Registration with the HPCSA as a Medical Specialist Psychiatrist. Relevant experience in general adult Psychiatry will be a requirement.
<u>DUTIES</u>	:	The post is a joint appointment specialist psychiatrist post with Weskoppies Hospital/Gauteng and the Medical School of the Faculty of Health Sciences of the University of Pretoria. The main tasks of the post will be the management and treatment of general adult psychiatric patients, including the related administrative and medico-legal work. Doing criminal forensic psychiatric observations and testify in a court of law if needed. Training of undergraduate and postgraduate students including medical officers and other health care workers. Supervising registrars in psychiatry. Doing research and supervising research. General management and administration appropriate to the post, including involvement in hospital and medical school committees. The incumbent is expected to become involved in outreach services.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. JM Pooe Tel No: (012) 319 9619 Applications should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the Application box provided at the security gate.
<u>NOTE</u>	:	Applications should include Z83, CV, certified copies of ID and Qualifications. Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates could be required to perform practical exercises/ tests during the recruitment process.
<u>CLOSING DATE</u>	:	12 August 2019
<u>POST 27/236</u>	:	<u>MEDICAL SPECIALIST ANAESTHESIA REF NO: LRT / MSA / 01 (X1 POST)</u> Directorate: Medical Re-Advertisement applicants who previously applied are encouraged to reapply.
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum (all inclusive package) Grade 2: R1 264 623 per annum (all inclusive package) Grade 3: R 1 467 651 per annum (all inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Leratong Hospital Appropriate qualification that allows registration with HPCSA as a Specialist in Anaesthesia (MMED / FCS.SA). Current registration with HPCSA as Specialist Anaesthesia. Appropriate knowledge and experience as a Anaesthesia. The following will be an added advantage: current certificate in advance Cardiac Life Support (ACLS), Anaesthesia advanced Life support (PALS), advanced trauma Life support (ATLS), ECG, BLS, Surgical skills and Neonatal resuscitation course. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Must have at least code 08 driver's license and be computer literate.
<u>DUTIES</u>	:	Provision of 24-hour Anaesthesia Service. Manage critically ill patients in Neonatal ICU. Participate in commuted overtime. Supervision and training of Medical Officers, Community Services Medical Officers and Medical Interns. Ensure proper and accurate record keeping as legally and ethically required. Ensure effective outreach to District Hospital in the West Rand. Assist the Clinical Head with administrative responsibilities. Provision of Quality, cost effective service in keeping with Batho Pele Principles. Assist the HOD and ensure that the Department is compliant to National Core Standards and LEAN Management principles. Perform Clinical Audits. Participate in conducting Morbidity and Mortality meetings (M&M).
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. RM Phanzu Tel No: (011) 411 3818 / Dr. W Mokae Tel No: (011) 411 3679 Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 No 1 Adcock Street, Chamdor, Krugersdorp, 1740 or

posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE : 12 August 2019 (AT 12h00 PM)

POST 27/237 : **DEPUTY MANAGER NURSING REF NO: TDHS/A/2019/02 (X2 POSTS)**
Directorate :Primary Health Care

SALARY CENTRE REQUIREMENTS : R843 618 per annum
: Tshwane District Health Services (Sub District 2,3&4 And Sub District 5,6,&7)
: A Basic qualification (i.e Diploma /Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse.Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 9 years appropriate /recognisable experience in Nursing after registration as Professional Nursewith the SANC in General Nursing.At least 4 years of the period referred to above must be appropriate /recognisable experince in management level.(Less one year from experience for candidates apointed from outside the public service after complying with registration requirements) and a valid drivers licence over 5 years is a requirement.Other Skills: Own discipline,knowledge of relevant legislation,regulations, health programmes and policies,programme planning,implementation and evaluation. Information management,quality assurance and improvement programmes.Leadership,communication.problem solving,computer literacy,stress tolerance,self confidence ,objectiveness and emphathy.

DUTIES : Responsible for formulation of policies, plan and coordinate the general functioning of the component. Perform management duties in a Health care environment. Organise the rendering of health care services in institutions and the community. Monitor the implementation of environmental health care strategy. Budget for personnel in accordance with cost and efficiency in mind and implement the financial management system. Solve complex professional and management problems and policy issues. Providing monthly, quarterly and annual reports.

ENQUIRIES APPLICATIONS : Pinky DumbaTel No: (012) 451 9028
: Application documents must be submitted to Tshwane District Health Services, 3318 Fedsure Forum Building, cnr Lillian Ngoyi and Pretorius Streets ,Pretoria or post to P.O.Box 3519 ,Pretoria,0001.

NOTE : must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE : 12 August 2019

POST 27/238 : **MEDICAL OFFICER GRADE 1 REF NO: MO/HAST/KPTH/07/1**
Directorate: Hast Unit

SALARY CENTRE : Grade 1: R821 205 - R884 670 per annum (all inclusive)
: Kalafong Provincial Tertiary Hospital

REQUIREMENTS : MBChB or equivalent. Registration as a Medical Practitioner with HPCSA. Recommendations: Experience in the management of children and neonates, Diploma in Child Health, FC PAED 1.

DUTIES : Service rendering in the Paediatric Department. Undergraduate teaching as well as assistance in research projects of the Department. Call duties as required by the Department of Paediatrics.

ENQUIRIES : Prof. T. Avenant Tel No: (012) 373-1009

APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 12 August 2019

POST 27/239 : **MEDICAL OFFICER GRADE 1 REF NO: MO/PAED/KPTH/08/19**
Directorate: Department of Paediatrics

SALARY : Grade 1: R821 205 - R884 670 per annum (all inclusive)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : MBChB or equivalent. Registration as a Medical Practitioner with HPCSA. Recommendations: Experience in the management of children and neonates, Diploma in Child Health, FC PAED 1.

DUTIES : Service rendering in the Paediatric Department. Undergraduate teaching as well as assistance in research projects of the Department. Call duties as required by the Department of Paediatrics.

ENQUIRIES : Prof. T. Avenant Tel No: (012) 373-1009

APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 12 August 2019

POST 27/240 : **MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2019/07/19 (X1 POST)**
Directorate: Clinical Forensic Medical Services

SALARY : Grade 1:R821 205 – R884 670 per annum (All-inclusive remunerative package)

		Grade 2: R938 964 - R1 026 693 per annum (All-inclusive remunerative package)
		Grade 3: R1 089 693 – R1 362 366 per annum (All-inclusive remunerative package)
<u>CENTRE REQUIREMENTS</u>	:	Ekurhuleni Health District
	:	Basic medical degree (MBBCH or equivalent) and currently registered with the Health Professionals Council of South Africa (HPCSA) as a medical practitioner. Post graduate diploma/degree or relevant additional medical degree will be an added advantage Grade 1: Less than five (05) years relevant experience as a Medical Officer. Grade 2: A minimum of 5 years, but less than 10 years relevant experience as a Medical Officer. Grade 3: A minimum of 10 years and more appropriate experience as a Medical Officer after registration with HPCSA. Recommendations: Experience in Clinical Forensic Medical Services, District Health Services; General Medical Practice, PHC, HAST, EBM and use of current protocols. Clinical skills; in consultation, history taking, examination, clinical assessment and management procedures and ensuring continuity of patient care and evidence collection. Good professional attitude/conduct, good communication skills, good professional ethics, team work ability, good medical records keeping. Willingness to manage traumatized patients who had been physically and sexually abused. Willingness to manage the abused and the abusers.
<u>DUTIES</u>	:	To coordinate Medical Services across Ekurhuleni Clinical Forensic Medical Services (CFMS). To coordinate Clinical Forensic Medical Services according to policies and regulations. To provide support for effective and efficient medical service delivery within PHC. To provide support for Health Programme in the District. To support PHC and Clinical training in Ekurhuleni District. Participate in organizing the CME Programme in the District when Clinical Forensic Medical Services topics are to be discussed. Conduct investigations of complaints and advice the District Management accordingly. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Give evidence in court as an expert witness for patients seen at CFMS. Provide weekly work schedule plan. Audit of Patients files and J88. Supervision and coordinating of 24 hours Clinical Forensic Medical Services. Participate in 24-hour CFMS including PHC and EMS. Perform Commuted Overtime. Perform any other duties delegated by Supervisor/Clinical Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr EM Tipoy Tel No: (011) 876 1802 / Cell: 076 120 0148
	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager
<u>NOTE</u>	:	People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
<u>CLOSING DATE</u>	:	12 August 2019
<u>POST 27/241</u>	:	<u>MEDICAL OFFICER REF NO: LRT IMED \ 02</u>
<u>SALARY</u>	:	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)
<u>CENTRE</u>	:	Leratong Hospital Obstetrics & Gynecology (X1 post) Ophthalmology (X1 Post) Internal Medicine (X2 Posts) Surgery (X2 Posts) Casualty (X1 post) Anesthesia (X2 Posts)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Current registration with HPCSA as Medical Practitioner. The following will be an added advantage: current certificate in Advanced life support (ACLS), Obstetric advanced Life support (PALS), advanced trauma Life support (ATLS), ECG, BLS, Surgical skills and Neonatal resuscitation course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Must have at least code 08 driver's license and be computer literate.

- DUTIES** : Full participation in all activities as required for the post, including patient ward care, outpatient clinics, after hour's duties as per roster as well as academic discussions and research. Participate in commuted overtime. Daily student tutorials. Referrals, bookings and performance of all procedures for correct indications. To ensure maintenance of records for audit purposes. Assist in HR management and 102 developments of maintenance in productivity standards and participation in NCS and LEAN management.
- ENQUIRIES APPLICATIONS** : Dr. RM Phanzu Tel No: (011) 411 3818 / Dr. W Mokae Tel: (011) 411 3679
: Applicants should clearly indicate the discipline that they are applying for. Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).
12 August 2019 (AT 12h00 PM)
- CLOSING DATE** : 12 August 2019 (AT 12h00 PM)
- POST 27/242** : **MEDICAL OFFICER GRADE 1-3 REF NO: JUB 04/2019 (X2 POSTS)**
Directorate: Medical Services
- SALARY** : Grade 1: R821 205 – R884 670 per annum (All-inclusive package)
Grade 2: R938 964 - R1 026 693 per annum (All-inclusive package)
Grade 3: R1 089 693 – R1 362 366 per annum (All-inclusive package)
- CENTRE REQUIREMENTS** : Jubilee District Hospital
: MBchB: registered with HPCSA as an independent practitioner.ID, Matric, current registration with HPCSA, Post graduate diploma in obstetrics and gynecology will serve as an added advantage.
- DUTIES** : Perform clinical duties and patient care, be involved in supervision of subordinates, actively participate in the academic programme of the hospital, work as part of a multidisciplinary team to provide effective patient care, should also be able to perform commuted overtime as per departmental requirement, perform duties assigned by the clinical manager. Ensure adherence to the hospital quality assurance and other hospital policies. Assist in the development of protocols. On the job training and continuous professional development. Ensure adherence to Batho Pele principles and patient rights charter
- ENQUIRIES APPLICATIONS** : DR Mokwena MJ Tel No: (012) 717 9338
: Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.
- CLOSING DATE** : 12 August 2019
- POST 27/243** : **DENTIST REF NO TDHS/A/2019/01**
Directorate :Oral Health
- SALARY** : Grade 1: R797 109 – R884 670 per annum (Plus benefits)

Grade 2: R938 964 – R1 026 693 per annum (Plus benefits)
Grade 3: R1 089 693 – R1362 366 per annum (Plus benefits)

CENTRE REQUIREMENTS : Tshwane District Health Services Kekana Garderns Clinic
: Appropriate qualification(degree) that allows registration with the Health Professions Council of South Africa (HPCSA) as Dentist: No experience required after registration with the HPCSA as Dentist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 2:** A minimum of 07 years' relevant experience after registration with the HPCSA as Dentist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 3:** A minimum of 12 years' relevant experience after registration with the HPCSA as a Dentist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. A valid driver's license is essential.

DUTIES : Coordinate and monitor the provision of Oral Health Services. Ensure the promotion of oral Health Services. Ensure quality assurance on Oral Health Services. Develop and implement standards, procedures, guidelines, protocols and business plan. Manage subordinates.

ENQUIRIES APPLICATIONS : Dr. Reinprecht Tel No: (012) 451 9290/ 082 4529845
: Application documents must be submitted to Tshwane District Health Services, 3318 Fedsure Forum Building, cnr Lillian Ngoyi and Pretorius Streets ,Pretoria or post to P.O.Box 3519 ,Pretoria,0001.

NOTE : must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE : 12 August 2019

POST 27/244 : **DENTIST GRADE 1 REF NO: EHD2019/07/20 (X2 POSTS)**
Directorate: Oral Health

SALARY CENTRE REQUIREMENTS : R797 109 – R884 670 per annum (all-inclusive remunerative package)
: Ekurhuleni Health District
: Grade 12 with bachelor's Degree in Dental Science (BDS or equivalent), registration with Health Professions Council of South Africa (HPCSA) as a Dentist, proof of current registration with the HPCSA and a copy of an ID document. All documents are to be certified. Less than seven years relevant experience as a Dentist.

DUTIES : The incumbent will be rendering a comprehensive oral health service in the clinics, dental mobile, prisons, institutions, hospitals and performing administrative duties as well as other community outreach programmes. Ensure proper running of services and provide good management skills within the clinic. The person will also provide relief duties in the sub-district and rotate within the sub-districts. The person should have a sound knowledge of departmental policies. The person should have good communication skills, good interpersonal relation and an ability to work under pressure as well as problem solving skills. Perform any other task as delegated by Manager.

ENQUIRIES APPLICATIONS : Dr F. Moola Tel No: (011) 876 1775
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION NOTE : Human Resource Manager
: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 12 August 2019

POST 27/245 : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: TDHS/A/2019/03 (X1 POST)**
Directorate: Quality Assurance Unit

SALARY CENTRE REQUIREMENTS : R733 257 per annum
: Tshwane Health District Services
: A relevant 4-year tertiary or equivalent qualification in Health Sciences. Current registration with relevant professional body/council. A certificate or qualification, in quality management/assurance, research methodology, monitoring and evaluation, DHIS, customer care and/or Batho Pele will be an added advantage. At least 7 years' experience in District Health Services, of

which 4 years should have been at a junior management level. Be in possession of at least an unendorsed & valid Code B driver's license. Other Skills / Requirements: Demonstration of insight and understanding of the District Health services and operations, insight and understanding of National Health Act, Public Service Act and Regulations, Public Finance Management Act and other relevant and applicable legislative frameworks in the current Health Services climate and developments, ability to work independently, aptitude to pay attention to detail, commitment to being responsible and accountable, willingness work under pressure, which includes working beyond normal office hours and extensive travelling; be computer-literate and a team-builder. Excellent listening, thinking, communication, report writing negotiating, problem-solving, conflict handling, decision-making, judgment, presentation, leadership, project management, analytical, technical, statistical, innovation, time management, and interpersonal skills are essential for this position.

DUTIES : Overall provision of APP-aligned Total Quality Management services to the District and all its facilities by: Overall monitoring, investigating, evaluating, recording and reporting on complaints management. Effective clinical & non-clinical risk management by monitoring, investigating, evaluating, recording and reporting on Patients' Safety Incidents. Improve effectiveness of system operations through monitoring and reporting on patients' waiting times Monitor, evaluate, record and report on customer satisfaction by planning & conducting annual surveys on Patient Experience of Care that comply with prescripts. Facilitate conduction of and reporting on Ideal Health Facility Realisation assessments in line with existing and approved legal prescripts provide support to all District entities on matters pertaining to Norms and Standards by Office of Health Standards Compliance Facilitate conduction of and reporting on Clinical Records Audits. Operate and manage relevant data systems Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans Become liaison between the District and all other essential stake-holders. Plan, Implement, Coordinate and Report on the business unit's finances, personnel, and other essential resources.

ENQUIRIES : Mr A Mahlatsi Tel No: (012) 451 9122 / 082 697 2041
APPLICATIONS : must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy. A practical test and/or competency assessment where relevant, relating to key areas of knowledge and skills may form part of the selection process for this position.

CLOSING DATE : 12 August 2019

POST 27/246 : **PHARMACIST GRADE 1 REF NO: EHD2019/07/21**
 Directorate: Pharmacy

SALARY : Grade 1: R693 372 - R735 918 per annum (Plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Less than five (05) years appropriate experience as a Pharmacist. Registration with the SAPC as a Pharmacist and proof of current registration.

DUTIES : Assist management with overall budget and expenditure monitoring. To receive and process orders for two depots and selected clinics. Do follow-ups on outstanding orders and communicate to all stakeholders. To communicate with MSD regarding dues out reports and availability of alternatives. Monitor ordering patterns to avoid duplication of procurement. Ensure compliance to District Formulary, EML and National Guidelines. Facilitate rational use of medicines. Focus on availability of medicines and communication thereof to relevant stakeholders to ensure minimal impact on patients.

ENQUIRIES : Ms. T. Burisch: Tel No: (011) 878 - 8550
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric,

certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 12 August 2019
- POST 27/247** : **ASSISTANT MANAGER NURSING SPECIALTY- PN B4 (PAEDIATRICS)**
REF NO: CHBAH 197 (X2 POSTS)
Directorate: Nursing Services
- SALARY** : R614 991 – R692 166 per annum
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent Qualification that allows Registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of ten years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing, at least six (6) years of the period referred to above must be appropriate/recognizable experience at management level. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.
- DUTIES** : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and Participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof.
- ENQUIRIES** : Mrs. MN Ntikana Tel No: (011) 933 8453
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH

reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 12 August 2019
- POST 27/248** : **ASSISTANT MANAGER: OBSETRICS AND GYNAECOLOGY (SPECIALTY) REF NO: LRT/ AMO/07 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R614 991 – R692 166 per annum (plus benefits)
: Leratong Hospital
: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification with duration of at least 1 year accredited with SANC in terms of Government Notice No. R 212 in the relevant specialty. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1- year post basic qualification in the relevant speciality. At least (3) years of the period referred to above must be appropriate/ recognizable experience at management level. Knowledge of PFMA, SCM procedures, public sector regulations and relevant legislative frameworks. Strong leadership, sound interpersonal and good communication skills are a necessity. Computer literacy.
- DUTIES** : To supervise a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. Manage effectively the utilization and supervision of resources and assist in recruitment and conducting of interviews. Develop nursing policies and procedures to enhance quality nursing care and management. Ensure effective implementation of the PMDS in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance, infection prevention and control. Assist in career planning and development of nursing staff. Conduct and oversee clinical audits in the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in his/ her absence. Take charge of the hospital on regular basis and be on call on rotational basis. Work scheduled, public holidays and or weekends, per rotation.
- ENQUIRIES APPLICATIONS** : Ms. W.M Phambuka Tel No: (011) 411 3506
: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE : 12 August 2019 (AT 12h00 PM)

POST 27/249 : **CLINICAL PROGRAMME COORDINATOR REF NO: TDHS/A/2019/04**
Directorate: HIV/AIDS/STI & TB (HAST)

SALARY CENTRE REQUIREMENTS : R579 696 per annum
: Tshwane District Health Services
: A degree/diploma in Nursing or any other related field. An advanced degree will be an added advantage. A minimum of 5 years working experience within the HAST environment. In-depth knowledge of global and national HAST policies and guidelines. Experience in coordinating and managing the District Implementation Plan process. Project Management experience. Advanced monitoring and quality improvement skills. Ability to manage multiple stakeholders with competing priorities. Experience in management human and financial resources. Advanced communication skills. Ability to function within multi-sectoral team. A valid code 8 driver's license. Advanced computer literacy. Ability to function under pressure.

DUTIES : Coordinate and support the implementation of the integrated HAST programme across the district. Ensure that programme service delivery is rendered in line with National Policy Guidelines. Provide technical support to health facilities. Quality Improvement and Assurance. Mentoring and coaching of the programme stakeholders. Advocate for the functional integration of HAST Programmes into PHC. Participate in the development of the Annual HAST Business, Operational Plan and Annual Performance Plan documents. Coordinate all key partners supporting the integrated HAST programme. Compile monthly, quarterly and progress reports. Attend meetings and workshops.

ENQUIRIES APPLICATIONS : Ms. Emily Mabusela Tel No: (012) 451 9154 / 082 924 8508
: must be delivered to The Department of Health, Fedsure Building, 268 Lillian Ngoyi Street, Pretoria Central, Pretoria 0001. Or apply online at www.gautengonline.gov.za

CLOSING DATE : 12 August 2019

POST 27/250 : **AREA MANAGER: NURSING NIGHT DUTY SERVICES: PNA7 REF NO: HRM1/2019/07**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R562 800 per annum (All-inclusive Package)
: Dr George Mukhari Academic Hospital
: Basic R425 qualification (i.e. An appropriate Bachelor's Degree/ Diploma in nursing or equivalent qualifications that allows registration with the South African Nursing Council) as a professional nurse. Current proof of registration with SANC as a Professional nurse. Post basic qualification in Nursing Administration/ Management with a duration of at least 1 year, accredited with South African Nursing Council. A minimum of eight (8) years appropriate /recognizable experience in nursing after registration as a professional nurse. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Should have proven sound managerial skills, computer literacy and knowledge of financial management. Good verbal and written communication skills. Must be computer literate in Microsoft Package (MS Word, Excel and PowerPoint). Nursing education will be an added advantage. Willingness to work under pressure and beyond a call of duty.

DUTIES : Monitor and evaluate service delivery (Nursing) on Night Duty. Ensure that the clinical nursing practice by the nursing team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Work effectively and amicably at management level with persons of diverse intellectual. Able to manage own work and that of units reporting to the post and to ensure appropriate interventions to enhance nursing services at facility level. Able to developing and maintaining a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of the values are adhered to. Demonstrate a basic understanding of Human Resources and Financial Management, Policies and Practices. Participate in training, research and self-development. Manage resources effectively and efficiently. (Human and Material). Demonstrate a basic understanding of the legislative framework governing the public service. Identify and develop

- policies relating to all Clinical Units. Resolve patient care related challenges/problems on Night Duty. Manage any conflict identified. Demonstrate a basic understanding of the legislative framework governing the public service. Ability to direct a multidisciplinary team at to ensure good nursing care at area/facility level. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Able to plan, maintain and control the nursing services budget for the area/facility.
- ENQUIRIES APPLICATIONS** : Mrs. Molefe M.M Tel No: (012) 529 3425
: can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za.
- NOTE** : Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)
- CLOSING DATE** : 12 August 2019
- POST 27/251** : **OPERATIONAL MANAGER INTENSIVE CARE UNIT (SPECIALTY) REF NO: LRT IOMICU\04 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R562 800 - R633 432 per annum (plus benefits)
: Leratong Hospital
: Grade 12 certificate, Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. Registration with the SANC as Professional Nurse and proof of current registration. 1 Year post basic nursing qualification in the relevant speciality, accredited with the SANC. A minimum of 9 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1- year post basic qualification in relevant speciality.
- DUTIES** : Ensure effective communication within the health setting. Take charge of a ward/ unit and ensure smooth running Development polices and protocols for the Department, Supervision and control of all material resources and manage costs strict control of equipment and budget of the department, Liaise with Hospital management regarding complex issues. Maintain sound relations and team work within the department. Ensure optimal utilizations of personnel in the unit, Ability to deal with conflict and knowledge of DoH policies, Ensure and have knowledge of national core standards, Ensure training needs are met by staff, Quality patient care with prevention of serious adverse events, Programme of skilling staff through in-service and demonstration, Develop systems to ensure efficient running of the ward, Ensure health value to patients, Conduct PMDS of all staff in the department.
- ENQUIRIES APPLICATIONS** : Ms. W.M Phambuka Tel No: (011) 411 3506
: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence,

certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

- CLOSING DATE** : 12 August 2019 AT 12h00 PM
- POST 27/252** : **OPERATIONAL MANAGER NURSING SPECIALTY- PAEDIATRICS (PN B3) REF NO: CHBAH 198 (X2 POSTS)**
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R562 800 – R633 432 per annum
Chris Hani Baragwanath Academic Hospital (CHBAH)
Basic R425 qualification (i.e Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate / recognizable experience in a specific specialty after obtaining the one (1) year post-basic qualification in Paediatrics Nursing Science. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/ Knowledge/ Skills: leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional / legal frame work. Implement nursing legislation and related frame work and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope or practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement of National Core Standards.
- ENQUIRIES APPLICATIONS** : Mrs. MN Ntikana Tel No: (011) 933 8453
should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as

required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 12 August 2019
- POST 27/253** : **ASSISTANT DIRECTOR: HAST PREVENTION PROGRAMMES AND NPO MANAGEMENT REF NO: TDHS/A/2019/05**
Directorate: HIV/AIDS/STI & TB (HAST)
- SALARY** : R470 040 per annum (plus benefits)
CENTRE : Tshwane District Health Services
REQUIREMENTS : A Three year Degree/Diploma in Nursing, Certification in HIV management. A qualification in Project and Financial Management. A minimum of 5 years working experience within the HAST environment with at least a year in management. In-depth knowledge of national HAST Prevention and Care and Support policies and guidelines. Experience in supporting community responses to HIV and creating synergy between community and facility-based programmes. Experience in managing NPOS and Community Health Workers. Advanced stakeholder management skills. Knowledge of the HTS Programme and Quality Assurance Process. Experience in managing campaigns and high-level events. Advanced communication skills. Ability to function within a multi-sectoral team. A valid code 8 driver's license. Advanced computer literacy. Ability to function under pressure.
- DUTIES** : Coordinate and support community responses to HIV and TB. Manage NPO and Community Health worker programme. Ensure that programme service delivery is rendered in line with National Policy Guidelines. Coordinate HAST Prevention, Care and Support Programmes including: HTS, HTA and HBC. NPO monitoring, management and development. Mentoring and coaching of the programme stakeholders. Implementing Advocacy and Social Mobilization Campaigns. Managing the Community Health Worker Programme. Participate in the development of the Annual HAST Business, Operational Plan and Annual Performance Plan documents. Coordinate community stakeholders and partners. Compile monthly, quarterly and progress reports.
- APPLICATIONS** : must be delivered to: The department of Health, Fedsure Building, 268 Lillian Ngoyi Street, Pretoria Central, Pretoria, 0001 or apply online at www.gautengonline.gov.za
- ENQUIRIES** : Ms. Emily Mabusela Tel No: (012) 451 9154 / 082 924 8508
CLOSING DATE : 12 August 2019
- POST 27/254** : **PROFESSIONAL NURSE:SPECIALTY (PHC) REF NO: TDHS/A/2019/06 (X3 POSTS)**
Directorate: Nursing
- SALARY** : R445 917 per annum
CENTRE : Tshwane District Health Services (Kekana Gardens Clinic)
REQUIREMENTS : A Basic R425 qualification (i.e Diploma /Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 14 years appropriate /recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate /recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Other Skills: Own discipline, knowledge of relevant legislation, regulations, health programmes and policies, programme planning, implementation and evaluation. Information management, quality assurance and improvement programmes. Leadership, communication, problem solving, computer literacy, stress tolerance, self confidence, objectiveness and empathy.
- DUTIES** : Provide optimal, holistic, specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms NI Sibulela Tel No: (082) 780 4953/012 451 9028

APPLICATIONS : Application documents must be submitted to Tshwane District Health Services, 3318 Fedsure Forum Building, cnr Lillian Ngoyi and Pretorius Streets ,Pretoria or post to P.O.Box 3519 ,Pretoria,0001.

