



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 28 OF 2019
DATE ISSUED: 02 AUGUST 2019

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

AMENDMENT

: **MPUMALANGA: DEPARTMENT OF HEALTH:** Kindly note that the posts of Director: Corporate Services with Ref No: MPDOH/JULY/19/03 (for Nkangala District Office), Director: Strategic Planning & Policy with Ref No: MPDOH/JULY/19/04 (for Provincial Office), Medical Specialist (Obstetrics & Gynaecology) with Ref No: MPDOH/JULY/19/05 (for Witbank Hospital), Assistant Director: Corporate Services with Ref No: MPDOH/JULY/19/29 (for Barberton Hospital), advertised in Public Service Vacancy Circular 26 dated 19 July 2019, the requirement of the post were amended as follows: Degree / Diploma in Public Administration / Management or equivalent qualification with 5 years relevant experience and the closing date has been extended to the 08 August 2019. Sorry for the inconvenience.

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DEPARTMENT OF CORRECTIONAL SERVICES



- APPLICATIONS** : All applications must be submitted to: National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street).
- CLOSING DATE** : 16 August 2019 at 15h45
- NOTE** : Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver's license. Please Note: All copies attached must be certified a true copy of the original and not older than three months. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. The Department of Correctional Services reserves the right not to fill any of these advertised posts. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before 16 August 2019 at 15h45. Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the relevant address as indicated above.

OTHER POST

- POST 28/01** : **DATA CAPTURERS REF NO: HO 2019/08/01 (X5 POSTS)**
Twelve (12) Months Contract]
Directorate: HR Administration and Utilization
- SALARY** : R145 281 per annum (Plus 37% in lieu of benefits)
- CENTRE** : National Head Office
- REQUIREMENTS** : Grade 12 qualification with a proven record of administration and office management experience. Typing speed of + 55 words per minute. Extensive computer skills and practical usage in MS Office Suite, including MS Word, MS Excel, MS PowerPoint and MS Outlook. Comprehensive understanding and knowledge of data administration. Experience of data administration in the Human Resource Management field will be an added advantage. Competencies and Attributes: Excellent administrative, time management and organizational skills. Professionalism. Good interpersonal relations. Must show initiative and be motivated, driven and results-orientated. Ability to work under pressure. Confidentiality. Good understanding of public service legislative framework.

DUTIES

Service delivery and client orientation. Integrity and honesty. Assertiveness, influence and impact. Telephone etiquette.

: Receipt, sorting, acknowledgement and capturing of applications. Typing of letters, memorandums and other documents related to the recruitment and selection processes, as required. Manage assets.

ENQUIRIES

: Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (012) 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

APPLICATIONS

Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

FOR ATTENTION

Human Resource Management

CLOSING DATE

19 August 2019

NOTE

- : Must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. The persons appointed to this position will be subjected to a security clearance. The department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

MANAGEMENT ECHELON**POST 28/02**

- : **DIRECTOR: COASTAL BIODIVERSITY RESEARCH REF NO: OC22/2019**

SALARY

- : R1 057 326 per annum (All inclusive remuneration package, conditions apply)

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 Oceans and Coastal management legislative frameworks. Knowledge of regulations promulgated there under and Departmental policies with special reference to Oceans and Coastal management legislative frameworks. Experience and knowledge of policy development and implementation. Knowledge in general government administrative procedures and processes. Experience in programme and project management with good research skills, strategic capability and leadership, analytics skills and understanding of environmental issues. Experience in strategic planning, organizational transformation and financial management. Computer literacy and good communication skills (both verbal and report writing) with experience in stakeholder engagement.

DUTIES

- : Promote, manage and co-ordinate Coastal Research and monitoring assess coastal vulnerability to all risks and hazards. Co-ordinate and monitor estuarine research. Compile and monitor estuarine reports. Complete Coastal Vulnerability Assessment phase. Ensure completion of Develop and implement National Oceans and Coasts Spatial plan. Manage and coordinate marine biodiversity and ecosystem research. Draft and implement work plan with UWC. Collect bio-discovery data from habitats. Manage and coordinate research and monitoring of marine top predators. Estimate population numbers and trends for marine top predator (White Pelican, Roseate Tern, Cape Cormorant etc. Undertake field research on seal-sea bird interactions. Improve the distribution and population identity of priority species of cetacean, turtle and shark. Ensure that MOA is signed and new shark research project is commenced. Ensure scientific researchers are published in peer-review journals. Coordinate scientific output in respective research disciplines. Compile and provide reports on the state of the Oceans. Identify Biodiversity and Coastal Research. Provide strategic leadership, good corporate governance and enhance international interest. Participate in regional and international conventions. Draft plan for inter-sessional work for the Abidjan Convention. Establish formal relations with higher learning and research institutions.

ENQUIRIES

- : Mr A.D. Naidoo Tel No: (021) 819 5009

OTHER POST

<u>POST 28/03</u>	:	<u>SPECIALIST SCIENTIST: PHYSICAL OCEANOGRAPHY AND REMOTE SENSING REF NO: OC 21/2019</u>
<u>SALARY</u>	:	R1 246 842 per annum (All inclusive remuneration package, conditions apply)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An appropriate recognized PhD Degree in Natural Sciences or Physical Oceanography or in Engineering or equivalent qualification, plus ten years relevant post qualification experience. Compulsory registration with SACNASP as a certified Natural Scientist (must provide certified copy of Registration Certificate, or proof of recent application for registration plus and payment for such). Extensive experience in the conduct of oceanographic research, ocean data and information product development, and a history of working with a broad array of marine stakeholders and oceanographic institutions focusing on the southern African region. Experience in team leadership, strategic planning, project management. A proven track record of relevant research and development output including mentoring. Familiarity with scientific methodologies and models and operational ocean products and OCIMS marine Decision Support Tool (DeST) development. Demonstrated competence with marine remote sensing applications and research & development including SST, SAR, altimetry, and/or scatterometry or other marine winds sensors. The successful incumbent will be expected to demonstrate familiarity with the physical oceanography of the region and competency working on a Linux system.
<u>DUTIES</u>	:	Lead, supervise and mentor the Ocean Physics and Remote Sensing Group. Oversee, supervise and prioritise operational / monitoring programmes and Research & Development projects, oversee the development of operational ocean modelling for DEA, and lead the build-up of South Africa's operational oceanographic infrastructure, maintaining a high degree of functionality. Allocate and manage funds, technical resources and personnel to ensure the success of these endeavours. Help identify and prioritise key oceanographic questions of significance to the country; formulate and develop projects and programmes to answer these. Develop new operational ocean information products; assist in the selection and prioritisation of products to be generated. Ensure that the methods and standard operating procedures utilized by the group will result in data that meet international quality and format standards. Publish and communicate the group's work through dataset and product publication in MIMS, presentations, the professional literature, and technical reports. Participate in local, regional and international scientific programmes.
<u>ENQUIRIES</u>	:	Mthuthuzeli Gulekana Tel No: (021) 819 5022 / Jimmy Khanyile Tel No: 021 819 5007

DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

The National Department of Environment, Forestry and Fisheries is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Director-General, Department of Environment, Forestry and Fisheries, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION** : Human Resource Management
- CLOSING DATE** : 19 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 28/04** : **DIRECTOR: FACILITIES AND ADMINISTRATION SERVICES REF NO: COO04/2019**
- SALARY** : R1 057 326 per annum (all-inclusive SMS remuneration package)
- CENTRE** : Cape Town
- REQUIREMENTS** : A recognized three year degree in Management Sciences/ Public Administration/ Facilities Management/Property Management (at NQF Level 7) or relevant equivalent qualification. 10 years' experience in related field, of which minimum of 5 years' should be at middle/ senior management level. Good leadership and management, coordination, organisational and planning, communication skills (written and spoken), programme and project management, decision-making, report writing and organisational skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, and work under extreme pressure.
- DUTIES** : The successful candidate will be responsible to manage and oversee facilities, buildings and administrative services with regards to the following key performance activities: security Ensure reception services and Security Services of various offices within Western Cape are in Place. Ensure that Auxiliary Services is in place. Ensure hygiene, fumigation and pest control services are in place. Ensure the coordination and facilitation of the logistic & records services. Coordinate and facilitate the logistics and auxiliary services in the Region. Coordinate and facilitate records management services. Coordinate contracts management in the regions. Conduct needs assessment on the buildings and facilitate approvals. Provide Government Motor Transport and Departmental transport support in the Department. Manage all after hour's bookings and changes in terms of approved travel applications. Assess application for Departmental vehicles. Manage parking facilities. Review and implement travel services policy. Liaise with service provider and negotiate deals aimed at reducing travel spend. Administer Service Level Agreements and maintenance projects. Manage time payment of service

providers. Ensure compliance to the contractual obligations by service providers. Ensure that leases are renewed before expiry date. Preparation of proposed floor layouts for space planning. Manage cleaning and food aid services. Monitor landlord obligations on the implementation of Occupational Health and Safety requirements.

ENQUIRIES : Ms NP Ngcobo Tel No: (012) 399 – 9875

POST 28/05 : **DIRECTOR: CORPORATE COMMUNICATIONS REF NO: COO05/2019**

SALARY : R1 057 326 per annum (all-inclusive SMS remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised three year Bachelor's Degree/ Advanced Diploma in Journalism/Communications (at NQF 7) or an equivalent relevant qualification• A minimum of 5 years' experience at a middle/ senior management level in a relevant field; Excellent communications skills (verbal and written); Experience in project management; Clear understanding and/or exposure to the government communications system; Good interpersonal, stakeholder liaison and financial management skills; Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations; Good managerial, organisational, administration, analytical and interpersonal skills; The ability to work efficiently in a team and under pressure; Candidate must be willing to travel and work over extended hours.

DUTIES : Manage the development and implementation of the department's editorial and publications programme. Oversee editorial content and production timelines for a broad portfolio of publications. Manage the creation of advertising, advertorial, awareness-raising and marketing collateral for various campaigns across multiple channels and mediums. Manage department wide graphics standards and brand consistency for internal and external visibility. Manage the corporate identity, branding and exhibition portfolio of the department. Manage the development and implementation of electronic communication (social media, website and intranet) plans that allow the department to take advantage of the various digital platforms.

ENQUIRIES : Mr A Modise Tel No: (012) 399 9943

POST 28/06 : **DIRECTOR: ATMOSPHERIC POLICY, REGULATION AND PLANNING REF NO: CCAQ04/2019**

SALARY : R1 057 326 per annum (all-inclusive SMS remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree in Environmental Science/Environmental Management/ Environmental Engineering (NQF7) plus a minimum of five years middle management experience in the field of air quality management. A post graduate qualification and/or specialist qualification relating to air quality management will serve as an added advantage. Specialist knowledge of Government's environmental quality and protection-related policies, priorities and strategies air quality matters and air quality management in particular components of the air quality governance cycle as described in the 2007 National Framework for Air Quality Management with respect to national policy, strategy and legislation. General Knowledge of: All environmental issues, especially those relating to the air Planning and budgeting methodologies Business and project plan monitoring and reporting methodologies. General management practices.

DUTIES : The Department of Environmental Affairs is looking for a dynamic senior manager with an air quality management background to lead the Atmospheric Policy, Regulation and Planning Directorate. In addition to carrying out standard management functions, the successful applicant will ensure that reasonable legislative and other measures are developed, implemented and maintained in such a way as to protect and defend the right of all to air and atmospheric quality that is not harmful to health and well-being. To this end, the successful applicant will be responsible for the following key performance areas: National policy, legislation, regulation, development and review, Atmospheric Norms and Standards, Air Quality Management Planning, Priority Area Planning and Review; and, Ensuring that all governmental interactions in respect of air and atmospheric quality are informed by technical information of the highest quality standards.

ENQUIRIES : Dr T Khumalo Tel No: (012) 399 9187

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001
- CLOSING DATE** : 19 August 2019 12h00 noon No late applications will be considered.
- NOTE** : Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details), original certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

- POST 28/07** : **IT AUDITOR REF NO: ITAUD/2019/08-1P-RA**
Internal Audit
- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : Recognized three-year Bachelor's Degree/National Diploma (360 credits/NQF6) in Internal Audit/Information Systems Audit with three (3) years internal auditing experience of which one (1) years' experience is/was in IT Auditing. One year experience in ACL and a qualification in basic scripting will serve as advantage. Computer literacy: Microsoft packages (Excel, Word, PowerPoint, Access and Visio), ACL and Teammate. Knowledge of Benefits Administration. Knowledge of Customer Relationship Management (Channel Management). Knowledge of

relevant legislative requirements and GPAA policies and procedures. Industry knowledge. Knowledge of Financial management including budgeting and forecasting. Knowledge of Pension Fund Regulations and Rules. Knowledge of Compliance Management. Knowledge of relevant systems. Knowledge of COSO, COBIT and ITIL. Knowledge of IT concepts terminology, practices and the Process of Auditing. Knowledge of IIA and ICASA standards, code of ethics and frameworks. Knowledge of Information Systems. Governance and Management of IT. Information Systems Acquisition, Development and Implementation. Information Systems Operations, Maintenance and Service Management. Protection of Information Assets. Service delivery innovation. Client Orientation and customer focus. Financial Management. People management and empowerment. Programme and project management. Change Management. Communication. Knowledge Management. Problem solving and analysis. Report Writing. Respect. Service Excellence. Integrity. Transparency. Courtesy. Emotional Intelligence. Team Player.

DUTIES : The purpose of the role is to provide administrative support in the IT Audit services for GPAA. This position will be filled as a permanent position. Execute IT audit projects: Execute and finalise the IT audit projects allocated on Team Mate and using ACL according to the agreed deadlines and quality standards. Administer the Teammate system, and the ACL tool. Discuss and resolve informal queries with clients. Gathering evidence about operations of a department under review. Evaluate the evidence gathered. Determine whether the operations of a department meet acceptable standards. Assess the effective of controls and operations. Follow up action plans as they become due. Ensure Compliance in the audit unit: Comply with the IIA and ISACA standards, code of ethics and frameworks. Contribute to the quality of IT Audits. Comply with Government, GPAA and Internal Audit methodology, policies, procedures, prescripts, regulations, acts and laws.

ENQUIRIES FOR ATTENTION NOTE : Mr Lesiba Sehlapelo Tel No: (012) 399 2710
: Mr Lesiba Sehlapelo: Recruitment
: Employment Equity target for the post is Coloured, Indian or White males/females or people with disabilities. Candidates of the specified groups are encouraged to apply. Preference will be given to the categories stated. One IT Auditor Position is currently available at the Government Pensions Administration Agency in the Internal Audit Unit. This position will be filled permanently.

POST 28/08 : **INTERNAL AUDITOR: REGULATORY AUDIT REF NO: IA: RA/2019/08-1P**
The purpose of the role is to provide an Internal Audit service for an allocated area in order to minimize risk to GPAA.

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
: Pretoria Head Office
: A recognized three year National Diploma/ Degree in Internal Audit (at least 360 credits), with three (3) years' experience within the Internal Audit environment. Computer literacy that includes a good working knowledge of Microsoft Office products. Knowledge of Compliance Management. Knowledge of Financial management including budgeting and forecasting. Knowledge of relevant systems. Knowledge of Benefits Administration. Knowledge of Customer relationship management (Channel management). Knowledge of relevant legislative requirements and GPAA policies and procedures. Knowledge of Pension Fund Regulations and rules. Industry knowledge. Service delivery innovation. Client Orientation and customer focus. Financial management. People management. Programme and project management. Change management. Good communication skills both written and verbal. Knowledge management. Respect. Service excellence. Transparency. Courtesy. Emotional intelligence. Team player. Integrity.

DUTIES : The successful candidate will be responsible for the following functions and include, but not limited to: Undertake audit projects. Perform Internal Audits, as allocated, according to internal policy and best practice; meeting specified deadlines. Perform compliance (i.e. internal control and process) related audits to provide assurance on the effectiveness of the internal control environment. Compile audit findings, collating relevant working papers to provide evidence to

support audit findings. Recommend actions emerging from audits based on schedule of findings collated. Deal with queries emerging from audits according to relevant policies and procedures, escalating them appropriately as required. Internal Audit reporting. Provide reported feedback on progress against the approved audit plan. Compile audit findings and prepare review notes, to highlight audit matters that were not completely addressed by the Internal Audit process. Prepare reports on audit findings for submission; flag audit risks and breakdowns in the internal control environment. Compile an indexed and referenced audit file for each audit conducted, according to quality procedure and policy requirements, meeting deadlines for submission. Assist in the preparation of reports for EXCO and the Audit Committee. Develop preliminary audit plans. Recommend priority areas for the Internal Audit programme based on a preliminary survey of risk areas. Assist in compiling detailed annual audit plans for implementation within allocated audit area. Review current systems and processes to assist in compiling a workable plan for each audit engagement, specifying resource requirements, time frames and priority areas. Obtain sign off on each audit engagement with relevant stakeholders according to agreed deadlines. Process improvements and research. Keep abreast with global trends and best practice. Review current audit systems and processes in order to recommend improvements to enhance effectiveness. Evaluate the application of audit control measures. Check the integrity and reliability of financial and/or information on computerized systems, recommending any changes required to the Audit Assistant Manager. Provide advice and guidance on Audits to be conducted and propose solutions for financial and/or technical related problems. Contribute to raising awareness of the Internal Audit business unit by engaging with stakeholders.

ENQUIRIES
FOR ATTENTION
NOTE

- : Ms Mapule Mahlangu Tel No: (012) 399 2639
- : Ms Mapule Mahlangu– Recruitment
- : Employment Equity target for the post is Indian, Coloured, White male/female candidates or person with disability. Candidates of the specified groups are encouraged to apply. One Internal Auditor: Regulatory Audit Position is currently available at the Government Pensions Administration Agency in the Internal Audit Unit. This position will be filled permanently.

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 : 20 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.

MANAGEMENT ECHELON

POST 28/09 : **CHIEF LEGAL ADMINISTRATION OFFICER REF NO: HR 4/19/08/54HO**

SALARY : R1 251 183 per annum (All inclusive)

CENTRE : Chief: Legal Services, Head Office

REQUIREMENTS : LLB Degree (NQF Level 7 and SAQA recognized). Admission as an Advocate or Attorney of the High Court of South Africa. Valid driver's license. Five (5) years experience at a senior Managerial level. Five (5) years functional experience in legal advisory. Knowledge: Departmental policies and procedures, Batho Pele Principles, Financial Management, Strategic Management, Interpretations of Acts and Regulations, Human Resources Management. Skills: Strong leadership, Verbal and written communication, Facilitation, Problem solving, Computer literacy, Presentation, Performance Management, Analytical, Coordination of functions.