NOTE : Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE : 12 August 2019

POST 27/255 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (QUALITY ASSURANCE) REF NO: EHD2019/07/22**
Directorate: PHC

SALARY CENTRE REQUIREMENTS : R444 276 – R500 031 per annum (plus benefits)
: Ekurhuleni Health District (SSDR)
: Basic qualification accredited with SANC in terms of Government Notice No. R425. Qualification, i.e. Diploma/ Degree in Nursing. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse. A valid driver's license (attach copy). Knowledge of Quality Assurance, Ideal Clinic and clinic accreditation process knowledge of the National Core Standards for Health Establishment. Computer literacy. Proof of current registration with SANC. Good communication and presentation skills.

DUTIES : The incumbent is needed to plan, implement, evaluate, maintain control and coordinate quality assurance in the southern sub District. Prepare for and partake Peer Review evaluations. -Monitor the availability and equitable distribution of essential equipment in all facilities. Establish and sustain a quality assurance task team for the district to drive innovative and to plan strategies to improve the quality of Health Care Services E.g. Ideal clinic and national core standards. Monitor the availability of Policies and guidelines for the PHC programmes 100% of health facilities. -Implementation of and adherence of clinic Supervisory Manual guideline. Plan and facilitate the implementation of In-dept Programme review workshop. Implementation of an effective and functional complaints system and monitor corrective strategies. Monitoring of client satisfaction routinely monitor adverse events and implement client satisfaction questionnaire. Champion the conducting of client survey. Advocate for the rights of client in the Health Care System. Participate in multi-disciplinary Quality Assurance Task Team of various levels. Assist clinics and CHC with the implementation of Batho Pele Principles. Utilize Quality Assurance and Risk Management Strategies to create and maintain a safe environment for health delivery, Ensure timeous submission of patient safety incidence reports. Manage submissions for Khanyisa Awards. Provide ongoing feedback to top management. Address shortcomings and ensure timeous intervention of noncompliance to the set standards. Generates reports and maintain records of quality assessment.

ENQUIRIES APPLICATIONS : Ms M. Ndou Tel No: (011) 878 - 8550
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION NOTE : Human Resource Manager
: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 12 August 2019

POST 27/256 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (NON-COMMUNICABLE DISEASE; GERIATRIC; LONG TERM DOMICILIARY OXYGEN AND EYE CARE) REF NO: EHD2019/07/23**
Directorate: PHC

SALARY CENTRE REQUIREMENTS : R444 276 – R500 031 per annum (plus benefits)
: Ekurhuleni Health District (ESDR)
: Basic qualification accredited with SANC in terms of Government Notice No. R425.qualification, i.e. Diploma/ Degree in Nursing. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse and midwife. A valid driver's license and able to drive (attach copy). Computer literacy. Good communication, supervisory and report writing skills. Ability to work independently in a team and under pressure. Good

		organizational and analytical skills. A valid driver's license. Flexibility Good interpersonal relationship and communication skills with colleagues. Evidence of current registration with SANC. Supervisory experience will be an added advantage.
<u>DUTIES</u>	:	Apply strategies to plan for prevention, control and management of non-communicable diseases. Monitor the implementation of National chronic disease guidelines and policies in facilities. Provide direction and support with implementation of National Guidelines and policies. Ensure that patients adhere to chronic medication through chronic clubs/support groups Coordinate and support awareness campaigns. Provide direction and support on chronic disease data collection. Coordinate and attend training. Attend meetings and update all stakeholders. Be able to work in a Multi- Disciplinary team. Support any activities related to the program. Coordinate Long Term Domiciliary Oxygen by implementing National guidelines and protocols. Coordinate Geriatric Care in old age homes and in the community to improve quality of life for older persons. Monitor implementation of older persons Act in old age homes. Support elderly abuse strategy. Coordinate Eye care services by ensuring Compliance with Vision 2020 Principles. Write and submit monthly reports. Perform any function related to the job description of the Coordinator as Delegated by the Supervisor.
<u>ENQUIRIES</u>	:	Ms J.F Joubert Tel No: (011)737 - 9742
<u>APPLICATIONS</u>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
<u>CLOSING DATE</u>	:	12 August 2019
<u>POST 27/257</u>	:	<u>OPERATIONAL MANAGER REF NO: TDHS/A/2019/07 (X9 POSTS)</u> Directorate:Tshwane District Health Services
<u>SALARY</u>	:	R444 276 per annum
<u>CENTRE</u>	:	Tshwane District Health Services: Adelaide Tambo, Suurman, Mandisa Shiceka, Rethabiseng, Kanana, Refentse, Onverwacht Dewagensdrift and Ubuntu (Lethabong) Clinic.
<u>REQUIREMENTS</u>	:	Basic R425 qualifications. Diploma or Degree in Nursing or equivalent qualifications that allows registration with SANC as a Professional Nurse. A minimum of 5 years supervisory experience. Post qualification with duration of 1 year. Curative skills in Primary Health Care. A minimum of 9 years appropriate nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to the above must be appropriate/recognized experience after obtaining 1-year post-basic qualification in the relevant speciality. A valid driver's license is a requirement. Own discipline, knowledge of relevant legislation, regulations, health programmes and policies, programme planning, implementation and evaluation. Information management, quality assurance and improvement programmes. Leadership, communication, problem solving, computer literacy, stress tolerance, self-confidence, objectiveness and empathy.
<u>DUTIES</u>	:	Demonstrate an in depth understanding of nursing legislation and related legal ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance to the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a disciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at supervisory level with persons of diverse intellect, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Promote advocacy to the clients by facilitating proper treatment and care. Implement and monitor adherence of the facility to the National Core Standards. Able to develop contacts, build and maintain a

network of professional relations to enhance services delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to work under pressure.

ENQUIRIES : Pinky Dumba Tel No: (012) 451 9028

APPLICATIONS : documents must be submitted to Tshwane District Health Services, Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0001.

NOTE : Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE : 12 August 2019

POST 27/258 : **ASSISTANT DIRECTOR- OCCUPATIONAL HYGIENE RISK MANAGEMENT (X1 POST)**
Directorate: Health Care Waste And Occupational Hygiene risk

SALARY : Grade 1: R383 226 per annum (plus benefits)
Grade 2: R471 333 per annum (plus benefits)

CENTRE : Sedibeng District Health Services

REQUIREMENTS : Appropriate qualification in Occupational Hygiene (OH) and related health qualification (BSc Hon or BTech Environmental Health). Additional qualifications in Occupational Health Management, Occupational Health and Hygiene Legislation, as well as OSHAS 18000/1, ISO 9000 SHEMTRAC/SAMTRAC, will be an added advantage. Experience in the use of computer end user programs. Registered with the South African Institute for Occupational Hygiene (SAIOH) as Occupational Technologist, Assistant or Occupational Hygienist or at the HPCSA in a related specialty field. At least 3-5 years relevant experience in OH monitoring, OH risk assessment, occupational health case investigations, project management and the implementation of OSHAS 18000/1 series, preferably within the health care environment. In-depth knowledge in the prevention of occupational disease and ventilation requirements within the healthcare environment. Good interpersonal relations, communication, leadership, analytical and linguistic attributes. A valid driver's licence is essential.

DUTIES : Facilitation and monitoring of appropriate statutory compliance within the Department. Compile and validate comprehensive monthly and annual reports. Provide guidelines to staff and clients in terms of SHERQ programmes. Assist with the development of operational plans and in the monitoring and evaluation of implementation of such, based on the SHERQ principles of the DPSA model. Assist in reviewing and compiling OHRM guidelines (SOPs) for the planning and implementation of OHRM training and occupational hygiene monitoring programmes and determine trends. Facilitate the development of Emergency Preparedness Plans in the Department. Facilitate the effective implementation of integrated occupational hygiene monitoring, health risk assessment and passive case management programmes and monitor such, including the biological monitoring programmes, for effectiveness and efficiency. Verify and validate occupational hygiene monitoring, integrated health risk assessment and passive case management reports. Provide guidelines for the planning and implementation of OH risk management legal compliance monitoring programmes. Take part in the Gauteng Turnaround strategy, PHC Reengineering, Strength of National core standards and ideal clinic.

ENQUIRIES : Ms. S. Sejake, Tel No: (016) 950 6019

APPLICATIONS : Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark,1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

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

CLOSING DATE : 12 August 2019

<u>POST 27/259</u>	:	<u>PROFESSIONAL NURSE (ADVANCED MIDWIFERY AND NEONATAL)</u> <u>REF NO: EHD2019/07/24</u> Directorate: Primary Health Care
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum (plus benefits) Grade 2: R471 333 – R579 696 per annum (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Ekurhuleni Health District Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Advanced Midwifery and Neonatal. Grade 1: less than 10 years relevant experience as a Specialty Nursing (Advanced Midwifery and Neonatal) after registration with SANC. Grade 2: At least 10 years but less than 19 years relevant experience as a Specialty Nursing (Advanced Midwifery and Neonatal) after registration with SANC.
<u>DUTIES</u>	:	Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal frame work. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards. Knowledge of all relevant mother and child policies, guidelines and protocols. Perform any other duties delegated by Supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E. Mashigo Tel No: (011) 876 1815 Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
<u>CLOSING DATE</u>	:	12 August 2019
<u>POST 27/260</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) REF NO: EHD2019/07/25</u> Directorate: Primary Health Care
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum (plus benefits) Grade 2: R471 333 – R579 696 per annum (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Ekurhuleni Health District Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). Grade 1: less than 10 years relevant experience as a Clinical Nurse Practitioner (PHC) after registration with SANC. Grade 2: At least 10 years but less than 19 year's relevant experience as a Clinical Nurse Practitioner (PHC) after registration with SANC.
<u>DUTIES</u>	:	Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal frame work. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E. Mashigo. Tel No: (011) 876 - 1815 Application could be hand delivered to Ekurhuleni Health District, Human Resource Department, West Wing, 40 Catlin Street, Germiston, 1401 or post it to Private bag X1005, Germiston, 1400.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

- CLOSING DATE** : 12 August 2019
- POST 27/261** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: TDHS/A/2019/08**
Directorate: Human Resource Unit
- SALARY CENTRE REQUIREMENTS** : R376 596 - R443 601 per annum
: Tshwane District Health Services
: Minimum qualification – Grade 12 with 5 years' experience in Labour Relations and Diploma / degree in HRM, Labour Relations / Labour Law with a minimum of 3 years' experience in Labour Relations. Knowledge of prescripts such as e Grievance Procedure, Government Notice R 1012 dated 25 July 2003, Disciplinary Code and Procedure for the Public Service, PSCBC Resolution 1 of 2003, and a sound knowledge of the provisions of the Labour Relations Act, Act No 66 of 1995. Valid driver's license; Computer literacy and proficiency in the MS Office package; Excellent verbal and written communication skills; Ability to work under pressure Other Skills / Requirements: Computer literacy and proficiency in the MS Office package; Excellent verbal and written communication skills; Ability to work under pressure; Experience in the management of Patient Safety Incidents will be an advantage.
- DUTIES** : Providing support and advice to facility and hospital managers in the Tshwane District Health Services with regards to ALL aspects of Labour Relations i.e. complaints management, strike management, management of progressive discipline, grievance management. Providing training to facility and hospital managers and employees generally on ALL aspects of Labour Relations. Management of misconduct cases i.e. presiding over cases, investigating cases, representing the employer in the disciplinary hearings and facilitating the appeal process. Management of grievances in accordance with the provisions of the Grievance Procedure. Management of disputes. Representing the employer in consultative structures within the Department. Supervision of Labour Relations Officers. Mentoring and supporting Labour Relations Officers in the Region. Participation and attendance of relevant Labour Relations Forums. Participation in various committees such as PILIR and Patient Safety Incidents.
- ENQUIRIES APPLICATIONS** : Ms L Fourie Tel No: (012) 451 9227
: must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
- CLOSING DATE** : 12 August 2019
- POST 27/262** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: UPOHC/0001**
Directorate: Administration
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Plus benefits)
: University of Pretoria Oral Health Centre
: An appropriate tertiary qualification plus more than 5 years relevant work and supervisory experience or grade 12 or equivalent plus more than 10 years relevant work and supervisory experience. Sound knowledge and experience of BAUD Asset Management and Transport. Knowledge of BAS and interfaces to the other systems. Knowledge of UPFS and Administrative Procedure Manuals pertaining to patient administration. Knowledge of PFMA requirements applicable to Fixed Asset Control. Knowledge of GPG Treasury Regulations applicable to Fixed Asset Control. Computer Literacy. Good interpersonal relations. Good communication skills (written and Verbal). Ability to work under pressure.
- DUTIES** : Manage and co-ordinate all fixed asset administration matters: updating of Fixed Asset Register (BAUD electronic system). Budgeting and planning. Acquisition of Fixed Assets. Safeguarding and maintenance thereof. Fixed asset disposals. Movement of Fixed Assets. Reconciliation of BAUD with BAS. Asset verifications. Co-ordinate month-end and year procedures. Adherence to all Fixed Asset policies and procedures. Processing of reports. Manage and co-ordinate all processes with regard to GG Transport. Manage Administrative support services: cleaning, transportation of personnel and goods, messenger services, archive. Manage Patient Administration. Manage the application of the UPFS (Uniform Patient Fee Schedule). Adherence to Administrative

Procedure Manuals and Directives. Performance Management. Risk Management. Loss and theft control.

ENQUIRIES : Prof JG White Tel No: (012) 319 2327

APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Ms. N Kubheka, Human Resources Management at Louis Botha a Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. N Kubheka PO Box 1266, Pretoria, 0001.

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

CLOSING DATE : 12 August 2019

POST 27/263 : **ASSISTANT DIRECTOR: FINANCE (X1 POST)**
Directorate: Finance

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

CENTRE : Sedibeng District Health Services

REQUIREMENTS : Grade 12 plus appropriate National Diploma/ Degree in Accounting/Financial Management or 3year relevant qualification. A minimum of 5 years' relevant working experience in the financial accounting/Management accounting environment of which at least 3 years must have been at supervisory level in the same field. In-depth knowledge of the Public Finance Management Act(PFMA) 1 of 1999 as amended, Treasury Regulations, (SCOA and DORA) and transversal system BAS and SAP and other related Public Sector regulatory frameworks. Through knowledge of accounting methodologies, principles and standards applicable to the Public Sector. Excellent communication skills (verbal and written). Strong computer literacy skills (MS Word, MS Excel and Power Point). Ability to work under pressure. Good interpersonal skills. Excellent analytical, negotiating, problem-solving, planning and organizing skills. A valid driver's license.

DUTIES : Effective Budget implementation and Management and ensuring adequate funding for Health Services, Compile and submit budget inputs during budget interrogations, Monitoring of expenditure and reporting as per the set targets. Clear misallocations. Monitoring of IYM. Eliminate accruals. Manage, support and monitor Reconciliation of standalone system BAS/PERSAL, MEDSAS and SAP. Release on SRM, Manage FI payments, Authorization of Payment per Financial Delegation, Overall management of the sub-directorate. Develop, maintain and implement an effective revenue and debtor's management system. Develop, control and monitor mechanisms to ensure compliance with legislative requirements. Managing revenue, reporting procedures and ensuring that all report reflect the full and correct financial implications and are complaint to PFMA, Treasury Regulations. Develop, implement and monitor risk management strategies, policies and procedures. Monitor funded NPOs for compliance. Analyse financial information of the NPOs/NPIs (AFS, monthly expenditure reports). Ensure that Risk Management report are developed monthly, ensure that APP, DHER and DHP is applied on annual basis. Develop staff through PMDS. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES : Ms. M.A. Moisi Tel No: (016) 950 6165

APPLICATIONS : Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark,1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

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

Employment Equity target of the Department. Preference will be given to people with disability.

CLOSING DATE : 12 August 2019

POST 27/264 : **ORAL HYGIENIST GR 1 REF NO: TDHS/A/2019/09 (X4 POSTS)**
Directorate : Oral Health

SALARY : R317 976 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : A degree in Oral Hygiene, registered at the HPCSA and valid driver's license. Other Skills / Requirements: No experience required though experience in Community work will be an recommendation.

DUTIES : Assess the need for Community Based Oral Health Services. Formulation and implementation of Oral Health Promotion and Specific Protection programmes. Provide an intergrated comprehensive inter-disiplinary oral hygiene service. Support and faciitation of outreach programmes and provide reports on servive delivery. Responsible to organise campaigns. Rendering of clinical services in clinics which will include, mobile clinics and portable dental units at schools.

ENQUIRIES : Ms. A SchoemanTel No: (012) 451 9291
APPLICATIONS : must be submitted to Tshwane District Health Services,The Fedsure Building, Cnr Lilian Ngoyi and Pretorius streets, Pretoria CBD or post to Private bag X 9514, Pretoria

NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE : 12 August 2019

POST 27/265 : **OCCUPATIONAL THERAPIST GRADE 1 – GRADE 3 REF NO: TDHS/A/2019/10**
Directorate :Rehabilitation Unit

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

CENTRE : Tshwane District Health Services Kekana Garderns Clinic
REQUIREMENTS : appropriate qualification(degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as an Occupational Therapist. **Grade 1:** No experience required after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. A valid driver's license is essential.

DUTIES : Render effective patient centered occupational therapy service in a clinic and community setting in adherence to the scope of practice and health protocols. Relieve as and when the need arises, and to work closely with the multidisciplinary team members. Carry out delegated duties. Participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at facility level. Adhere to provincial, District and Clinic policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the District. Communicate effectively with all stakeholders. Exercise safeguarding of all consumables and equipment.

ENQUIRIES : Mr. P Silwimba Tel No: (012) 451 9218
APPLICATIONS : Application documents must be submitted to Tshwane District Health Services, 3318 Fedsure Forum Building, cnr Lillian Ngoyi and Pretorius Streets ,Pretoria or post to P.O.Box 3519 ,Pretoria,0001.

NOTE : must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE : 12 August 2019

POST 27/266 : **SPEECH THERAPIST AND AUDIOLOGIST REF NO: TDHS/A/2019/11**
Directorate : Rehabilitation Unit

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

CENTRE REQUIREMENTS : Tshwane District Health Services Kekana Garderns Clinic
Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist. **Grade 1:** No experience required after registration with the HPCSA as a Speech Therapist and Audiologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Speech Therapist and Audiologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Speech Therapist and Audiologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. A valid driver's license is essential.

DUTIES : Render effective patient centered speech therapy and audiology services in a clinic and community setting in adherence to the scope of practice and health protocols. Relieve as and when the need arises, and to work closely with the multidisciplinary team members. Carry out delegated duties. Participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at facility level. Adhere to provincial, District and Clinic policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the District. Communicate effectively with all stakeholders. Exercise safeguarding of all consumables and equipment.

ENQUIRIES APPLICATIONS : MR. P Silwimba Tel No: (012) 451 9218
must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy . Application documents must be submitted to Tshwane District Health Services, 3318 Fedure Forum Building, cnr Lillian Ngoyi and Pretorius Streets ,Pretoria or post to P.O.Box 3519 ,Pretoria,0001

CLOSING DATE : 12 August 2019

POST 27/267 : **PHYSIOTHERAPIST REF NO: TDHS/A/2019/12**
Directorate : Rehabilitation Unit

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

CENTRE REQUIREMENTS : Tshwane District Health Services Kekana Garderns Clinic
appropriate qualification (degree)that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. **Grade 1:** No experience required after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. A valid driver's license is essential.

DUTIES : Render effective patient centered physiotherapy service in a clinic and community setting in adherence to the scope of practice and health protocols. Relieve as and when the need arises, and to work closely with the

multidisciplinary team members. Carry out delegated duties. Participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at facility level. Adhere to provincial, District and Clinic policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the District. Communicate effectively with all stakeholders. Exercise safeguarding of all consumables and equipment.

ENQUIRIES : MR. P Silwimba Tel No: (012) 451 9218

APPLICATIONS : Application documents must be submitted to Tshwane District Health Services, 3318 Fedsure Forum Building, cnr Lillian Ngoyi and Pretorius Streets ,Pretoria or post to P.O.Box 3519 ,Pretoria,0001

NOTE : must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE : 12 August 2019

POST 27/268 : **DIETICIAN REF NO: TDHS/A/2019/13 (X2 POSTS)**
Directorate : Nutrition

SALARY : R317 976 – R361 872 (per annum)

CENTRE : Tshwane District Health Services

REQUIREMENTS : Bachelor of Dietetics Degree. Completed community service. Current registration with HPCSA as dietician: independent practice. Valid driver's licence. Own transport. Computer literacy in Word, Excel, PowerPoint, internet and e-mail. Other Skills / Requirements: Experience working in government clinic or district/provincial office will be beneficial. Attendance of Severe Acute Malnutrition (SAM) and Mother Baby Friendly Initiative (MBFI)/lactation management courses will be beneficial. Advanced computer literacy will be beneficial. Good verbal and written communication skills.

DUTIES : Render effective, patient centered dietetics service in allocated health facilities in adherence to scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and monitor Integrated Nutrition Programme (INP) strategies, including Vitamin A supplementation, the Community Based Nutrition Initiative, growth monitoring and promotion, Mother Baby Friendly Initiative and Nutrition Counseling, Support and Treatment. Provide nutrition promotion, advocacy and education to communities and counseling and advice to individuals for appropriate nutrition and awareness. Technical support in facilities, including stock control of nutritional supplements, equipment and materials, as well as in-service training of staff. Exercise care with all consumables and equipment. Perform accurate record keeping, data collection and reporting on Nutrition indicators. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Adhere to Provincial, Facility and Departmental policies, procedures, guidelines and regulations. Strict adherence to HPCSA and departmental policies.

ENQUIRIES : MRS. L De Bruyn Tel No: (012) 451 9000/9260

APPLICATIONS : must be hand-delivered to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed or e-mailed applications will be considered.

CLOSING DATE : 12 August 2019

POST 27/269 : **OCCUPATIONAL THERAPIST GRADE 1 –REF NO: EHD2019/07/26 (X2 POSTS)**
Directorate: Rehabilitation
Re-Advertisement. This post is a re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : Grade 1: R317 976 – R361 872 per annum (Plus benefits)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Appropriate qualification (degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as an Occupational Therapist. Grade 1: Less than 10 years

<u>DUTIES</u>	:	relevant experience required after registration with the HPCSA as an Occupational Therapist. A valid driver's license is essential. Render effective patient centered occupational therapy service in a clinic and community setting in adherence to the scope of practice and health protocols. Relieve as and when the need arises, and to work closely with the multidisciplinary team members. Carry out delegated duties. Participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at facility level. Adhere to provincial, District and Clinic policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the District. Communicate effectively with all stakeholders. Exercise safeguarding of all consumables and equipment.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Katekani Maluleke Tel No: (011) 876 1776 Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	12 August 2019
<u>POST 27/270</u>	:	<u>PROFESSIONAL NURSE: CHILD NURSING REF NO: TDHS/A/2019/14 (X2 POSTS)</u> Directorate: HIV/AIDS/STI & TB (HAST)
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 2: R315 963 per annum Tshwane District Health Services Basic qualification accredited with the SANC in terms of Government Professional Nurse Notice 425 or equivalent qualification that allows registration with SANC as a. A diploma in Child Nursing Science. 10 years nursing experience, with at least five years working with paediatric. Experience in conducting invasive procedures on children. A passion and commitment to advancing children's access to health services. Proven experience in providing psychosocial support to children and their family. Knowledge of the Early Childhood Development sector. Understanding of the HAST Programmes and how they are implemented in Primary Health Care and Hospital setting. Good communication and supervision skills. Good problem solving and conflict management skills. A valid driver's license.
<u>DUTIES</u>	:	Improve case HIV and TB Case finding in children. Strengthen the implementation of PICT in children and youth. Facilitate for the tracing and initiation in care of children exposed to TB and HIV. Strengthen referral systems for children across the care continuum. Provide psychosocial support to children and their families infected and at risk of HIV and TB. Work in partnership with ECD centres prevent, identify and link children infected by HIV and TB to care. Support the implementation of child and youth focal HAST Programmes in facilities.
<u>ENQUIRIES APPLICATIONS</u>	:	MS. Jane Mafoko Tel No: (012) 451 9022 / 079 696 8559 Applications must be delivered to: The Department of Health, Fedsure Building, 268 Lillian Ngoyi Street, Pretoria Central, Pretoria 0001 or apply online at www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	12 August 2019

<u>POST 27/271</u>	:	<u>PROFESSIONAL NURSE REF NO: TDHS/A/2019/15 (X2 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	R297 516 per annum
<u>CENTRE</u>	:	Tswane District Health Services Kekana Garderns Clinic
<u>REQUIREMENTS</u>	:	A Basic R425 qualification (i.e Diploma /Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. Experience: None.Other Skills: Own discipline,knowledge of relevant legislation,regulations, health programmes and policies,programme planning,implementation and evaluation. Information management,quality assurance and improvement programmes. Leadership, communication, problem solving,computer literacy,stress tolerance,self confidence, objectiveness and empathy.
<u>DUTIES</u>	:	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 of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	MS NI Sibulela Tel No: (082) 780 4953/012 451 9028
<u>APPLICATIONS</u>	:	must be submitted to Tshwane District Health Services, 3318 Fedsure Forum Building, cnr Lillian Ngoyi and Pretorius Streets ,Pretoria or post to P.O.Box 3519 ,Pretoria,0001
<u>NOTE</u>	:	must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy .Application documents
<u>CLOSING DATE</u>	:	12 August 2019
<u>POST 27/272</u>	:	<u>HUMAN RESOUCE PRACTITIONER REF NO: TDHS/A/2019/16 (X3 POSTS)</u> Directorate:Human Resource Management
<u>SALARY</u>	:	R257 508 – R303 339 per annum
<u>CENTRE</u>	:	Tshwane District Health Services
<u>REQUIREMENTS</u>	:	Grade 12 with more than 10 years Human Resources Management/administration experience or a Degree or 3 year National Diploma in Human Resource Management. A minimum of two (2) year's experience in Service Benefits and Conditions, Recruitment and Selection, Termination of Services, Performance Management and Development System (PMDS), Leave Administration and Pilir. Other Skills / Requirements: Functional working experience on Persal system. Knowledge of the Public Service Act, Public Service Regulations, Public Service Resolutions and relevant HR prescripts. Computer literacy , problem solving skills, creativity, good interpersonal and analytical skills. Good communication skills both verbal and written. Maintain confidentiality, loyalty and be a team player.
<u>DUTIES</u>	:	Administration of Benefits and Conditions of Service i.e. housing allowances, service terminations, long service awards, overtime, transfers, translations, promotions, OSD grade progressions, acting allowances and subsistence and travel allowances. Other duties include the administration of recruitment and selection, leave administration, policy on incapacity leave and ill health retirement (PILIR), appointments, implementation of Performance Management and Development System (PMDS) in the District, and approving transactions on PERSAL. Render a professional advisory and liaison service to the employees of Tshwane District Health Services.
<u>ENQUIRIES</u>	:	MR TJ Mokhopa Tel No: (012) 451 9107
<u>APPLICATIONS</u>	:	must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<u>NOTE</u>	:	Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
<u>CLOSING DATE</u>	:	12 August 2019

POST 27/273 : **FINANCIAL CONTROLLER REF NO: TDHS/A/2019/17**
 Directorate: Hast-Finance

SALARY : R257 508 – R303 339 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 with more than 10 years Financial Management /Accounting experience or appropriate degree/National Diploma in Accounting/Finance with minimum of three (3) year's relevant experience in Budget Management. Other Skills / Requirements: Knowledge and experience in BAS, SAP and Persal. Thorough knowledge of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes and Accounts Payable. Sound accounting skills. Ability to work under pressure and meet deadlines. Candidates must have a driver's license.

DUTIES : The successful candidate will be responsible for compiling and monitoring of budget and the business plan for HAST programme. Compile monthly, quarterly and annual expenditure reports. Monitor budget spending in accordance with set policies and procedures. Ensure that misallocations are cleared on a monthly basis. Quality checks all requisitions and ensures SCOA allocation are committed in the relevant items and corrected where needed. Provide technical support and advice to NGOs, programme managers and institutions. Responsible for performance assessments and development of staff. Assist in preparing audit pack for internal and external audit purpose. Perform any other finance related functions as required by supervisor. Attend HAST provincial quarterly reviews meetings.

ENQUIRIES : MS. Paultrina Kganyago Tel No: (012) 451 9099
APPLICATIONS : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE : 12 August 2019

POST 27/274 : **FINANCIAL CONTROLLER REF NO: TDHS/A/2019/18**
 Directorate:Financial Management

SALARY : R257 508 – R303 339 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 with more than 10 years Financial Management /Accounting experience or appropriate degree/National Diploma in Accounting/Finance with minimum of three (3) year's relevant experience in Budget Management. Other Skills / Requirements: Knowledge and experience in BAS, SAP and Persal. Thorough knowledge of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word and Excel). Candidates must have work experience in Budget processes and Accounts Payable. Sound accounting skills. Ability to work under pressure and meet deadlines. Candidates must have a driver's license.

DUTIES : Reconciliations of transversal systems (BAS/Persal and BAS/Parking).BAS/Persal - Ensure that Payrolls are captured on Persal Summary Sheet. Ensure that BAS, Persal reports and Annexure B are completed correctly. Ensure that variances are explained and supporting documents attached (BAS and Persal reports).Ensure that reconciliations are submitted to Central Office monthly for review. Submit reconciliations with variances identified to Human Resource Management – District Office for corrections. Prepare Internal Control Sheet to monitor and report progress of incorrect staff establishment. Review Dashboard received from Central Office to ensure correction and completeness of reconciliations per facility and perform and submit necessary corrections. BAS/Parking – Reconcile Manual Register of allocated Parking with deductions on Persal. Identify variances and complete Parking Reconciliation. Prepare parking deductions per official per facility to reconcile with BAS. Capture totals per facility on reconciliation, identify variances and attached necessary supporting documents. Safekeeping of Basic Accounting records and face value documents. Responsible for performance assessments and development of staff. Perform any other finance related function as required by the supervisor.

ENQUIRIES : MS. Maryna Pieterse Tel No: (012) 451 9118

- APPLICATIONS** : must be submitted to Tshwane District Health Services, 3318 Fedsure Forum Building, cnr Lillian Ngoyi and Pretorius Streets ,Pretoria or post to P.O.Box 3519 ,Pretoria,0001
- NOTE** : must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy . Application documents
- CLOSING DATE** : 12 August 2019
- POST 27/275** : **PRINCIPAL PERSONNEL OFFICER REF NO: EHD2019/07/28**
Directorate: Human Resources Management
- SALARY** : R257 508 – R303 339 per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District (Southern Subdistrict)
- REQUIREMENTS** : Grade 12 with 5 years' experience in HR as generalist or National Diploma/degree with 3 years' experience as a generalist. Extensive knowledge of PERSAL, HR prescripts and knowledge of HR relevant Acts. Computer literacy is essential. Drivers license is essential. Good understanding of PSCBC, resolutions especially the implementation of OSD, leadership skill, planning and organizing skills, problem solving, communication skill, and financial management. Ability to work under pressure. Good interpersonal skills. Driver's license is essential.
- DUTIES** : Manage and render effective the human resource unit at sub district level. Supervise clerks and registry clerk. Provide guidance and support to staff. Approve and quality assure all the transactions related to appointments, salary administration, leave, overtime, terminations, transfer and housing allowance. Management of PILIR for the sub district. Ensure there is a good filling system at sub district. Management of the PMDS, RWOPS, and payroll. Attend to all auditor general queries. Manage and coordinate the implementation of grade progression for OSD staff categories. Advice staff on HR related issues. Assist with the recruitment and selection for the sub district. Form part of the sub-district management team.
- ENQUIRIES** : Mr M. Tshidzumba Tel No: (011) 878 8595
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid. The candidate will be indirectly report to the Deputy Manager Nursing of the Sub District. Applicant will be subject to medical surveillance screening. No S&T and resettlement will be paid.
- CLOSING DATE** : 12 August 2019
- POST 27/276** : **ADMINISTRATIVE OFFICER (SUPPLY CHAIN) REF NO: EHD2019/07/29**
(X1 POST)
Directorate: Logistics
- SALARY** : R257 508 – R303 339 per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Grade 12 Certificate with at least five (5) years relevant experience in procurement or an appropriate National Diploma/Degree in Supply Chain Management/ Logistics/Finance with three (03) years relevant experience in procurement. Knowledge and understanding of procurement policies, prescripts and procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, PAS, SCM, Demand Panning and Contract management. Computer literacy is essential (i.e.) Excel, Ms word, Outlook, internet and numeric skills). Candidates must have communication skills both verbal and written, problem solving, good interpersonal, initiative skills and team player. Ability to work under pressure. Driver's License is essential. Must rotate.
- DUTIES** : Provide efficient procurement services to the institution. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Ensure that all appropriate procedures are followed pertaining the procurement of stock and services. Prepare and provide documentation to the vetting committee on all stock and services prior to procuring. Assist management to implement and maintain procurement systems. Facilitate availability of Demand and Procurement Plans. Facilitate all Contract processes and update Contract Register. Check procurement request in

accordance with and in adherence to Procurement Prescripts. Utilize Supplier Data Base to achieve BBBEE targets. Maintain proper update of Procurement Register for requisitions made. Prepare monthly Procurement Reports and monitor against procurement plans. Check and monitor captured requisitions and follow up and expedite Purchase Orders. Monitor progress of the unit and report to relevant manager. Monitor suppliers' payments and ensure all GRVs are captured on time. Compile submission, motivation and reports. Attend all queries related to procurement and provide advice and guidance as and when required. Provide guidance and support to End Users. Maintain proper Stock Controls and monitor stock utilization. Effectively supervise orders from Stores and deliveries. Liaise with Asset management department on Asset orders placed and give guidance when necessary. Provide training and support to staff in the unit. Monitor, supervise and manage PMDS of staff in the unit. Participate in various activities within the Department and attend meetings. Must be able to adapt to change within sections of Supply Chain by rotation. Perform all other duties delegated a Supervisor/Manager.

- ENQUIRIES APPLICATIONS** : Ms A. Letswalo Tel No: (011) 876 - 1734
- Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
- FOR ATTENTION NOTE** : Human Resource Manager
- People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 12 August 2019
- POST 27/277** : **CLIENT LIAISON OFFICER: QUALITY ASSURANCE: CUSTOMER CARE REF NO: REFS/004358**
Directorate: Quality Assurance
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (All-inclusive Package)
Dr George Mukhari Academic Hospital
Grade 12 with a qualification in management/administration course with a minimum period of 1 year in an accredited higher education institution. A minimum of 3 years appropriate / recognizable experience in health institution. At least a minimum of 2 years of the period referred to above must be appropriate experience in Quality Assurance. Extensive knowledge in customer care service programs. Knowledge and understanding of legislative framework applicable to practice in public health facility. Advance computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Presentation skills. A valid driver's license. The applicant must have ability to interact with diverse stakeholders, health care users and givers. Good communication skills, Report writing skills, Facilitation skills, Problem solving skills, Good interpersonal relations, ability to work under pressure.
- DUTIES** : Conduct National Core Standards self-assessment. Facilitate the development of QIPs and implementation thereof. Implement customer care programs. Compile and analyze reports of the programs and submit reports on due time. Assist with the management of the patient safety incidents. Manage staff development and performance (PMDS). Manage material resources appropriately. Facilitate training of employees on quality Assurance matters. Communicate with all stakeholders (external and internal customers) about quality assurance matters. Perform any other duties delegated by the supervisor.
- ENQUIRIES APPLICATIONS** : Mrs. BS Moruapheko Tel No: (012) 529 3409
can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za.
- NOTE** : Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must

accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)

- CLOSING DATE** : 12 August 2019
- POST 27/278** : **PROFESSIONAL NURSE SPECIALTY – NEPHROLOGY REF: LRT \PNS \ 05 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R256 905 - R297 825 per annum (Plus benefits)
: Leratong Hospital
: Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a professional Nurse and Midwife. Registration with the SANC as professional Nurse and proof of current registration. 1 year post basic nursing qualification in the relevant speciality. Accredited with the SANC in one of the specialties referred to in the above. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- DUTIES** : To assist in planning/ organising and monitoring of the objective of the specialised unit in consultation with subordinates. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. To do readjustments as required on the staff to provide adequate nursing cover. To assist in record keeping and providing statistical information on training and staffing as requested including agency staff. Monitoring of financial resources with emphasis on cost containment and the keeping of all record within the financial policies regarding tenders, procurement and the policy regarding revenue generation. To give budget inputs regarding consumables and equipment budget for financial year. To exercise the control functions to meet medical/ legal obligations, i.e. weekly schedule drugs control, control of medication used.
- ENQUIRIES APPLICATIONS** : Ms. W.M Phambuka Tel No: (011) 411 3506
: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).
- CLOSING DATE** : 12 August 2019 (AT 12h00 PM)
- POST 27/279** : **PROFESSIONAL NURSE SPECIALTY – CRITICAL CARE REF NO: LRT \ PNS \ 06 (X1 POST)**
Directorate: Nursing
- SALARY** : R256 905 - R297 825 per annum

<u>CENTRE REQUIREMENTS</u>	:	Leratong Hospital
	:	Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a professional Nurse and Midwife. Registration with the SANC as professional Nurse and proof of current registration. 1 year post basic nursing qualification in the relevant speciality, accredited with the SANC in one of the specialties referred to in the above. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	To assist in planning/ organising and monitoring of the objective of the specialised unit in consultation with subordinates. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. To do readjustments as required on the staff to provide adequate nursing cover. To assist in record keeping and providing statistical information on training and staffing as requested including agency staff. Monitoring of financial resources with emphasis on cost containment and the keeping of all record within the financial policies regarding tenders, procurement and the policy regarding revenue generation. To give budget inputs regarding consumables and equipment budget for financial year. To exercise the control functions to meet medical/ legal obligations, i.e. weekly schedule drugs control, control of medication used.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. W.M Phambuka Tel No: (011) 411 3506
	:	Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).
<u>CLOSING DATE</u>	:	12 August 2019 (AT 12h00 PM)
<u>POST 27/280</u>	:	<u>PROFESSIONAL NURSE REF NO: STDH/0008 (X6 POSTS)</u> Directorate: Nursing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R256 905 – R297 825 per annum plus benefits
	:	Sizwe Tropical Disease Hospital
	:	Grade 12 (std10). Basic qualification in terms of Government notice 425 i.e. Degree/Diploma equivalent that allows registration with SANC as a Professional Nurse. Good communication skills, basic writing skills, ability to function as part of a team, good interpersonal skills. Knowledge of Nursing care process and procedures, quality assurance, infection control and relevant legal frameworks. Good ethical practice and caring attitude.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the Nursing plan, rendering of quality patient care. Assist in completion of clinical records and that data is entered timeously. Ensure that all quality assurance standards and other health mandates during his or her shift lead is implemented. Advocate and facilitate proper treatment. Be a team leader responsible for I Care 4 you values. Implement standards, practices, criteria and indicators for quality

	:	nursing care. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with Nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
<u>ENQUIRIES APPLICATIONS</u>	:	MS BM Rikhotso Tel No: (011) 531 4302/4
	:	Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to No.2 Corner Club and Modderfontein Road, Sandringham
<u>NOTE</u>	:	To be submitted on Z83 form, certified copies of qualifications and ID, Curriculum Vitae (CV).
<u>CLOSING DATE</u>	:	12 August 2019
<u>POST 27/281</u>	:	<u>PHARMACIST ASSISTANT (POST – BASIC) GRADE 1 REF NO: EHD2019/07/31</u> Directorate: Pharmacy
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R208 383 – R234 738 per annum (Plus benefits) Ekurhuleni Health District Appropriate Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic) Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant. Proof of payment for current annual fees. Less than five (05) years appropriate experience as Pharmacist Assistant (Post-basic).
<u>DUTIES</u>	:	Render effective Receive and record all stock from suppliers. Filling of stock cards. Maintenance of electronic stock program me and reporting systems Cyclic stock counts. Provide information to management. Participate in bi-annual stock take. Work under direct/ indirect supervision of a Pharmacist. Storage and distribution of pharmaceuticals. Maintenance of all pharmaceutical projects and systems.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. T. Burisch Tel No: (011) 878 - 8500
	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	12 August 2019
<u>POST 27/282</u>	:	<u>DATA CLERKS REF NO: TDHS/A/2019/19 (X3 POSTS)</u> Directorate: HIV/AIDS/STI & TB (HAST)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (plus benefits) Tshwane District Health Services Minimum qualification Grade 12. Post matric qualification will be added advantage. Advanced computer skills – word, excel power-point and email programmes. Knowledge of Tier.Net and DHIS. Experience in high volume data capturing. Knowledge of HIV/AIDS/STI &TB programme. Knowledge of the department of health data management systems. Good communication skills. Good interpersonal skills. Must be able to function under pressure.
<u>DUTIES</u>	:	Responsible for proper patient records management. Capture data on Tier.Net and DHIS. Liaise and support the facility manager and staff on data management and use. Ensure that all facility data is visualized. Conduct data validation. Compile and forward monthly statistics next level reporting. Adhere to reporting lines according and dates as informed by policies and guidelines.

		Maintain utmost confidentiality. Function as part of the multidisciplinary team. Ensure that stationery is available. Attend meetings and trainings related to data management.
<u>ENQUIRIES APPLICATIONS</u>	:	MS. Tsholofelo Nkhodi on Tel No: (012) 451 9022 / 072 712 6254 Applications must be delivered to: The Department of Health, Fedsure Building, 268 Lillian Ngoyi Street, Pretoria Central, Pretoria 0001 or apply online at www.gautengonline.gov.za
<u>NOTE</u>	:	Skill test will be conducted for all shortlisted candidates.
<u>CLOSING DATE</u>	:	12 August 2019
<u>POST 27/283</u>	:	<u>ADMINISTRATION CLERK REF NO: UPOHC/0002</u> Directorate: Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Plus benefits) University of Pretoria Oral Health Centre Grade 10 with 5 – 10 years appropriate experience or grade 12 with 2-5 years appropriate experience. Computer literacy including excel and word is essential. Experience of Archives and Asset Management Reconciliations. Knowledge of BAS/SAP will serve as a recommendation. Ability to work under pressure. Good interpersonal skills. Problem solving skills. Good written and verbal communication.
<u>DUTIES</u>	:	Implementation and daily maintenance of a proper excel system for Archive track keeping purposes. Monthly reconciliation of the payment of assets and newly delivered assets. Regular visits to Central Office regarding reconciliations. Perform any reasonable task allocated. Participation in the Performance Management Development System. (PMDS).
<u>ENQUIRIES APPLICATIONS</u>	:	MS. TP du Plessis Tel No: (012) 319 5712 Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Room 2-1, Dr Savage Road, Riviera, Pretoria or mail to Ms. L Debeila PO Box 1266, Pretoria, 0001.
<u>NOTE</u>	:	Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
<u>CLOSING DATE</u>	:	12 August 2019
<u>POST 27/284</u>	:	<u>ADMINISTRATION CLERK: TRANSPORT SERVICES REF NO: REFS/004357</u> Directorate: Logistics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (All-inclusive Package) Dr George Mukhari Academic Hospital A minimum of Grade 12/Standard 10 plus 1-year experience in transport services. Diploma/Degree in Public Administration or Transport Management will serve as an added advantage. Computer literacy with practical knowledge of MS Package (Word, Excel, PowerPoint and Internet). Ability to inspect and manage government cars. Must possess the ability to plan, Organize, inspect and evaluate work of drivers.
<u>DUTIES</u>	:	Coordinate transport services. Supervise drivers, ensure transport schedule, Authoring of GG Vehicles and Vehicles daily inspection form is available and implemented. Ensure compliance to National Core Standards and transport policies/procedures. Leave management of staff. Manage performance development of staff. Recommend discipline and implements appropriate procedures. Perform any other official duties delegated by the supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B Mamabolo Tel No: (012) 529 3138 can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za .
<u>NOTE</u>	:	Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check. Application must be submitted on Z83 form obtainable from any Public Service

Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

- CLOSING DATE** : 12 August 2019
- POST 27/285** : **HRD & PMDS CLERK REF NO: REFS/004355 (X3 POSTS)**
Directorate: Human Resource Management
- SALARY** : Grade: R173 703 per annum (All-inclusive Package)
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : 3-year Degree/Diploma in Human Resource Development/Management with 1 year working experience in Human Resources or Grade 12 with atleast 3 years working experience in Human Resources. Knowledge of the Public Service Act and Regulations, Skills Development Act, Skills Levies Act, SAQA< NQF, NSDS, PMDS etc. Presentation and facilitation Skills and Computer Literacy. (NB- Working experience in HRD/PMDS will be an Added Advantage).
- DUTIES** : Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advice employees in regards to career development. Assist with skills development audits. Administer Internships/Leanerships programmes. Facilitate needs directed courses, seminars and workshops. Serve as a secretary during training committee meetings. Assist departments with PMDS matters. Ensure that departments submit PMDS contracts and quarterly reviews. Monitor the implementation of PMDS. Advise management and Staff on PMDS Issues. Assist and Advice management and staff on employment equity issues.
- ENQUIRIES** : Mr. JV Mtinkulu or Mr.SM Kgafela Tel No: (012) 529 3450/3935
- APPLICATIONS** : can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za.
- NOTE** : Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)
- CLOSING DATE** : 12 August 2019
- POST 27/286** : **DENTAL ASSISTANT REF NO:TDHS/A/2019/20 (X2 POSTS)**
Directorate: Oral Health
- SALARY** : Grade 1: R168 429 – R192 576 per annum (Plus benefits)
Grade 2: R198 396 – R230 238 per annum (Plus benefits)
- CENTRE** : Tshwane District Health ServicesKekana Garderns Clinic
- REQUIREMENTS** : Appropriate qualification(Diploma) that allows required registration with the Health Professions Council of South Africa (HPCSA) as a Dental Assistant.. A valid driver's license is essential. 1-3 years experience in dental assisting.
- DUTIES** : Assist the dentist when rendering treatment to a patient eg mixing materials, sterilizing instruments.Fetching of school children for treatment at the clinic.Cleaning and dusting clinic.Developing X-rays.Assist on the mobile clinic.Assist in theatre.Assist during screening.Liaison of other health clinics, schools and other local personnel. Administration:To complete log sheets.To

	:	record daily, monthly statistics of services rendered.Requisitions of consumables ie VA2.Answering telephone.Internal Control System.Inventory updating etc.Bookings of patients.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Reinprecht Tel No: (012) 451 9290/ 082 452 9845 must be submitted to Tshwane District Health Services, 3318 Fedsure Forum Building, cnr Lillian Ngoyi and Pretorius Streets ,Pretoria or post to P.O.Box 3519 ,Pretoria,0001
<u>NOTE</u>	:	must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy . Application documents
<u>CLOSING DATE</u>	:	12 August 2019
<u>POST 27/287</u>	:	<u>DENTAL ASSISTANT GRADE 1 REF NO: EHD2019/07/32 (X1 POST)</u> Directorate: Oral Health
<u>SALARY CENTRE REQUIREMENTS</u>	:	R168 429 – R192 576 per annum (plus benefits) Ekurhuleni Health District Grade 12 with Dental Assistant certificate from recognized accredited institutions registration with HPCSA, proof of current registration with the HPCSA, copy of an ID document. Less than 10 years' experience appropriate experience as a Dental Assistant. A driver's license will be an added advantage. All documents are to be certified. The person should have good communication skills, good interpersonal relations and an ability to work under pressure.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L.B Mudau Tel No: (011) 876 1759 Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
<u>CLOSING DATE</u>	:	12 August 2019
<u>POST 27/288</u>	:	<u>PORTER REF NO: JUB 06/2019 (X2 POSTS)</u> Directorate: Admin & Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R102 534 - R132 780 per annum Jubilee District Hospital Abet or grade 10, be able to work shifts, day and night including public holiday and weekends. Have ability to read and write. Be able to work under pressure.
<u>DUTIES</u>	:	Transport patients to different service points within the hospital. Collecting of midnight returns and discharged patient's files from work the work on a daily basis. Respond promptly, removal of corpse from the wards and admit them in the mortuary. Ensure that the corpse are entered in the register during admission and removal and signed for. Ensure that wheelchairs and stretchers are clean and safe for patients use all the time. Respond promptly to telephone messages and quires.
<u>ENQUIRIES APPLICATIONS</u>	:	Mokoka N.A Tel No: (012) 717 9410/9409 Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
<u>NOTE</u>	:	Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.
<u>CLOSING DATE</u>	:	12 August 2019

POST 27/289 : **CLEANER REF NO :JUB 07/2019 (X1 POST)**
 Directorate: Cleaning Service

SALARY : R102 534 - R132 780 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Abet or grade 12 certificate, previous cleaning experience, good verbal communication, interpersonal skills and able to work in a team environment.be able to work as shift worker, public holidays and weekends. Have ability to read and write. Be able to work under pressure.

DUTIES : clean and create orderly working environment and operating cleaning equipment's and material. Clean floors, walls, windows, corridors, toilets, rooms, offices and furniture. Demp dusting, empty dustbin, slucing and cleaning bedpans, packing storeroom and cleaning of wards. Cleaning of soiled linen. Disinfect of all surfaces according to programme. Ensure proper handling of cleaning equipment.