DUTIES : Liaise with State Attorney, Office of the Chief State Law Advisor and Public Protector and other relevant structures and stakeholders. Draft operational plans and compile status reports on legal matters in the Department. Provide legal advisory services in the Department. Provide advice to the Minister, Director-General. Supervise the work of the officials in the Chief Directorate and manage their performance and development. Ensure sound financial management in the Chief Directorate.

ENQUIRIES : DDG: CS Ms. BB Matebesi Tel No: (012) 309 4865/4226

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

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

POST 28/10 : **DIRECTOR: PUBLIC EMPLOYMENT SERVICES (X6 POSTS)**

SALARY : R1 057 326 per annum (All inclusive)

CENTRE : Provincial Office: Gauteng Ref No: HR4/19/08/15 GP (X1 Post)
Provincial Office: Eastern Cape Ref No: HR4/19/08/16 EC (X1 Post)
Provincial Office: Kwazulu-Natal Ref No: HR4/19/08/17 KZN (X1 Post)
Provincial Office: Limpopo Ref No: HR4/19/08/20 LP (X1 Post)
Provincial Office: Mpumalanga Ref No: HR4/19/08/21 MP (X1 Post)
Provincial Office: North-West Ref No: HR4/19/08/22 NW (X1 Post)

REQUIREMENTS : Three (3) year Bachelor Degree (NQF level 7) as recognised by SAQA in Social Sciences/ Industrial Psychology/Public Administration/Public Management/ Business Administration/ Business Management. A valid driver's license. Five (5) years of experience at a middle management level. A minimum of three (3) years functional experience in employment services and skills development environment. Knowledge: Good Governance, Departmental Policies and Procedures, General administrative procedures, Recruitment and Selection, ILO Conventions, Financial Management, PFMA LRA &EE, COIDA, Skills Development Act, Public Service Regulations. Skills: Planning and organizing, Communication, Good interpersonal relations, Facilitation, Computer literacy, Project management, Strong leadership, Research, Presentation, Problem solving, Report writing.

DUTIES : Manage work seeker services (registration of work seekers and employment counselling) within the Province. Manage employer services within the Province. (Placement, registration of Private Employment Agencies/ Temporary Employment Service and employment of foreign Nationals). Manage the provision of work schemes for the purpose of enabling youth and other vulnerable work seekers to enter employment, remain in employment or be self-employed. Provide leadership and technical support on all areas of public employment services. Monitor and report on the implementation of Policies, Standards, Annual Performance Plan and Work Plan. Manage all the resources of the business unit.

ENQUIRIES : Mr. Xola Sicwebu Tel No: (012) 309 4382

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

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

OTHER POSTS

POST 28/11 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/7/41**

SALARY : R869 007 per annum (All inclusive)

CENTRE : Labour Centre: Mkhondo

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

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

ENQUIRIES : Ms M Mazibuko Tel No: (013) 655 8701

APPLICATIONS : Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Emalahleni
<u>POST 28/12</u>	:	<u>ICT PROJECT MANAGER REF NO: HR 4/19/08/13HO</u> Directorate: ICT
<u>SALARY</u>	:	R733 257 per annum (All inclusive)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification in ICT (BSC, BComp, BEng, B Informatics, National Diploma: Information Technology) and Project Management Certification. Five (5) years experience in ICT of which three (3) years must be in ICT project management environment. Knowledge: Project Management Methodologies, ICT standards, policies and procedures, Public Financial Management Act, HR Policy, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Departmental Policies and Procedures. Skills: Communication Planning, Team Management, Analytical thinking Risk and issue management, Financial Management, Quality Management, Contract Management, Integration Management, Conflict Resolution, Schedule management, Multi – tasking, Facilitation, ICT Systems Development process, Programme and project Management Methodology, Change Management.
<u>DUTIES</u>	:	Oversee and ensures that projects are delivered on time, in budget and to the required quality standard as per project schedules. Advise project stakeholders and staff to understand the project scope. Develop effective working relationships and ongoing management processes for the project. Manage, monitor and evaluate the cross functional team assigned to the project.
<u>ENQUIRIES</u>	:	Mr. EJ Nowosiad Tel No: (012) 309 4990
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 28/13</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: HR 4/4/3/3DDER/UIF</u>
<u>SALARY</u>	:	R733 257 per annum (All inclusive)
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Labour Relations (Labour Law) or Human Resource Management. Three (3) years functional experience in Employment Relations environment. Two (2) years management experience. Valid driver's license. Knowledge. Basic Conditions of Employment Act (BCEA). Labour Relation (Act). Public Financial Management Act (PFMA). Public Service Regulations (PSR) Public Service Act (PSA). Employment Equity Act (EEA). PSCBC Resolutions. CCMA manual (rules). Skills: Negotiation. People Management. Problem Solving. Presentation. Planning and Organization. Policy analysis and Development. Communication. Computer Literacy. Report Writing Skills: Financial Management. Computer literacy. Change management. People development and empowerment. Strategic management and leadership. Project management. Communication. Report Writing. Presentation. Interpersonal relations.
<u>DUTIES</u>	:	Maintain harmonious relations with organized labour (unions) in the Fund. Manage the finalization of all grievances and complaints received from employees in the Fund. Manage the finalization of all disciplinary cases in the Fund. Provide advocacy and or training on employee relations to staff in the Fund. Represent the Department in all disputes referred to the GPSSBC, PSCBC and CCMA. Manage resource (human, finance, equipment/assets) in the Sub-directorate.
<u>ENQUIRIES</u>	:	Ms MP Roux Tel No: (012) 337 1529/ 1729
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, UIF
<u>POST 28/14</u>	:	<u>ASSISTANT DIRECTOR: DG HOTLINE REF NO: HR 4/ 4/3/2/ASDDGHOT/ UIF</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria

<u>REQUIREMENTS</u>	:	Three years tertiary qualification in Contact Centre Management / Public Management / Business Administration / Management / Administration Management. Four (4) years experience of which two (2) years must be functional experience in Call Centre / Operations management environment and two (2) years' experience at a supervisory level. Knowledge: Public Financial Management Act (PFMA). Public Service Regulation (PSR). Public Service Act (PSA). Labour Relation Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA) Skills: Communication People Management. Planning and Organizing. Computer Literacy. Report Writing. Listening. Time Management. Analytical. Numeracy. Interpersonal. Diversity Management.
<u>DUTIES</u>	:	Facilitate the handling of incoming calls and enquiries. Review call centre policies and procedures and ensure implementation thereof. Coordinate helpdesk services. Manage resource (Human, Finance, Equipment, Assets) in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr JN Mthembu Tel No: (012) 337 1189
<u>FOR ATTENTION</u>	:	Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.
<u>POST 28/15</u>	:	Sub-directorate: Human Resource Management, UIF
<u>SALARY CENTRE REQUIREMENTS</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYER REGISTRATION REF NO: HR4/4/3/2ASDER/UIF</u>
	:	R376 596 per annum
	:	Unemployment Insurance Fund: Pretoria
	:	Three (3) year tertiary qualification in Business Administration / Public Management. Two (2) years functional experience in Operations. Two (2) years supervisory experience Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Treasury Regulations. Batho Pele Principles. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Employment Equity Act (EEA). Public Service Regulations (PSR). Public Service Act (PSA). Operations Systems Skills: Communication. Listening. People Management. Numeracy. Computer Literacy. Time Management. Customer Relations. Analytical. Interpersonal. Report writing. Planning and Organizing.
<u>DUTIES</u>	:	Facilitate manual registration of employers and employees. Coordinate manual declaration of employers. Coordinate the maintenance of employers and employees database. Assist in managing of resources (Human, Financial Equipment, Assets) within the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr TC Buys Tel No: (012) 337 1851
<u>FOR ATTENTION</u>	:	Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.
<u>POST 28/16</u>	:	Sub-directorate: Human Resource Management, UIF
<u>SALARY CENTRE REQUIREMENTS</u>	:	<u>WORKSHOP TEAM LEADER: TEXTILE AND METAL REF HR4/19/08/11</u>
	:	R376 596 per annum
	:	Sheltered Employment Enterprise, Potchefstroom
	:	Qualification in one of the following: Occupational Certificate: Occupational Certificate: Welder (NQF Level 04) Occupational Certificate: Sewing Machine Operator (NQF Level 02) / N6 Clothing Production (NQF 06) / National Diploma: Clothing. Three (3) years functional experience in steel or textile environment and two years supervisory experience. Valid driver's license will be an added advantage. Knowledge: Manufacturing principles/procedures, Technical design /development, Supervision/management, Disability Act and policies, First Aid, Knowledge of BCEA, OHSA, UIF and COIDA. Skills: Technical, Planning and organizing, Communication, Computer literacy, Analytical, Facilitation, Interpersonal, Leadership, Innovative, Stakeholder management, Project management.
<u>DUTIES</u>	:	Control all workshop technical aspects within the Factory. Manage workshop planning, manufacturing process and material costing. Monitor the maintenance of

		machinery and tools. Ensure compliance to Occupational Health and Safety within the factory.
<u>ENQUIRIES</u>	:	Ms. A Pretorius Tel No: (012) 843 7300
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 28/17</u>	:	<u>SENIOR PRACTITIONER: CHANGE MANAGEMENT REF NO: HR4/4/3/SPCM/UIF</u> Re-advertisement
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	A three year tertiary qualifications in Industrial Psychology/ Organisational Psychology or /Production Management or Operations Management or Public Management / Administration or Human Resources Management or Management Services. Two (2) years functional experience in Change Management. Knowledge: Public Financial Management Act (PFMA). Public Service Act (PSA). Change Management principles and methodologies. Change Management Framework. Project Management approaches, tools and phases. Public Service Regulation (PSR). Basic Conditions of Employment (BCEA). Labour Relations Act (LRA). Financial Management Skills: People Management. Problem Solving. Presentation. Planning and Organising. Strong Analytical skills. Communication Skills (both verbal and written). Ability to influence. Computer Literacy. Research and report writing. Driving.
<u>DUTIES</u>	:	Facilitate and implement change management framework, strategy and interventions in the UIF. Administer Employee Engagement Strategy in the Fund. Coordinate organisational culture diagnosis and climate to enhance service delivery. Supervise resources (Finance, Human, and Equipment) in the section.
<u>ENQUIRIES</u>	:	Mr MJ Khoza Tel No: (012) 337 1837/1472
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, UIF
<u>POST 28/18</u>	:	<u>SENIOR PRACTITIONER: MAINTENANCE REF NO: HR4/4/3/SPM/UIF</u> Re-advertisement
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	Three year tertiary qualification in Property Management / Facilities Management/ Public Administration/ Management. Two (2) years functional experience in Maintenance environment. Knowledge: Public Service Regulation (PSR). Public Financial Management Act (PFMA).Project Management. Facilities Management /Maintenance. Supply Chain Management. Public Service Act (PSA. Labour Relation Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA. Occupational Health and Safety Act (OHSA). Property/ Facility Management. Skills: Financial Management. Analysis Problem Solving. Project Management. Presentation. Planning and Organizing. Communication (Verbal and Written). Computer Literacy. Report Writing.
<u>DUTIES</u>	:	Maintain facilities management services of UIF properties. Provide general maintenance, cleaning and parking services. Maintain of the switchboard and reception services. Supervise resources in the section.
<u>ENQUIRIES</u>	:	Mr. MC Makamu Tel No: (012) 337 1491
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, UIF
<u>POST 28/19</u>	:	<u>SENIOR PRACTITIONER: RESEARCH AND POLICY DEVELOPMENT REF NO: HR4/4/3/SRPD/UIF</u> Re-advertisement
<u>SALARY</u>	:	R316 791 per annum

<u>CENTRE REQUIREMENTS</u>	:	Unemployment Insurance Fund: Pretoria
	:	A three year tertiary qualification in Humanities, i.e. Policy Studies, Development Studies, Social Sciences, Public Administration / Management. Two (2) years functional experience in Research and Policy Development environment. Knowledge: Public Service Regulation (PSR). Public Financial Management Act (PFMA). Project Management. Facilities Management / Maintenance. Supply Chain Management. Public Service Act (PSA). Labour Relation Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Occupational Health and Safety Act (OHSA). Property/ Facility Management. Skills: Financial Management. Analysis Problem Solving. Project Management. Presentation Planning and Organizing. Communication (Verbal and Written). Computer Literacy. Report Writing.
<u>DUTIES</u>	:	Conduct Research and Policy Analysis for UIF. Participate in the development, monitoring and review of Policies Strategies, Frameworks and Guidelines in UIF. Provide Administrative support to the Sub-directorate. Supervise resources (Human, Financial, Equipment) in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms DM Ratau Tel No: (012) 337 1706
<u>FOR ATTENTION</u>	:	Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.
	:	Sub-directorate: Human Resource Management, UIF
<u>POST 28/20</u>	:	<u>PRACTITIONER: BUSINESS OPERATIONS STATISTICS REF NO: HR4/4/3/PBOS/UIF</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum
	:	Unemployment Insurance Fund: Pretoria
	:	Three years tertiary qualification in Information Technology / Computer Science / Statistics. One (1) year functional experience in Business Operations Statistics environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). National Archives and Records Service of South Africa Act. Electronic Communication Document Management Act. Operations Systems. System Development and Database Management. Skills: Communication. People Management. Listening. Computer Literacy. Time Management. Analytical. Numeracy. Interpersonal. Report Writing. Planning and Organizing. Policy Development. Computer Programming. MIS & Database Systems Administration. System Development and Database Management.
<u>DUTIES</u>	:	Implement Business Operations Statistics. Analyse information collected in an enquiry. Maintain Business Operations Statistics Database.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. ME Sebege Tel No: (012) 337 1466
<u>FOR ATTENTION</u>	:	Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.
	:	Sub-directorate: Human Resource Management, UIF
<u>POST 28/21</u>	:	<u>CHIEF SECURITY OFFICER REF NO: HR 4/4/7/46</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum
	:	Provincial Office: Mpumalanga
	:	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.
<u>DUTIES</u>	:	Monitor access control within designated buildings. Implement Physical Security Plan. Implement Information and Personnel Security Plan. Manage contingency plan. Supervise security staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. LM Nkotsoe Tel No: (013) 655 8762
	:	Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

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

POST 28/22 : **FACTORY INSTRUCTOR: TEXTILE (X6 POSTS)**

SALARY CENTRE : R257 508 per annum
 : SEE, North West (Potchefstroom) Ref No: HR 4/19/06/05
 : SEE, KwaZulu-Natal (Durban) Ref No: HR4/19/06/06
 : SEE, Eastern Cape (East London) Ref No: HR 4/19/06/07
 : SEE, Limpopo (Seshego) Ref No: HR 4/19/06/08
 : SEE, Northern Cape (Kimberley) Ref No: HR 4/19/06/09
 : SEE, Western Cape (Cape Town - Epping) Ref No: HR 4/19/06/10

REQUIREMENTS : Occupational Certificate: Sewing Machine Operator (NQF Level 04) / N6 Clothing Production (NQF Level 06). Two (2) years functional experience in textile environment. Valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classifications, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environmental and Quality system. Skills: Planning and organizing, Communication, Computer literate, Analytical, Interpersonal, Leadership, Technical, Teamwork, Counselling.

DUTIES : Implement product manufacturing process and operations within the Factory. Coordinate the development of products in the factories. Ensure compliance to the occupational Health and Safety in the factory. Manage Human Resources in the factory.

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

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

POST 28/23 : **FACTORY INSTRUCTOR: WOOD (X7 POSTS)**

SALARY CENTRE : R257 508 per annum
 : SEE, KwaZulu Natal (Pietermaritzburg) Ref No: HR4/19/06/11 (X2 Posts)
 : SEE, Silverton (Pretoria) REF NO: HR 4/19/06/12 (X1 Post)
 : SEE, Polokwane (Seshego) REF No: HR 4/19/06/13 (X1 Post)
 : SEE, East London REF NO: HR 4/19/06/14 (X1 Post)
 : SEE, Cape Town (Ndabeni) REF NO: HR 4/19/06/15 (X1 Post)
 : SEE, Cape Town (Epping) REF NO: HR 4/19/09/19 (X1 Post)

REQUIREMENTS : Occupational Certificate: Carpenter / or Furniture Upholstery (NQF Level 04). Two (2) years functional experience in wood environment. Valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classifications, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environmental and Quality systems. Skills: Planning and organizing, Communication, Computer literate, Analytical, Interpersonal, Leadership, Technical, Teamwork, Counselling.

DUTIES : Implement product manufacturing process and operations within the Factory. Coordinate the development of products in the factories. Ensure compliance to the occupational Health and Safety in the factory. Manage Human Resources in the factory.

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

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

POST 28/24 : **FACTORY INSTRUCTOR: STEEL REF NO: HR 4/19/06/04**

SALARY CENTRE : R257 508 per annum
 : SEE, Polokwane (Seshego)

REQUIREMENTS : Occupational Certificate: Welder (NQF Level 4). Two (2) years functional experience in steel environment. Valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African

		Bureau of Standard classifications, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environmental and Quality systems. Skills: Planning and organizing, Communication, Computer literate, Analytical, Interpersonal, Leadership, Technical, Teamwork, Counselling.
<u>DUTIES</u>	:	Implement product manufacturing process and operations within the Factory. Coordinate the development of products in the factories. Ensure compliance to the occupational Health and Safety in the factory. Manage Human Resources in the factory.
<u>ENQUIRIES</u>	:	Ms. A Pretorius Tel No: (012) 843 7300
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 28/25</u>	:	<u>MEDICAL CASE COORDINATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/1/170</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>	:	Provincial Office: Eastern Cape
<u>REQUIREMENTS</u>	:	Four (4) years degree/Three (3) years diploma in Nursing. Post Basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an Advantage. Valid Drivers license is required. Experience: Minimum of ten (10) years' experience in trauma/ emergency, internal medicine/ general surgery/ orthopaedics/ theatre at regional public hospital level or private hospital, gained after registration, Experience in medical claims processing/ insurance environment. Grade 1: 2 to 9 years' experience gained after registration. Grade 2: 10-19 years' experience gained after registration. Grade 3: 20 years' experience gained after registration. Knowledge: DOL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and related legal as well ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical Knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Rehabilitation skills Analytical skills, Business Writing Skills, Financial Management, Planning and Organizing, Problem Solving and Analysis, Decision Making, Client orientation and Customer Focus.
<u>DUTIES</u>	:	Coordinate early rehabilitation intervention according to beneficiaries needs. Provide early rehabilitation intervention according to beneficiaries needs. Facilitate early return to work and community re-integration programmes Maintain relationships and empower all internal and external stakeholders.
<u>ENQUIRIES</u>	:	Mr. WC Mafu Tel No: (043) 702 7586
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Operations: Private Bag X 9005, East London 5201, or hand deliver at Department of Labour, No.3 Hill Street, East London.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, East London

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. Website: www.dpme.gov.za
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 19 August 2019 at 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.