ENQUIRIES : Ms M.D MorekhureTel No: (012) 717 9347
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

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

CLOSING DATE : 12 August 2019

POST 27/290 : **SESSIONAL MEDICAL OFFICER REF NO: LRT \ SMO \03**

SALARY : Grade 1: R395 per session
 Grade 2: R452 per session
 Grade 3: R524 per session

CENTRE : Leratong Hospital
 Anaesthesia (X1 Post)
 Casualty (X2 Posts)
 Quality Assurance (X1 post)
 MMC (X1 post)

REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. The following will be an added advantage, Diploma in Anaesthetics, Current certificate in Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS), Advance Trauma Life Support (ATLS), ECG, BLS Course, Surgical skills and Neonatal Resuscitation Course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES : Full participation in all activities as required for the post, including patient ward care, outpatient clinics, after hour's duties as per roster as well as academic discussions and research. Daily student tutorials. Referrals, bookings and performance of all procedures for correct indications. To ensure maintenance of records for audit purposes. Assist in HR management and 102 developments of maintenance in productivity standards and participation in NCS and LEAN management.

ENQUIRIES : Dr. RM Phanzu Tel No: (011) 411 3818 / Dr. W Mokae Tel No: (011) 411 3679
APPLICATIONS : Applicants Should Clearly Indicate the Discipline That They Are Applying For. Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be

subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

- CLOSING DATE** : 12 August 2019 (AT 12h00 PM)
- POST 27/291** : **SESSIONAL PROFESSIONAL NURSES- GENERAL REF NO: EHD2019/07/30 (X6 POSTS)**
Directorate: Quality Assurance
- SALARY** : Grade 1: R170.00 per session (hour)
Grade 2: R209.00 per session (hour)
Grade 3: R253.00 per session (hour)
- CENTRE REQUIREMENTS** : Ekurhuleni Health District
Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. Grade 1: less than 10 years relevant experience as a Professional Nurse after registration with SANC. Grade 2: at least 10 years but less than 20 years relevant experience as a Professional Nurse after registration with SANC. Grade 3: 20 years and above relevant experience as a Professional Nurse after registration with SANC. Knowledge of customer service, Health Care statutes & health standards, National Core Standards and ideal clinics and hospitals. Driver's license is essential.
- DUTIES** : Monitoring and evaluation of government hospitals and clinics on the National Core Standards and ideal clinics Realization model. Managing training and retraining of facility staff on new developments related to the National Core Standards Preparing health care facilities for audits that will be conducted by the National Department of Health. Carry out inspections/audits and re-inspections. Assisting with the development of policies, standard operational procedures and protocols. Assisting hospitals and clinics with the development and implementation of quality improvement plans. Continuous monitoring and evaluation of the implementation of Quality Improvement plans. Complete inspection reports and recommendation. Perform all other duties delegated by Supervisor/Manager.
- ENQUIRIES APPLICATIONS** : Ms B. Peloagae Tel No: (011) 878 - 8500
Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
- FOR ATTENTION NOTE** : Human Resource Manager
People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 12 August 2019

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

- APPLICATIONS** : Please apply online at 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 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. No faxed or emailed applications will be accepted. The

Department reserves the right not to make appointment(s) to the advertised post(s).

ERRATUM: Kindly note that the post of Director: Policy and Research with Ref No: REFS/004335 advertised in Public Service Vacancy Circular dated 26 dated 19 July 2019 has been withdrawn.

OTHER POST

POST 27/292 : **ASSISTANT DIRECTOR: INTEGRITY MANAGEMENT REF NO: REFS/004367**

SALARY : R376 596 per annum
CENTRE : Johannesburg

REQUIREMENTS : Matric plus Degree/ BTECH in Security risk management or Forensic Investigations. Three (3) years relevant experience in the field. Two (2) years driving experience with valid driver's license. Knowledge and understanding of relevant and applicable legislative framework and policies. Knowledge and understanding of Institutions and Agencies applicable to the environment and their respective mandates. Good knowledge/understanding of all security programmes and their inter-link. Knowledge and understanding of the Public-Sector environment and Organs of State. Computer Literacy, Report writing, Communication, Interpersonal Relations.

DUTIES : Implement internal policies, directives and procedures on vetting and document security in line with the requirements of the Department and in compliance with relevant Acts and/or directives. Coordinate Security Vetting and Screening in accordance with departmental Vetting Plan and Agencies' Vetting Strategy. Develop and implement vetting and document security policies, directives and procedures. Establish and manage the administration of classified documents in compliance with the relevant legislation and directives. Conduct and manage vetting processes. Conduct regular security inspections to ensure compliance with security policies and procedures as well as document security. Liaise with state security organs for information, advice and referrals. Liaise regularly with other directorates to ensure efficient management of classified documents emanating from such directorates. Ensure that all new employees, and employees entering posts with access to official information are vetted and relevant checks are conducted. Conduct information security audits / appraisals on personnel security systems and advice accordingly. Implement and manage incident. Conduct the preliminary investigations in all the reported and assigned cases/projects. Assist the manager in preparation submission and execution of the sub directorate operational plan/demand plan and utilisation of the budget. Prepare reports for submission and coordinate all incidents/cases are finalised Engage with SSA/SAPS and other Organ of State on relevant matters. Ensure and assist the line manager in preparing comprehensive security assessment reports for the department's main building, Regions and others including in special events. Coordinate the process of Security Audit. Implement all the written reports (recommendations) for Threats and Risks Assessments' (TRA's) and Security Audit (SA). Liaise with all key stakeholders in Security/Forensic environment. Responds to land and RDP invasion. Assist and advice the line manager in implementing and reviewing internal policies and procedures relating to Security. Successful candidate will be subjected to a security vetting process on assumption of duty.

ENQUIRIES : Mr TE Mudau Tel No: (011) 355 4000

PROVINCIAL TREASURY

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

APPLICATIONS : Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

CLOSING DATE : 16 August 2019

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POSTS

POST 27/293 : **DEPUTY DIRECTOR: RISK AND COMPLIANCE AUDIT SERVICES**
Directorate: Gauteng Audit Services

SALARY : R869 007 per annum (all inclusive)
CENTRE : Johannesburg
REQUIREMENTS : A tertiary qualification (NQF Level 7) Bachelor's Degree in Internal Auditing/Accounting or four-year B-Tech Degree with majors in Accounting or Auditing. A Post Graduate qualification and CIA/CA would be advantageous. 3 – 5 years' experience at junior management level (ASD Level) in Internal Auditing.

DUTIES : To assist the director in managing audit plans and overall supervision of the team and to foster solid client relationships. Audit Project: drafting notification letters, drafting engagement letters, preparation of budgets and resource plans to meet the requirements of the approved audit plan, schedule scoping and opening meetings, reviewing planning documents, i.e. System Description and audit Program, reviewing walkthrough working papers. Audit Project Execution: providing overall supervision and guidance to a pool of multi-skilled auditors, review and sign-off audit working papers, including informal queries and files to ensure compliance to methodology and standards, overseeing completeness of the audit file, on the job supervision, mentoring, coaching, motivating and training of team members. Audit Project Reporting: review of the audit findings and the draft report, interviews/meetings with the client as and when required, preparation of weekly progress reports for submission to senior management, analyse the results of client Satisfaction Surveys, effect corrective measures where necessary. People and Staff Utilisation: interviews for recruitment of staff for the cluster, identification of specialist skills required for audit projects and communication of these to the director/specialist function, liaison with team members at the planning, execution and reporting phases of each internal audit, review of time records to monitor time spent against work done.

ENQUIRIES : Ms. Tshiamo Sokupha Tel No: (011) 227 9000

POST 27/294 : **ASSISTANT DIRECTOR: RISK MANAGEMENT**
Directorate: Financial Governance

SALARY : R376 596 per annum (plus benefits)
CENTRE : Johannesburg

<u>REQUIREMENTS</u>	:	A three-year tertiary qualification as recognized by SAQA (NQF level 7) in Accounting /Auditing / Business Management or an equivalent qualification. 3 – 5 years of experience in the Risk Management / Risk Based Auditing field. Driver's license is a must.
<u>DUTIES</u>	:	To support the Deputy Director in ensuring the effective management of risks to which Gauteng Provincial Government is exposed to by virtue of its assets, programs and operations. Ensure effective implementation of Risk Management Framework in Departments and Municipalities. Provide technical assistance and training to Departments and Municipalities. Ensure compilation and submission of accurate and timeous reports as and when required.
<u>ENQUIRIES</u>	:	Ms. Tshiamo Sokupha Tel No: (011) 227 9000
<u>POST 27/295</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNTS PAYABLE</u> Directorate: Financial Governance
<u>SALARY</u>	:	R376 596 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification, National Diploma in Financial Management or Accounting; 3 – 5 Years' experience in Accounts Payable Environment; 1 – 2 years' experience in the Project Management environment; Knowledge of BAS and SAP systems; Previous Government working experience; Computer literate; Knowledge of the supply chain cycle within GPG.
<u>DUTIES</u>	:	Management of the maintenance of effective relationships with customers P Card and E-Invoicing. To manage the training and support of all P Card, E-Invoicing, EIS (Electronic Invoice Submission) and Web Board users. Checking of the monthly recon of P Card Statements. Supervision of the technical support team. Supervision of the processing team (processing of petty cash; clearing of exceptions/open payment on BAS). Minimize risks and management of adherence to internal controls and procedures. Implementation of Ad-hoc Projects; Implementation of SARS Agent Appointments. User Acceptance testing. Manage and close calls logged on ITSM. Provide accurate reports to Management. Monitor user audit of SAP E-invoicing system and P-card. Ensure co-ordination of P-card and Electronic Invoice Submission (EIS) supplier sessions. Presentation of P-Card and EIS to suppliers. Management of staff. To manage the accounts payable automation projects section (E-invoicing, XML, P-Card and Web Board). Manage training of all GPG officials on SAP R3, E-invoicing, web-board and P Card. Manage and close calls logged on ITSM. Manage support given to automated sites. Provide accurate reports to Management/ Monitor user audit of SAP E-invoicing system and P-card. Ensure co-ordination of P-card supplier sessions. Supervise the following up of P Card Bank statements (standard bank). Supervise co-ordination of pre-implementation for P Card (Departmental). Manage quality assurance of P Card supplier Inventories. Presentation of P-Card to supplier. User Acceptance testing.
<u>ENQUIRIES</u>	:	Ms. Baleseng Sedibe Tel No: (011) 227 9000
<u>POST 27/296</u>	:	<u>ADMINISTRATION CLERK GRADE1 FORENSIC SERVICES</u> Directorate: Financial Governance
<u>SALARY</u>	:	R173 703 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent. Knowledge of clerical duties. Practices in office administration. Ability to professionally review and edit forensic audit reports. Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of working procedures in terms of the working environment. Ability to operate within a broad spectrum of responsibilities, management teams and clients. Excellent report writing skills, organizational skills, ability to multi-task, excellent communication skills, ability to work under pressure, professional etiquette to represent the Forensic Audit unit. A trendsetter with great interpersonal skills and positive attitude. High level of reliability and ethics and commitment to work beyond call of duty. Excellent computer skills in Microsoft packages. Maintain confidentiality in the office. Ability to act with tact and discretion. Understanding of Forensic Audit environment will be an added advantage.
<u>DUTIES</u>	:	To render administrative support services. Render general clerical support services: record, organize, store, capture and retrieve correspondence and data (line function), update register 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 registers of the component. Provide supply chain clerical support services within the component: liaise with internal and external stakeholders in relation to procurement of goods services, obtain quotations, complete procurement forms for the purchasing of standard office items, stock control of office stationery, keep and maintain the asset register of the component. Provide administrative and overall secretarial/receptionist support to the Forensic Audit Unit's three clusters. 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. Tshiamo Sokupha Tel No: (011) 227 9000

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

OTHER POSTS

- POST 27/297** : **MEDICAL SPECIALIST: GRADE 1: REF NO: HRM 33/2019 (X1 POST)**
Directorate: Dept. Of Radiology
Persons with disabilities are encouraged to apply
- SALARY** : Grade 1: R1 106 040 – R 1 173 900 per annum (All-inclusive salary package) plus commuted overtime
: Grade 2: R 1 264 623 – R1 342 230 per annum (All-inclusive salary package) plus commuted overtime
- CENTRE REQUIREMENTS** : King Edward VIII Hospital (KEH)
: MBCHB degree or equivalent PLUS. Specialist qualification in Diagnostic Radiology PLUS. Registration with HPCSA as Specialist Radiologist PLUS. Current registration with HPCSA as a Medical Specialist (2019/2020). **Grade 1:** None to less than 5 years actual experience after registration with the HPCSA as a Radiologist Medical Specialist. **Grade 2:** 5 years to less than 10 years actual experience after registration with the HPCSA as a Radiologist Medical Specialist. Knowledge, Skills, Training and Competencies Required: Ability to teach and supervise staff and student. Middle management and research skills. Good administrative, leadership, decision making and communication skills. Computer literacy.
- DUTIES** : Provide specialist radiology services in all Imaging modalities to all departments at King Edward VIII Hospital. Maintain clinical, professional and ethical standards related to these services. To perform, interpret and report radiological procedures and studies. Provide after hour care in accordance with the commuted overtime contract. Training and supervision of staff and student in Radiology. Provide expert opinion where required and consult with specialists on radiological procedures. Participate in the Quality Improvement Programs of the Department. Conduct, participate and assist in research. Participate in both academic and clinical administrative activities. Be part of a multi-disciplinary team when deemed necessary.
- ENQUIRIES APPLICATIONS** : Dr. S. Ramji Tel No: (031) 360 3854
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.
- 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 HRM 33/2019. 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.
19 August 2019
- CLOSING DATE** : 19 August 2019
- POST 27/298** : **MEDICAL SPECIALIST GRADE 1 REF NO: HRM 32/2019 (X1 POST)**
Directorate: Dept of Otorhinolaryngology – ENT
- SALARY** : Grade 1: R1 106 040.00 – R1 173 900 per annum (All inclusive package) plus commuted overtime on application.
- 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). None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. Recommendation: Computer Literacy Knowledge, Skills, Training And Competencies Required: Sound knowledge and Experience in Otorhinolaryngology, ability to teach and supervise junior staff, middle management skills, research principles, good administrative and communication skills, excellent decision making, problem solving, leadership and mentorship skills, sound medical ethics, orientation towards service delivery, ability to develop and maintain quality improvement programs and policy documents, ability to work as part of a multidisciplinary team.
- DUTIES** : Key Performance Areas: Provide specialist Otorhinolaryngology, Head & Neck Services to all departments at King Edward VIII Hospital as well as in the relevant Durban Metropolitan State Hospitals with control and management of these services as delegated, Provide clinical outreach and training assistance to DOH hospitals around the province, Develop management protocols for the department of Otorhinolaryngology in accordance with the hospital and departmental policies, Provide expert opinion where required by other specialists relating to Otorhinolaryngological procedures, Maintain clinical, professional, and ethical standards related to these services, Provide after hour care in accordance with the commuted overtime contract, training and supervision of registrars in Otorhinolaryngology working in the department, participate in quality improvement programs of the department, including assessment of staff within the department, maintain necessary discipline over staff under his/her control, attend to administrative matters as pertains to the unit conduct, and assist and stimulate research, exercise cost control over the activities of the department in line with the allocated budget, accept responsibility for continuous professional development to keep up to date with new developments in the field of Otorhinolaryngology and related fields.
- 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. 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** : 19 August 2019
- POST 27/299** : **MEDICAL SPECIALIST GRADE 1 – 3 (OPHTHALMOLOGY) REF NO: PMMH/SPEC/OPHTH/01/2019 (X1 POST)**
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum
Grade 2: R1 264 623 – R1 342 230 per annum
Grade 3: R1 467 651 – R1 834 890 per annum
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 – Ophthalmology

- REQUIREMENTS** : Experience: MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (Ophthalmology).Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Ophthalmology).Proof of current registration as a Medical Specialist with HPCSA. Experience: **Grade 1:** No experience required. **Grade 2:** Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty. **Grade 3:** Further to the minimum requirements mentioned herein, the appointment to a Grade 3 requires 10 year's registration experience after registration with HPCSA as Medical Specialist in a normal specialty. Knowledge, Skills, Training and Competencies Sound knowledge and skills associated with the practice of Ophthalmology. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and policies at Public Institutions.
- DUTIES** : Provide holistic patient care, inclusive of pre-operative assessment, intra-operative, ophthalmology and post-operative care in High Care or ward. Perform after hours duties is essential. Assist with supervision and support of junior colleagues. Participate in departmental academic program. Ensure sound Labour Relations in compliance with relevant legislation while maintain the interest of the patient. Provide support to the Head of Department in ensuring as efficient standard of patient care and services is maintained. Assist in preparation and implementation of guidelines and protocols.
- ENQUIRIES APPLICATIONS** : Dr M Aung Tel NO: (031) 907 8317 / 8304
- FOR ATTENTION NOTE** : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Moberi, 4060
Mrs TZ Makanya
Please note that due to financial constraints, there will be no payment of S&T Claims.
- CLOSING DATE** : 12 August 2019
- POST 27/300** : **MEDICAL SPECIALIST GRADE 1 – 3 (ORTHOPAEDICS) REF NO: PMMH/SPEC/ORTHO/01/2019 (X2 POSTS)**
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum
Grade 2: R1 264 623 – R1 342 230 per annum
Grade 3: R1 467 651 – R1 834 890 per annum
All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital – Orthopaedics
Experience: MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (Orthopaedics).Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Orthopaedics).Proof of current registration as a Medical Specialist with HPCSA. Experience: **Grade 1:** No experience required. **Grade 2:** Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty. **Grade 3:** Further to the minimum requirements mentioned herein, the appointment to a Grade 3 requires 10 year's registration experience after registration with HPCSA as Medical Specialist in a normal specialty. Knowledge, Skills, Training and Competencies Sound knowledge and skills associated with the practice of Orthopaedics. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and policies at Public Institutions.
- DUTIES** : Professional and ethical standards to be adhered to. Provide Specialist Orthopaedic care to all patients' service by the department of Orthopaedics. Maintain satisfactory clinical, professional and ethical standards. As Specialist

to provide for the effective running of the wards, outpatient department and operating theatres, after-hours clinical participation in accordance with the commuted overtime contract. Participate in staff training and ongoing medical education. Assist with the Department Administration and facilities quality improvement imperatives. Provide a community – oriented service.

ENQUIRIES : Dr ARW Mungherera Tel No: (031) 907 8319

APPLICATIONS : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeeni, 4060

FOR ATTENTION : Mrs TZ Makanya

NOTE : Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE : 12 August 2019

POST 27/301 : **MEDICAL OFFICER (INTERNAL MEDICINE) GRADE1-3 REF NO: PMMH/MO/INTEMED/02/2019 (X1 POST)**

SALARY : Grade 1: R821 205 per annum (All inclusive package)
Grade 2: R938 964 per annum (All inclusive package)
Grade 3: R1 089 693 per annum (All inclusive package)
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 – Internal Medicine

REQUIREMENTS : Experience: 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: **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. **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. **Grade 3:** 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge, Skills, Training And Competencies Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain Ability to teach; guide junior staff within the department.

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 Medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice .Assist with clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

ENQUIRIES : DR MA Hlophe Tel No: (031) 907 8265

APPLICATIONS : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeeni,4060

FOR ATTENTION : 12 August 2019

NOTE : Please note that due to financial constraints, there will be no payment of S&T Claims.

POST 27/302 : **MEDICAL OFFICER (SURGERY AND TRAUMA) GRADE1-3 REF NO: PMMH/MO/SUR/02/2019 (X2 POSTS)**

SALARY : Grade 1: R821 205 per annum (All inclusive package)
Grade 2: R938 964 per annum (All inclusive package)
Grade 3: R1 089 693 per annum (All inclusive package)
All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.

CENTRE REQUIREMENTS : Prince Mshiyeni Memorial Hospital – Surgery and Trauma
Experience: 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: **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. **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. **Grade 3:** 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge, Skills, Training And Competencies Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary .Knowledge of current health policies, legislation, programmes and priorities within the domain Ability to teach; guide junior staff within the department.

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 Medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained Working in both surgery and casualty since these departments fall under surgery.

ENQUIRIES APPLICATIONS : DR JJ Pansegrouw Tel No: (031) 907 8303 / 8712
Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeeni, 4060

FOR ATTENTION CLOSING DATE NOTE : Mrs TZ Makanya
12 August 2019
Please note that due to financial constraints, there will be no payment of S&T Claims.

POST 27/303 : **MEDICAL OFFICER (ARV) GRADE1-3 REF NO: PMMH/MO/ARV/01/2019 (X1 POST)**

SALARY : Grade 1: R821 205 per annum (All inclusive package)
Grade 2: R938 964 per annum (All inclusive package)
Grade 3: R1 089 693 per annum (All inclusive package)
All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.

CENTRE REQUIREMENTS : Prince Mshiyeni Memorial Hospital – ARV
 : Experience: MBChB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a 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. **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. **Grade 3:** 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge, Skills, Training And Competencies Sound knowledge of TB/ARV to allow accurate diagnosis and appropriate management of clinical problems. Ability to deal with all TB/AIDS cases. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently. Knowledge of current Health and Public Service Legislation, regulations and Policies. Ability to teach junior staff.

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 Medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained

ENQUIRIES APPLICATIONS : DR Maung Tel No: (031) 907 8317 / 8304
 : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060

FOR ATTENTION CLOSING DATE : Mrs TZ Makanya
 : 12 August 2019

NOTE : Please note that due to financial constraints, there will be no payment of S&T Claims.

POST 27/304 : **MEDICAL OFFICER - (GRADE 1, 2, 3) GENERAL SURGERY REF NO: GS 51/19**
 Component: General Surgery

SALARY : Grade 1: R821 205 per annum (All inclusive package)
 Grade 2: R938 964 per annum (All inclusive package)
 Grade 3: R1 089 693 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

CENTRE REQUIREMENTS : Greys Hospital, PMB Metropolitan Hospitals Complex
 : Minimum Requirements: MBChB Degree PLUS Current registration with the HPCSA as a Medical Practitioner. Community Service doctors may also apply on condition that their employment will be subject to the successful completion of community service form. **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. **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. Recommendations: Experience in General Surgery in an accredited training facility Postgraduate qualification in surgery Knowledge, Skills, Training and Competency Required: Basic diagnostic, clinical, investigative surgical skills. Must be service delivery orientated: Program planning, implementation and evaluation. Information management. Human resource management Quality assurance programs. Current Health and Public Service legislation, regulations and policy. Medical ethics, epidemiology and statistics.

- DUTIES** : Incumbent to provide services in the Pietermaritzburg Metropolitan Hospitals Complex which includes Grey's and Edendale hospital Participate in the delivery of a 24-hour in-patient and out-patient surgical care within the Pietermaritzburg Metropolitan Hospitals Complex; Assist with the administration and management of surgical wards / clinics (SOPD, PSOPD) Development, monitoring and support of Surgical Services in the drainage area of the Pietermaritzburg Hospitals Complex. Participate in the development and ongoing provision of under and post-graduate teaching. Participation in clinical support and outreach to facilities referring to Pietermaritzburg hospitals. Participation in Clinical Research in the Pietermaritzburg Metropolitan Complex to maintain moral and ethics at all costs. To ensure that Batho Pele principles are upheld.
- ENQUIRIES** : DR V Govindasamy Tel No: (033) 8973379
- 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 51/19. 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).
- CLOSING DATE** : 12th August 2019
- POST 27/305** : **MEDICAL OFFICER (Gr1, 2, 3) REF NO: OSI M/O 01/2019 (X2 POSTS)**
Component: Medical and Surgical Services
- SALARY** : Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum
Other Benefits: all-inclusive packages (This inclusive package consists of 70% Basic salary and 30% flexible portion that can be structured in terms of the applicable rules. Additional Benefits: Commuted Overtime subjected to approval Plus Rural Allowances (18% of basic salary)
- CENTRE** : Osindisweni District Hospital, Verulam
- REQUIREMENTS** : Minimum Requirements: Senior Certificate STD 10/Grade 12, MBCHB Degree or equivalent qualification, Plus registration with Health Professionals Council as a Medical Practitioner, Plus Current registration with HPCSA as a Medical Practitioner post-Community service OR Foreign Workforce Management Programme (FWMP) approval from NDOH to register with HPCSA, Plus Police clearance and SAQA verification for foreign graduates. **Grade 1:** registration with HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 2:** Minimum of 5 years' experience after registration with HPCSA as Medical Practitioner post-Community Service. Foreign candidates requires 6 years' experience after registration with a recognized foreign health

professional Council, of whom it is required to perform Community Services. Certificate of Service for previous and current work experiences endorse and stamped by HR Office must be attached. **Grade 3:** Minimum of 10 years after registration with HPCSA as Medical practitioner post-Community Service. Foreign candidates requires 11 years relevant experience after registration with a recognized foreign health professional Council, of whom it is required to perform Community Services. Certificate of service for previous and current work experience endorsed and stamped by HR Office must be attached.

DUTIES : Consultation, diagnosis and treatment of patients in outpatients, casualty, wards and Clinics. Implementation of required standards of care, including treatment protocol and guidelines. Referral to higher levels of care when indicated. Participation in duty rosters. Performance of required administrative duties. Facilitation of staff training and on-going medical education. Collaboration with Medical practitioners and other Health Care workers in neighbouring health Institution to promote and effective District Health service. Successful candidate is expected to perform Commuted Overtime.

ENQUIRIES APPLICATIONS : Dr O. Francis: Tel No: (032) 541 9269

CLOSING DATE : Applications to be forwarded to: The Acting Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.
23 August 2019

POST 27/306 : **MEDICAL OFFICER GRADE 1/2 REF NO: HRM 31/2019 (X1 POST)**
Directorate: Dept. of Internal Medicine

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 REQUIREMENTS : King Edward VIII Hospital (KEH)
MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2019/2020) Compulsory Overtime: Commuted overtime is compulsory. 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 Recommendation: Computer Literacy Knowledge, Skills, Training And Competencies Required: Good decision making, problem solving, leadership and mentoring skills, Sound medical ethics skills, Good communication skills, Computer skills, service delivery orientated, policy development.

DUTIES : Daily ward rounds at Haemodialysis unit at St. Aidans Hospital. to assist in Acute Medical Unit (AMU), to efficiently execute duties which support the aims and objectives of Department of Medicine in providing care for in patients and outpatients in the Department of General Medicine, to supervise the training of interns, and undergraduate medical students in Medicine, to participate in and contribute to the research and outreach activities of the Department of Medicine., attain competency in recognizing and managing common medical disorders, manage inpatients and outpatients, follow-up-clinic including MOPD, Medical Emergency Unit and Antiretroviral clinic, discharge of patients who are fit for discharge with appropriate arrangements made for follow-up and step down care, function independently to manage medical emergencies, attain competency in performing invasive procedures, counselling of patients and family members, provide community orientated clinical service and support primary health care service, liaise and consult with other disciplines e.g. Surgery, Obstetrics and Gynaecology, etc., attain knowledge of rational drug treatment, participate in quality improvement programs, clinical audits, peer review meetings and policy development, attendance, participation and presentation in academic program of the department, function as a member of a multi-disciplinary team including nursing staff and allied disciplines, candidate must be prepared to perform after hour duties (commuted overtime).

ENQUIRIES APPLICATIONS : Dr S Ramji Tel No: 031 360 3854

NOTE : 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.
This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this

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

- CLOSING DATE** : 12 August 2019
- POST 27/307** : **MEDICAL OFFICER ANAESTHESIA GRADE 1, 2, 3 REF NO: MED 06 /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)
Other Benefits: 18% Inhospitable Rural Allowance of basic salary, Commuted Overtime. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
- CENTRE** : Ladysmith Regional Hospital
- REQUIREMENTS** : Grade 12/Senior Certificate: MBCHB Degree. Registration certificate with the HPCSA as a Medical Practitioner. Current annual fees registration with HPCSA (2019). Grade 1: Appropriate qualification in the Health Science – MBCHB plus current registration with HPCSA as a Medical Officer. Grade 2 qualification in the Health Science – MBCHB plus 5 years minimum experience after registration with the HPCSA and proof of registration with HPCSA as a Medical Officer. Grade 3 Appropriate qualification in the Health Science – MBCHB plus 10 years minimum experience after registration with the HPCSA and proof of registration with HPCSA as a Medical Officer. Medical Officer Certificate of Service Endorsed By Human Resource Department. Recommendations: Diploma in Anaesthesia will be an added advantage. Knowledge, Skills, Training and Competencies Required: General skills as a Medical Officer is required. Ability to work in multi-disciplinary team setting. Ability to asses, diagnose and manage patients. Excellent communication skills and ability to teach and train staff within team. Ability to work and maintain meaningful relationship with a diverse community Program planning, implementation and evaluation Information management Knowledge of Health and Public Service legislation, Regulations and Policies Medical ethics, epidemiology and statistics Supervision skills.
- DUTIES** : Coordinate with the senior colleagues in case of any medical issue arising. Perform night duties for Anaesthesia. Assist the senior colleagues in ICU and OT. Prepare patients and their files for Anaesthesia. After-hours participation in call rosters. Follow up post –operative patients in recovery Room. Maintain sound medical records. Maintain quality of care. Assure continuity of care 24 hours a day 7 days a week. To perform any other task assigned by the supervisor.
- ENQUIRIES** : Dr M.E Pule Tel No: (036) 6372111
- APPLICATIONS** : 36 Malcolm Road, Ladysmith, 3370
- CLOSING DATE** : 15 August 2019

POST 27/308 : **MEDICAL OFFICER GRADE 1, 2, 3 PSYCHIATRY REF NO: MED 07 /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)
Other Benefits: 18% Inhospitable Rural Allowance of basic Salary, Commuted Overtime. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

CENTRE REQUIREMENTS : Ladysmith Regional Hospital
Grade 12/Senior Certificate: MBCHB Degree. Current annual fees registration with HPCSA (2019). **Grade 1:** Appropriate qualification in the Health Science – MBCHB plus current registration with HPCSA as a Medical Officer. **Grade 2:** appropriate qualification in the Health. Science – MBCHB plus 5 years minimum experience after registration with the HPCSA and proof of registration with HPCSA as a Medical Officer. **Grade 3:** Appropriate qualification in the Health Science – MBCHB plus 10 years minimum experience after registration with the HPCSA and proof of registration with HPCSA as a Medical Officer. Registration certificate with the HPCSA as a Medical Practitioner. Certificate of service endorsed by human resource department. Knowledge, Skills and Experience Required: General skills as a Medical Officer is required and must have satisfactory general knowledge of psychiatry. Ability to work in multi-disciplinary team setting and medicolegal. Ability to practice within a strong ethical framework. Excellent communication skills and ability to teach and train staff within team. Ability to work and maintain meaningful relationship with a diverse community. Program planning, implementation of patient treatment independently Information management Knowledge of Health and Public Service legislation, Regulations and Policies. Sound working knowledge of the mental health care Act. Work within strategic clinical governance targets, including morbidity and mortality and Reporting knowledge.

DUTIES : Provide medical services at department appointed to assist, facilitate and participate in quality of care, assisting team members with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits, development of clinical guidelines, policies as per speciality and disease proofing. Patient Satisfaction, Patient Satisfaction surveys and reducing waiting times. Active participation in training interns and community service doctors. Maintain and continuously improve professional and ethical standards. Instill confidence in public service and also in medical profession through exemplary behaviour. Participation in afterhours work is essential. Clinical responsibilities including examine, investigate, diagnose and oversee the treatment of patients to the relevant department. Conduct orientation and induction programs for interns, community service doctors and junior colleagues. Maintain and teach junior colleagues about appropriate and accurate health records in accordance with legal/ethical and continuity of the patient care continuing professional development and skills update. Psychiatry research within the population base we serve in the Uthukela District.

ENQUIRIES APPLICATIONS CLOSING DATE : R.M.E Pule, Tel No: (036) 6372111,
36 Malcolm Road, Ladysmith, 3370
15 August 2019

POST 27/309 : **DEPUTY DIRECTOR: HRM SALARY REF NO: NGWE 51/2019**
Human Resource Management Services

SALARY : R733 257 – R863 748 per annum (Level 11) (All inclusive salary packages). This inclusive package consist of 70%/75% basic salary and 30%/25% flexible portion that can be structured in terms of applicable rules)

CENTRE REQUIREMENTS : Ngwelezana Tertiary Hospital
National Diploma or Degree in Human Resource Management or Public Administration. A minimum of 3 years managerial working experience in field of Human Resource Management Services, valid drivers, Strategic and Operational Planning Skills, Broad knowledge of HR Practices, HR Development and Planning, Employee Relations and Employee Health and Wellness Services. Excellent managerial, facilitation, communication and interpersonal skills, Expert knowledge of legislative and policy framework informing the areas of operation. Ability to work in a multi-disciplinary team at a senior managerial level. Ability to prioritize the issues and other work related

matters in order to comply with tight deadlines. Extensive knowledge of computerized personnel and salary systems (PERSAL) and Microsoft packages. Problem solving skills, good communication and interpersonal skills.

DUTIES : Overall Management of Human Resource Management Services in the Hospital. Management of Human Resource practices which includes service conditions, establishment control, recruitment and selection. Management of human resources development and planning. Management of Employer Employee Relations. Management of Occupational Health Services. Development, implementation, monitoring and review of Human Resource Standard Operating Procedures, guidelines and protocols. Development, implementation, monitoring and evaluation of HR Plans, Employment Equity Plans, Workplace Skills Plan, Employee Wellness Plans. Generate mandatory reports. Oversee the functionality of all HR related committees. Maintain a sound labour peace. Ensure adherence to HR policies and all relevant regulations. Participate in strategic meetings. Provide expert advice on human related matters. Identification and mitigate risk. Adherence to quality improvement initiatives and compliance to applicable set standards. Eradication of negative audit findings thought observation and compliance to all departmental policies. Perform other duties as assigned by the Supervisor and/or other senior official.

ENQUIRIES : Dr BS Madlala Tel No: 035 901 7105

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

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

CLOSING DATE : 12 August 2019

POST 27/310 : **ASSISTANT MANAGER NURSING (OPERATING THEATRE, CSSD, OPD & HAST) REF NO: NKAH AMN 02/2019**
Department: Nursing Management

SALARY : R614 991 – R692 166 per annum Other Benefits: 13th Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance

CENTRE : Nkandla District Hospital
REQUIREMENTS : Senior Certificate (Grade 12). Degree / National Diploma in nursing that allows registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Medical and Surgical Nursing Science (Operating Theatre Nursing). A minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as professional nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the 1-year post basic qualification in Medical and Surgical Nursing Science (Operating

Theatre Nursing). At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Current SANC receipt (2019). Proof of current and previous working experience endorsed by Human Resource Department (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Knowledge, Skills, Attributes and Abilities Ability to implement National Core Standards. Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

DUTIES

: Exercise overall control of all resources within the department especially OT, OPD and HAST unit. Identify needs, formulate Health Care Programme and oversee implementation thereof. Ensure implementation of clinical competencies and ensure that scientific principles nursing process are maintained. Manage and supervise formulation of procedures specific to the area of responsibility and to ensure that they are keeping up with the current statutory regulations and guidelines as well as current codes of ethics. Strive towards achieving targets for OPD and HAST indicators. Contribute to the development of clinical management guidelines and protocols for management of patient's level of care within available resources. Ensure proper use and control of all resources under your control, ensuring that operations remain within the budget. Willing to improve in order to manage in changing health environment. Ensure compliance with National Core Standards in Department under your authority. Monitor and supervise staff performance. Initiate and conduct audit in all allocated units. Perform duties as delegated by the supervisor.

ENQUIRIES

: Mrs. SJ Nguse Tel No: (035) 833 5047

APPLICATIONS

: Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855

**FOR ATTENTION
NOTE**

: Mrs. SG Masikane
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.

CLOSING DATE : 12 August 2019

POST 27/311 : **OPERATIONAL MANAGER NURSING GRADE1–SPECIALTY PEDIATRIC
REF NO: NMH/OMS/2019 (X1 POST)**

SALARY : R562 800 – R633 432 per annum (13% cheque, housing allowance (employee must meet prescribed Requirements) medical aid (optional) 08% rural allowance.

CENTRE REQUIREMENTS : Niemeyer Memorial Hospital
Matric or equivalent .Diploma / Degree in General Nursing PLUS Midwifery. Proof of current SANC receipt (2019).Registration with the South African Nursing Council as a General Nurse and Midwifery. Child Nursing Care Science Diploma. Experience: 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 experience after obtaining the 1 year post basic qualification in Child Nursing Science. Proof of current & previous experience endorsed by human resource department. Knowledge, Skills, Training and Competences Required: Good verbal and written communication and report writing skills. Leadership, organizational, decision making and problems solving skills. Knowledge of legal framework and prescripts within the Department of Health. Conflict management and negotiation skills. Knowledge of code of conduct and Labour Relations procedures / processes. Knowledge of Batho Pele principles and Patients' Rights Charter.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework. Provide therapeutic environment for staff, patients and the public Provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. Provide direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance Ensure continuity of patient care on all levels i.e. workbook, handover rounds. Liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinate. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Complete patient related data. Provision of effective support to nursing services and assist with relief duties of the supervisors. Maintain professional growth/ethical standards and self-development. NB: (Employment Equity Target: Indian Male)

ENQUIRIES APPLICATIONS : Mrs G N Nkosi Tel No: (034)-331 3011
Should be delivered to: KwaZulu-Natal Department of Health, The Hospital CEO, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 Tel No: (034) 3313011

FOR ATTENTION NOTE : Mr. AN 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. NOTE: Please note that due to financial constraints there will be on payment for S&T claims

CLOSING DATE : 16 August 2019

POST 27/312 : **OPERATIONAL MANAGER NURSING GR 1 (SPECIALTY) OPERATING THEATRE TECHNIQUE REF NO: GS 50/19**
Component: Nursing

SALARY : R562 800 per annum, PLUS 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)

CENTRE REQUIREMENTS : Greys Hospital, Pietermaritzburg
Minimum Requirements: Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife A Post–basic nursing qualification in Operating Theatre Technique with a duration of at least 1 year accredited with the SANC Current registration with the South African Nursing Council A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing At least 5 years of the period referred to above must be appropriate recognizable experience in the specific speciality after obtaining the one year post basic qualification in the relevant speciality Recommendation: At least 3 years of experience in a supervisor’s capacity will be an advantage Knowledge, Skills, Training and Competency Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills. Knowledge of Code of Conduct and Labour Relations Ability to function well within a team. Conflict management and negotiation skills. Decision making and problem solving skills. Skills in organizing, planning and supervising Knowledge of Batho Pele Principles and Patient’s Rights Charter.

DUTIES : Ability to provide professional leadership. Co-ordinate optimal, holistic and specialized nursing care provided within the set standards and a professional/ legal framework in the Theatre Complex. Provision of Quality Nursing Care through the implementation of Standards, Policies and Procedures coupled with supervision and monitoring the Implementation thereof. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programs and Clinical Audits. Attend Mortality Meetings Monthly and ensure that avoidable factors are addressed. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patient’s Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. To monitor checks and processes in the care of Swabs and Instruments in Theatre To monitor that appropriate immediate care to all patients that have been operated on To monitor the preparation for operations and ensuring smooth running of the Theatre Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour relation issues according to the laid down policies and procedures. Manage and supervise effective utilization of all resources eg. Human, financial, material etc. Implementation and management of Infection Prevention and Control protocols. Develop risk management strategies to mitigate factors that can harm patients including implementation of IPC guidelines and protocols. Monitor, report and investigate any patient safety incident and develop control measures. Participate in performance reviews i.e. EPMDS as well as student progress reports Participate and ensure implementation of National Core Standards, National Health Priorities, Quality Improvement initiatives including national priority program plans.

ENQUIRIES APPLICATIONS : Mrs. K T McKenzie Tel No: (033) 8973 331
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION NOTE : Mrs. M. Chandulal
Directions To Candidates: The following documents must be submitted: 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 50/19. 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** : 12 August 2019
- POST 27/313** : **ASSISTANT MANAGER NURSING (MONITORING AND EVALUATION MANAGER) REF NO: KDC 14/2019**
Cluster: Monitoring and Evaluation Services
- SALARY** : R562 800 per annum (An all Inclusive) plus 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc, (employee must meet the prescribed requirements) and 8% in-hospitable allowance of basic salary.
- CENTRE REQUIREMENTS** : Kwadabeka Community Health Centre
Senior Certificate/Grade 12 or equivalent; Basic R425 qualification: Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional nurse; Registration with SANC as a General Nurse and Midwife; A minimum of 8 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing; At least 3 years of the period referred to above must be appropriate/recognisable experience at management level; Certificate To Practice as a Professional Nurse after registration with SANC (2019) (mere proof of registration will not be accepted); Unendorsed, valid code B/C driver's license and Proof of current and previous work experience endorsed by the Human Resource Manager or Delegated person. Competencies: Knowledge of legal framework governing the public service; Leadership, management and supervisory skills; Ability to work in a multidisciplinary team setting; Good communication skills; Ability to work and maintain meaningful relationship with diverse community; Knowledge of Human Resource Management; Knowledge of Public service Legislations, Regulations and Policies; Sound Program Planning Skills; Knowledge of procedures and policies pertaining to Monitoring and Evaluation; Ability to plan and organize own work time and that of supporting personnel; Knowledge of EPMDs, Ideal clinic realization and maintenance and National Core Standards and Knowledge of Monitoring and Evaluation Framework.
- DUTIES** : Facilitate integrated planning and monitoring functions within the institution and its feeder clinics. Ensure reporting on the performance of the institution in an integrated, objective manner inclusive of analysing performance against targets and resources. Assist management in taking evidence based decisions in service planning and resources allocation. Facilitate institutional management in implementing and monitoring of audits improvement plans. Provide reports to senior management on compliance with policies, guidelines and protocols in all units. Give guidance and support on the effects of non-compliance on institutional performance. Provide feedback on research activities within the institution. Assist the CEO in managing and monitoring the functionality of all governance structures in the institution. Oversee and manage Infection, Prevention and Control, Quality Assurance and Data Management Components. Provide technical support to the CEO on the development of facility SOPs, Protocols and Operational plans. Oversee performance of National core standards and Ideal clinic realization and maintenance in the institution and its feeder clinics. Facilitate the co-ordination of data management meetings. Ensure accurate data capturing and timeous submissions to the next level. Monitor staff performance through EPMDs within the component. Conduct in service trainings on the new developments in the area of practice.
- ENQUIRIES APPLICATIONS** : Dr J Ramdeen Tel No: (031) 714 3747
All applications should be forwarded to: The Human Resource Manager: KwaDabeka Community Health Centre: KZN Department of Health, PO Box 371, Clernaville 3602 or hand delivered to KwaDabeka Community Health Centre, 4 Khululeka Road, KwaDabeka Township (next to KwaDabeka Elangeni FET College)
- FOR ATTENTION NOTE** : Human Resource Manager
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form

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

CLOSING DATE : 13 August 2019

POST 27/314 : **ASSISTANT MANAGER NURSING REF NO: NURS 13/2019 (X1 POST)**
Planning, Monitoring and Evaluation

SALARY : R562 800 - R652 437 per annum
Other Benefits 13th cheque, 8% Rural Allowance, Medical Aid: Optional, Housing Allowance: Employee must meet prescribed requirements

CENTRE : Ladysmith Regional Hospital

REQUIREMENTS : Senior certificate/Grade 12 or equivalent qualification. Degree / Diploma in General Nursing and Midwifery and Psychiatry. Current South African Nursing Council receipt – license to practice (2019). A minimum of 8 years appropriate / recognizable experience after registration with SANC as a Professional Nurse and at least three (3) years of the period referred above must be appropriate/recognizable experience at Management level. Computer Literacy All relevant software applications: Computer certificate must be attached to the application. Drivers license certificate of service endorsed by human resource department as proof of experience. Recommendations: Degree / Diploma in Health Service / Nursing Management. Planning, Monitoring and Evaluation experience in Health Care environment will be an added Advantage. Knowledge, Skills, Training & Competences Required Knowledge of the legislative, policy and Monitoring & Evaluation Framework informing health service delivery. Knowledge of hospital quality assurance and infection prevention control practices. Knowledge of hospital functions and operations. Understanding HR Policies and practices and staff relations. Data management and ability to analyse and interpret complex information. Strong leadership. Planning and organizational skills. Advanced Project Management skills. Financial Management skills. Decision making skills. Ability to work independently and under pressure. Problem solving. High level of communication skills, both written and verbal. Computer skills. Human Resource. Management Skills. Analytical skills and the ability to capture in concise reports. Advanced facilitation skills to manage consultation.

DUTIES : Administer an evidence results-based monitoring and evaluation system in the Institution as well as all PHC feeder facilities. Analyse data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Ensure that Institutional Plans are in place and aligned with the District Health Plan. Ensure planning, M&E. Supports to all departments in the Institution as well as PHC feeder facilities (Fixed and mobile). Compile all performance reports and update profile for the sub district and make presentations thereof to all stakeholders and oversight/governance structures i.e. DHMT, institutional Managers forum, hospital board, Legislature etc. Participate actively in all intergovernmental/ inter-sectoral forums within the sub-District i.e. Operation Sukuma Sakhe, Local Aids Council etc. Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff Ensure that quality control systems and plans are in place for use during

inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Facilitate establishment of clinical governance structures in the sub - district and establish sustainable system of compliance to NCS, IHRM and ICRM. Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Participate actively in all the engagements with all stakeholders both internal and external to the department and sub district. Establish and strengthen data management systems for the sub-district.

ENQUIRIES : Dr M.E Pule Tel No: (036) 6372111
APPLICATIONS : 36 Malcolm Road, Ladysmith, 3370
CLOSING DATE : 15 August 2019

POST 27/315 : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: NKAH CNP 02/2019 (X2 POST)**

Department: Primary Health Care

SALARY : Grade 1: R383 226 – R444 276 per annum
 Grade 2: R471 330 – R579 696 per annum
 Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance.

CENTRE : Thalaneni Clinic, Nongamlana Clinic
REQUIREMENTS : Senior Certificate (Grade 12). Degree / National Diploma in nursing that allows Registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care). Current SANC receipt (2019). Proof of current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. **Grade 1:** A minimum of four (4) years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Knowledge, Skills, Attributes And Abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Provide quality comprehensive community health care. Provide educational Services. Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient's clinical conditions. Promote scientific quality nursing care. Administrate and control medication. Responsible for individual consultation sections and identification of community needs. Render ANC Services and conduct deliveries.

ENQUIRIES : Mrs. SJ Nguse Tel No: (035) 833 5047
APPLICATIONS : Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855

FOR ATTENTION : Mrs. SG Masikane
CLOSING DATE : 12 August 2019

POST 27/316 : **PROFESSIONAL NURSE (SPECIALTY) (PSYCH) REF NO: MAD 36/ 2019 (X1 POST)**

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2 R471 333 – R579 696 per annum
Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Madadeni Provincial Hospital
: **Grade 1:** Basic R425 Degree/Diploma in Nursing and Midwifery or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification with duration of at least 1 year in Advanced Psychiatric Nursing Science. Proof of current registration with SANC (2019). A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Certificate of service from previous and current employer endorsed and stamped by HR must be attached. **Grade 2:** Basic R425 Degree/Diploma in Nursing and Midwifery or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification with duration of at least 1 year in Advanced Psychiatric Nursing Science. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing of which 10 years must be appropriate/ recognizable experience after obtaining the one (1) year post basic qualification in Advanced Psychiatric Nursing Science. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies Required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the Mental Act 17 of 2002 and its prescripts. Sound knowledge of the National core Standards and data management.

DUTIES : Ensure provision of optimal, holistic specialized nursing care with set standards and within professional/ legal frame work. Ensure effective implementation of legal aspects and compliance with time frames thereof. Assist the unit manager/ Operational Manager with overall management and necessary support for effective functioning in the unit. Work as part of a multidisciplinary team to ensure good Nursing Care. Ensure proper utilization of human, material and financial resources and maintain updated records of resources, Ensure effective implementation of National Core Standards. Ensure compliance to professional and ethical practice. Display a concern for patients, promoting and advocating proper treatment and care. Display awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele). Ensure effective clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in Mental Health. Maintain accurate and complete patient records.

ENQUIRIES APPLICATIONS : Ms. Z.E Gumede Tel No: (034) 328 -8137
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940

FOR ATTENTION NOTE : The Recruitment Officer
: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to

positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. (This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities should feel free to apply for the posts.). EE Target (African Male). Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

- CLOSING DATE** : 12 August 2019
- POST 27/317** : **CLINICAL NURSE PRACTITIONER (PHC TRAINER) REF NO: ITSH 12/2019**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other benefits: 13th cheque Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirement and 12% rural allowance
- CENTRE REQUIREMENTS** : Itshelejuba Hospital
: **Grade 1:** Matric senior certificate (Grade 12), Degree/Diploma in Nursing plus one year post Basic qualification in Primary health care. 3-5 years' experience in Nursing after registration as a Professional Nurse. Current registration with SANC as General Nurse. Valid driver's license. **Grade 2:** Matric Senior Certificate, Diploma /Degree in Nursing plus one year post Basic qualification in Primary Health Care. Current registration with SANC as General Nurse. A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC in General Nursing and Midwife. At least 10 years of the period mentioned above must be recognizable experience in the specific Speciality after obtaining the relevant one (1) year post-basic qualification required for the relevant Specialty. Valid driver's license. NB: Proof of work experience signed by Human Resource section must be attached. Recommendations: NIMART training plus one year experience after obtaining the certificate. Experience in PHC training. Experience on HAST Program MCWH, NCD, EPI. Computer literacy – Proof must be provided. Report writing skills, financial management skills. Empathy and counselling skills and knowledge. Strong interpersonal, communication and Presentation skills .Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sectors. Ability to translate information objectives in to practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames. Proven initiatives, decisiveness and to acquire new knowledge swiftly. Knowledge of Batho Pele Principle.
- DUTIES** : Assess Sub-District Training needs and co-ordinate the development of integrated training plan involving all the stakeholders. Co-ordinate, manage and monitor the implementation of Training programmes in the sub- district. Ensure the effective and efficient utilization of resources allocated to the section. Adapt and modify training material to keep it current and interest in the health care message being delivered thereby ensuring buy-in by audience. Assist programme managers to train community members at outreach, to further health practices to the community at large. Translate health care policies as stipulated by provincial programme management into Training initiatives. Work closely with program manager, PHC Supervisors, Sub district trainers and other external service providers in addressing the implementation of Training Programmes. Ensure maintenance of quality PHC training in the district.
- ENQUIRIES** : All enquiries should be directed to Mrs. TG Msibi contact details: Tel No: (034) 4134000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 Hand delivered to the Human resources Office at Itshelejuba Hospital.
- NOTE** : An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website

www.kznhealth.gov.za certified copies of ID documents, STD 10, educational qualification, certificates of services and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83. Please note that the selected will to pre-employment screening and verification process. Due to large number of candidate be subjected to application we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constrains there will be no payments of S&T claims.