MANAGEMENT ECHELON

- POST 28/26** : **SENIOR SECTOR EXPERT: ECONOMY REF NO: 019/2019**
NPC Admin Support
- SALARY** : R1 057 326 per annum (Level 13) (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3-year tertiary qualification (NQF 7) in Economics, Econometrics or equivalent with at least 8 years' appropriate experience in Economics of which 5 years' at MMS (Deputy Director or equivalent). A relevant post-graduate

qualification (NQF 8) and/or specialist training courses will be an added advantage. Competencies / Skills: strong research skills and report writing skills. The candidate must also demonstrate advanced capabilities in respect to the development, implementation and monitoring of related policies and procedures; analytical skills, excellent financial, HR and strategic management skills; good interpersonal relations and communication skills. A sound knowledge of Microsoft Office applications are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. The candidate must be willing to travel.

DUTIES

: The successful incumbent will be responsible to provide technical support to National Planning Commission by convening at different areas and sectors. This entails giving support to the National Planning Commission and economy work stream and supervising commissioned research for the National Planning Commission. Prepare and review economic research documents and coordinate Policy in relation to the implementation of the National Development Plan. Ensuring the Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSA prescripts are adhered to and ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Directorate and ensuring sound corporate governance mechanisms for the Directorate.

ENQUIRIES

: Mr N Nomlala Tel No: (012) 312-0452

DEPARTMENT OF TOURISM

- APPLICATIONS** : must be delivered to the Director General, Tourism House, 17 Trevena Street, Sunnyside, 0002 or posted to Private Bag X 424, Pretoria, 0001
- CLOSING DATE** : 16 August 2019
- NOTE** : Applications must be submitted on a Z83 form (obtainable from any Public Service Department) stating the field of interest from the above list, along with a Curriculum Vitae (CV), certified copies of certificates, academic transcripts (record) and an identity document. Failure to submit the required documents will result in the application not being considered. No faxed or e-mailed applications will be considered. Note: Short-listed candidates will be subjected to an interview to determine their suitability. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date, please accept that your application was unsuccessful.

INTERNSHIP PROGRAMME: 2019/2020 & 2020/2021

The Department of Tourism offers Internship opportunities to South African graduates who wish to apply in the fields listed below that are in line with the department's core business. Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years. Applications are invited from candidates in the following disciplines / fields of study:

OTHER POSTS

- POST 28/27** : **TOURISM MANAGEMENT/DEVELOPMENT REF NO: NDT-INTERN (001)**
- STIPEND** : R6 083.75 per month
- CENTRE** : Pretoria
- REQUIREMENTS** : Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
- ENQUIRIES** : Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166
- POST 28/28** : **ECONOMICS REF NO: NDT-INTERN (002)**
- STIPEND** : R6 083.75 per month
- CENTRE** : Pretoria
- REQUIREMENTS** : Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
- ENQUIRIES** : Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166
- POST 28/29** : **INFORMATION TECHNOLOGY (SOFT DEVELOPMENT, DATA WAREHOUSING AND RELATED) REF: NDT-INTERN (003)**
- STIPEND** : R6 083.75 per month
- CENTRE** : Pretoria
- REQUIREMENTS** : Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
- ENQUIRIES** : Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166

<u>POST 28/30</u>	:	<u>LLB DEGREE REF: NDT INTERN (004)</u>
<u>STIPEND</u>	:	R6 083.75 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<u>ENQUIRIES</u>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Mrooke Tel No: (012) 444 6166
<u>POST 28/31</u>	:	<u>PROJECT MANAGEMENT REF NO: NDT INTERN (005)</u>
<u>STIPEND</u>	:	R6 083.75 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<u>ENQUIRIES</u>	:	MS P Khoza Tel No: (012) 444 6190, MS M Sibiya Tel No: (012) 444 6174, MR G Mrooke Tel No: (012) 444 6166
<u>POST 28/32</u>	:	<u>SUPPLY CHAIN MANAGEMENT (ITINERANT/ACCOMMODATION) REF NO: NDT INTERN (006)</u>
<u>STIPEND</u>	:	R6 083.75 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<u>ENQUIRIES</u>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Mrooke Tel No: (012) 444 6166
<u>POST 28/33</u>	:	<u>INTERNAL AUDIT/RISK MANAGEMENT REF NO: NDT INTERN (007)</u>
<u>STIPEND</u>	:	R6 083.75 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<u>ENQUIRIES</u>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Mrooke Tel No: (012) 444 6166
<u>POST 28/34</u>	:	<u>PUBLIC MANAGEMENT/BUSINESS ADMINISTRATION/ENTREPRENEURSHIP REF NO: NDT INTERN (008)</u>
<u>STIPEND</u>	:	R6 083.75 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<u>ENQUIRIES</u>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Mrooke Tel No: (012) 444 6166
<u>POST 28/35</u>	:	<u>FINANCIAL MANAGEMENT / ACCOUNTING REF NO: NDT INTERN (009)</u>
<u>STIPEND</u>	:	R6 083.75 per month
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<u>ENQUIRIES</u>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166
<u>POST 28/36</u>	:	<u>PSYCHOLOGY/SOCIAL WORK REF NO: NDT INTERN (0010)</u>
<u>STIPEND</u>	:	R6 083.75 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<u>ENQUIRIES</u>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166
<u>POST 28/37</u>	:	<u>HUMAN RESOURCES MANAGEMENT/ DEVELOPMENT REF NO: NDT INTERN (0011)</u>
<u>STIPEND</u>	:	R6 083.75 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<u>ENQUIRIES</u>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166
<u>POST 28/38</u>	:	<u>OPERATIONAL MANAGEMENT/WORK STUDY/MANAGEMENT SERVICES REF NO: NDT INTERN (0012)</u>
<u>STIPEND</u>	:	R6 083.75 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<u>ENQUIRIES</u>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166
<u>POST 28/39</u>	:	<u>CONSTRUCTION MANAGEMENT REF NO: NDT INTERN (0013)</u>
<u>STIPEND</u>	:	R6 083.75 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<u>ENQUIRIES</u>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166
<u>POST 28/40</u>	:	<u>COMMUNICATIONS/JOURNALISM/EVENTS MANAGEMENT/MULTIMEDIA REF NO: NDT INTERN (0014)</u>
<u>STIPEND</u>	:	R6 083.75 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES : Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166

POST 28/41 : **DEVELOPMENT STUDIES REF NO: NDT INTERN (0015)**

STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES : Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166

POST 28/42 : **INTERNATIONAL RELATIONS REF NO: NDT INTERN (0016)**

STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES : Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166

POST 28/43 : **ENVIRONMENTAL MANAGEMENT REF NO: NDT INTERN (0017)**

STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES : Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 16 August 2019
- : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late 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.

MANAGEMENT ECHELON**POST 28/44**

- : **DIRECTOR HUMAN RESOURCE PLANNING, RECRUITMENT AND SELECTION REF NO: 160819/01**
- Branch: Corporate Services
- CD: Human Resource Management
- (This is a re- advertisement; applicants who have previously applied are encouraged to re- apply)

SALARY
CENTRE
REQUIREMENTS

- : R1 057 326 per annum (Level 13) (All-inclusive salary package)
- : Pretoria Head Office
- : At least an NQF level 7 qualification in Human Resource Management or related field as recognised by SAQA. Six (6) to ten (10) years' experience in Human Resources Management of which five (5) years must be at middle/senior management level. Knowledge of HR policies, recruitment and selection processes, legislation governing HR within the Public Service, Labour Relations Act, Employment Equity Act and the SMS handbook. Knowledge of Persal, records management and business processes and HR transactions. People Management and empowerment, strategic capability and leadership, programme-, project-and change management, knowledge management, service delivery innovation, good problem solving and analytical skills, client orientation and customer service, excellent communication skills, accountability and ethical conduct. The successful candidate must have an ability to manage administrative processes and at the same time provide strategic support.

DUTIES

- : As the Head of the Directorate, the incumbent of this position will be responsible for oversight and accountability in respect of departmental HR planning, recruitment and selection. Ensuring and overseeing key business strategies by planning and implementing relevant initiatives. The management of sourcing and placement of staff within DWS. The development of departmental Integrated Human Resource Plan and Employment Equity Plan, implementation of targets and monitoring of the results. The management of human resources and budgeting for the Directorate.

ENQUIRIES
APPLICATIONS

- : Mr C Greve Tel No: 012 336 8402
- : Pretoria: For purposes of response handling, please forward your applications quoting the relevant reference number to the Department of Water and Sanitation

Gauteng Provincial Office, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, 15th floor Reception, Bothongo Plaza East, Pretoria.
Mr S Nevhorwa Tel No: (012) 392 1324

FOR ATTENTION

OTHER POSTS

POST 28/45

CHIEF ARTISAN (ELECTRICAL) GRADE A REF NO: 160819/02

Branch: IBOM: Northern Operations

SALARY

CENTRE

REQUIREMENTS

R386 487 per annum (OSD)

Tzaneen (Maintenance)

An appropriate Trade Test Certificate in Electrical. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman, A valid driver's license (Must attach certified copy). Technical report writing skills, Good communication skills both verbal and written. Computer literacy in MS word, excel and outlook. Ability to read and interpret manufacturing drawings. Knowledge and experience regarding Occupational Health and Safety Act is essential. Proven experience in staff supervision. Knowledge and understanding of the seven (7) maintenance strategies.

DUTIES

Ensure compliance with relevant legislation regarding routine and preventive maintenance on Electrical installations. Make recommendations regarding required refurbishment of electrical installations to ensure compliance with legislation. Monitor electrical refurbishment performed by contractors. Ensure compliance with OHS Act with regard to testing of electrical equipment. Conduct internal Health and Safety audits. Investigate all accidents and report to management and the Department of Labour. Conduct site inspections and provide safety induction training for contractors. Ensure that required notices are filed with the Department of Labour by contractors when performing work on behalf of the Department of Water and Sanitation. Maintain and update quarterly Health and Safety reports. Assist with compilation and update risk assessment for the Directorate. Oversee finance, people management, administration and related functions.

ENQUIRIES

APPLICATIONS

Mr KS Thantsha Tel No: 015 307 6600

Tzaneen: Please forward your application, quoting the reference number to the Department of Water and Sanitation, The Area Manager, Tzaneen Area Office, Private Bag X 4012, Tzaneen, 0850.

POST 28/46

CHIEF ARTISAN (MECHANICAL) GRADE A REF NO: 160819/03

Branch: IBOM: Northern Operations

SALARY

CENTRE

REQUIREMENTS

R386 487 per annum (OSD)

Tzaneen (Maintenance)

An appropriate Trade Test Certificate in Mechanical. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid driver's license (Must attach certified copy). Technical report writing skills. Good communication both verbal and written. Computer literacy skills in MS Word, Excel and Outlook. Able to read and interpret manufacturing drawings. Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential. Proven experience in staff supervision. Knowledge and understanding of seven (7) maintenance strategies.

DUTIES

Ensure compliance with relevant legislation regarding routine and preventive maintenance on mechanical installations. Make recommendations regarding required refurbishment of mechanical installations to ensure compliance with legislations. Monitor mechanical refurbishment performed by contractors. Ensure compliance with OHS Act, with regard to testing of mechanical equipment's. Conduct internal Health and Safety audits. Investigate all accidents and report to management and Department of Labour. Conduct site inspections and provide Safety Induction training for contractors. Ensure that required notices are filed with Department of Labour by contractors when performing work on behalf of the Department of Water and Sanitation. Maintain and update quarterly Health and Safety reports. Assist with compilation and update Risk Assessment for the

		<p>directorate. Ensure finance and people management. Manage administration and related functions.</p> <p>Mr KS Thantsha Tel No: 015 307 6600</p> <p>Please forward your application, quoting the reference number to the Department of Water and Sanitation, The Area Manager, Tzaneen Area Office, Private Bag X 4012, Tzaneen, 0850.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	
<u>POST 28/47</u>	:	<p><u>ASSISTANT DIRECTOR: COMPLIANCE AUDITS REF NO: 160819/04</u></p> <p>Chief Directorate: Internal Audits</p> <p>SD: Compliance Audit</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R376 596 per annum (Level 09)</p> <p>Pretoria Head Office</p> <p>A relevant tertiary qualification in Internal Auditing at NQF level 7. Completion of the General Internal Auditing including IAT learnership, three (3) years learnership form IIA plus two (2) years internal audit experience. Experience within the Water Sector Industry and/or Local Government is an added Advantage. A valid driver's License (Must attached certified copy) Knowledge and understanding on Human Resource Management legislation, policies practices and procedures. Knowledge in Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Understanding of Public Service Anti-corruption strategy, anti-corruption and fraud prevention measures. Knowledge of equal opportunities, affirmative action guidelines and laws. Knowledge and experience in administration and clerical procedures and systems. Knowledge of governmental financial systems. Knowledge and understanding of principles and practices of financial accounting.</p>
<u>DUTIES</u>	:	<p>Participate and provide inputs in the development of the strategic and operational internal audit plans Supervise compliance audit projects from planning to the reporting phase as per the approved operational plan, at Head Office, Operational Clusters, Construction Sites and the 9 Provincial Offices. Take part in the preliminary and closing meetings. Review audit working papers and audit files in accordance with the Internal Audit Methodology. Perform adhoc assignments as and when required by management. Manage project time and provide ongoing coaching and support to Team members. Maintain and promote good working relationship with clients. Report progress on audit assignments to management.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Mr MJ Legodi Tel No: (012) 336 8802</p> <p>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.</p>
<u>FOR ATTENTION</u>	:	<p>Ms LI Mabole</p>
<u>POST 28/48</u>	:	<p><u>SENIOR ADMINISTRATION OFFICER REF NO: 160819/05</u></p> <p>Branch: IBOM: Northern Operations</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R316 791 per annum (Level 08)</p> <p>Tzaneen</p> <p>A National Diploma or Bachelor's Degree in Social Sciences or Public Administration. Three (3) to five (5) years' experience in administration matters. Disciplinary knowledge of labour law. Knowledge of the dispute resolution process. Understanding of labour relations policies. Basic knowledge and understanding of social and economic development issues. Basic financial management skills and knowledge of the PFMA. Knowledge management, problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.</p>
<u>DUTIES</u>	:	<p>Provide administrative support to all personnel in the component. Implement administrative procedures for the component. Analyse the business plan and procurement trends for the Department. Implement policies and strategies. Engage suppliers regarding purchased materials. Develop action plan for the section. Assist with the execution of financial administration. Develop implementation plan. Ensure that financial procedures are observed and applied in the department. Compile monthly reports and present it to relevant managers.</p>

		Assist with the compilation of the budget. Develop a mechanism for early warning systems. Advise officials/management on good administrative practices. Provide feedback on identified administrative gaps. Facilitate the correct application of disciplinary procedures. Supply statistics regarding labour issues. Provide records on goods and services procured. Allocate task of staff and manage progress thereof. Render human resources. Allocate task to staff and manage progress thereof. Render PMDS for the component. Arrange training and workshops for the component.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr KS Thantsha Tel No: (015) 307 6600
	:	Tzaneen: Please forward your application, quoting the reference number to the Department of Water and Sanitation, The Area Manager, Tzaneen Area Office, Private Bag X 4012, Tzaneen, 0850.
<u>POST 28/49</u>	:	<u>COMMUNICATION OFFICER: CORPORATE COMMUNICATION REF NO: 160819/06</u>
		Branch: Corporate Services
		Div: Media Liaison and Content Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07)
	:	Pretoria
	:	A National Diploma or Bachelor's Degree in Communication, Journalism or equivalent. At least two (2) years working experience in a communications or newsroom environment. News writing and content development expertise. Proficiency in at least three (3) official languages. Knowledge and practical working experience in content development, news writing, reviewing and proofreading. Knowledge and understanding of media management. Knowledge of techniques and procedures for the planning and execution of media activities. Programme and project management. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Ability to work under pressure, travel nationally and meet deadlines. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes.
<u>DUTIES</u>	:	Implement communication plans. Develop and issue news and media products. Support media relations, internal communications and organise media briefings. Assist with the development and management of the budget for the section. Support the Chief Director: Communication Services with Corporate Communication functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J Julies-Nale Tel No: (012) 336 7908
	:	Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms LI Mabile
<u>POST 28/50</u>	:	<u>ADMINISTRATION CLERK REF NO: 160819/07</u>
		Branch: Corporate Service
		Dir Administration Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 05)
	:	Pretoria Head Office
	:	A Senior Certificate/Grade 12 certificate. One (1) to two (2) years working experience will be an added advantage. Knowledge of clerical functions, practices as well as the ability to capture data, Knowledge of Microsoft package and collate administrative statistics. Basic knowledge, insight of human resource prescripts. Basic financial knowledge of operating systems (PERSAL, BAS, LOGIS etc.). Knowledge and understanding of legislative framework governing public service. Knowledge and understanding of the working environment. Interpersonal relations, flexibility and team work. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain management support services within the component. Provide personnel administration clerical

		support services within the component. Provide financial administration support services in the component. File all correspondence pertaining to the procurement of goods and services. Assist with issuing of access cards to staff members of the department. Certify the correctness of requisition forms; certify the correctness of S&T claims of all staff before approval. Assist in replenishing of stationary within the Directorate.
<u>ENQUIRIES</u>	:	Mr V Mdluli Tel No: (012) 336 6886
<u>APPLICATIONS</u>	:	Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms LI Mabole
<u>POST 28/51</u>	:	<u>ACCOUNTING CLERK PRODUCTION REF NO: 160819/08</u> Branch: IBOM: Northern Operations
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Hartbeespoort
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 certificate. Knowledge of financial management related legislation i.e. PFMA, SCM and its regulations. Knowledge of the SAP system, GAAP Standards. Confidentiality, integrity, honesty, time management and good interpersonal skills. Basic knowledge of financial management.
<u>DUTIES</u>	:	Receive invoices from vendors and keep accurate invoice register. Liaise with different sections within the department regarding source documents. Compile source documents and capture invoices to pay vendors including processing of journals on SAP system. Check and capture payroll allowances, deductions, overtime, standby and Subsistence and Travel claims on the Persal system. Attending to queries. Ensure that all related filing is systematically completed. Request all SAP related reports when needed. Order and distribute stationery. Perform cashier duties including handling petty cash, receiving and banking of state money and issuing of receipts.
<u>ENQUIRIES</u>	:	Ms V Mbetho Tel No: (012) 253 1093
<u>APPLICATIONS</u>	:	Hartbeespoort: Please forward your applications to The Area Manager: Hartbeespoort, Department of Water and Sanitation, Private Bag X352, Hartbeespoort, 0216.
<u>POST 28/52</u>	:	<u>DRIVER OPERATOR REF NO: 160819/09</u> Branch: IBOM: Northern Operations
<u>SALARY</u>	:	R145 281 per annum (Level 04)
<u>CENTRE</u>	:	Tzaneen (Maintenance)
<u>REQUIREMENTS</u>	:	A Grade 10 certificate or equivalent qualification. One (1) to (3) three years' experience in driver / operator services. Operator License (Attach copy). A valid Driver's license (Attach certified copy) Knowledge and experience in driving services. Knowledge and understanding in operator services. Understanding of organisational policies and procedures, Knowledge and understanding of process flow, Knowledge of organisational and government structures, Knowledge of government regulations and policies, Understanding of delegation authority, Client orientation and customer focus, Good communication skills, Accountability and ethical conduct.
<u>DUTIES</u>	:	Responsible for conducting quality assurance of driver/operator systems, Implement best practice of driver/operator systems, Responsible for daily roadworthy inspections, Responsible to ensure that vehicles are serviced on time, Analyse logistics operations, Transportation of personnel, equipment and materials, Collection of goods at suppliers and departmental stores, Maintenance of register regarding deliveries and pickups, Function in accordance with applicable legislative requirements, Routine maintenance of equipment and inspection of visible defects around the exterior of the equipment and vehicles, Attend to special requests, Recording of daily trips, fuel and fluids levels, Periodic checks on vehicles maintenance standards, Ensure that the place is clean, where equipment is kept in order to avoid fire hazards, Ensure the safekeeping of equipment and vehicles, Assist with maintenance work at gauging stations. Assist

		with refurbishment and construction work at gauging stations, Assist technical personnel with special tasks.
<u>ENQUIRIES</u>	:	Mr MJ Ngobeni Tel No: (015) 307 8600
<u>APPLICATIONS</u>	:	Tzaneen: Please forward your application, quoting the reference number to the Department of Water and Sanitation, The Area Manager, Tzaneen Area Office, Private Bag X 4012, Tzaneen, 0850.
<u>POST 28/53</u>	:	<u>DRIVER (HEAVY MOTOR VEHICLE) REF NO: 160819/10</u>
		Branch: IBOM: Northern Operations
<u>SALARY</u>	:	R145 281 per annum (Level 04)
<u>CENTRE</u>	:	Tzaneen (Maintenance)
<u>REQUIREMENTS</u>	:	A Grade 10 certificate or equivalent qualification. One (1) to (3) three years' experience in driver / operator services. Operator License (Attach copy). A valid Driver's license (Attach certified copy) Knowledge and experience in driving services. Knowledge and understanding in operating services. Understanding of organisational policies and procedures. Knowledge and understanding of process flow. Basic knowledge in financial services. Knowledge of organisational and government structures. Understanding of procedures and processes. Knowledge of government regulations, policies notes, circulars and policy frameworks. Understanding of delegation authority, financial management and PFMA. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct.
<u>DUTIES</u>	:	The operation of all heavy / light equipment in a safe and efficient way according to all relevant legislation, policies and procedures. Perform daily safety and maintenance checks. The cleaning of equipment as schedule. Ensure equipment are safely secured and stored.
<u>ENQUIRIES</u>	:	Mr MJ Ngobeni Tel No: (015) 307 8600
<u>APPLICATIONS</u>	:	Tzaneen: Please forward your application, quoting the reference number to the Department of Water and Sanitation, The Area Manager, Tzaneen Area Office, Private Bag X 4012, Tzaneen, 0850.
<u>POST 28/54</u>	:	<u>GENERAL FOREMAN REF NO: 160819/11</u>
		Branch: IBOM: Northern Operations
<u>SALARY</u>	:	R145 281 per annum (Level 04)
<u>CENTRE</u>	:	Tzaneen
<u>REQUIREMENTS</u>	:	A Grade 8 certificate. One (1) to two (2) years' experience. A valid driver's license. (Must attach certified copy). Good written and verbal communication skills. One year supervision experience will be an added advantage. Work independently and in a team. The ability to do routine tasks, which require using variety of equipment, tools and machinery. Knowledge of the basic safety procedures of the Health and Safety OHS Act.
<u>DUTIES</u>	:	Assist Artisan in Civil Workshop. Supervision of maintenance team. Ensure that official houses, office buildings, dam wall areas and workshops are maintained. General maintenance to plants, structures and canal pipe lines. Concrete work, plastering, tiling, painting, cleaning, roof structures, and gutters and down pipes. Building manholes and structures. Knowledge of plumbing will be advantage.
<u>ENQUIRIES</u>	:	Mr KS Thantsha Tel No: (015) 307 6600
<u>APPLICATIONS</u>	:	Tzaneen Please forward your application, quoting the reference number to: Department of Water and Sanitation, The Area Manager, Tzaneen Area Office, Private Bag X 4012, Tzaneen, 0850.
<u>POST 28/55</u>	:	<u>GENERAL WORKER REF NO: 160819/12 (X3 POSTS)</u>
		Branch: IBOM: Northern Operations
<u>SALARY</u>	:	R102 534 per annum (Level 02)
<u>CENTRE</u>	:	Tzaneen
<u>REQUIREMENTS</u>	:	An ABET certificate. Knowledge of using chain blocks overhead cranes. Ability to work under pressure, independently and in a team. Good verbal and written skills.
<u>DUTIES</u>	:	Loading and offloading of equipment. Fencing, weed control and garden maintenance. Painting and spraying zones. Cleaning of dam premises and canal

housekeeping at the pump station. Unblocking of drains. Adhere to all OHS requirements in terms of the Act. Extinguish veld fires, digging trenches and hoe around valve chambers on pipelines. Assist with other duties as and when requested.

ENQUIRIES
APPLICATIONS

- : Mr KS Thantsha Tel No: (015) 307 6600
- : Tzaneen: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, The Area Manager, Tzaneen Area Office, Private Bag X 4012, Tzaneen, 0850

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 : 16 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 28/56 : **DEPUTY DIRECTOR: GENDER, YOUTH AND DISABILITY MAINSTREAMING**
Directorate: Employee Health and Wellness and Gender Mainstreaming

SALARY : R733 257 per annum (Level 11) (All inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus Bachelor's Degree in Social Work/Gender Studies/Law or equivalent qualification on NQF level 7. A minimum of three (3) years appropriate experience in gender, youth and disability programmes. Must have the following key competencies: Excellent analytical and research skills; ability to analyse and assess data and construct reports; interpret and provide sound advices; ability to work with the team; policy formulation, implementation, monitoring and evaluation process; high-level managerial; excellent communication skills; presentation and facilitation skills; networking skills; be able to nurture relationships within and outside government sector; and innovative and initiative skills. Knowledge management: Problem solving and analysis; strategic planning and empowerment skills; program and project management; report writing; ability to interpret and analyse complex issues and propose or recommend viable solutions; government policies, programmes and structures; Public Service Regulatory Framework; and Policy formulation process with government.

DUTIES : The successful candidate will be responsible for implementing mainstreaming and advocacy of transversal policies and strategies as well as the coordination of programmes and events in The Presidency focusing on gender, youth and disability. Implementing and monitoring programmes on gender mainstreaming, and advocacy. Developing departmental plans to comply with the National and International obligations on gender, youth and disability. Ensuring gender representativeness through employment equity. Monitoring and support The Presidency on policy review, development and analysis. Implementing and monitoring all projects related to gender equality. Implementing and monitor programmes and projects on gender mainstreaming, women, youth and people with disability. Advance international and national policy on women empowerment. Facilitate awareness-raising and confidence-building among women, youth and disability. Compiling regular compliance reports for various gender stakeholders, youth and disability.

ENQUIRIES : Ms M Maake Tel No: (012) 300-5749

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

CLOSING DATE
NOTE

- : 23 August 2019
- : 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 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver's license where applicable]. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 28/57

- : **CLINICAL MANAGER: (MEDICAL) REF NO: H/C/34**

SALARY
CENTRE
REQUIREMENTS

- : R1 173 900 per annum (OSD)
- : Nala Hospital, Bothaville
- : Registration as a Medical Practitioner with HPCSA. A minimum of 3 years' appropriate experience as Medical Practitioner after registration with HPCSA. Proof of registration for 2019/2020. Knowledge and Skills: Ability to work independently in a multi-disciplinary team context. Analytical thinking, independent decision making and problem solving skills. Responsive and proactive with flexible approach. Good co-ordination and planning skills. Experience in root cause analysis process or medical legal processes. Effective to perform C-Section. Experience in implementation, monitoring and evaluation of leadership and clinical governance. Time management. Communication and interpersonal skills. Computer literacy. Creative and innovative. Professionalism. Confidentiality.

DUTIES

- : To manage Nala District Hospital's Clinical Services and clinical support service to ensure its effective and efficient delivery of quality service. Ensure integration of clinical services, clinical support services and nursing services. Develop, implement, monitor and evaluate operational plans for clinical services and clinical support services. Co-operation, liaison and communication with all stakeholders. Manage outreach programs from level 11 and 111 Institutions and outreached to primary Health Care Clinics. Responsible for managing medico legal risk and ethical dilemmas. To ensure the implementation of policies and protocols. To carry out tasks as delegated by the CEO. Manage Finance and Human Resources of Clinical Services.

ENQUIRIES

- : Mr M P Mhlanga Tel No: (056) 5152071

<u>APPLICATIONS</u>	:	The Chief Executive Officer, Nala Hospital, Private Bag X7, Bothaville, 9660 or hand delivered at 35 Van Riebeeck Street, Bothaville
<u>FOR ATTENTION</u>	:	Mr M P Mahlangu
<u>POST 28/58</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: H/C/35</u>
<u>SALARY</u>	:	R257 508 per annum. (Level 07)
<u>CENTRE</u>	:	Mohau Hospital, Hoopstad
<u>REQUIREMENTS</u>	:	A relevant 3-year tertiary qualification or equivalent qualification plus 2 years' functional experience in Admissions, Revenue and HR Departments. PADS, BAS and Persal Short Course Certificates. (At least two of the mentioned requirement certificates). It is essential that the successful candidate must have a valid driver's license. Knowledge and Skills: Ability to work under pressure. Knowledge of the relevant Finance and Human Resource Management Legislation/Directives. Communication, inter personal, problem solving and analytical skills. Commitment, integrity, professionalism. Loyalty, confidentiality. Team leadership. Planning and organizing. Time management.
<u>DUTIES</u>	:	Supervise and provide personnel administration in various departments: HR, Revenue, Admissions, SCM.
<u>ENQUIRIES</u>	:	Mr H C Strauss: Tel No: (053) 4441912
<u>APPLICATIONS</u>	:	The Chief Executive Officer, Mohau Hospital, Private Bag x 1, Hoopstad, 9479
<u>FOR ATTENTION</u>	:	Mr H C Strauss

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

<u>APPLICATIONS</u>	:	<p>Head Office (HO) Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001</p> <p>Districts Ekurhuleni North (EN) Physical Address: 78 Howard Avenue, Munpen Building, Benoni Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela Tel No: (011) 746-8190,</p> <p>District Ekurhuleni South (ES): Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456 Enquiries: Xolani Kheswa Tel No : (011) 389-6062,</p> <p>District Gauteng North (GN): Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Alfred Phaswana Tel No: (012) 846-3754</p> <p>District Gauteng West (GW): Physical Address: Corner Boshoff & Human Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini TelNo: (011) 660-4581,</p> <p>District Johannesburg Central (JC): Physical Address: Corner Morola & Chris Hani road Soweto College PIMVILLE Postal Address: P.O. Box 900064, Bertsham, 2013 Enquiries: Linda Mabutho: Tel No: (011) 983-2231,</p> <p>District Johannesburg East (JE): Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, Sandton Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: Tel No: (011) 666-9109,</p> <p>District Sedibeng East (SE): Physical Address: Corner Joubert & Kruger street SL & M Building Vereeniging Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Peter Nkgage: Tel No: (016) 440-1861</p> <p>District Tswane South (TS): Physical Address: President Towers Building, 265 Pretorius Street Pretoria Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Margie van der Walt Tel No (012) 401 6363/5</p>
<u>CLOSING DATE</u>	:	19 August 2019
<u>NOTE</u>	:	It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this post. Application must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents , which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. All candidates for MMS positions will be required to undergo competency assessment, security clearance. The specific reference number of the post must be quoted. Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

<u>POST 28/59</u>	:	<p><u>DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: HO2019/08/01</u></p> <p>Directorate: Performance Management and Development</p> <p>Sub- Directorate: Employee Health and Wellness</p>
<u>SALARY</u>	:	R733 257 per annum (All- Inclusive Package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/Degree in Safety Management or related three year qualification. At least a minimum of five years' experience in the field of Safety Environment, Risk and Quality Management, which three years must be at Assistant level. SAMTRAC qualification is mandatory for this post. The applicant must be registered with either the South African Institute for Safety and Health (SAIOSH) or the National Institute for Occupational Safety and Health (NIOSH). The candidate must have knowledge of OHS ACT 85 of 1993 and its regulations, COIDA 130 of 1993, National Environmental and Waste Management Act 59 of 2008 , Public Financial Management Act 01 of 1999, Public Service Act 103 of 1994 as amended and Public Service Regulation 2016, Municipal by laws related to Occupational Health and Safety Management. The

		candidate must have proven managerial skills, conceptual skills, analytical skills, decision making skills and inter personal skills. The candidate must have and attach a valid driver's license.
<u>DUTIES</u>	:	Develop and Review OHS Policy, IOD policy, Health and Productivity Management policies and Standard Operating Procedures relating to OHS. Plan and Implement the integrated Safety Health Environment Risk and Quality Management interventions. Ensure compliance with OHS regulatory framework, including emergency equipment. Establish OHS Committee in line with the requirements of the Occupational Health and Safety Act. Develop and maintain the departmental IOD register and OHS Strategic and Operational risk register. Facilitate the drafting and implementation of the SHERQ operational plans. Facilitate the development and approval of Emergency Evacuation plans in line with relevant municipal bylaws for all Districts and Head Office buildings. Conduct Hazard Identification and Risk Assessment and OHS inspections for all Districts and Head Office Buildings. Manage stakeholder relations including organized labour and EHWP transversal forum. Ensure compliance with reporting requirements to internal and external stakeholders.
<u>ENQUIRIES</u>	:	Ms. Motshedisi Ramohloli Tel No (011) 843 6656
<u>POST 28/60</u>	:	<u>DEPUTY DIRECTOR: SYSTEM DEVELOPER REF NO: HO2019/08/02</u> Directorate: Information Technology Systems
<u>SALARY</u>	:	R733 257 per annum (All- Inclusive Package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/Degree in Computer Science or Informatics / ICT or related three qualifications in the Software Development, with minimum 5 years' experience in application software development. MCSD and ITIL certificate will be an added advantage. Knowledge of RDBMS (Relational Database Management Systems) with SQL Server experience, Strong understanding of Object-Orientated Programming, Significant experience in C# or PHP is Essential, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4/5, An understanding of MVC software architectural pattern, SQL Stored Procedures, XML, JSON and Knowledge working with Web API experience like Google Maps API is an advantage, Server and back-end development experience, Good Understanding of Software Development Life Cycle (SDLC). Good written communication, enthusiastic, passionate and can identify with the need to making a difference that will enable greater efficiency in the delivery of Quality Education within the Gauteng Province. Experience with Data Warehouse. Must have Driver's license.
<u>DUTIES</u>	:	To develop or modify application solutions as specified by the Information Systems Directorate. Develop and apply complex modifications/enhancements to existing and new applications. Developing and creating code for applications. Testing. Implementing developed applications. Guide Junior Developers. Manage Development and Production environment. Provide support for existing applications. Maintain and update existing applications. Continuous review and propose enhancements to improve current applications. Document design and specification. Assist with interpreting and documenting business requirements. Train Super users on the developed applications. Provide expert information that would assist the Directorate. Monitor various applications and produce reports. Monthly and quarterly reporting.
<u>ENQUIRIES</u>	:	Eva Motshwaedi Tel No: (011) 843 6724
<u>POST 28/61</u>	:	<u>DEPUTY DIRECTOR: MEDIA RELATIONS REF NO: HO2019/08/03</u> Directorate: External Communication
<u>SALARY</u>	:	R733 257 per annum (All- Inclusive Package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three year qualification or an equivalent qualification in Public Relations, Communications or Journalism or related three year qualification. At least a minimum of five years' experience of which three years must be at an Assistant Director level. Knowledge of education sector would be an advantage. Excellent communication skills (written & verbal). Understanding of media and