CLOSING DATE : 16 August 2019

POST 27/318 : **PROFESSIONAL NURSE GRADE1/2 SPECIALTY REF NO: NURS 14 / 2019 (X1 POST)**
Re-Advertisement

SALARY : Grade 1: R383 226 – R 444 276 per annum
Grade 2: R471 333 – R579 696 per annum
13th cheque, 8% inhospitable rural allowance, Medical Aid (Optional) Housing allowance (employee must meet prescribed Requirements)

CENTRE : Ladysmith Regional Hospital

REQUIREMENTS : Grade 12 (Senior Certificate). Current Registration with SANC as a Professional Nurse with Psychiatric Nursing Science Diploma/Degree in nursing or equivalent qualification. 1 Year post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Psychiatric Nursing Science. Proof of current registration with SANC (2019). Grade 1: A minimum of 4/four years appropriate/recognizable experience after registration with SANC as a General Nurse. A one year Post Basic Nursing Qualification with a duration of at least one year accredited with SANC in Psychiatric Nursing Science Grade 2: A minimum of 14 years appropriate/recognizable experience after registration with SANC as a General Nurse. At least 10 years of the period mentioned above must be appropriate/ recognizable in Psychiatric Nursing Science after obtaining the one year Post Basic Qualification in Psychiatric Nursing Science Certificate of service endorsed by Human Resource department Appropriate/Recognisable experience after registration in the specialty is recognised to determine the salary on appointment. Only certificate/s of service from the previous employer/s in the specialty is recognised for this purpose. Knowledge, Skills and Experience 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, 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 of support personnel to ensure proper nursing care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs requirements and expectations (Batho-Pele).

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care) Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the Institution. Conduct nursing research project

ENQUIRIES : Mrs. T.M. Buthelezi Tel No: (036) 6372 111

APPLICATIONS : 36 Malcolm Road, Ladysmith, 3370

CLOSING DATE : 15 August 2019

POST 27/319 : **PROFESSIONAL NURSE- SPECIALTY OTHOPAEDICS REF No: NURS 15/2019 (X1 POST)**
Re-Advertisement

SALARY : Grade 1:R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Other Benefits 13th cheque, 8% inhospitable rural allowance, Medical Aid optional Housing allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Ladysmith Regional Hospital
: Degree/Diploma in General Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse PLUS. Senior certificate/Grade 12 or equivalent qualification. 1 Year Post Basic qualification in Orthopaedic Nursing accredited with the SANC. Current registration with the SANC as General Nurse and relevant Specialty (2019 receipt). **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/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one (1) year post basic qualification in the relevant Specialty Appropriate/Recognisable Experience After registration in the specialty is recognised to determine the salary on appointment. Only certificate/s of service from the previous employer/s in the specialty is recognised for this purpose. Knowledge, Skills and Experience: Knowledge of nursing care processes and procedures. Sound knowledge of scope of practice. Problem solving skills Knowledge of Batho Pele and Patients Rights Charter principles. Good communication skills-verbal written Knowledge of SANC Rules and Regulation and other relevant public service legislations, prescripts and policies.

DUTIES : Execute duties and function with proficiency and within prescripts of applicable legislations. Render quality nursing care in Orthopaedics wards / Department. To develop and ensure implementation of Nursing Care Plans. To participate in clinical audits. Ensure proper utilization of human, material and financial resources and updated records thereof supervision of patients records to ensure accurate and complete patient records. Support the Operational Manager in ensuring the implementation of infection control and presentation policies in the unit. Supervision the performance of junior staff so as to enhance/promote quality patient care. Assist with performance reviews (EPMDS) Teach and supervise student nurses allocated in an Orthopaedics ward. To coordinate orthopaedic patients care activities, assess needs and prevent orthopaedic complications.

ENQUIRIES APPLICATIONS CLOSING DATE : Mrs. T.M. Buthelezi Tel No: (036) 6372111
: 36 Malcolm Road, Ladysmith, 3370
: 15 August 2019

POST 27/320 : **PROFESSIONAL NURSE SPECIALTY PAEDIATRICS REF NO: NURS 16 / 2019 (X1 POST)**
Re-Advertisement

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
13th cheque, 8% inhospitable rural allowance, Medical Aid (optional) Housing allowance (employee must meet prescribed Requirements)

CENTRE REQUIREMENTS : Ladysmith Regional Hospital
: Grade 12 (Senior Certificate). Current Registration with SANC as a Professional Nurse with Child Nursing Science (2019) Diploma/Degree in nursing or equivalent qualification. 1 Year Post-Basic nursing qualification accredited with SANC in Child Nursing Science. **Grade 1:** A minimum of 4/four years appropriate/recognizable experience after registration with SANC as a General Nurse and Midwifery and after obtaining the one year Post Basic Qualification in Child Nursing Science. **Grade 2:** A minimum of 14 years appropriate/recognizable experience after registration with SANC as a General Nurse and Midwifery. At least 10 years of the period mentioned above must be appropriate/ recognizable in Child Nursing Science after obtaining the one year Post Basic Qualification in Child Nursing Science Appropriate/Recognisable Experience After Registration In The Specialty Is Recognised To Determine The Salary On Appointment. Only Certificate/S Of

Service From The Previous Employer/S In The Specialty Is Recognised For This Purpose Certificate Of Service Endorsed By Human Resource Department. Knowledge, Skills and Experience 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, 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 of support personnel to ensure proper nursing care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs requirements and expectations (Batho-Pele). Knowledge of National Core Standards.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care) Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the Institution. Assist with performance reviews (EPMDs).

ENQUIRIES : MRS. T.M. Buthelezi: Tel No: (036) -6372111
APPLICATIONS : 36 Malcolm Road, Ladysmith, 3370
CLOSING DATE : 15 August 2019

POST 27/321 : **PROFESSIONAL NURSE – OPERATING THEATRE SPECIALTY REF NO: NURS 17/2019**
 Re-Advertisement

SALARY : Grade 1: R383 226 - R444 276 per annum
 Grade 2: R471 333 - R579 696 per annum
 Other Benefits 13th cheque, 8% inhospitable rural allowance, Medical Aid optional Housing allowance (employee must meet prescribed Housing allowance (employee must meet prescribed requirements

CENTRE : Ladysmith Regional Hospital
REQUIREMENTS : Grade 12/Senior Certificate. Degree / Diploma in General Nursing and Midwifery. 1 Year Post-Basic nursing qualification accredited with SANC in Operating Theatre Nursing Science. Current Registration with SANC as a Professional Nurse with Midwifery (2019) Grade 1: A minimum of 4/four years appropriate/recognizable experience after registration with SANC as a General Nurse Grade 2: A minimum of 14 years appropriate /recognizable experience after registration with SANC as a General Nurse .At least 10 years of the period mentioned above must be appropriate and recognizable in Operating Theatre Nursing Science after obtaining one year Post Basic Qualification in the relevant Field Appropriate/Recognisable Experience After Registration in the specialty is recognised to determine the salary on appointment. Only certificate/s of Service from the previous employer/s in the specialty is recognised for this purpose. Proof of current and Previous Work Experience and certificate of services endorsed by Human Resource Department Knowledge, Skills and Experience 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, 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 of support personnel to ensure proper nursing care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs requirements and expectations (Batho-Pele). Knowledge of National Core Standards

DUTIES : To execute duties and functions with proficiency within prescripts of applicable legislation. Provision of quality patient care through setting of standards,

policies and procedures. Assist Operational Manager with overall management and necessary support for effective functioning. To provide nursing care that lends itself to improve service delivery by upholding Batho-Pele Principles. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Ensure the provision and supervision of patients needs. Promote health for clients. Evaluate patient care programmes from time to time and make proposals for improvement. Manage /Co-ordinate the smooth functioning of the instruments. Assist with performance reviews (EPMDS). Work collaboratively with surgeons and anaesthetics to meet the patient needs during theatre procedures and ensure responsibility for patients care. Develop competences in scrubbing circulating, recovery room and set up room. Ensure safe environment to achieve desired outcomes of surgical interventions.

ENQUIRIES : MRS T.M. Buthelezi Tel No: (036) 6372111
APPLICATIONS : 36 Malcolm Road, Ladysmith, 3370
CLOSING DATE : 15 August 2019

POST 27/322 : **CLINICAL NURSE PRACTITIONER REF NO: DRIEF 07/2019**
 Re-Advertisement

SALARY Grade 1: R383 226 – R444 276 per annum
 Grade 2: R471 333 – R579 696 per annum
 Other Benefits 8% Inhospitable Rural Allowance, 13th Cheque Medical Aid (Optional) Housing Allowance (Employee Must Meet Prescribed Requirements)

CENTRE : Driefontein Mobile Clinic
REQUIREMENTS : Senior certificate/Grade 12 or equivalent qualification. Degree/Diploma in General Nursing and Midwifery Registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery. 1 Year Post Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and care. (PHC) credited with SANC Current registration certificate with SANC as a General Nursing and Primary Health Care. Proof of current registration (2019). Valid Drivers License Appropriate/Recognisable Experience After Registration In The Post Basic Qualification Is Recognised To Determine The Salary On Appointment. Only Certificate/S Of Service From The Previous Employer/S Is Recognised For This Purpose Certificate Of Service Endorsed By Human Resource Department. **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 Speciality. Knowledge, Skills and Experience Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, interpersonal 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 : Ensure the provision of nursing care through adequate supervision. 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. Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients through outreaches and OSS. Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients clinical conditions. Attend and participate in doctors visits. Co-ordinate between hospital and community. Health education of patients, staff and public Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care.

ENQUIRIES : Mrs. N.G. Nkehli Tel No: (036) 637 2111
APPLICATIONS : 36 Malcolm Road, Ladysmith, 3370
CLOSING DATE : 15 August 2019

POST 27/323 : **CLINICAL NURSE PRACTITIONER REF NO: MAT 08/2019**
Re-Advertisement

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Other Benefits 8% Inhospitable Rural Allowance, 13th Cheque Medical Aid (Optional) Housing Allowance (Employee Must Meet Prescribed Requirements)

CENTRE REQUIREMENTS : Matiwanoskop Clinic
: Senior certificate/Grade 12 or equivalent qualification. Degree/Diploma in General Nursing and Midwifery. Registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery. 1 Year Post Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and care (PHC) accredited with SANC. Current registration certificate with SANC as a General Nursing and Primary Health Care. Proof of current registration (2019). Drivers License Appropriate/Recognisable Experience After Registration In The Post Basic Qualification Is Recognised To Determine The Salary On Appointment. Only Certificate/S Of Service From The Previous Employer/S Is Recognised For This Purpose. Certificate of service endorsed by human resource department. **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 Speciality. Knowledge, Skills and Experience Required Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, interpersonal 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 : Ensure the provision of nursing care through adequate supervision. 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. Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients through outreach and OSS. Evaluate and follow up patients during clinic visits Initiate treatment, implementation of programmes and evaluations of patients clinical conditions. Attend and participate in doctor's visits. Co-ordinate between the hospital and community. Health education of patients, staff and public Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care

ENQUIRIES : MRS. N.G. Nkehli Tel No: (036) 637 2111
APPLICATIONS : 36 Malcolm Road, Ladysmith, 3370
CLOSING DATE : 15 August 2019

POST 27/324 : **CLINICAL NURSE PRACTITIONER REF NO: WAT 09/2019**
Re-Advertisement

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Other Benefits 8% Inhospitable Rural Allowance, 13th Cheque Medical Aid (Optional) Housing Allowance (Employee Must Meet Prescribed Requirements)

CENTRE REQUIREMENTS : Watersmeet Clinic
: Senior certificate/Grade 12 or equivalent qualification. Degree/Diploma in General Nursing and Midwifery Registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery 1 Year Post Basic Diploma in Clinical Nursing Science ,Health assessment ,Treatment and care (PHC) accredited with SANC. Current registration certificate with SANC as a General Nursing and Primary Health Care. Proof of current registration (2019). Drivers License Appropriate/Recognisable Experience After Registration In The Post Basic Qualification Is Recognised To Determine The Salary On Appointment. Only certificate/s of service from the previous employer/s is

recognised for this purpose. Certificate of service endorsed by human resource department. **Grade 1:** 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 speciality. Knowledge, Skills and Experience Required Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, interpersonal 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 : Ensure the provision of nursing care through adequate supervision. 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. Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients through outreach and OSS. Evaluate and follow up patients during clinic visits Initiate treatment, implementation of programmes and evaluations of patients clinical conditions. Attend and participate in doctor's visits. Co-ordinate between the hospital and community. Health education of patients, staff and public Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care.

ENQUIRIES : Mrs. N.G. Nkehli Tel No: (036) 637 2111
APPLICATIONS : 36 Malcolm Road, Ladysmith, 3370
CLOSING DATE : 15 August 2019

POST 27/325 : **CLINICAL NURSE PRACTITIONER REF NO: EGUM 14/2019 (X2 POSTS)**

SALARY : Grade 1: R383 226 – R 444 276 per annum
 Grade 2: R471 333 – R579 696 per annum
 Plus 13th Cheque, Plus 8% Rural, Plus Medical Aid (Optional), Plus Housing Allowance, (employee must meet prescribed requirements).

CENTRE : Institution: E G & Usher Memorial Hospital (Kokstad PHC)
REQUIREMENTS : Matric or senior certificate. Diploma / Degree in General nursing and midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. 1 (One) year post basic qualification in Primary Health Care accredited by SANC. Proof of current registration with South African Nursing Council as a General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt for 2019). Valid driver's licence code 10 (C1) with PDP. Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing of which at least 10 years must be appropriate / recognizable experience after obtaining one year Post Basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing care and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes, Batho Pele principles and Patient Rights Charter. Human Resource Management and basic financial management skills. Leadership, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills.

DUTIES : Ensure proper utilisation and safekeeping of basic medical equipment, surgical stock, and pharmaceutical stock. Provide quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and the community. Assist in the orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. Execute duties and functions with proficiency and perform duties according to scope of practice and by upholding the principles of Batho Pele. Implement Infection

Control Standards and practices to improve the quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Maintain a constructive working relationship with nursing and other stakeholders. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. Support the realisation and maintenance of Ideal Clinic Programme in the facility. Ensure that programmes on staff development and training are in place. Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Implement standards, practices criteria for quality nursing.

**ENQUIRIES
APPLICATIONS**

: Mrs S.F. Marais Tel No: (039) 797 8100
 : Please forward / deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

**FOR ATTENTION
NOTE**

: Human Resource Department
 : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017. NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T Will Be Paid To Candidates When Attending The Interviews.

CLOSING DATE

: 13 August 2019.at 16H00 afternoon

POST 27/326

: **ASSISTANT DIRECTOR: HRM REF NO: EGUM 13/2019 (X1 POST)**

SALARY

: R376 396 per annum, Plus 13th Cheque, 8% Rural, Medical Aid (Optional), Housing Allowance, (employee must meet prescribed requirements).

**CENTRE
REQUIREMENTS**

: Institution: E G & Usher Memorial Hospital
 : Senior Certificate (Grade 12). An appropriate Degree / National Diploma in Human Resource Management or Public Management / Public Administration At least 5 years' experience in a Human Resource component, of which 3 years must be at supervisory level. Proof of current and previous work experience endorsed and stamped by Human Resource (certificate of Service). Valid Driver's License. Knowledge, Skills, Training and Competences Required: Broad knowledge and understanding of Human Resource Management. In-depth knowledge of relevant acts, policies, and regulations in Human Resource Management. Extensive knowledge of Persal and Financial Management. Sound decision, planning and leadership skills.

<u>DUTIES</u>	:	Good communication skills (verbal and written). Computer literacy in word processing and spreadsheet packages.
	:	Manage all Human Resource components i.e. HR Practices, HR Planning and development. Staff Regulations and Employee Wellness. Advise Managers on all aspects of Human Resource Management. Manages the day to day functioning of the HR department in the Hospital and to ensure the rendering of high quality services. Maintain adequate availability and efficient utilization of staff in the hospital. Monitors budget and control the use of equipment allocated to the HR section. Develop Human Resource plan and Employment Equity plan for the Hospital and ensure that they are put into practice. Maintain and promote sound Labour Relations within the ambit of the Labour Relations' Act. No. 66 of 1995, the Basic Conditions of Employment Act. No. 75 of 1997, and other applicable prescripts. Promote efficiency and equity in the manner which financial and human resources are utilized in his/her area of operation and that the use of the said resources is in accordance with relevant government prescripts. Advise management on the development and implementation of communication mechanisms to keep stakeholders abreast of relevant developments. Develop and implement management planning mechanisms to enhance organizational effectiveness. Participate in development and implementation of Human Resource Policies. Provide support and supervision in recruitment and selection of different fields within the institution and District.
<u>ENQUIRIES</u>	:	Mrs N. Binase Tel No: (039) 797 8100
<u>APPLICATIONS</u>	:	Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.
<u>FOR ATTENTION</u>	:	Human Resource Department
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za . Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply Nb: Due To Financial Constraints, No S&T Will Be Paid To Candidates When Attending The Interviews
<u>CLOSING DATE</u>	:	13 August 2019.at 16H00 afternoon
<u>POST 27/327</u>	:	<u>SESSIONAL MEDICAL SPECIALIST: GRADE 1/2 REF NO: HRM 30/2019 – (X1 POST)</u> Directorate: Dept. Of Internal Medicine
<u>SALARY</u>	:	Grade 1: R276 640 per annum (10 hours per week)

- CENTRE REQUIREMENTS** : Grade 2: R316 160 per annum (10 hours per week)
 : King Edward VIII Hospital (KEH)
 : MBCHB or equivalent, FCP (SA) OR equivalent PLUS registration certificate as a Specialist with the HPCSA PLUS current registration with HPCSA (2019/2020). **Grade 1:** None to less than 5 years after registration with HPCSA as Medical Specialist. **Grade 2:** 5 years to less than 10 years actual experience after registration with HPCSA as a Medical Specialist
 Recommendation: Computer Literacy, Cardiology skills Knowledge, Skills, Training And Competencies Required: Sound knowledge of General Internal Medicine, excellent decision making, problem solving, leadership and mentorship skills, sound medical ethics, ability to establish a cardiology service, good communication skills and computer literacy, orientation towards service delivery, participation in the departmental academic program, ability to work as part of a multidisciplinary team.
- DUTIES** : out-patient cardiology service, stress test, echo services, inpatient cardiology referrals.
- ENQUIRIES APPLICATIONS** : Dr S. Ramji Tel No: 031 360 3854
 : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
- NOTE** : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. (This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities should feel free to apply for the posts.) Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
- CLOSING DATE** : 12 August 2019

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 12 August 2019 (at 16h00). Applications received after the closing date and time will not be considered.
- NOTE** : Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the

graduation, will be accepted), certified copies of identity document as well as valid driver's license (where a driver's license is a requirement). Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill these post(s).

MANAGEMENT ECHELON

<u>POST 27/328</u>	:	<u>CHIEF DIRECTOR: COMMUNICATIONS REF NO: P 10/2019</u>
<u>SALARY</u>	:	R1 251 183 per annum (all Inclusive, flexible remuneration package)
<u>CENTRE</u>	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) in Communications, Public Relations, Journalism as recognised by SAQA; plus A minimum of 5 years' experience at a senior managerial level in Communications, Public Relations, Journalism; plus a valid driver's licence (minimum Code B). Knowledge, Skill, Training and Competencies Required: Understanding of Public Service and Departmental policies, research, analysis, objective and development. Broad and in-depth expert knowledge governing media, marketing, advertising and desk top publishing. Knowledge in journalism and media operations. Knowledge of planning and organizing. Computer literacy. Clear conceptual understanding of transformation (change management) and Affirmative Action. Ability to communicate at all levels to ensure effective flow of information across the board. Skills in the interpretation and application of policy, research and compilation of data. Research, policy formulation and managerial skills. Problem solving and analytical thinking skills. Strategic planning and co-ordination skills. Team building skills. Excellent communication skills (verbal, written and the ability to network). Project management skills. Presentation and facilitation skills. Motivation and negotiation skills. Editing & report writing skills. The ideal candidate must demonstrate professionalism, be client oriented, have excellent human relations, be a team leader, loyal and trustworthy. Ability to work under pressure, willingness to work long hours.
<u>DUTIES</u>	:	Manage the provision of Publications and Promotions: Provide information and publications of the Department. Oversee and ensure production of Annual Report, newsletter, booklets, brochures and other information material. Ensure

production of promotional material such as banners, posters and leaflets. Ensure branding of venues with promotional material to promote image of the Department. Ensure the production of Departmental magazines on a quarterly basis. Assume the responsibility of editing all Departmental newsletters and publications. Provide Media Liaison and Public Relations: Plan and co-ordinate media liaison services. Plan, develop and manage public relations services. Act as spokesperson for the Minister. Establish and maintain relationships with local and international media. Provide Communication Support Services: Provide information management/communication services. Provide audio visual services. Provide comprehensive desktop publishing services. Provide and manage resource centre services. Oversee the efficiency of and updating of Departmental website. Ensure the photographing and video capturing of key events of the Department for archives. Research, develop and formulate internal and external communication strategies on policies and programmes: Facilitate the development & maintenance of effective communication links with the relevant internal /external stakeholders. Provide production of publications. Provide research, writing, coordinating design, print and distribution of publications. Ensure the facilitation of linkages between the Department of Transport, National and Provincial Departments. Ensure the effective utilization of resources: Human Resources: Effective development of staff. Manage the resources within the Chief Directorate. Ensure that staff are kept informed of any developments in respect of HR matters. Manage the performance of staff through setting goals and objectives, including EPMDs. Finance: Monitor and manage expenditure for the Chief Directorate. Responsibility/Programme manager for Chief Directorate/Directorates. Prepare and monitor the budget. Ensure compliance with the PFMA and other relevant legislative prescripts. Equipment: Manage assets/other equipment. Management of risk and audit queries. Manage & ensure writing of well-researched speeches for the office of the MEC. Manage responses to pertinent issues. Provide advice on media patterns.

ENQUIRIES
FOR ATTENTION
NOTE

: Ms S Ngubo Tel No: (033) 355 8735/6
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position.

POST 27/329

: **DIRECTOR: MOTOR TRANSPORT SERVICES REF NO: P 09/2019**
Re-advertisement: Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY
CENTRE
REQUIREMENTS

: R1 057 326 per annum (all Inclusive, flexible remuneration package)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: An undergraduate qualification (NQF level 7) in Public Admin, Public Management, Accounting, Business Management, Law as recognised by SAQA; plus A minimum of 5 years' experience at a middle/senior managerial level in a Regulatory environment; plus a valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Research capabilities. Knowledge of Financial Management practices, PFMA (Act 1 of 1999) inclusive of Accounting Procedures/Revenue and Debt Management. Knowledge of Budget/Expenditure principles and procedures. Knowledge of reporting procedures. Knowledge of Road Traffic Management Corporation (RTMC) Legislation, Policy & procedures. Knowledge of Information Systems. Knowledge of Road Traffic Legislation, Provincial and National. Knowledge of National Traffic Information System (NaTIS/eNaTIS). Knowledge of Economic principles and policies. Knowledge of Contract Management & Administration. Knowledge of Criminal Procedures Act. Knowledge of Delegation of Authority to the Department of Transport and Provincial Fleet. Knowledge of project management, business planning and risk management. Knowledge of Procurement/Provisioning Policies and Procedures as well as the PPPFA, KZN Procurement Act and Supply Chain Management practices. Knowledge of asset management/SCM processes. Knowledge of applicable SABS Standards Legislation & SABS Codes of Practice. Knowledge of SARS/Customs and Exelse legislation applicable to Motor Vehicle Importation etc. Knowledge of PAJA/PAIA (Access to information processes). Knowledge of OH&S Legislation. Advanced Legal Administration / Development / Drafting / Interpretation of Legislation / Policy / Procedures (Analytical) skills. Advanced Project Management Contractors appointed both long term and short term Large Projects and Small (TCO, MTS New Building & eNaTIS) skills.

Advanced Writing/literacy skills (complex legal documents, not limited to discipline but inclusive of Cabinet Memoranda, drafting of speeches and Agency Agreements etc.). Motivational, Revenue Management and complex numeracy skills. Negotiation/Influencing skills. Diplomacy skills (Provincially, Nationally and internationally). Computer literacy as well as contribute towards software development (eNaTIS). Research skills. Complex general knowledge skills and providing information requiring tact and diplomacy. Skills in management of a large staff complement/Agency Management. Organizational behavior skills. Specialized investigation skills to identify eNaTIS fraud. Skills in chairing of meetings. Formal Facilitation / Presentation / Public Speaking skills. Statistical Analysis skills. Strategic Planning skills inclusive of Organisational/Financial Planning. Problem solving and decision making skills. Group dynamics and diversity management skills. Excellent communication skills. Contract/Agency Agreement Management skills. National Traffic Information System (NaTIS/eNaTIS) skills. Specialized related motor vehicle systems skills. Criminal Procedures Act and Road Traffic Management Corporation (RTMC) Act skills. National and Provincial Road Traffic Legislation skills. Advanced Financial Management / Administration / PFMA application / Treasury Practice Notes / Budget / Revenue collection and over payment of all RTMC Levies (in other provinces this function is either performed by the Treasury or the CFO/Finance Directorate) skills. Batho Pele White Paper skills. Specialised Training skills. Asset management skills. The ideal candidate should be assertive/a team leader, accurate even under pressure, diplomatic, open minded/transparent, responsible/accountable/reliable and be a firm believer in quality control. He/she should also be honest, have integrity, be innovative/creative, trustworthy and have the ability to negotiate.