		media landscape including social media. Experience in a challenging news environment. Ability to offer creative input and to work under pressure. Management and financial experience. An understanding of and commitment to the strategic objectives of the Gauteng Provincial Government. Sound understanding of computer packages (MSWord, MS Excel, and MS PowerPoint) and communication, negotiations, facilitation, organizing and public relations skills. Knowledge and understanding of the local languages is essential. Attention to detail. Valid driver's license.
<u>DUTIES</u>	:	Manage the reputation of the department through developing, facilitating and managing the implementation of Communication Policies and Strategies of the Department. Develop sound responses to media enquiries. Develop proactive communication of departmental activities. Liaise with the media. Develop targeted media plans and strategies. Ensure effective media coverage. Arrange press conferences and media briefings. Source and write opinion pieces. Draft speeches and generate content for various media. Promote and develop external communication activities. Monitor media trends, analyse and identify communication opportunities. Assist in managing the effective, efficient and economical management and utilisation of resources allocated to the Department as outlined in the legislative framework for good governance.
<u>ENQUIRIES</u>	:	Ms. Ntathu Makhoba Tel No: (011) 355 1019
<u>POST 28/62</u>	:	<u>DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HO2019/08/04</u> Directorate: Enterprise Risk Management Sub- Directorate: Enterprise Risk Management Coordination
<u>SALARY</u>	:	R733 257 per annum (All- Inclusive Package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/ Degree in Risk Management, Internal Audit, Cost and Management Accounting, Financial Accounting, Public Finance. At least a minimum of five years' experience in the field of Risk Management, Internal Auditing and Auditing. Knowledge of the Public Sector Risk Management Framework and COSO Risk Management Framework. Membership of the Institute of Risk Management will be an added advantage. The candidate must have proven managerial skills, conceptual skills, analytical skills, decision making skills and inter personal skills. Knowledge of the Acts and Regulations applied in the public service. The candidate must have and attach a valid Driver's license.
<u>DUTIES</u>	:	Customize the Risk Management Policy, Strategy and plan to the Department, Monitor implementation of the Risk Management Strategy of the Department (Report), Facilitate Strategic and Operational Risk Assessments (Risk registers), Monitor Implementation of Mitigating Measures to Minimize the adverse effect of Risks (Report), Conduct Risk Management Awareness workshop to inculcate a culture of Risk Management, Determine and coordinate risk management training needs for risk management for line management and Risk management practitioners, Coordinate the Risk Committee meeting of the Department (Risk Committee reports), Provide secretariat to the Risk Committee (Risk Committee minutes), Coordination of business Continuity Management, Coordination of the Fraud Prevention Plan, Conduct awareness on BCP, FPP and ERM.
<u>ENQUIRIES</u>	:	Mr Puledi Selepe Tel No: (011) 355 1154
<u>POST 28/63</u>	:	<u>DEPUTY DIRECTOR: IT PROJECT MANAGER REF NO: HO2019/08/05 (X2 POSTS)</u> Directorate: Institution IT Services Management
<u>SALARY</u>	:	R733 257 per annum (All-inclusive package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/Degree in Information Technology / Information Systems / Computer Science with minimum of 5 years' experience within IT environment. Knowledge of the Treasury Regulations. Knowledge of Configuration Management, departmental systems (BAS, HardCat, Persal, etc.). Information Technology Infrastructure Library (ITIL- industry standard

	for IT Help desk), IT Risk Management practices. Knowledge of relevant legislations like Public Finance Management Act, ECT Act, etc. Good verbal and written communication. Project Management. Planning, analysis, conceptualizing and problem-solving. Change management. Financial management and Strategic Management skills.
<u>DUTIES</u>	: Support the process of initiating and planning for ICT projects. Determine school ICT needs and requirements. Develop resource plans and timelines to deliver against agreed ICT projects in schools. Draw up project plans that will support the delivery of various ICT projects in schools. Conduct estimations for project activities as it relates to their duration and resources required to perform the work. Negotiate, draw up and implement Service Level Agreements. Drive the execution of ICT project activities in schools. Track and manage requirements during the project execution and incorporate changes into the requirements through the established change management process. Ensure that unresolved risks and issues are escalated to the Line Manager with an indication of the impact to the project. Include proposed solutions to respond to the risks or issues. Prepare documents for school's ICT project closure, monthly, quarterly and annual reports. Ensure accurate record keeping, document and content management of all project documents; and report writing. Conduct formal handover of the project items into business as usual including training material, project documentation, system documentation and process documents. Complete and submit documents required to formally close projects and capture lessons learnt. Facilitate ICT training initiatives for schools. Oversee ICT training for schools. Oversee any outsourcing of ICT training delivery in schools. Ensure the effective, efficient and economical management and utilisation of resources allocated. Prepare, manage and oversee project budgets. Prepare the annual staffing and resource plan for the year.
<u>ENQUIRIES</u>	: Ms Mechelle Brink Tel No. (083) 271 2901
<u>POST 28/64</u>	: <u>DEPUTY DIRECTOR: TRANSVERSAL HUMAN RESOURCE SERVICES (X2 POSTS)</u> Sub Directorate: Transversal Human Resource Services
<u>SALARY CENTRE</u>	: R733 257 per annum (All-inclusive package) Sedibeng East District Ref No: SE2019/08/06 Tshwane South District Ref No: TS2019/08/07
<u>REQUIREMENTS</u>	: An appropriate recognized three-year National Diploma/ Degree in Human Resource Management or related three-year qualification. At least a minimum of five years' experience in human resources administration including HRM environment of which three years must be at an Assistant Director level. Knowledge and understanding of the current HR prescripts and public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word, MS Access and MS Office. A valid South Africa driver's license is required.
<u>DUTIES</u>	Manage the HRM operations at the district, in a matrix environment; oversee the sub-directorates conditions of service, performance management and development, recruitment and selection in accordance with the relevant prescripts and collective agreements with the Education sector. Coordinate implementation of the approved post and staff establishment. Manage employee records at the district. Establish system to ensure successful implementation of the operational plan as sponsored by Head Office. Provide input to the HRA budget plan. Fulfill the internal quarterly reporting requirements and provided analysis to management. Interpret HR Policies and prescripts. Establish systems to improve customer engagement on HR issues at the District. Supervise staff and manage their performance according to the PMS. Provide, co-ordinate and manage policy and procedure on Incapacity Leave for Ill-Health retirement (PILIR) and the management injury on duty. Management and capturing of posts establishment, creation, translations, vacancies and abolishment in accordance with affordability and priorities of the department on PERSAL. Ensure timeous implementation of

		changes on PERSAL / SAP and validation of PERSAL information. Manage the internal and external auditing of personnel administration matters and ensure that Auditor-General queries are appropriately managed. Supervise staff.
<u>ENQUIRIES</u>	:	Mr. Peter Nkgake (SE) Tel No: 016 440 1856 Ms M Van der Walt (TS) Tel No: (012) 401 6363
<u>POST 28/65</u>	:	<u>DEPUTY DIRECTOR: INTERNAL COMMUNICATION REF NO: HO2019/08/29</u> Directorate: Internal Communication
<u>SALARY</u>	:	R733 257 per annum (All-inclusive package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma in Journalism / Communication / Public Relations / Marketing. At least a minimum of five years' experience in communication environment of which three years must be at an Assistant Director level. Knowledge of Public Service Act and Regulations. Communication policies and practices. Communication theories. Computer literacy, Communication Skills, Change management, Project Management, Good Interpersonal relations, Problem Solving, Consultation, Presentation skills, Operating photographic or video equipment, Research and data analysis, Policy development and research skills and Message and Speech writing. A valid SA Driver's license.
<u>DUTIES</u>	:	Manage the provision of effective compilation, design, printing, and distribution of internal publications in the Department. Conduct research and Compile articles including translation. Draw- up diary of content to go into the internal publication. Gather all material including photographs. Liaise with relevant stakeholders such as public entities to source information. Proof read and edit the publications. Oversee/monitor the distribution of the publications to both internal and external stakeholders. Ensure the availability and accessibility of other material for internal and external stakeholders (i.e. posters & flyers). Ensure continuous maintenance and update of the website and intranet. Manage the provision of language services. Translate documents including examination papers in all official languages. Provide language advisory services (e.g. plain language usage). Oversee the compilation and maintenance of an educational terminology database. Improve and strengthen communication relations in the Department. Liaise with internal stakeholders for sourcing information to be disseminated to all staff. Ensure that publicity and event materials are in line with the corporate branding. Oversee that products for events, exhibitions, Imbizo and community awareness activities are designed. Promote adherence to the GDE Corporate Identity Manual. Participate in the development, facilitation and manage the implementation of the Communication Policies and Strategies in the Department. Participate in the development of communication policies.
<u>ENQUIRIES</u>	:	Ms Brenda Mabaso Tel No: (011) 355 0201
<u>POST 28/66</u>	:	<u>ASSISTANT DIRECTOR: HR MONITORING, POLICY AND PLANNING REF NO: HO2019/08/08</u> Directorate: Organisational Development
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/ Degree in Human Resource Management. Minimum 3 years' experience in Human Resource Monitoring, Policy and Planning environment. Sound knowledge of the various legislative and regulatory frameworks governing human resource field. A valid driver's license is essential. Knowledge of Public Service Act and Regulations, Knowledge of Basic Conditions of Employment Act. Knowledge of Employment of Educator's act. Knowledge of PAM document. Knowledge of applicable prescripts (DPSA Circulars and Directives), Resolutions and White Papers. National and Provincial Policy Frameworks. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette Skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Planning and Coordination Skills. Analytical thinking and Problem Solving. Seasoned Communication Skills, Leadership Skills, Facilitation

		and Presentation Skills. Project Management Skills. Policy Development and research skills. Ability to apply concepts without requiring supervision, able to provide technical guidance when required. Good computer literacy (MS Word, MS Excel and MS Powerpoint).
<u>DUTIES</u>	:	Develop and monitor the implementation of human resource planning strategies and processes. Compile exit interviews analysis and submit to DPSA for MPAT purposes. Develop the assessment report regarding the ability of the departmental HR to strategically assist in the achievement of service delivery goals. Coordinate and facilitate the development and implementation of Human Resource Policies within the Department. Develop and manage the HR Delegations of Authority and Operational delegations. Manage and monitor the implementation of HR Delegation decision Register. Ensure alignment of delegations with relevant legislative frameworks and resolutions. Provide advisory support on HR Policy matters to relevant to the internal stakeholders. Monitor and analyse HR performance against HR standards, HR strategies and objectives. Ensure the effective, efficient and economic utilisation of allocated resources.
<u>ENQUIRIES</u>	:	Mr Z. Gashe Tel No: (011) 843 6505
<u>POST 28/67</u>	:	<u>ASSISTANT DIRECTOR: SERVER AND STORAGE INFRASTRUCTURE MANAGEMENT REF NO: HO2019/08/09</u> Directorate: IT Support Services
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three years National Diploma/Degree in Information Technology plus / or related Microsoft Technical certificates. Certificate in A+ and N+ would be advantageous. Three (3) or more year's technical support experience with at least one (1) year emphasis on implementing server infrastructure and storage technologies and platforms. Active Directory exposure in installation, configuration, and maintenance domains in an enterprise environment using Windows Server 2012/2016, this includes group policy management, directory replication, FSRM, software-defined storage, WSU, SCCM, DHCP services, DNS, amongst others. Experience in implementation and administration of virtualization platforms, VMware and Hyper-V, and their underlying storage and networking, and cloud technologies & strategies. Previous experience working with server hardware platforms like HP Proliant DL & ML series, Huawei and Cisco blade centres is desired. Necessary exposure working with backup & recovery technologies and procedures, DRP solution – maintain, manage and test, data security and protection. Knowledge of ITIL processes. Client orientation and good customer skills. Knowledge of legislative frameworks within the public sector will be an added advantage, technical and interpersonal skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure, take initiative, work with minimum supervision and as part of the team. A valid driver's license and ability to drive is required.
<u>DUTIES</u>	:	Provide support to GDE's server and storage infrastructure. Manage process of server provisioning, including, installation, configuration, commissioning, decommissioning, of both on-premise and cloud environments. Monitor warranties, support and maintenance of all on-premise provisioned servers and storage components. Monitor and maintain storage capacity, maintain server capacity plan and performance of the entire server and storage environment. Manage the department's Microsoft Windows Server Active Directory and networking infrastructure environment. Management and ensuring of data security, protection, availability and continuity. Ensure that best practice standards, like ITIL, are adhered to in the server and storage environment. Manage and monitor service providers in provisioning of 3rd party services.
<u>ENQUIRIES</u>	:	Ms. E Motshwaedi Tel No: (011) 843 6724
<u>POST 28/68</u>	:	<u>ASSISTANT DIRECTOR: SYSTEM ADMINISTRATION REF NO: HO2019/08/10</u> Directorate: System Administration and Certification
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg

<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/ Degree in IT systems plus minimum of 3 years' experience in the IT working environment. At least 3 years in the Integrated Examination Computer System (IECS), Conduct, Administration and Management of public examinations. Knowledge and experience in e-Registrations, e-Remark and Re-check, Re-Issue and Electronic Document Delivery will be an add advantage. Extensive knowledge and exposure to Integrated Examination Computer System (IECS) and South African School Administration and Management System (SA SAMS). Advanced Computer skills in mainframe and server-based systems are necessary as well as Office applications. Knowledge of planning, coordination and facilitation of training District officials on IECS. Ability to stay focused while performing routine tasks. Willingness to work under pressure and long (official and unofficial) hour's .Valid driver's license.
<u>DUTIES</u>	:	Manage the registration of examination centres and candidates. To develop and implement policy relating to the operation of the IT systems, including user account administration. Coordinate processes relating to the functionality of the examinations information systems, both offline and online, and the functionality of software. Liaise with, and participate in quality of service discussions with the relevant Service Providers, System Developers and the National Education Department, regarding the terms of the service level agreements. Interact with Districts and Centres in relation to registration and resulting of candidates. Analyse and provide statistical data to all educational stake holders. Scheduling all batch jobs and after hours batch runs. Supervise staff in the data-capturing section. Coordinate and facilitate the training of officials in Districts and Head Office on IECS security policies and functions. Represent the System Admin Unit in the National and other relevant structures.
<u>ENQUIRIES</u>	:	Ms. Linda Xulu Tel No: (010) 601 8009
<u>POST 28/69</u>	:	<u>ASSISTANT DIRECTOR: SMS AND PS PERFORMANCE MANAGEMENT SYSTEMS REF NO: HO2019/08/11</u> Directorate: Performance Management and Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum Head Office, Johannesburg An appropriate three year National Diploma/Degree in Human Resources Management/Development plus relevant 3 years' experience and knowledge of the operations of employee performance management. Proven experience in planning and implementing projects. In-depth knowledge and understanding of the different Performance Management Systems in GDE. Proven experience of PMDS-PS & SMS. Knowledge of relevant legislation, collective agreements, policies and circulars. Knowledge of PFMA. Strong computer literacy and PERSAL knowledge is essential. Strong verbal, written communication and facilitation skills required.
<u>DUTIES</u>	:	The incumbent will be responsible for the effective implementation of Performance Management Systems in Gauteng Department of Education. Co-ordinate and monitor compliance with all performance management policies, regulations and guidelines. Set up systems of implementation for PMDS-PS & SMS. Capturing of scores onto PERSAL. Co-ordinate moderation of scores. Consolidate and analyse reports from districts. Facilitate the training of officials on the management, administration and quality assurance of PMDS-PS and SMS processes. Perform other related duties assigned. Co-ordinate Service Excellence Awards.
<u>ENQUIRIES</u>	:	Ms Motshedisi Ramohloki Tel No: (011) 843 6656
<u>POST 28/70</u>	:	<u>ASSISTANT DIRECTOR: NETWORK ADMINISTRATION REF NO: HO2019/08/12</u> Directorate: IT Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum Head Office, Johannesburg An appropriate three year National Diploma/ Degree in Information Technology or relevant three year qualification plus Certified A+ and N+ CCNA is compulsory. Three years' experience in IT environment. Must be able to complete complex

	networking projects with minimal supervision, Knowledge of current network hardware, active directory and TCP/IP protocol. Client orientation and good customer skills. Knowledge of legislative frameworks within the public sector will be an added advantage, technical and interpersonal skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure. Must have valid driver's license.
<u>DUTIES</u>	: support the GDE network. Analyse and monitor the ICT connectivity environment. Advise on technical changes in the ICT environment. Liaise between management and Users. Develop methods and tools to be used to test and implement new LAN equipment, Create projects that are designed to add functionality required by the department, address on-going network failure issues, Engage in regular network troubleshooting activities and resolve network connectivity issues, Analyze the current network structure and submit quarterly comprehensive reports to executive team on how to make the network more efficient, Ensure network security and connectivity. Installing & repair of UTP cabling, Fully support, configure, maintain and upgrade corporate customer's networks, Monitor network performance (availability, utilization, throughput, and latency) and test for weaknesses. Resolve problems reported by end user, Define network policies and procedures, Specify system requirements and design solutions, Research and make recommendations. Monthly and quarterly reporting.
<u>ENQUIRIES</u>	: Ms. E Motshwaedi Tel No: (011) 843 6724
<u>POST 28/71</u>	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING (HO) REF NO: HO2019/08/13</u> Directorate: Recruitment and Selection
<u>SALARY</u>	: R376 596 per annum
<u>CENTRE</u>	: Head Office, Johannesburg
<u>REQUIREMENTS</u>	: An appropriate three year National Diploma/Degree in Human Resource Management or related three-year qualification plus minimum of 3 years' experience in the HR working environment at a supervisory level. Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of applicable resolutions. National and provincial policy frameworks. Basic Knowledge of Persal. PFMA. Computer literacy. Good verbal and written communication skills. Report writing. Strong leadership skills and qualities. Listening skills. Conflict management. Negotiation skills. Time Management. Project management and Project leader skills. Good inter-personal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Valid driver's license is essential.
<u>DUTIES</u>	: Assist in the development and implementation of the GDE recruitment, selection, retention and placement strategies and ensure the implementation thereof. Participate in the identification and solving of gaps and challenges in existing recruitment, selection, and retention and placement strategies. Circulate and clarify recruitment strategies to relevant stakeholders. Participate in the development of HR policies based on gaps identified in the District. Coordinate the administration of all response handling, recruitment, selection, appointments, movements, transfers, placement, absorption and retention of staff. Ensure that an up to date response handling database is maintained. Coordinate effective receipt, sifting, capture, distribution, storage and disposal of applications. Coordinate the advertisement of departmental vacancies, transfers and absorption. Verify qualifications for suitable candidates. Coordinate the monitoring, evaluation and reporting of recruitment, selection, retention and placement outputs. Collate reports from Cluster Heads and Branches, Partake in advising line management on matters related to response handling, recruitment, selection, appointments, movements, placement and retention of staff. Partake in provision of advisory services to shortlisting and interview panels. Partake in guiding and advising personnel on human resource provisioning matters in order to enhance the correct implementation of personnel administration practices and policies. Partake in the compilation of reports and memos on Human Resource Provisioning issues and provide inputs in recommendations where necessary. Coordinate compliance, background and reference checks. Manage Resources (Human, Capital and