DUTIES : Manage the Provision of Motor Vehicle Regulatory Administration and Related System Services. Manage Registering Authority Revenue, Debt, Agency and KZN Fleet Procurement. Manage the Provision of Contract Management to Registering Authorities. Manage Choice Numbers and Auxiliary Services. Manage Resources of the Directorate.

ENQUIRIES FOR ATTENTION : Adv. SS Nxumalo Tel No: (033) 355 0530

NOTE : Mr C McDougall
It is the intention of this Department to consider equity targets when filling this position.

POST 27/330 : **DIRECTOR: LEGAL SERVICES REF NO: P 11/2019**
Re-advertisement: Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum (all Inclusive, flexible remuneration package)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: An undergraduate qualification (NQF Level 7) in BJuris, BProc, LLB as recognised by SAQA; plus A minimum of 5 years' experience at a middle/senior managerial level within the legal environment; plus a valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Understanding the broad legal framework/legislation governing services rendered by government. Broad and in-depth expert knowledge of administrative policies and practices, budgeting and managerial function. Knowledge of Public Service reporting procedures and work environment. Knowledge of Planning and Organizing. Computer Literacy. Specialized knowledge of legal practices. Clear conceptual understanding of transformation. Working knowledge of Provincial and National Legislation plus administrative processes. Skills in the interpretation and application of policies/legislation. Research, policy formulation and managerial skills. Problem solving and analytical thinking skills. Strategic planning and co-ordination skills. Computer skills. Team building skills. Excellent communication skills (verbal, written and networking).Project management skills. Presentation and facilitation skills. Motivation /leadership skills. Negotiation skills. The ideal candidate must have a demonstrated interest in the legal and related fields, must be honest and have integrity. He/She must be an innovative thinker, be receptive to ideas & suggestions, be reliable, creative/innovative, accurate, believe in openness& transparency, be a team leader and be a total quality controller. Ability to work well under pressure.

DUTIES : Oversee and manage the rendering of efficient and professional legal services: Legal opinions/advice should be well researched, logical and legally

sound. Written or verbal opinions/advice that will ensure maximum compliance to Constitution and other transverse legislation. Comment on drafted documents. Implement procedures and systems designed to manage potential risk areas with legal implications for the Department. Review draft legislation and prepare input as well as research and formulate Departmental/Provincial legislation: Establish or adapt the existing legal framework within which the Department of Transport is to fulfill its functions under. Ensure the subordinate legislation (regulations) comply with enabling legislation and the Constitution of the Republic of South Africa. Participate in the Provincial Audit of Laws. Deal with all legal matters relating to the acquisition and disposal of land and property: Administer conveyancing and expropriation of land. Provide disposal of State land services. Ensure that the Department enters into appropriate lease agreements. Draft all legal notices for gazetting. Provide support in respect of legal matters relating to formal and informal interventions and commission of enquiry: Brief components on legal matters and advice on new development in respect of legal mandates. Liaise with Departmental officials and other stakeholders on legislative needs. Inform officials of the laws that encompass the strategic objectives of the Department. Consult with relevant parties for presentation in commission Ensure the effective utilization of resources: Human Resources: Effective development of staff. Manage the resources within the Chief Directorate. Ensure that staff are kept informed of any developments in respect of HR matters. Manage the performance of staff through setting goals and objectives, including EPMDS. Finance: Monitor and manage expenditure for the Chief Directorate. Responsibility/Programme manager for Chief Directorate/Directorates. Prepare and monitor the budget. Ensure compliance with the PFMA and other relevant legislative prescripts. Equipment: Manage assets/other equipment. Management of risk and audit queries.

ENQUIRIES
FOR ATTENTION
NOTE

- : Ms S Ngubo Tel No (033) 355 8735/6
- : Mr C McDougall
- : It is the intention of this Department to consider equity targets when filling this position.

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF TRANSPORT**

The Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : quoting the relevant reference, should be forwarded as follows: to The Head of Department, Department of Transport ,Private Bag X 9491, Polokwane, 0700 OR Handed in at Phamoko Building, Second 2nd Floor, Office No. 45 at 40 Church Street, Polokwane, 0699. Applications which are faxed, e-mailed or forwarded / submitted to the wrong address will not be considered.
- CLOSING DATE** : 12 August 2019 at 16h00
- NOTE** : Applications should be submitted on the prescribed Form Z83 (Obtainable from any Public Service Department or on the Internet at www.gov.za/documents), which must be completed in full, originally signed, with reference number indicated and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates) as well as certified copies of all qualifications, ID document and where it is a requirement, a certified copy of the driver's license must be attached. The employer reserves the right not to fill the posts. Failure to submit the requested documents will result in your application not being considered. All shortlisted candidates for SMS posts will be subjected to Technical exercise that intends to test relevant technical element of the Job and all recommended candidate will attend a competency assessment that intend to test generic managerial skills.. The successful candidates must be willing to sign an oath of secrecy with the Department and also be expected to sign performance agreement. Suitable candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record check, verification of financial/assets record check and security vetting). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Applications received after the closing date whether posted or hand-submitted will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage. If you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA) No.3 of 2000.

MANAGEMENT ECHELON

- POST 27/331** : **CHIEF FINANCIAL OFFICER REF NO: LDT 001 /19**
- SALARY** : R1 251 183 per annum (Level 14) (All-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion in terms of applicable rules.
- CENTRE** : Head Office (Polokwane)
- REQUIREMENTS** : Qualifications: An undergraduate qualification (NQF level 7) or equivalent as recognised by SAQA. An undergraduate qualification in finance and accounting will be an added advantage. 5 years of experience at a senior managerial level. Valid driver's licence (attach copy). Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking. Key Performance Area: Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behaviour and policies) to ensure effective and efficient management of resources. Oversee effective integrated financial

services and supply chain management systems within the Department in accordance with the PFMA. Provide strategic support and guidance to the Accounting Officer and Programme Managers. Oversee and lead the provision of logistics and facilities in ensuring the optimal utilization of fixed and movable assets. Facilitate the implementation of national norms and standards where applicable. Liaise with the relevant role – players in the financial environment regarding transversal financial matters. Ensure effective and efficient financial management/administration by collaborating in the development of training programmes by providing direct training in financial matters to officials of the Department

ENQUIRIES

: Ms. N F Mpe Tel No: (015) 294 8401 or Ms RJ Phihlela Tel No: (015) 295 1166.

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

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 27/332 : **SCIENTIST (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY AND/OR BREEDING/REPRODUCTION/ANIMAL HOUSING AND WELFARE REF NO: AGR 2019-38 (X2 POSTS)**

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

CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government
: Science degree BSc Hons or a 4-year degree as recognized by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory registration with the SACNASP as a professional Natural Scientist in Animal Science; A minimum of 3 years post qualification natural scientific experience; A valid code B driving licence. Recommendation: Member of SASAS. Competencies: Working knowledge of the following: Small stock and/or dairy and/or beef production in intensive and extensive systems; understanding of animal management and nutrition in the mentioned species; Knowledge of the following: Scientific methodologies and models; Programme and Project Management; Legal compliance; Technical report writing; Computer-aided scientific applications; Data analysis; Policy development and decision making; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Presentation skills; Mentoring; Creating a high performance culture; Planning and organising; Conflict Management; Change Management; Problem solving and analysis.

DUTIES : Develop and implement methodologies, policies, systems and procedures; to perform scientific analysis and regulatory functions; Research and development; Human capital development.

ENQUIRIES APPLICATIONS : Dr C De Brouwer at Tel No: (021) 808 5220
: Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>

CLOSING DATE : 12 August 2019

POST 27/333 : **TRACTOR DRIVER/OPERATOR: FARM SERVICES, OUDTSHOORN REF NO: AGR 2019-37**

SALARY : R145 281 per annum (Level 04)
CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); a minimum of 1-year relevant experience; a valid Code C1 driving licence. Competencies: Knowledge of general farm work/activities regarding working with different ages of ostriches and research; Operate a tractor with various implements; Perform tractor maintenance and related support activities; Ability to work well within a team and individually; Communication skills.

DUTIES : Operate a tractor with various implements; Perform vehicle maintenance and administration support; Operate specialised machinery; Perform general farm activities.

ENQUIRIES APPLICATIONS : Mr S Engelbrecht at Tel No: (044) 203 9408
: You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm) : Affirmative Portfolios, Unit 14,

1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) e-mail address: adresponsecpt@affirm.co.za. You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered.

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

CLOSING DATE : 19 August 2019

POST 27/334 : **FARM AID: FARM SERVICES, OUDTSHOORN REF NO: AGR 2019-36**

SALARY : R102 534 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : ABET level 2 certificate or equivalent. Recommendation: Proven experience of general farm work. Competencies: Knowledge of Infrastructure; Advanced working experience doing farm work pertaining to ostriches; General farm work; Irrigation of Lucerne on land; Proven skills of working with farm animals, farm infrastructure construction and maintenance e.g. fencing, building and water pipe systems; Ability to work well within a team and individually; Communication skills.

DUTIES : General farm work will entail: planting, harvesting, irrigation, loading and off-loading; General routine farm aid activities with regards to infrastructure, animal science, plant sciences and research.

ENQUIRIES : Mr S Engelbrecht at Tel No: (044) 203 9408

APPLICATIONS : You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm) : Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) e-mail address: adresponsecpt@affirm.co.za. You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered.

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

CLOSING DATE : 19 August 2019

DEPARTMENT OF COMMUNITY SAFETY

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

CLOSING DATE : 12 August 2019

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 27/335 : **CHIEF SECURITY ADVISOR: SECURITY INVESTIGATIONS AND COUNTER MEASURES REF NO: CS 2019-20 (X2 POSTS)**

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 2 years relevant experience. Recommendations: Report writing experience; Use of technology in analysing data; Working knowledge of Safety Management. Competencies: Technical knowledge and understanding of the following: Safety and Security related legislation, standards and regulations; Risk Management; Policy development; Planning and organising; Critical analysis skills; Problem solving and decision making skills; Communication (written and verbal) skills; Proven computer literacy; Facilitation and presentation skills; Innovation and creative thinking.

DUTIES : Facilitate implementation of safety and security SOP's and methodologies to ensure compliance to prescripts, standards and regulations; Conduct research, analyse data, develop and maintain databases; Embed a positive security and safety culture within facilities; Develop and conduct awareness programmes; Facilitate OHS programmes, investigations and interventions.

ENQUIRIES : Ms K Schumann at Tel No: (021) 483 4061

POST 27/336 : **INVESTIGATING OFFICER: WESTERN CAPE POLICE OMBUDSMAN REF NO: CS 2019-21**
(12-Month Contract Position)

SALARY : R316 791 per annum (Level 08), plus 37% in lieu of benefits
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1 year relevant investigation or related experience; A valid code B driving licence. Competencies: Knowledge of the following: Legal administration and processes; Relevant legislation; Management processes in the public service; Western Cape Community Safety Act; South African Police Act and Constitutional Dispensation; Communication (written and verbal) skills; Client care skills; Proven computer literacy; Conflict resolution skills; Leadership skills; Interpersonal skills; Problem solving skills; Report writing and presentation skills; Research and investigation skills.

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

ENQUIRIES : Ms N Arabi at Tel No: (021) 483 0669

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

CLOSING DATE : 12 August 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 27/337 : **OFFICE MANAGER: CULTURAL AFFAIRS REF NO: CAS 2019-33**

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate tertiary qualification (3-year National Diploma or higher qualification); A minimum of 3 years' experience in managing administration

functions and rendering an executive support service to senior management. Recommendations: Report writing and Human Resource Management. Competencies: Knowledge of the following: Budget Management; Organisational and management practices, policies and operational functioning of a Chief Directorate; Relevant legislation/policies/prescripts and procedures; Relevant software; Advanced Computer literacy skills; Excellent communication (written and verbal) skills; Supervisory skills; Planning and organising skills; Ability to draft complex documentation; Ability work under pressure; Manage various office administration activities simultaneously; Research skills; Analysing skills; Writing and reporting skills; Delivering results and meeting customer expectations.

- DUTIES** : Manage engagements: Ensure that the management support staff compile programmes; Liaise with and/or sensitise the top manager regarding programmes/activities; Render line administrative support services: Develop and maintain systems in the office of the top manager; Oversee and provide effective guidance and advice on the flow of information and documents to and from the office of the top manager; Execute research, analyse information and compile documents; Conduct research and compile comprehensive documents with regard to issues forthcoming from meetings; Compile EXCO memoranda and memoranda with regard to sensitive issues that is not linked to a specific line function; Provide support to the top manager with regard to meetings: Screen documents to determine actions/information/documents required to the meeting; Manage resources of the office of the top manager; Determine and collate information with regard to the budget needs; Keep record of expenditure commitments, monitor expenditure and alert the top manager with regard to possible over-and under spending.
- ENQUIRIES** : Mr G Redman at Tel No: (021) 483 9507

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202
- CLOSING DATE** : 12 August 2019

MANAGEMENT ECHELON

- POST 27/338** : **DIRECTOR: TOURISM REF NO: DEDAT 2019-24**
- SALARY CENTRE** : R1 057 326 per annum (Level 13) (All-inclusive salary package)
Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate B degree (NQF 7) in tourism and/ or marketing; A minimum of 6 years middle management experience; and A valid driver's license, or reliable mode of transport for persons with disabilities. Recommendation: Experience in economic development will be an added advantage. Competencies: Strategic capability and leadership; People management and empowerment; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation;

- Problem solving and analysis; Client orientation and customer focus; and communication.
- DUTIES** : Manage the development of sector strategies and policies including the implementation thereof; Build and maintain networks with key stakeholders and ensure horizontal and vertical alignment within the sector; Develop, support and implement the market growth and the promotion of the sector; Identify sector specific blockages and participate in the unlocking of opportunities in order to achieve strategic outcomes; Oversee, co-develop and support programmes to improve sector competitiveness and development; Develop, support and implement an enabling environment for tourists; Strategic management; Human Resource management; Financial management.
- ENQUIRIES** : Ms C Julies Tel No: (021 483 9000)

OTHER POSTS

- POST 27/339** : **DEPUTY DIRECTOR: COORDINATION OF INDUSTRIAL DEVELOPMENT REF NO: DEDAT 2019-28**

- SALARY CENTRE** : R733 257 per annum (Level 11) (All-inclusive salary package)
: Department of Economic Development and Tourism, Western Cape Government

- REQUIREMENTS** : An appropriate 3 year qualification (National Diploma or higher qualification); A minimum of 3 years relevant management experience; Project Management experience. Recommendations: Experience in the following: Economic development; Stakeholder and Relationship Management; Financial Management. Competencies: Knowledge of the following: Economic Development; Stakeholder Management and Coordination; Project Management; Excellent communication (written and verbal) skills; Proven computer literacy; Problem solving and analysis; Client orientated and customer focus; Applied strategic thinking.

- DUTIES** : Effective resolution and responsiveness to Premier, Ministerial, HOD and DDG enquiries and priorities; Effective stakeholder coordination regarding Industrial Development areas and projects; Facilitation of economic opportunities through management and involvement in initiatives such as the catalytic projects, the Whole of Society Approach and municipal support; Overall management of Finance, HR, Risk.

- ENQUIRIES NOTE** : Mr H Jonker at Tel No: (021) 483 9883
: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

- POST 27/340** : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DEDAT 2019-29**

- SALARY CENTRE** : R316 791 per annum (Level 08)
: Department of Economic Development and Tourism, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/ B-Degree (or equivalent qualification) in Accounting; A minimum of 1 year relevant experience in a financial accounting environment. Recommendation: Relevant BAS experience. Competencies: Knowledge of the following: Public Finance Management Act, National and Provincial Treasury Regulations and Directives; Communication (written and verbal) skills; Proven computer literacy; Excellent leadership skills; Financial Management skills; Ability to work under pressure; Problem-solving skills; Ability to work in a team and independently.

- DUTIES** : Control and Management over payments; Ensure collection and handling of state money; Verification of batch control.

- ENQUIRIES NOTE** : Mr T. Johnson at (021) 483 9137
: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as

determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

<u>POST 27/341</u>	:	<u>ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: DEDAT 2019-26 (X2 POSTS)</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as a passed subject. Recommendation: Working knowledge of financial legislation. Competencies: A good understanding of Financial Systems; Communication (verbal and written) skills; Proven computer literacy; Numeracy skills; Planning and organising; Ability to work under pressure.
<u>DUTIES</u>	:	Capturing of payments on BAS and LOGIS; Registration and maintenance of Entities on BAS; Handling of State money / verification of receipts and deposits; Clearing of accounts; Handling of Petty Cash.
<u>ENQUIRIES</u>	:	Ms L Williams at Tel No: (021) 483 0810
<u>NOTE</u>	:	Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

DEPARTMENT OF HEALTH

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

<u>NOTE</u>	:	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 Medical Specialist Grade 1 to 3 (Radiation Oncology) with the Ref No: 25/170 advertised in Public Vacancy Circular 25 dated 12 July 2019, the Duties and Competencies are amended as follows: Competencies (knowledge/skills): Appropriate clinical experience in Radiation Oncology. An academic background and an active research interest. Experience in general Radiation Oncology, brachytherapy, teaching and training and research is desirable. Good administrative ability and communication skills. Knowledge of advanced radiotherapy techniques. Research experience. Duties: Render a comprehensive and skilled clinical service at Specialist level in Radiation Oncology. Responsible for radiotherapy planning and treatment Responsible for chemotherapeutic needs of patients. Compilation of protocols. Administration of brachytherapy. Responsible for chemotherapeutic needs of patients. Academic roles of teaching and training and Clinical research. Supervision of all under and post graduates.
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OTHER POSTS

<u>POST 27/342</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: NEONATAL UNIT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R383 226 (PN-B1) per annum Grade 2: R471 333 (PN-B2) per annum
<u>CENTRE</u>	:	Mowbray Maternity Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic qualification with a duration of at least one year, accredited with SANC in Advance Midwifery and Neonatal Nursing Science. Registration with a professional council: Proof of registration with the SANC as Professional

Nurse with the proof of current registration i.e. annual licensing receipt for 2019. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one year post basic qualification with the SANC as mentioned above. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays, on day and night duty when required. Competencies (knowledge/skills): Excellent interpersonal, verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Nursing Act and relevant Regulations. Good interpersonal and communication skills.

DUTIES : Provide holistic Perinatal care and education according to individual needs of patient's family and communities. Participate in training and research. Effective utilisation of resources. Provide support to nursing services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms KE Moore Tel. No: (021) 659-5550

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. 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 without the required post-basic qualifications can only be appointed if suitable candidates with the required educational qualifications could not be found. "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 : 16 August 2019

POST 27/343 : **CLINICAL CODING TRAINER AND CAPACITY BUILDING**
(12 Months Contract)
Chief Directorate: Rural Health Services

SALARY : R316 791 per annum (Level 08) plus 37% in lieu of service benefits.

CENTRE : Chief Directorate: Rural Health Services, Mossel Bay

REQUIREMENTS : Minimum requirement: A health-related three-year National Diploma or Degree registerable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC) with experience/competencies. Experience: Appropriate leading organisational knowledge and experience level of coding, experience in Training and Development of Training material in Diagnostic and Procedural coding in South Africa (ICD-10 Basic and Intermediate). Inherent requirements of the job: Valid unendorsed (Code B/EB) driver's licence. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Excellent presentation, facilitation and training skills and abilities. Ability to work independently and within a team.

DUTIES : Develop (research training material), Maintain and revise training manuals/presentations/user guides/LMS, deliver formal training to Clinical and Administrative staff to improve Clinical Coding accuracy and comprehensiveness, optimal revenue generation and management in all the Institutions of the WCG: Health (including latest Finance Instructions, system enhancements, etc.). Assist Assistant Manager/Manager as administrator for clinical coding training on Moodle. Establish the training needs of institutions and plan training sessions including making necessary arrangements for training, workshops and presentations. Evaluate training and update skills inventories in respect of the allocated institutions and provide feedback of training to management of the relevant institution. Professional communication

both telephonically and in writing with all role players. Accurate record keeping and accurate and timeous distribution of training material. General office and ad-hoc duties.

ENQUIRIES : Mr F Vorster Tel No: (021) 938-4362, E-mail: Frans.Vorster@westerncape.gov.za

APPLICATIONS NOTE : Applications are submitted online via www.westerncape.gov.za/health-jobs
: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.

CLOSING DATE : 16 August 2019

POST 27/344 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**
Chief Directorate: Metro Health Services

SALARY : R299 709 per annum
CENTRE : Lenteguur Hospital
REQUIREMENTS : Minimum educational qualifications: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Labour Relations. Competencies (knowledge/skills): Knowledge of Labour Relations and Human Resource Development and Training Policies and procedures. Ability to analyse data in order to compile management reports, detailing relevant trend Analysis. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy in Ms Office and Internet.

DUTIES : Interpret LR and HRD and Training policies and prescripts and manage/monitor its implementation. Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations and all training interventions. Assist in the development, implementation and evaluation of a Work Place Skills Plan. Co-ordinate induction training. Render a service to the Institutional Management and Labour Committee (IMLC) as well as the HRD and Training Committee. Represent the hospital at all LR and HRD and Training forums and provide feedback/advice accordingly. Consult and advise Line Managers on all LR and HRD and Training policies, procedures and interventions.

ENQUIRIES : Mr I Green Tel No: (021) 370-1414
APPLICATIONS NOTE : Applications are submitted online via www.westerncape.gov.za/health-jobs
: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency/practical test.

CLOSING DATE : 16 August 2019

POST 27/345 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: REPRODUCTIVE HEALTH AND TERMINATION OF PREGNANCY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R256 905 per annum
Grade 2: R315 963 per annum
Grade 3: R383 226 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional nurse in General Nursing. Inherent requirements of the job: Willingness to perform termination of pregnancy. Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Computer literacy (MS Word, Outlook and Excel). Excellent communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Leadership and sound interpersonal and motivational skills. Sound knowledge and understanding of Nursing and health service related Acts, legislation and Policies. Completion of prescribed training in terms of the Pregnancy Act, 1996.

DUTIES : Effective utilisation of resources (Human, Financial and Physical equipment and consumables). Liaise, advise and effectively communicate with the relevant internal and external stake-holders for continuity of client care and provide management with monthly statistics. Maintain professional

growth/self-development and ethical standards: compliance to professional, legal and ethical regulations, governing nursing practice by providing patient and family education according to individual needs. Provide counselling, Ultra sound services, family planning and assistance with uncomplicated uterine evacuations under conscious sedation. Provide optimal, holistic specialised nursing care within set standards and professional/legal framework with regards to management and supervision of patient care activities in the Termination of Pregnancy Clinic.

ENQUIRIES : Ms S Basardien Tel No: (021) 402-6430
APPLICATIONS : www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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)" Successful candidates who have not undergone the prescribed training in terms of the Pregnancy Act, 1996, will be required to do so.

CLOSING DATE : 16 August 2019

POST 27/346 : **ADMINISTRATION CLERK: SUPPORT**
 Chief Directorate: Metro Health Services

SALARY : R173 703 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum requirement: Grade 12/Senior Certificate. Experience: Appropriate experience on basic Clinicom. Experience in Office Management. Competencies (knowledge/skills): Ability to communicate in two of the three official languages of the Western Cape (both verbally and in writing). Computer literacy in MS Word, Excel, Powerpoint, Outlook, Basic Clinicom. Excellent interpersonal skills and ability to interact with different supervisors and a broad range of users. Ability to work co-operatively with colleagues of all levels of authority but also to work independently and unsupervised

DUTIES : Arrange the department's meeting, events and workshops. Collect and monitor receipt of data/ information for the compilation of reports. Information support to Nursing Department and maintenance of a database to collect, store and manipulate data to strengthen implementation and monitoring systems (staff work allocation lists, night duty hours, Sunday and public holiday's hours, overtime hours, courses attended, etc). Provide administrative support to, and undertake additional tasks assigned by the department head. Effective minute taking and making, receiving, screening and diverting calls as required. Assist with the completion of all statistics; assist with recruitment and selection process, co-ordination and administrative duties with regard to Training and Development (HRD) Nurse Training. Record keeping/maintain filing system regarding all competence.

ENQUIRIES : Ms S Fredericks Tel No: (021) 940-4416
APPLICATIONS : Please submit your application via www.westerncape.gov.za/health-jobs (click online applications).
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 August 2019

POST 27/347 : **HOUSEHOLD AID**
 Chief Directorate: Metro Health Services

SALARY : R102 534 per annum
CENTRE : False Bay Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirements of the job: Ability to do physical tasks and operate heavy duty cleaning and household equipment. Render a shift service on weekends and public holidays, on day and night duty when required. Competencies (knowledge/skills): Excellent verbal communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen and serving of patients.

ENQUIRIES : Mr B Tyutu, Tel. No. (021) 782-1121 ext 134

APPLICATIONS : The Manager: Medical Services: False Bay Hospital, PM Office, Bag X1, Vallyland, Fish Hoek, 7978

FOR ATTENTION : Ms L Shoosmith

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

CLOSING DATE : 16 August 2019

POST 27/348 : **LINEN STORES ASSISTANT (LINEN BANK) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in linen bank in a hospital environment. Inherent requirements of the job: Prepared to work weekends and public holidays. Ability to work shifts and to overtime when operationally required. Physically able to hear and speak clearly. Ability to lift heavy objects and stand long hours. Competencies (knowledge/skills): Ability to sort and count linen and to sluice the linen. Ability to operate equipment and machinery. Ability to read and communicate (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Provide effective, efficient, safe hygiene and cleaning practices. Provide a supporting service to the supervisor. Daily collection of dirty linen from departments for the linen bank and return of clean linen from the linen bank to the wards/departments. Daily sorting and counting of dirty linen prior to transfer of linen to laundry. Daily sluice of dirty linen. Perform basic routine tasks in the linen bank under supervision. Perform hard physical tasks, example, pushing heavy linen trolleys to and from the linen bank and wards/departments.