		Physical). Ensure that job descriptions are in place for all staff members. Coordinate the signing of job descriptions and performance agreements for subordinates. Conduct performance reviews and submit to the Performance Management and Development unit timeously. Assist Deputy Director, Human Resource Provisioning in compiling monthly, quarterly and annual report.
<u>ENQUIRIES</u>	:	Ms. Lerato Machaka Tel No: (011) 843 6532
<u>POST 28/72</u>	:	<u>ASSISTANT DIRECTOR: SUBSIDIZED CARS REF NO: HO2019/08/14</u> Directorate: Auxiliary Service & Fleet Management Sub Directorate: Fleet Management
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate recognised three year National Diploma/Degree or related three-year qualification plus minimum of 3 years' experience in the transport administration at a supervisory level. Knowledge of transport policies and subsidized vehicles. Knowledge of Legislative frameworks applicable in the public sector. Good managerial skills, good interpersonal skills, organizing ability, computer literacy and typing skills-Advance, Ms Word and Excel. Candidate must be in possession of a driver's license (Manual). Key competencies: Training on the affordability calculator, online contract signing. Financial and Risk Management and Policies regulating the use of subsidized motor vehicles. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline. Planning and organization skills, report writing, leadership and management skills.
<u>DUTIES</u>	:	Ensure the implementation of Transport policy within GDE. Provide Subsidized Vehicles management services within the Department. Provide Subsidized Vehicles administration services of accident, damaged, stolen and loss of vehicles within the Department. Management and control of logbooks and fuel claims for subsidized vehicles as prescribed by Policies. Management of the Asset registers for subsidized vehicles. Monitor the effective utilization of subsidized motor vehicles (PFMA compliance). Monitor the maintenance and servicing of subsidized vehicles. Ensure that accidents are reported on time to the respective service providers. Submit monthly expenditure reports related to the mileage and fuel usage and ensure that claims are captured on time. Deal with all risk elements that affect usage of subsidized vehicles. Attendance of monthly meetings and provide feedback to the District team. Ensure that Performance Management System is executed.
<u>ENQUIRIES</u>	:	Ms Monica Sampson Tel No: (011) 355 1205
<u>POST 28/73</u>	:	<u>ASSISTANT DIRECTOR: DISPUTE MANAGEMENT REF NO: HO2019/08/15</u> Directorate: Dispute Management
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year National Diploma/Degree in Labour Relations or related field. Minimum of 3 years' experience in Labour Relations. Knowledge of legislations which include but not limited to: LRA; Employment of Educators Act; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. Valid Driver's License.
<u>DUTIES</u>	:	Implement policy regarding disciplinary enquiries. Facilitate the resolution of dispute and grievances, as well as ensuring sound Employment Relations. Promote efficient labour relations policies. Maintain labour peace within the organization.
<u>ENQUIRIES</u>	:	Mr Patrick Selowa Tel No: (011) 355 1505
<u>POST 28/74</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: HO2019/08/16</u> Directorate: Internal Control
<u>SALARY</u>	:	R376 596 per annum

<u>CENTRE REQUIREMENTS</u>	:	Head Office
	:	An appropriate recognized three-year National Diploma/Degree in Auditing/Accounting/ Internal Audit/ Risk Management/ Public Financial Management or related three year qualification plus minimum of 3 years' experience within an audit/accounting/risk management and internal control environment. Knowledge of COSO Framework, Public Finance Management Act, Public Audit Act National Treasury Regulations, Generally Accepted Accounting Principles and other relevant legislation. Ability to provide technical guidance when required. Financial analysis skills; Good project management skills; Document examination and electronic data analysis skills; excellent communication (written and verbal) skills. Ability to work with all levels of management and across business units of the department. Good problem-solving skills. Self-starter and ability to work individually and/or in a team. A valid driver's license is essential. Institute of Internal Auditors SA (IIASA), The South African Institute of Professional Accountants (SAIPA) or South African Institute of Chartered Accountants (SAICA) membership or any other professional body; and / or; experience in internal and external audit projects will be an added advantage.
<u>DUTIES</u>	:	Coordinate the monitoring of financial compliance and facilitate assurance services. Maintain a register of all incidents of non-compliance and financial misconducts. Assist and support the director in implementing consequences management for financial misconduct. Monitor compliance with all financial laws and regulations. Action the in-detail testing of key financial controls in the department. Partake in the compilation of management reports on financial compliance matters. Conduct and the in-detail testing of key financial controls in the department. Conduct and supervise independent and objective assessments of internal controls, financial results, departmental processes and adherence to compliance requirements. Promote accounting and internal control requirements to management and process owners in the department. Assist in the provision of recommendations on improvements in procedures and systems in order to improve the internal control environment (maturity level) within the department. Coordinate internal and external audits and liaise with the AGSA, GAS, GPT and other stakeholders. Coordinate and monitor internal and external audit processes within the department. Liaise with management and collate and compile their responses with respect to all related audit requests. Follow up on management to ascertain that appropriate corrective measures are implemented. Coordinate the monitoring of the implementation of recommendations provided by oversight structures. Coordinate Loss Control in the department. Assist in the development and maintenance of policies and procedures on asset losses. Assist in the reduction of the percentage of asset losses in the department by identifying risks and mitigations thereof. Monitor compliance against the Asset Loss policy. Facilitate the recovery of costs for assets lost due to negligence and or non-compliance with the Asset Loss policy. Register all cases of asset losses and ensure that investigations are conducted. Conduct site visits and provide reports associated with these. Preserve and protect the integrity of all relevant data and case content for successful investigation and prosecution. Manage and develop staff. Identify training needs of subordinates and ensure that they attend relevant training interventions. Mentor and motivate subordinates. Conduct performance evaluations. Compile and submit reports on work activities.
<u>ENQUIRIES</u>	:	Ms Unity Zambane Tel No: (011) 843 6540
<u>POST 28/75</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: TS2019/08/18</u> Sub Directorate: Transversal Human Resource Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum
	:	Tshwane South District
	:	An appropriate recognized three-year National Diploma/ Degree in Human Resource Management or related three-year qualification plus minimum of 3 years' experience in the HR working environment at a supervisory level. Knowledge of Education Acts. Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of applicable resolutions. National and provincial policy frameworks. Understanding transformation and

		capacity building processes. Basic Knowledge of Persal. PFMA. Computer literacy. Good verbal and written communication skills. Report writing. Strong leadership skills and qualities. Listening skills. Conflict management. Negotiation skills. Time Management. Basic Financial Skills. Project management and Project leader skills. Good inter-personal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Licensed Driver. People management and Supervisory skills. Policy Development and research skills. Facilitation skills. Communicate; District Head, Senior Managers in the Department, National and Provincial Education Departments, Academic Institutions. Valid driver's license.
<u>DUTIES</u>	:	Ensure the implementation of post provisioning for Public Ordinary and Special schools (PS and Educators). Ensure the receipt and verification of post establishment for Special Schools, Ordinary Schools and extraordinary posts. Ensure that post establishments are correctly distributed to all stakeholders. Provide support in issuing of Annual Post Establishments, Growth Posts, Extra Ordinary posts and Grading of schools. Ensure the implementation of GDE Medium Term HR Plan. Monitor utilization of all posts. Placement of personnel i.e. Additional and Funza Lushaka. Conversion of temporary staff. Participate in the analysis and planning of the HR Requirements for the Department. Participate in the development of HR Policies based on gaps identified in the District. Participate in the development of Departmental Recruitment Strategy and ensure the implementation thereof. Provide inputs on the development of the recruitment strategy. Identify vacant posts in the Institutions and / District Offices. Receive and verify GDE 79 / HR1 / GDE 01 / Z83.Capture and submit GDE 79 / HR1 for publication. Receive and distribute vacancy list to institutions and Sub directorates. Oversee the response handling process. Process recommendations. Verify qualifications and ensure they are captured. Ensure the implementation of Organizational Development processes in the District. Coordinate all the processes with regards to the realignment of the structure in the District (e.g. placements, transfers, implementation of the approved structure, etc.). Participate in the evaluation of the implemented HR Strategies in the District and monitor thereof. Ensure the provision administrative support services for the Unit. Ensure all personnel administration verifications are done on PERSAL. Ensure safekeeping of all documentation in the office in line with relevant legislation and policies. Collate and compile of reports e.g. progress reports, monthly reports, etc. Supervise staff.
<u>ENQUIRIES</u>	:	Ms Margie Van Der Walt Tel No: (012) 401 6363
<u>POST 28/76</u>	:	<u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: GW2019/08/19</u> Sub-Directorate: HR Transaction Services
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Gauteng West District
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/ Degree in Human Resource Management or relevant three-year qualification plus minimum 3 years' human resource administration experience at a supervisory level. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word MS Access and MS Office. A valid South African driver's license.
<u>DUTIES</u>	:	Ensure implementation of HRM operations at district, in a matrix environment; responsible for the sub-directorate conditions of service in accordance with the relevant prescripts and collective agreements within the education sector. Ensure the implementation of the approved post and staff establishment. Responsible for employee records at the district. Ensure the successful implementation of operational plan as sponsored by Head Office. Provide input to the HRTS budget. Fulfil the internal monthly reporting requirements and provide analysis to the management. Interpret HR policies and prescripts. Supervise staff and manage their performance and development according to the PMS.
<u>ENQUIRIES</u>	:	Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW)

<u>POST 28/77</u>	:	<u>ASSISTANT DIRECTOR: SCHOOL SAFE MANAGEMENT (X3 POSTS)</u> Directorate: School Safe Management
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Johannesburg East District Ref No: JE2019/08/20 Ekurhuleni North District Ref No: EN2019/08/21 Gauteng North District Ref No: GN2019/08/22
<u>REQUIREMENTS</u>	:	An appropriate recognized three year National Diploma/Degree in Safety Management/ Security Management/ Policing/ or related three year qualification plus minimum of 3 years' experience in the security management, law enforcement management, forensic investigations or disaster management at a supervisory level. Good communication and stakeholder liaison skills. Proven experience in School Safety Committees the development, promotion and implementation of School Safety Programmes as per GDE school safety strategy. A thorough knowledge of legislations and regulations in public education. Ability to work across multiple projects and programmes and capability to report verbally and in writing. A valid driver's license.
<u>DUTIES</u>	:	Conduct safety awareness campaigns and address safety talks with school learners. Offer leadership in organizing behavioural camps for learners and manage school patroller programme. Undertake safety audits and monitor safety compliance in schools. Lead and coordinate substance abuse and road safety management to school learners in need thereof. Ability to communicate at all managerial levels. Organize and plan meetings, record and action the proceedings of strategic tasks into line function responsibilities as directed by the Director. Coordinate and track correspondence and tasks in the Directorate as may be required. Ability to compile submissions. Ability to compile and ensure that reports are received and sent out on time. Demonstrable ability to compile monthly and quarterly reports for the effective monitoring and tracking of activities within the Directorate and the District offices. Oversee office general management and supervise subordinates.
<u>ENQUIRIES</u>	:	Mr. Zondi Nkuna Tel No: (010) 600 6404
<u>POST 28/78</u>	:	<u>ASSISTANT DIRECTOR: IT PROJECT MANAGER REF NO: HO2019/08/23 (X2 POSTS)</u> Directorate: Institution IT Services Management
<u>SALARY</u>	:	R376 596 per annum (Plus Benefits)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/Degree in Information Technology / Information Systems / Computer Science with minimum of 3 years' experience within IT environment. Knowledge of relevant legislations like Public Finance Management Act, ECT Act, etc. Good verbal and written communication. Project Management. Planning, analysis, conceptualizing and problem-solving. Change management. Financial management and Strategic Management skills.
<u>DUTIES</u>	:	Participate in the initiating and planning process for ICT projects in schools. Provide inputs in the development of resource plans and timelines to deliver against agreed ICT projects in schools. Develop and maintain ICT project stakeholder lists including contact details and email distribution lists. Maintain relationships. Provide support in all ICT project and business as usual activities in schools. Implement ICT Strategy and service delivery standards for to schools. Monitor project progress against the defined schedule and cost using project metrics used in the Department. Ensure that Principals account for all School allocated ICT Assets. Ensure that all issued laptops and tablets are always accounted for and well taken care of. Participate in the preparation of documents for school's ICT project closure. Ensure accurate record keeping, document and content management of all project documents. Support schools during the implementation of their changes for the duration of a pilot or warranty period. Participate in the facilitation of ICT training initiatives for schools. Together with the Project Manager, conduct ICT training for schools. Ensure correct delivery of any outsourcing of ICT training in schools. Liaise with training service providers to

		ensure quality ICT training delivery in school. Allocate and ensure quality of work. Ensure personnel development. Assess staff performance.
<u>ENQUIRIES</u>	:	Ms Mechelle Brink Tel No: (083) 271 2901
<u>POST 28/79</u>	:	<u>ASSISTANT DIRECTOR: OFFICE SERVICE POOL REF NO: JC2019/08/24</u> Sub Directorate: Finance and Administration
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Johannesburg Central District
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/ Degree in Accounting, Financial Management or relevant three-year qualification plus 3 years relevant experience at a supervisory level. Treasury Regulations, PFMA, PPPFA and Assets Policy. Building and office administration. Fleet management. Data capturing. Filing systems. Procurement directives (Supply chain management manual). Asset management. How to do basic research/gather information. Administration procedures relating to specific working environment, including norms and standards. Planning and organizing. Computer operation. Client service. Reporting procedures. Compilation of Management reports. Computer. Mathematics. Planning and organizing. Ability to perform routine tasks. Ability to operate computer (both hardware and software). Interpersonal relations. Problem solving. Maintaining discipline. Formulating and editing. Conflict resolution. Computer literacy. Verbal exchange of information on requiring helpfulness and politeness. Routine notes, memorandums, reports, minutes and letters. Motivations with regard to PMDS. Share information with team members. Valid driver's license.
<u>DUTIES</u>	:	Check if the Registry is compliant to the National Archives and Records Service Act, 1996. Ensure the distribution of mail between the District and Schools and within the District. Ensure the collection of mail from the Post Office and the distribution thereof. Management of the Courier Services at the District Office. Create and manage database for disposal of records. Maintenance and cleanliness of the building. Procurement of cleaning material. Inventory management for cleaning material. Provide assistance on office needs for resources. Management of bulk Printing. Maintenance of the outside environment. Management of contracts, VIZ: Cleaning contract, Hygiene services, Labour Saving Devices Waste paper management. Manage the delivery, distribution and storage of goods ordered. Manage and control of consumable inventories. Liaise with units regarding other resource related to office administration. Maintenance of infrastructure. Ensure assistance with typing & data capturing. Booking of venues. Ensure Departmental Security Policy is implemented. Ensure access control for officials, visitors and cars. Ensure the safeguard of officials and GDE property. Ensure parking is allocated to officials and parking fees are paid as per the policy. Management and control of Logbooks for both Sub cars and G-Fleet as prescribed by Policy. Management of the Asset registers for both G-Fleet and Subsidized vehicles. Monitor effective utilization on of both G-Fleet and Subsidized vehicles. (PFMA compliance) Ensure GG Cars are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure the capturing of expenditure for GG-vehicles take place on a monthly basis on the ELS-system. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of subsidized vehicles to avoid refunds after the officials have left the system. Monitor and manage the allocated budget for the unit. Ensure that the goods and services are procured for the unit and District auxiliary service needed. Ensure that the budget is presented accurately and timeously on a monthly basis. Ensure that the expenditure report aligns with the Operational Plan and Procurement Plan.
<u>ENQUIRIES</u>	:	Mr. Linda Mabutho Tel No: (011) 983 2231
<u>POST 28/80</u>	:	<u>ASSISTANT DIRECTOR: FINANCE AND PROCUREMENT: REF NO: JC2019/08/25</u> Sub Directorate: Finance and Administration
<u>SALARY</u>	:	R376 596 per annum

<u>CENTRE REQUIREMENTS</u>	:	Johannesburg Central District
	:	An appropriate recognized three-year National Diploma/Degree in Public Management / Finance / Supply Chain Management / Economics / Business / Purchasing/Logistics plus minimum of 3 years' experience in SCM at a supervisory level. Knowledge and experience of SAP, BAS, PFMA, Treasury Regulations, provisioning procedures and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid driver's license.
<u>DUTIES</u>	:	Implementation of financial policies and procedures. Enquiry office is operating efficiently. Vendor information forms are copied, recorded, and forwarded to GDF for registration. Capturing of GRVs on SRM within 24 hours and payment within 30 days. Follow up on outstanding payments for service providers. Clear web-cycle entries weekly. Efficient operations i.e. collection of payrolls – payslips distributed and returned within 7 working days. Proper record keeping with regards to payroll administration. Liaise with schools and units regarding payroll issues. Distribution of IRP5s. Compare accuracy of payroll with exception report and liaise with THRS with reference to the exception report. Non-compliance letters issued for return of payrolls. Report to HO on completeness of payroll return and exception report. Implementation of petty cash policies and procedures. Cashier's office operates efficiently and petty cash is replenished when needed. Monitor and bank revenue as and when needed. Function as team leader by supervising tasks and responsibilities of sub-ordinates. Provide training of staff on procedures and processes. Performance management is done and poor performance is identified and addressed. Office administration matters. Provide monthly management reports. Attend management meetings.
<u>ENQUIRIES</u>	:	Mr. Linda Mabutho Tel No: (011) 983 2231
<u>POST 28/81</u>	:	<u>ASSISTANT DIRECTOR: FINANCE AND PROCUREMENT REF NO: ES2019/08/26</u> Sub Directorate: Finance and Administration
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE REQUIREMENTS</u>	:	Ekurhuleni South District
	:	An appropriate, recognized three year National Diploma/Degree in Public Management / Finance / Supply Chain Management / Economics / Business / Purchasing/Logistics plus minimum of 3 years' experience in SCM at a supervisory level. Knowledge and experience of SAP, BAS, PFMA, Treasury Regulations, provisioning procedures and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid driver's license.
<u>DUTIES</u>	:	Implementation of financial policies and procedures. Enquiry office is operating efficiently. Vendor information forms are copied, recorded, and forwarded to GDF for registration. Capturing of GRVs on SRM within 24 hours and payment within 30 days. Follow up on outstanding payments for service providers. Clear web-cycle entries weekly. Efficient operations i.e collection of payrolls – payslips distributed and returned within 7 working days. Proper record keeping with regards to payroll administration. Liaise with schools and units regarding payroll issues. Distribution of IRP5s. Compare accuracy of payroll with exception report and liaise with THRS with reference to the exception report. Non-compliance letters issued for return of payrolls. Report to HO on completeness of payroll return and exception report. Implementation of petty cash policies and procedures. Cashier's office operates efficiently and petty cash is replenished when needed. Monitor and bank revenue as and when needed. Function as team leader by supervising tasks and responsibilities of sub-ordinates. Provide training of staff on procedures and processes. Performance management is done and poor performance is identified and addressed. Office administration matters. Provide monthly management reports. Attend management meetings
<u>ENQUIRIES</u>	:	Mr Xolani Kheswa Tel: (011) 389 6062

<u>POST 28/82</u>	:	<u>FINANCIAL SYSTEMS SPECIALIST REF NO: HO2019/08/27</u> Directorate: Management Accounting
<u>SALARY</u>	:	R376 596 per annum (Plus benefit)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/Degree in Financial Information System/ Related three year qualification with minimum 3 years' experience in Management Accounting. Knowledge of PFMA and Treasury Regulations. Applicable Prescripts such as Generally Accepted Accounting Practice, Financial Circulars. Government Budget Process. Basic Accounting System, PERSAL System, Reporting Procedures, and administration procedures relating to specific working environment including norms and standards. Computer literacy (MS Office Suite), communication, interpersonal relations, problem solving, analytical skills, planning and organizing, report writing, presentation skills, research and facilitation skills. A South African valid driver's license.
<u>DUTIES</u>	:	Coordinate and facilitate the costing of personnel/compensation budget. Cost and project personnel costs. Prepare monthly analysis of personnel expenditure. Produce personnel information as required by Treasury. Liaise with the Chief Directorate: Transversal Human Resource Services and Gauteng Treasury regarding incorrect linkage of personnel on PERSAL. Verify accuracy on the captured establishment/structure and follow up discrepancies with THRS. Conduct research on finance related IT Infrastructure. Conduct desktop research on available systems and tools for budgeting and expenditure management. Liaise with IT on accounting systems to be developed for budgeting and expenditure management. Recommend and advise on new budgeting systems and tools to be developed. Monitor compliance on the implementation of the systems and tools. Design templates relating to budget and expenditure management. Design and update required templates for budget inputs and reporting inclusive of Budget Template, Analysis, Matlotlo, etc. Liaise with Provincial Treasury to design internal templates according to the latest budget guidelines/ required standards. Monitor the implementation of the financial template/s. Maintain and ensure compliance with Code Structure. Ensure that the code structure (SCOA) is always updated. Distribute updated code structure to offices to avoid misallocations. Ensure that SCOA is updated for the next financial year as per departmental and treasury's requirements. Advise end-users on the Standard Charts of Accounts. Build and maintain relationship with stakeholders. Source and facilitate training sessions for officials. Update and communicate changes regarding the financial systems to clients. Liaise with Gauteng Treasury, National Departments and GDE on matters pertaining to financial systems and reporting.
<u>ENQUIRIES</u>	:	Ms Matshediso Kobe Tel No: (011) 355 0033
<u>POST 28/83</u>	:	<u>ASSISTANT DIRECTOR: COST CENTRE MANAGEMENT REF NO: HO2019/08/28</u> Directorate: Expenditure Management
<u>SALARY</u>	:	R376 596 per annum (Plus Benefit)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/Degree in Accounting/Cost and Management Accounting or three year qualification plus minimum of 3 years' experience in the financial management environment. Knowledge of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations. Financial Circulars (SCOA, Treasury Guidelines. Basic Accounting System, PERSAL System. Generally Accepted Accounting System. Government budget and expenditure process and reporting procedures. Computer literacy, communication skill, interpersonal relations, problem solving, analytical, planning, organizing, report writing and minutes taking skills.
<u>DUTIES</u>	:	Manage the preparation of cost centre original budget. Ensure timely submission of budget allocation to districts. Coordinate the preparation and costing of operational plans as per applicable prescripts. Ensure that cash flow projections and procurement plans are prepared and aligned to the indicative allocation. Provide advice and guidance during budget preparation of the department as per PFMA and applicable legislation. Perform quality assurance on the prepared

budget documents. Submit final cash flow projections and operational plans to the Deputy Director. Ensure safekeeping of original budget copies for record keeping and audit purpose. Manage the preparation of cost centres adjustment budget. Coordinate the preparation and submission of adjusted budget documents. Ensure that adjusted budget inputs are prepared as per applicable prescripts. Provide advice and guidance during adjustment budget preparation of the department as per PFMA and applicable legislation. Perform quality assurance on adjusted budget inputs. Submit adjusted budget inputs to the Deputy Director. Ensure safekeeping of adjusted budget copies for record keeping and audit purpose. Manage the capturing of original and adjustment budget on the Basic Accounting System (BAS). Coordinate the capturing of original and adjusted budget. Ensure that original and adjusted budget are captured as per approved allocation letters. Perform quality assurance on captured original and adjusted budget. Submit original and adjusted budget BAS Report to the Deputy Director. Ensure safekeeping of captured original and adjusted budget BAS Report for record keeping and audit purpose. Manage the analysis of expenditure and clearing of misallocations. Ensure that expenditure is in line with the operational plan and allocated budget. Coordinate the process of conducting analysis of expenditure. Perform quality assurance on prepared Expenditure Reports (Matlotlo reports). Advice and guide Business Units with the amendment of errors identified during the analysis report. Keep record of expenditure analysis reports. Manage the compilation and consolidation of financial reports. Provide advice and quality assurance to monthly expenditure reports and adhoc reports. Prepare a consolidated expenditure analysis monthly report and adhoc reports. Provide advice, guidance, and solutions to Business Units with expenditure related matters. Attend to audit queries. Present expenditure related reports and challenges to various forums. Coordinate the verification and submission of requisition forms (RLSO1). Ensure the verification of requisition forms before procurement process commence. Submit monthly and year end accruals and commitments. Provide advice and support on budget planning and expenditure management for cost centre. Advice and support Business Units with budget planning and expenditure management related matters. Provide inputs on drafting and maintenance of finance policies, processes and procedures, etc. Prepare and present budget and expenditure management reports to various forums. Maintain stakeholder relationships. Oversee the effective and efficient management of allocated financial, physical and human resources. Provide inputs in terms of the compilation of Sub component's Budget. Compile and submit Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff Monitor, evaluate and report on the performance of the Unit. Monitor the utilization of Assets in the Unit.

ENQUIRIES : Ms Matshediso Kobe: Tel No. (011) 355 0033

DEPARTMENT OF E-GOVERNMENT

Gauteng Department of e-Government is inviting strategic and innovative thinkers who are technocrats to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

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.

FOR ATTENTION : Mr. Themba Psungo, Human Resource Management.

CLOSING DATE : 16 August 2019

NOTE : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and

experience, with respective dates and certified copies of qualifications and ID (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.

OTHER POSTS

<u>POST 28/84</u>	:	<u>SENIOR ADMIN OFFICER- JUNIOR CONSULTANT BUSINESS INTELLIGENCE REF NO: REFS/004430</u> Directorate: Business Intelligence
<u>SALARY</u>	:	R316 791 per annum (Level 08) (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric Plus National Diploma/Degree in Computer Science / Information Technology or Relevant field of study with 1-2 years' relevant BI experience. The incumbent must have worked with and delivered a BI Implementation project. Relevant BI training or / and Certification or Applied Mathematics and Statistics will be an added advantage.
<u>DUTIES</u>	:	Work within a project team solving product problems or performance issues. Assist in the determining and development of functional system specifications. Analyse business problems and participates in the development of appropriate system solutions. Assist in configuring the software to replicate the required business processes. Participates in the design and development of system changes. Assist in evaluating system performance and in making recommendations to improve the performance. Assist in testing, modifying and documenting system design. Participate in workshops and presentations to validate business requirements and solutions with the end user community. Assist in identifying, documenting, and resolving system performance issues. Participate in the creation of required documentation. Provide technical system support to user groups where required. Work with project team to develop migration programs for from old to new system platforms. Execute performance testing and validating of results through reporting. Manage multiple high priority activities.
<u>ENQUIRIES</u>	:	Mr. Themba Psungo Tel No: (011) 689 698
<u>POST 28/85</u>	:	<u>PETTY CASH OFFICER REF NO: REFS/004429</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R257 508 per annum (Level 07) (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric Certificate plus a Finance related Certificate with a minimum of 1-2 years' experience in a financial environment.
<u>DUTIES</u>	:	Render cashier services on behalf of the department. Monitoring and maintenance of Ledger accounts. File all captured batches per allocated batch number. Capturing and issuing of receipts for cash received in respect of gym fees, access card, etc. Banking of cash received within the reasonable time and filing of deposit slips and receipts accordingly. Issuing of petty cash advance and re-imbursement according to departmental policy and any other relevant legislations. Assist with other reporting functions within the unit.
<u>ENQUIRIES</u>	:	Mr. Themba Psungo Tel No: (011) 689 6980

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 Speciality- PN B4 (Paediatrics) for **Chris Hani Baragwanath Academic Hospital** with Ref No: CHBAH 197 (X2 Posts) advertised in the Public Service Vacancy Circular 27 dated 26 July 2019, the requirements of the post has been amended as follows: Basic R425 qualification (i.e. Degree / diploma in Nursing) or equivalent Qualification that allows Registration with the 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 SANC in General Nursing, at least Six (6) years of the period referred to above must be appropriate/recognizable experience in Paediatric Department after obtaining the one (1) year Post- basic qualification in Child Nursing Science, at least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Degree/diploma in Administration will be an added advantage. The applicants who previously applied are encouraged to re-apply if they still meet the requirements, and the closing date has been extended to 16 August 2019. We apologize for the inconvenience caused.

OTHER POSTS

<u>POST 28/86</u>	:	<u>HEAD CLINICAL UNIT (FAMILY MEDICINE GR1) REF NO: WRD001</u> Directorate: Family Medicine
<u>SALARY</u>	:	R1 728 807 per annum (All-inclusive package)
<u>CENTRE</u>	:	West Rand District Health - Region A
<u>REQUIREMENTS</u>	:	Must be in possession of MPRAX MED /MFAMMED/MCFP (SA)/ FCFP (SA)/MMED or equivalent. Registration with the health professions Council of South Africa (HPCSA) as a specialist Family Physician is mandatory. At least (3) three years' experience post-registration as a specialist family Physician, strong clinical management and academic leadership Qualities. Extensive knowledge of the South African district health and primary health care (PHC) system. Extensive undergraduate and postgraduate teaching experience, including significant experience with supervision of post graduate research. At least three (3) relevant publication in peer-reviewed journals.
<u>DUTIES</u>	:	Co-ordinate the comprehensive medical services in the District. Implement quality improvement processes to address identified problems related to patient care and the health system, in consultation with other stakeholders. Ensure Family Physicals implement their own performance management and those of their subordinate's medical officer, Family Medical, Registrars, etc. Participate in the District Management, especially supporting the District Management in the implementation of the District Health plan. In liaison with other stakeholders, provide leadership in the implementation of the Primary Health care re-engineering project, school health and ward base PHC outreach teams. Implementation and participate in a structured, continued professional programme to optimise the knowledge and skills of clinicians in the District (Medical interns, Medical officers, PHC Nurses and Registrations). Personally render medical services to patients in the District healthcare facilities and rotate through all service points. Participate in the commuted overtime in the District. Lead and participate in the undergraduate training programs of the department of family Medicine, University of Witwatersrand. Initiate, participate and conduct high quality primary care researches and publications, to improve quality clinical service. Perform any other duties as may be determined by the Director and /or the Head of the Clinical Department (family Medicine), southern Gauteng.
<u>ENQUIRIES</u>	:	Mr. Andrew Tiro Tel No: (011) 95304515
<u>APPLICATIONS</u>	:	should be hand delivered to West Rand District Health, Cnr. Vlei & Luipaard street Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740

<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. NB: The incumbent will be subject to a pre-screening process and background checks.
<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/87</u>	:	<u>CLINICAL MANAGER GRADE 1 – 2 REF NO: WRD002</u> Directorate: Medical
<u>SALARY</u>	:	R1 173 900 – R1 342 230 per annum (excluding commuted overtime)
<u>CENTRE</u>	:	West Rand Health District
<u>REQUIREMENTS</u>	:	An appropriate qualification that allows for registration with HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 5 years appropriate experience as a Medical Practitioner after registration with HPCSA in the Public Service. Management and research experience in Health will be added as an advantage. Strategic capability and leadership. Change management, planning and organising, client orientation and focus, people orientated. Independent decision-making and problem-solving skills and teamwork. Computer literacy. Good knowledge of applicable legislations, regulations and provincial policies. Ability to work smarter and under pressure.
<u>DUTIES</u>	:	Functioning as a Clinical Manager in a District Health Services. Provide and inspire clinical services to deliver quality care. Plan, manage, monitor and evaluate activities of all Medical and Allied services. Liaise with internal and external stakeholders related to patient care. Conduct clinical audits. Manage equipment planning. Participate in various clinical and non-clinical committees in the District. Analyse data, patient files and prepare reports for management and ensure adherence to clinical governance.
<u>ENQUIRIES</u>	:	Mr A.M Tiro Tel No: (011) 953 4515
<u>APPLICATIONS</u>	:	should be hand delivered to West Rand District Health, Cnr. Vlei & Luipaard street Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. NB: The incumbent will be subject to a pre-screening process and background checks.
<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/88</u>	:	<u>MEDICAL SPECIALIST (PAEDIATRICS AND CHILD HEALTH) REF NO: 01/24/07/19</u> Directorate Clinical Services
<u>SALARY</u>	:	Grade 1: R1 106 040 – R1 173 900 per annum (All-inclusive remuneration package) Grade 2: R1 264 623 – R1 342 230 per annum (All-inclusive remuneration package) Grade 3: R1 467 651 - R1 834 890 per annum (All-inclusive remuneration package)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	Medical Degree (MBCHB) plus MMED (Paed) or FC Paed. Current registration with HPCSA as a Medical Specialist Paediatrics. Good verbal and written communication skills. Ability to work under pressure in a changing environment. Ability and willingness to work closely other disciplines. The following will an added advantage: Current certificate in Paediatrics Advanced Life Support (PALS) and Neonatal Resuscitation Course.
<u>DUTIES</u>	:	Provision of 24-hour Paediatric Service. Management critically ill patients in Neonatal ICU. Participate in Commuted overtime. Supervision and training of Medical Officer, Community Service Medical officer and undergraduate students. Ensure proper and accurate record keeping as legally and ethically required. Ensure effective outreach to Bronkhorpspruit District Hospital. Assist the Clinical Head with Administrative responsibilities. Provision of quality and cost-effective service in keeping with Batho Pele Principles. Assist the Clinical Head to ensure that the Department is compliant to the National Core standard and LEAN Management Principles. Perform Clinical Audits. Participate in conducting

		Morbidity and Mortality (M&M), Academic and Perinatal meetings with the Obstetricians.
<u>ENQUIRIES</u>	:	Dr K. Lubisi Tel No: 012 842 0960
<u>APPLICATIONS</u>	:	should be submitted to Human Resource, Mamelodi Regional Hospital, Private Bag X0032, PO Box Rethabile, Mamelodi East 0122 or hand deliver to 19472 Cnr Serapeng Street and Tsamaya Road, Mamelodi East
<u>NOTE</u>	:	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 Z83 form with a C.V, certified copies of ID. Proof of HPCSA Registration and Grade 12, Academic Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes.
<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/89</u>	:	<u>MEDICAL SPECIALIST GR1 – 3 (FAMILY MEDICINE) REF NO: WRD003</u>
<u>SALARY</u>	:	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 consists of structuring your package in terms of applicable rules. Other Benefits includes Commuted overtime and other Conditions of Services such as Leave etc. The incumbent in the post would be required to enter into performance contract for commuted overtime.
<u>CENTRE</u>	:	West Rand Health District
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Family Medicine specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. Experience: Medical Specialist Grade 1 : No experience required Medical Specialist, Grade 2 : Further to the minimum requirements stated above, the appointment to a Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty Medical Specialist, Grade 3 : Further to the minimum requirements stated above, the appointment to a Grade 3 requires 10 year's registration experience after registration with HPCSA as Medical Specialist in a normal specialty. 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 Public Service Policies.
<u>DUTIES</u>	:	Provide specialist care to patients requiring services within your specific domain. Provide Specialist care in the outpatient clinics. Provide after-hours coverage in the relevant department and ensure continuous clinical support to junior staff. Provide training to undergraduate and post graduate medical students and support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care in District Hospitals and Facilities. Active participation in quality improvement programmes including clinical audits and continuous professional development activities in PHC. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to Family Medicine Unit. Manage human resources at disposal. Support WBOT and Ideal Clinic Realization.
<u>ENQUIRIES</u>	:	Mr A.M. Tiro Tel No: (011) 953 4515/6
<u>APPLICATIONS</u>	:	should be hand delivered to West Rand District Health, Cnr. Vlei & Luipaard street Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. NB: The incumbent will be subject to a pre-screening process and background checks.
<u>CLOSING DATE</u>	:	16 August 2019

<u>POST 28/90</u>	:	<u>MEDICAL SPECIALIST PAEDIATRICS: GRADE 1-3: REF NO: MSPEC/PAED/07/19</u> Directorate: Paediatrics
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum (all inclusive) Grade 2: R1 264 623 per annum (all inclusive) Grade 3: R1 467 651 per annum (all inclusive)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with HPCSA as a Specialist in Paediatrics (MMed (Paed) and/or FC Paed (SA)). Current registration with HPCSA as Specialist Paediatrician. Appropriate knowledge and experience as a Paediatrician with good verbal and written communication skills. Recommendation: Registration as Paediatric Intensivist or as Neonatologist with the HPCSA.
<u>DUTIES</u>	:	Establishment of- and service rendering in a Paediatric Intensive Care Unit. Management of critically ill patients in PICU and NICU. Participate in commuted overtime in Neonatology as well as General Paediatrics. Supervision and training of undergraduate and postgraduate students and participation in research as required by the University of Pretoria. Ensure proper and accurate record keeping as legally and ethically required. 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</u>	:	Prof. T. Avenant Tel No: (012) 373-1009
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. 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 in interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	19 August 2019
<u>POST 28/91</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALITY) GRADE 1 REF NO: REFS/004388</u> Directorate: Nursing Maternity (area of supervision)
<u>SALARY</u>	:	R614 991 – R692 166 per annum
<u>CENTRE</u>	:	Odi District Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. D4 Diploma/ degree in nursing or equivalent) and basic R254 (Midwifery) qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post basic qualification in Advanced Midwifery. A minimum of ten years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. At least six years of the period referred above must be appropriate/ recognizable experience in Advanced Midwifery nursing after obtaining the 1 year post basic qualification in the Maternity Area. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Qualification in Management and Administration will be required.