ENQUIRIES : Mr Z Mtshatsheni Tel No: (021) 918-1976

APPLICATIONS : The Manager: Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535.

FOR ATTENTION : Ms A Dyers

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

CLOSING DATE : 16 August 2019

POST 27/349 : **CLEANER (X6 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum

CENTRE : Post A: Gugulethu Community Health Centre (X3 posts)
Post B: Hanover Park Community Health Centre (X2 posts)
Post C: Dr Abdurahman Community Day Centre (X1 post)

REQUIREMENTS : Minimum requirement. Basic literacy and numeracy. Inherent requirements of the job: Willingness to work shifts (24-hour facility/s only). Must be physically fit to lift heavy objects.

DUTIES : Maintain a high standard of neatness and hygiene in the facility. Implement infection control policy standards. Effective cleaning and maintenance of equipment. Cost effective use of cleaning consumables. Provide cleaning support services to nursing management.

ENQUIRIES : Post A: Mr M October Tel No: (021) 637-1280/6371305
Post B: Ms M James Tel No: (021) 692-1240,
Post C: Ms M Boonzaaier Tel No: (021) 363-7907

APPLICATIONS : Post A: Mr M October to the Facility Manager: Hanover Park Community Health Centre, C/O Hanlyn and Hanover Park Avenue, Hanover Park, 7764.
Post B: Ms M James to the Facility Manager, Gugulethu Community Health Centre, NY3 Cnr NY77 and NY78 Gugulethu, 7750
Post C: Ms M Boonzaaier to the Facility Manager: Dr Abdurahman Community Day Centre, Ebbehout Street, Kewtown, Athlone, 7764.

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

CLOSING DATE : 16 August 2019

DEPARTMENT OF HUMAN SETTLEMENTS

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

CLOSING DATE : 12 August 2019

MANAGEMENT ECHELON

POST 27/350 : **DIRECTOR: LAND AND ASSET MANAGEMENT REF NO: HS 2019-51**

SALARY : R1 057 326 - R1 245 495 per annum (Level 13) (All-inclusive salary package)
CENTRE : Department of Human Settlements, Western Cape Government

REQUIREMENTS : A relevant NQF level 7 qualification or equivalent as recognised by SAQA; A minimum of 5 years' experience middle/senior management experience; A valid driver's licence, or alternative mode of transport for people with disabilities. Competencies: Proven communication (written and verbal) and report writing skills; Proven leadership skills; Proven strategic planning, organising and people management skills; Proven problem-solving and dispute resolution/conflict management skills; Ability to interpret relevant policies, strategies, standards, best practices, procedures, guidelines, acts and legislation; Be innovative, pragmatic, creative, self-motivated, committed, assertive and diplomatic; Have a passion for service delivery excellence; Good knowledge and understanding of State owned assets and properties; Settlement control and the Rural Areas Act 9 of 1987; Public Finance Management Act (PFMA) and applicable Treasury Regulations; The current human settlement environment, with specific reference to the Western Cape.

DUTIES : Manage the implementation of the Western Cape Title Restoration Project; Administer assets of the Department (e.g. rentals, maintenance, normalisation of tenure, transfers, leases, cancellation of bonds); Manage settlement control and administer the Rural Areas Act 9 of 1987; Acquire and release land for human settlement purposes, manage land use applications, sell properties via tenders and consider pre-emptive right application; Implement and manage dispute resolution in respect of ownership of state subsidy houses; Strategic management of the Directorate; People and Financial Management.

ENQUIRIES : Mr TC Mguli Tel No: (021-483 4956)

NOTE : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 27/351 : **CONSTRUCTION PROJECT MANAGER: PEOPLE'S HOUSING PROCESS, REF NO: HS 2019-38**

SALARY : Grade A: R718 059 - R766 278 per annum
Grade B: R809 631 - R829 107 per annum
Grade C: R925 734 - R1 090 458 per annum
(Salary will be determined based on post registration experience as per OSD prescripts).

CENTRE : Department of Human Settlements, Western Cape Government

REQUIREMENTS : National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience; BTech (Built Environment field) with a

minimum of 4 years certified managerial experience; Honours degree in any Built Environment field with a minimum of 3 years' experience; Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager; A valid code B driving licence. Competencies: Knowledge of the following: Housing Act, Western Cape Housing Development Act, National Housing Code and guidelines, Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBRC) guidelines, National Building Regulations, Planning and Environmental regulatory requirements; Latest building legislation, building contracts and contract administration; Engineering, legal and operational compliance; Project management from conception to delivery in the built environment; Project coordination, integration, communication and control of project activities; Integration and professional beneficial utilisation of organisational resources and the application of project portfolio coordination management methods; Costing of human settlements projects; Procurement and tendering processes; Occupational Health and Safety Act (OCHSA); Ability to interpret relevant legislation/policies/prescripts and procedures; Proven programme and project management skills; Research and development skills; Problem solving, conflict management and people management skills; Written and verbal communication skills; Proven computer literacy skills in MS Office packages; Technical report writing skills which include the ability to draft complex engineering reports, memorandums and submissions; Planning and organising skills that involves keeping projects on target; Implementation and monitoring skills.

DUTIES : Plan, manage and coordinate all aspects of subsidised human settlement development implementation within the region under the supervision of the Chief Engineer; Project Accounting and Financial Management; Office Administration; Research and Development.

ENQUIRIES : Ms H. Mzamo at Tel No: (021) 483 2512

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

POST 27/352 : **CANDIDATE ENGINEER: ENGINEERING SERVICES REF NO. HS 2019-47 (X4 POSTS)**
(Contract Positions for 3-Years)

SALARY : R618 732 per annum (All-inclusive salary package) (OSD as prescribed)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : Civil Engineering Degree (B Eng/BSC (Eng)) or relevant qualification (Attach your academic record); Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid code B driving licence. Competencies: Working knowledge of the following: Legal compliance; Engineer design and analysis; Project management skills; Proven problem solving and analysis skills; Research and development skills; Computer literacy (relevant engineering software packages); Ability to draft complex technical reports, memorandums and submissions; Written and verbal communication skills.

DUTIES : Design new systems to solve practical engineering problems (challenges) and improve efficiency and safety; Planning, designing, operating and maintenance of engineering projects; Development of cost effective solutions according to standards; Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology; Promote safety in line with statutory and regulatory requirements; Office Administration: Prepare inputs for the facilitation of resource utilisation; Adhere to regulations and procedures for Supply Chain Management (SCM) and HR administration; Report on service delivery; Research and development: Keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes.

ENQUIRIES : Mr GJ de Villiers at Tel No: (021) 483 8145

- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202
- POST 27/353** : **CANDIDATE ENGINEERING TECHNICIAN: PEOPLE'S HOUSING REF NO: HS 2019-42 PROCESS (X2 POSTS)**
(3 Year Contract Period)
- SALARY** : R268 713 per annum (OSD as prescribed)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : National Diploma in Engineering or relevant qualification (attach your academic record); Registration with ECSA as a Candidate Engineering Technician is compulsory upon appointment; A valid driving licence. Competencies: Knowledge of the following: Legal compliance; Building practices and interpretation of building plans; Ability to interpret the National Housing Code, Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBRC) guidelines as well as the National Building Regulations; Project management skills; Technical design and analysis skills; Technical report writing skills; Written, verbal and report writing Communication skills.
- DUTIES** : Render technical services under supervision: Assist Engineers, Technologist and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Adherence to existing technical manuals, standard drawings and procedures to incorporate new technology; Produce technical designs with specifications and submit for evaluation and approval by the applicable authority; Perform administrative and related functions: Compile and submit technical reports as required; Provide inputs to the technical/engineering operational plans; Develop, implement and maintain technical databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes.
- ENQUIRIES** : Ms R Tiry Tel No: (021) 483 4858
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202
- POST 27/354** : **CHIEF WORKS INSPECTOR: REGIONAL HUMAN SETTLEMENT SUPPORT (EDEN AND CENTRAL KAROO DISTRICT) REF NO: HS 2019-46 (X2 POSTS)**
(Contract Period of 12 Months)
- SALARY** : R316 791 per annum (Level 08), plus 37% in lieu of service benefits.
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma (T/N/S streams) or an N 3 Certificate and a passed Trade Test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years' experience in a building environment; A valid code B driving licence. Recommendations: Experience in the following: Costing of housing projects; Rendering and control of affordable housing; Supervision, mentoring and facilitation of skills transfer; Financial and Human Resource Management. Competencies: Working knowledge and practical application of the following: National Housing Code, Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBRC) guidelines, procurement and tendering processes as well as the National Building Regulations; Public Finance Management Act (PFMA); Occupational Health and Safety Act

		(OCHSA); Excellent communication (written and verbal) and report writing skills; Proven computer literacy in MS Office packages, Internet, Intranet and other relevant software packages; Proven strategic planning and organising skills that involves keeping projects on target; Good interpersonal and customer liaison skills; Good implementation and monitoring skills; Ability to liaise with personnel, general public and stakeholders/ clients; Ability to work independently and in a team under tight timelines and under pressure.
<u>DUTIES</u>	:	Rendering support with regard to the management of housing projects and implementation of Occupational Health and Safety Act; Monitoring and reporting of the progress of housing units; Provide project management support to the upgrading and maintenance of provincially owned assets; Render technical and administrative support; Evaluate plans submitted and write technical reports for all project applications received; Provide guidance and training staff and facilitate the transfer of skills to colleagues and beneficiary communities; Liaising with beneficiaries, local authorities, consultants, municipalities, contractors and other role players; Management of contractors undertaking maintenance work on departmentally owned properties.
<u>ENQUIRIES NOTE</u>	:	Mr K Hendricks at Tel No: (044) 805 8757
	:	Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202
<u>POST 27/355</u>	:	<u>ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: HS 2019-44</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 05)
	:	Department of Human Settlements, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification) with mathematics and/or accounting as passed subjects. Recommendation: Experience in financial accounting. Competencies: A good understanding of the following: National Debtor System (NDS); BAS and LOGIS Systems; Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; Communication (verbal and written) skills; Proven computer literacy; Numeracy skills.
<u>DUTIES</u>	:	Capturing of payments and journals; Administration of property accounts; Posting of sold property accounts to registered owners; Attend to daily enquiries from the public and municipalities; Capturing entities on BAS and National Debtor System (NDS); Batch documents control; Instate claims against other departments and handle payables from other departments; Maintaining and reconciling debtors on the National Debtor System (NDS).
<u>ENQUIRIES NOTE</u>	:	Mr L Mabaso at Tel No: (021) 483 8900
	:	Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202
<u>POST 27/356</u>	:	<u>ADMINISTRATION CLERK: RATES AND TAXES REF NO: HS 2019-45</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 05)
	:	Department of Human Settlements, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification) with mathematics and/or accounting as passed subjects. Recommendation: Experience in a financial accounting working environment. Competencies: A good understanding in the following: National Debtor System (NDS); BAS and LOGIS Systems; Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; Proven computer literacy; Communication (verbal and written) skills.

- DUTIES** : Capturing of payments and journals; Administration of property accounts; Posting of sold property accounts to registered owners; Attend to daily enquiries from the public and municipalities; Capturing entities on BAS and National Debtor System (NDS); Batch documents control; Instate claims against other departments and handle payables from other departments; Maintaining and reconciling debtors on the National Debtor System (NDS).
- ENQUIRIES** : Mr L Mabaso at Tel No: (021) 483 8900
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

DEPARTMENT OF THE PREMIER

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 12 August 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

- POST 27/357** : **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS CLUSTER A REF NO: DOTP 2019-76**
- SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/ B-Degree (or higher qualification) in the field of Forensics/ Commerce/ Law/ Auditing; A minimum of 6 years functional (forensic investigations) experience or a minimum of 3 years management experience in conducting forensic investigations in a forensic services/ commercial crime environment; A valid code B driving licence. Recommendations: Experience in forensic investigations within the public sector; Qualification of B.Com/Honours in Forensic Accountancy; Certified Fraud Examiner (CFE) or Certified Forensic Practitioner (CFP). Competencies: Knowledge of the following: National, provincial and departmental legislation, policies and procedures; Fact-finding techniques and investigative procedures applicable to forensic auditors/investigators; Fraud risk assessment and forensic audit planning techniques; South African legal system; Inter-governmental relations; HR and administrative systems and processes; Financial management prescripts and processes; Communication (written and verbal) skills; Proven computer literacy (understanding of ACL); Good forensic interviewing skills; The ability to develop and maintain a co-operative relationship with legislature, law enforcement and judiciary personnel; Problem-solving, negotiation skills; Ability to work under pressure; Goal orientated and driven.
- DUTIES** : Forensic Services Methodology: Provide input into the Forensic Services Methodology maintenance and development process; Quality assurance: Continuous supervision in a team context, raising review/coaching notes and making sure that they are cleared on a timely basis; Manage the successful investigation and prosecution of cases of fraud, theft and corruption; Investigation of cases: Investigation of allegations and/or irregularities allocated, within the agreed methodology, service level agreements and timeframes; Report and progress monitoring: Draft factual reports which include appropriate findings and recommendations and subsequent tracking thereof; Project Management: Allocate and monitor investigations in order to

- maximise efficiencies; Institutional Knowledge Management: Implement systems to ensure maintenance of institutional knowledge; Regular liaison with stakeholders: Progress meetings with client departments where required.
Mr R Janse Van Rensburg at Tel No: (021) 483 0901
- ENQUIRIES** :
- POST 27/358** : **CONTENT RESEARCHER: E-GOVERNMENT FOR CITIZENS REF NO: DOTP 2019-73**
- SALARY** : R316 791 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification which is media related.); A minimum of 2 years' experience in an online publishing environment. Recommendations: Working knowledge of the following: ICT environments; Content Management Systems; Social media platforms; Image optimisation and video editing software; A valid driving licence; Research, content gathering and editing; Experience with a large publication would be an advantage. Competencies: Knowledge of the following: Content production systems; Ability to research indecently; Ability to use multimedia equipment; Proven writing ability; Good understanding of Search Engine Optimisation (SEO); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Write and publish online content implementing international best practices, including functions such as interviews; Assess content brief, conduct research and aggregate content for production; Proof read, fact check and ensure quality content for publication in line with international best practices and towards achievement of content goals; Prepare image, video and online media; Assist with content planning; Working knowledge of digital marketing, particularly audience research, content modelling and online public relations.
- ENQUIRIES** : Ms H. Baron at Tel No: (021) 483 2923

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 12 August 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

- POST 27/359** : **MANAGER: DISABILITY DESK REF NO: DSD 2019-71**
(12-Month Contract)
- SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years management experience in a disability environment. Competencies: Extensive knowledge of the following: Government processes and systems; Disability legislation, strategies and policies relating to this portfolio; Disability sector; International best practices in terms of disability; Policy development; Excellent communication (written, verbal, presentation) skills; Facilitation, planning and organising skills.
- DUTIES** : Development of disability strategy and policy for the Western Cape Government; Delivery of programmes and projects; Monitoring, evaluation and reporting; Human Resource Management and Financial Management.
- ENQUIRIES** : Mr C Jordan at (021) 483 4991

POST 27/360 : **ADMINISTRATION CLERK: LOGISTICAL SERVICES (METRO EAST) REF NO: DSD 2019-70**

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Legislative framework, policies and prescripts guiding supply chain management processes including transport in the public service; Modern systems of governance and administration (LOGIS, BAS, IPS, Trade World and CSD); Constitutional, legal and institutional arrangements governing the South African public sector; Communication (written and verbal) skills; Planning and organising skills; Analytical thinking skills; Proven computer literacy (MS Office); Ability to work under pressure and meet strict deadlines.

DUTIES : Effective administration of transport policies and procedures; Assist with effective maintenance and optimal utilisation of fleet; Render support to the region with regards to performance, leave and personnel documentation; Rendering of provisioning administration; Provide assistance in determining needs and application of correct procedures pertaining to provisioning; Liaise with service providers in respect of the supply and delivery of goods, registration of suppliers for electronic funds transfers and payments; Provide assistance with regards to asset management in relation to compilation of a database to record all assets; Reporting on all assets acquired on a quarterly basis; Compilation of inventories in reference of stores and equipment; Liaise with inventory controllers of offices and institutions to ensure a uniformed approach in the recording of assets; Provide assistance with the stocktaking processes in line with Provincial Treasury, PFMA and provisioning guidelines and procedures.

ENQUIRIES : Mr G Laubscher at Tel No: (021) 483 3072

POST 27/361 : **ADMINISTRATION CLERK: SOCIAL WELFARE REF NO: DSD 2019-72**
(12-Month Contract Position)

SALARY : R173 703 per annum (Level 05), plus an additional 37% in lieu of service benefits

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Recommendation: Relevant experience in the area of disability. Competencies: A good understanding in the following: Client care and information management; Social Welfare services relating to disability; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Modern systems of governance and administration; Policies of the government of the day; Departmental operations; Proven computer literacy (MS Office); Conflict resolution skills; Organising skills; Communication (verbal and written) skills; Monitoring, evaluation and reporting skills.

DUTIES : Provide information to clients regarding disability services; Assisting clients at the coalface on how to access disability services; Follow-up on queries from clients; Provide immediate relief to clients; Administer surveys; Gather data; Notate client feedback; Maintain feedback register; Render general administrative surveys; Manage all telephone enquiries; Maintaining of filing system for the help desk; Maintain an electronic database(s) for the team; Manage logistical arrangements for the team; Keep and maintain the filing system for Non-Financial Data (NDF) in relation to disability matters for the disability helpdesk; Updating of registers and statistics; Distribute documents/packages to various stakeholders as required; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register for the disability desk; Provide administrative support in relation to special projects relating to disability.

ENQUIRIES : Mr C Jordan at Tel No :(021) 483 4991

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

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

CLOSING DATE : 12 August 2019

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 27/362 : **ACQUISITION MANAGER: PROPERTY ACQUISITION REF NO: TPW 2019-119**

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years' relevant experience. Competencies: Knowledge of the following: General Property Principal; Western Cape Land Administration Act No. 6 of 1998 and its Regulations; Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA); Applicable legislative and regulatory requirements, policies and standards; Applied Strategic Thinking; Problem-solving & Decision-making; Ability to work under pressure and meet deadlines; Organisation and planning skills; Problem solving and negotiation skills; Ability to apply Project Management principals; Proven computer literacy (MS Office); Excellent communication (written and verbal) skills; Interpret self-management; Strong finance and analytical skills.

DUTIES : To acquire property for the Western Cape Government in terms of the provisions of the Western Cape Land Administration Act No. 6 of 1998 by means of purchase, donation, exchange or in terms of asset follows function principle; Direct and control the acquisition processes with departmental procedures/policies for the property requirements of the client departments; Execute and implement the acquisition of immovable assets as per the approved acquisition plans; Execute and implement the acquisition of immovable assets as per ad-hoc approved requests; Execute the donation of immovable assets; Execute land exchanges; Execute the transfer of immovable assets in terms of the function asset follows function; To implement and execute the disposal of redundant properties of the department and public works as per the requirements of the WCLA Act No. 6 of 1998; To implement and execute the demolition of buildings / structures as per the requirements of the WCLA Act No. 6 of 1998; Provide support to the management of the sub-directorate in terms of administrative activities that support the effective operations of the sub-directorate.

ENQUIRIES : Mr E Bath at Tel No: (021) 483 4297

POST 27/363 : **STATE ACCOUNTANT: INTERNAL CONTROL (GMT) REF NO: TPW 2019-120**

SALARY : R316 791 per annum (level 8)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (or higher qualification) in Internal Control; A minimum of 2 years relevant experience in an internal control environment; A valid code B driving licence. Recommendation: Proven working experience with Microsoft Office. Competencies: Knowledge of the following: Financial norms and standards (Public Financial Management Act (Act 1 of 1999), National Treasury Regulations, Provincial Treasury Instructions/directives); Internal Control tools and techniques; Ability to interpret relevant directives and policies; Communication (written and verbal) skills; Proven computer literacy; Organisational skills; Leadership; Systematic approach.

DUTIES : Human Resource Management; Ensure that governance is implemented and maintained in all GMT components; Ensure that assurance services are performed and that the necessary document control procedures are effectively and efficiently applied; Fraud and Loss Management; Asset Verifications.

ENQUIRIES : Ms G Hartley at Tel No: (021) 469 7604

POST 27/364 : **COMMUNICATION OFFICER: DEPARTMENTAL COMMUNICATION REF NO: TPW 2019-126 (X2 POSTS)**

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree in Journalism, Public Relations or Marketing; A minimum of 3-years appropriate experience in Communications or similar working environment/field. Recommendation: Supervisory experience. Competencies: Knowledge of the following: Reputation Management; Brand Management; Media Liaison; Well-developed writing and editing skills; Communication (written and verbal) skills; Proven computer literacy; Good planning; Strong interpersonal, analytical skills and problem solving abilities; Ability to work independently and operational management capability.

DUTIES : Developing and executing awareness communication campaigns; Identifying interesting and positive stories for the media; Compiling of research; Co-ordination, editing and producing communication material; Production of Internal and external newsletters; Handling of all queries from the general public through official platforms; Reputation management including media liaison (handling of media queries, writing of media releases, media monitoring and evaluation); Above and below the line material and brand management; Assist internal clients with the production of marketing materials through Corporate Communication and transversal communications contract; Communication with all staff involved when there is a special event; Identifying interesting and positive stories for the media.

ENQUIRIES : Mr J Bakker at (021) 483 8513

POST 27/365 : **ARTISAN PRODUCTION LEVEL (MECHANIC): WINELANDS WORKSHOP REF NO: TPW 2019-129**

SALARY : Grade A: R190 653- R211 596 per annum
Grade B: R224 574- R249 246 per annum
Grade C: R262 176 - R324 708 per annum
(Salary will be determined as per OSD prescripts)

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Appropriate Trade Test Certificate in Diesel Mechanics; A valid code C1 (or higher) driving licence with a valid PDP. Recommendation: A valid code EC1 driving licence. Competencies: Technical skills including analysis, legal compliance, computer aid applications; Ability to diagnose and repair mechanical, hydraulic and electrical problems; Mathematical abilities; Ability to write reports on the diagnoses of mechanical, hydraulic and electrical problems; Communication (written and verbal) skills.

DUTIES : Responsible for the maintenance and repair of all road construction plant and vehicles; Supervise and train Artisan Apprentice; Maintain occupational health and safety standards; Perform administrative duties which include the completion of logs and time-sheets, initiate orders and writing of reports.

ENQUIRIES : Mr FJ Jones at (021) 863 2020

POST 27/366 : **ACCOUNTING CLERK: BANKING AND CASH MANAGEMENT REF NO: TPW 2019-118**

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with accounting as a passed subject; A valid code B (or higher) driving licence; A minimum of 6 months experience in a banking or similar environment. Recommendation: Relevant experience in Generally Recognised Accounting Practices (GRAP). Competencies: A good understanding of the following: GAP Directives; Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; Trading entity; Financial procedures; Financial delegations; Financial instructions; Personnel Management, disciplinary and grievance procedures; Oracle financials; Written and verbal Communication skills; Proven computer literacy (MS Office); Ability to work under pressure; Problem solving skills.

DUTIES : Handle all GMT (Government Motor Transport) cash management administration; Handle the financial aspects regarding the maintaining of the vehicle fleet; Handle the cashier function; Handle document control function.

ENQUIRIES : Ms K Proctor-Fourie at Tel No: (021) 467 4792

POST 27/367 : **ADMINISTRATION CLERK: TRAFFIC LAW ENFORCEMENT REF NO: TPW 2019-122**

SALARY CENTRE : R173 703 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: 1 Post Available In Knysna and 1 Post Available In Swellendam

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administration experience. Competencies: A good understanding of the following: Public Financial Management Act; Departmental policies and prescripts; Financial procedures and general administrative functions; LOGIS; BAS payments; Staff Performance Management System (SPMS); Communication (written and verbal) skills; Proven computer literacy; Planning and organising skills.

DUTIES : Assist with administrative and financial support services; Assist with procurement/Inventory Control; Data Capturing; Perform general administrative fun

ENQUIRIES : Mr N Arendse Tel No: (021) 483 0533

POST 27/368 : **ASSET CLERK: ASSET MANAGEMENT REF NO. TPW 2019-128 (X3 POSTS)**

SALARY CENTRE : R173 703 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: **REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendations: A valid Code B (or higher) driving licence; Experience in accounting; Working knowledge of SCOA and Asset Management. Competencies: Good understanding of the following: Asset Management; Accounting; SCOA; Public Finance Management Act; LOGIS; Communication (verbal and written) skills.

DUTIES : Order and receive assets by ensuring that there is funding available and a need exists; Receive, capture and file Log1; Obtain quotes in accordance with policies and prescripts; Maintain contracts file and asset register by utilising contracts to procure goods/services that are on contracts; Maintain accurate records of contracts utilised and available for use; Marking assets; Maintaining an accurate ledger of assets on logis; Identify shortages and surpluses; Update asset register; Update theft and losses register; Report on movement of assets by capturing all donations received and issued; Download asset reports; Participate in annual (bi-annual) stock take; Check if transactions comply with legislative requirements with regards to transaction control sheet.

ENQUIRIES : Mr C Matthyse at Tel No: (021) 483 4636