<u>DUTIES</u>	:	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 nursing team (Area/Facility) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standard as determined by the relevant health facility. Demonstrate a basic understanding of the legislative framework governing the Public Service. Demonstrate effect communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>ENQUIRIES</u>	:	Ms. S.J Boshoman Tel No: (012) 725 2312 /2304
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than three months old.
<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/92</u>	:	<u>ASSISTANT MANAGER (SPECIALTY) ADVANCED MIDWIFERY REF NO: SEB-ASD/SP/07</u> Directorate: Nursing
<u>SALARY</u>	:	R614 991 per annum
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post basic nursing qualification with during of one year, accredited with the SANC in Advanced Midwifery and Neonatal Science Nursing in terms of R212. NB A Diploma/Degree in Nursing. Administration will be an advantage. Current registration with SANC-as Professional Nurse and Midwife. A minimum of 10 years appropriate, recognizable experience in nursing after registration as Professional Nurse and Midwife. At least 6 years of the above period should be appropriate/recognizable experience in Advanced Midwifery after obtaining the one-year Diploma in Advanced Midwifery and Neonatal Science Nursing (less one year from experience for candidates appointed from outside the Public Service after complying with registration requirements) At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Competency/skills: Supervisory, problem solving, conflict resolution and interpersonal skill. Leadership: communication skills and computer literacy, knowledge of nursing legislation and related legal and ethical nursing practices and framework. Labour relations legislation and relevant Public Sector Policies and protocols. Human Resources and Financial Management. Knowledge of UPFS billing forms, HIS performance indicators related to Obstetrics and Gynecology.
<u>DUTIES</u>	:	Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in the formulation, monitoring and implementation of policies, guidelines, standard procedures and regulations related to nursing care. Provide effective support and management of human financial and material resources. Manage staff performance, training and personal development of self and sub-ordinates including management of under-performance and grievance. Collect, provide and use relevant information/Statistics for the enhancement of

		service delivery. Execute after hours and weekend duty as scheduled. Prepared to do shift.
<u>ENQUIRIES</u>	:	Mr. SJK Sejeng Tel No: (016) 930 3302
<u>APPLICATIONS</u>	:	should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
<u>NOTE</u>	:	Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/93</u>	:	<u>ASSISTANT MANAGER AREA NURSING SPECIALTY: (DAY & NIGHT) OBSTETRICS & GYNAE</u> Directorate: Health
<u>SALARY</u>	:	R614 991- R692 166 per annum
<u>CENTRE</u>	:	Pholosong Hospital
<u>REQUIREMENTS</u>	:	SANC Registration. Post Basic nursing qualification with duration of at least 1 year accredited with SANC. 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 in the specific specialty. At least 3 years of the period referred to above must be appropriate recognizable experience at management level.
<u>DUTIES</u>	:	Demonstrate an in depth understanding of other relevant legal framework such as National Health Act, Public service regulation and Labour Relations Act. Demonstrate an in depth understanding of other relevant legal framework such as National Health Act, Occupational Health and Safety Health, Public Service regulation and Labour Relations Act. Demonstrate an in depth understanding of nursing legislation and related and ethical practices and how this impact on service delivery. Ensure clinical nursing practices by the nursing team/ unit in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality on nursing care as directed by the professional scope of practices and standards as determined by the relevant health facility. Demonstrate an understanding of HR and Financial policies and practices. Demonstrate effective communication with parents, patients, supervisors, other health professionals and junior colleagues, including more complex, writing when required. Work effectively and amicably at supervisory level with person of diverse intellectual, cultural, racial or religious differences. Able to develop a contract, build and maintain a network of professional relates in order to enhance service delivery. Computer literacy (Ms Word or Excel)
<u>ENQUIRIES</u>	:	Ms KF Mabuza, Tel No: (011) 812 5000
<u>APPLICATIONS</u>	:	must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550
<u>NOTE</u>	:	Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.
<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/94</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY) GRADE 1 REF NO: REFS/004390</u> Directorate: Nursing Orthopaedic/ Trauma and Emergency Nursing
<u>SALARY</u>	:	R562 800 – R633 432 per annum
<u>CENTRE</u>	:	Odi District Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. D4 Diploma/ degree in nursing or equivalent) and basic R212 (Orthopaedic/ Trauma and Emergency Nursing Diploma) qualification

that allows registration with the South African Nursing Council as a Professional Nurse. A post basic qualification in Trauma/ Orthopaedic. A minimum of nine years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. At least five years of the period referred above must be appropriate/ recognizable experience in Trauma/ Orthopaedic nursing after obtaining the 1 year post basic qualification. Qualification in Management and Administration will be an added advantage.

DUTIES : 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 nursing team (Area/Facility) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standard as determined by the relevant health facility. Demonstrate a basic understanding of the HR and Financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : Ms. S.J Boshoman Tel No: (012) 725 2312 /2304

APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

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

CLOSING DATE : 16 August 2019

POST 28/95 : **OPERATIONAL MANAGER REF NO: NURSING 10/2019 (X1 POST)**
Directorate: Nursing Services (Gynaecology)
(This is a re-advertisement. All candidates must re-apply)

SALARY : R444 276 per annum (Plus Benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Candidate must have a Diploma in Midwifery (R254). Candidate must have a minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Proof of current registration with the South African Nursing Council must be attached. The candidate should have worked in Gynae ward for at least one year. Candidate must have Insight into the procedures and policies pertaining to nursing care. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co- ordination and communication skills. Candidate must be able to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Know administrative policies and guidelines and be computer literate.

DUTIES : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse 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 of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement National Core Standards.
<u>ENQUIRIES</u>	:	Ms M. E. Polo Tel No: (016) 428 7130
<u>APPLICATIONS</u>	:	must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
<u>NOTE</u>	:	Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. Medical Surveillance will be conducted to successful candidate People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful.
<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/96</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY NURSING) THEATRE REF NO: SEB-PN/SP/09 (X2 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	R383 226 per annum
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as professional Nurse and Midwife. Registration with SANC as Professional Nurse and proof of current registration. A post basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms (operating nursing science). A minimum of 4 year appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
<u>DUTIES</u>	:	Provision of quality clinical nursing care in area of specialty within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.
<u>ENQUIRIES</u>	:	Mr. SJK Sejeng Tel No: (016) 930 3302
<u>APPLICATIONS</u>	:	should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
<u>NOTE</u>	:	Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/97</u>	:	<u>DIETITIAN PRODUCTION GRADE 1 REF NO: 02/24/07/19</u> Directorate: Human Nutrition and Dietetics
<u>SALARY</u>	:	R317 976 - R361 872 per annum (plus benefit)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	The candidate must be a qualified Dietitian, currently registered with HPCSA as dietitian, candidate must have B Nutrition or BSc Dietitian degree, finished one-year community service Dietetics. The candidate must be able to demonstrate a good clinical knowledge in human nutrition and associated with therapeutic nutrition and food service management intervention. The candidate must have good professional attitude / conduct, good communication skills, team work ability and good professional ethics and be able to work under pressure.
<u>DUTIES</u>	:	The Candidate Should be Able To Render Optimum to in and out patients in all units to ensure training and education for all categories of health professionals as well as dietetics student training , health promotion ;'implementation and

coordination of health days and also be able to perform therapeutic management duties coordinate clinical nutrition and food service management, order feeds , to be other duties assigned by department manager ,implement and monitor quality assurance and national core standards. Administrative accountability through keeping statistics and effective recordkeeping as prescribed. Must be able to function in a multidisciplinary team and adhering to the public financial management act.

ENQUIRIES : Mrs.A.M Ramodipa Tel No: (012) 841 8417
APPLICATIONS : must be admitted to; Mamelodi Regional Hospital, Human Resource department, or posted to Private Bag X0032, PO Rethabile, 0122.
NOTE : Applications must be submitted on a z83 form, certified copies of ID and qualification to be attached. Suitable candidates will be subject to security screening and vetting process. Successful will undergo a medical surveillance.
CLOSING DATE : 16 August 2019

POST 28/98 : **MEDICAL TECHNOLOGIST (GRADE 1-3) REF NO: 03/24/07/19**
 Directorate: Clinical Services

SALARY : Grade 1: R317 976 per annum
 Grade 2: R372 810 per annum
 Grade 3: R439 164 per annum

CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Diploma in Medical Technology/ Degree in Biotechnology. Registration with the HPCSA as Medical Technology and proof of current registration. Three (3) Six (6) Years post qualification and experience in a diagnostic laboratory. Knowledge of relevant laboratory processes and procedures. Assertiveness; Good interpersonal skills. Basic understanding of finance. General management, communication, Analytical and computer skill.

DUTIES : Screening of laboratory, blood and blood products request to minimize inefficiencies. Assisting in aligning NHLS & SANBS accounts to the facility units/wards cost centres. Monthly verification of both the NHLS and SANBS invoice. Compiling monthly trend analysis report on hospital usage of blood, blood products and NHLS tests. Providing hospital management with monthly trend analysis reports on laboratory, blood and blood products usage. Intercept tests where insufficient data has been supplied on the request forms. Facilitating regular uploading of laboratory of clinician's details onto the NHLS Laboratory Information System. Liaising with district laboratory coordinator/s to arrange trainings on gaps identified at hospital/s on laboratory and blood related matters. Implementing of data reporting tools to ensure that service is efficiently used. Assist in the maintenance of hospital blood gas machine and the SANBS emergency fringe. Compiling and reporting monthly EGK savings.

ENQUIRIES : Dr M Thoabala Tel No: (012) 841 8305
APPLICATIONS : must be admitted to; Mamelodi Regional Hospital, Human Resource department, or posted to Private Bag X0032, PO Rethabile, 0122.

NOTE : Applications must be submitted on a z83 form, certified copies of ID and qualification to be attached. Suitable candidates will be subject to security screening and vetting process. Successful will undergo a medical surveillance.
CLOSING DATE : 16 August 2019

POST 28/99 : **HEALTH INFORMATION OFFICER REF NO: EHD2019/07/33**
 Directorate: Primary Health Care

SALARY : R257 508 – R303 339 per annum (plus benefits)
CENTRE : Ekurhuleni Health District (SSDR)
REQUIREMENTS : Grade 12 certificate with minimum of five (05) years' experience in District Health Information System or National Diploma/Degree with minimum of three (03) years' experience in District Health Information System. A self-starter who can work independently. Advanced leadership and management abilities. A good track record in District Health Information System. Computer literacy. Driver's License is essential. Recommendations: Advanced computer literacy. Analytical and research skills. Good communication skills (written and verbal). Extensive experience in Health Information Systems. Experience in the public-sector

	management will be an added advantage. Ability to work under pressure. Skills transfer and team orientated.
<u>DUTIES</u>	: Support and maintenance of all data bases in the health information of all the Clinics in the Sub-district such as WebDHIS, Tier.net and HPRS. Ensure that data processes at all levels are adhered to according to the DMHIS policy. Facilitate/coordinate development, implementation, integration and quality improvement of information system to monitor all data and programme related policies. Produce and generate reports as requested. Manage sub-district data capturers. Support facility staff with Health information related issues. Do facility audits; Facilitate training pertaining to Health Information and Monitoring & Evaluation. Perform all other duties delegated by Supervisor/Manager
<u>ENQUIRIES</u>	: Ms N. Ndou Tel No: (011)878-8550
<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>	: Applicants will need to do a computer test first during the interview and only the applicants with the highest scores will continue to an interview. 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>	: 16 August 2019
<u>POST 28/100</u>	: <u>ADMINISTRATIVE OFFICER REF NO: SEB-AO-03 (X1 POST)</u> Directorate: Support
<u>SALARY</u>	: R257 508 per annum (plus benefits)
<u>CENTRE</u>	: Sebokeng Hospital
<u>REQUIREMENTS</u>	: Grade 12 or equivalent qualification with 5 years' administrative experience in Public Service Health System. Knowledge of Healthcare Waste Management and OHS and Labour Relations and Code of Conduct Procedures. Must have excellent communication skills and interpersonal relationship skills. Computer Literacy. Ability to function independently and under pressure. Knowledge and understanding of legislative framework governing the public service.
<u>DUTIES</u>	: Supervision of Support Service (Cleaning service, Housekeeping and Gardening services). Ensure adherence to departmental Policies and Procedures. Provide Leadership in the Support Service. To render PMDS of Supervisors and staff. Facilitate service delivery to all departments and public by way of planning, training and regular departmental meetings. Ensure that SLA's are obtained and maintained from/by service providers working hand in hand with Assets department. Conduct daily inspections on cleanliness of departments, also check attendance registers and monitor all leave of subordinates (adherence to leave plans). Lead and assist with duty rosters and allocation. Do walk about/ Gemba walk on daily basis and apply corrective measures. Training needs analysis of support Staff should be compiled and be submitted to HRD. Execution of any other duties related to the Support Service Departments as instructed by the supervisor. Attend the following meetings: Infection Control, Healthcare Waste, OHS and Risk management meetings, as well as Regional Meetings and workshops as instructed by the supervisor.
<u>ENQUIRIES</u>	: Mr. R Setai Tel No: (016) 930 3354
<u>APPLICATIONS</u>	: should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng.
<u>NOTE</u>	: Applications must be submitted on Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za the completed documents and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID document(no copies of certified copies allowed. Certification should not be more than 3 months old).Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment.

<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/101</u>	:	<u>SUPERVISOR FINANCE CLERK REF NO: SEB-SFC-O5 (X1 POST)</u> Directorate: Finance
<u>SALARY</u>	:	R257 508 per annum (plus benefits)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate Equivalent with appropriate experience of at least 3 to 5 years. Sound Knowledge of UPFS, PFMA, Treasury regulation, BAS and SAP. Good communication skills, Good interpersonal relations, Problem-solving skills, Attention to detail.
<u>DUTIES</u>	:	Manage implementation of UPFS around the hospital, Supervise and Manage Interim Billing team. Ensure that UPFS charge sheet is used in all relevant departments, identify billable in-patients in all the wards and compile statistics for liable patients. Attach ICD 10 codes to all in-patients. Ensure that correct Procedure codes are used on all billable patients. Ensure that the bill is finalized and submitted when the patient is discharged. Ensure that self-funded patients are issued with proforma invoices on discharge. Ensure that pre-authorization, authorization and confirmation procedures are adhered to for all externally funded patients. Attend hospital and Finabce management meetings. Quality check and Audit all patients invoices on daily basis. Compile statistics for the patients billed and follow-up outstanding files. Training and development of staff. Monthly Billing Report.
<u>ENQUIRIES</u>	:	Mr M Mateba Tel No: (016) 930 3153
<u>APPLICATIONS</u>	:	should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng.
<u>NOTE</u>	:	Applications must be submitted on Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za the completed documents and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID document(no copies of certified copies allowed. Certification should not be more than 3 months old).Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment.
<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/102</u>	:	<u>PROFESSIONAL NURSE GR1-GR2 (WBOT) REF NO: 004428 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R256 905 - R297 825 per annum (plus benefits) Grade 2: R315 963 - R362 865 per annum (plus benefits) (NB: salary will be determined in line with OSD Resolution)
<u>CENTRE</u>	:	West Rand District Health - Region A (Randfontein Sub District)
<u>REQUIREMENTS</u>	:	Professional Nurse, (i.e. Diploma/Degree in nursing) with a Post Basic Nursing Education and registration with SANC, added qualification in Clinical Nursing Science (health assessment, treatment and care) or Community Nursing, should be willing to work in the community and have a valid driver's license. Proof of current registration with SANC, 5years experience working in the PHC setting. Have knowledge of Ward Based PHC Outreach Team. Should have good verbal and written communication skills and computer literacy, Able to work strict time frames.
<u>DUTIES</u>	:	Rollout WBOT plan to all identified areas and attend monthly meetings. Training, Assessment, marking and moderation of outreach team leaders (OTLs) and community health workers CHWs. Manage, supervise, collate, verify and write the reports and regular supportive visits to teams. Order material and managing resources allocated to the sub district for ward- based outreach teams. Facilitate collaboration with other relevant stakeholders/ Partners/ NGOs (Ntirhisano War Room). Report to the area managers and WBOT coordinators.
<u>ENQUIRIES</u>	:	Ms. Maponyane Nthabiseng/ Ms Lefakane Shereen Tel No: (011) 953 4515

<u>APPLICATIONS</u>	:	should be hand delivered to West Rand District Health, Cnr. Vlei & Luipaard street Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. The incumbent will be subject to a pre-screening process.
<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/103</u>	:	<u>POST BASIC PHARMACIST ASSISTANT REF NO: KPTH / PBPA/07/19</u> Directorate: Kalafong Provincial Tertiary Hospital Pharmacy
<u>SALARY</u>	:	R208 383 – R234 738 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 12, Post Basic Pharmacist's Assistant qualification, registered with the South African Pharmacy Council (SAPC). Proof of current registration with SAPC. Appropriate post registration experience will be an added advantage. Good interpersonal skills, ability to work under pressure and professionalism. Knowledge and skills: Pharmacy and Public service legislation, communication skills (written / verbal). Mathematical skills and Computer literacy.
<u>DUTIES</u>	:	Perform all duties falling within the scope of practice of Post Basic Pharmacist's Assistant under direct supervision of a Pharmacist, including but not limited to the following: Assist with the manufacturing of non-sterile or sterile medicine according to formulas and SOPs. Re-packaging of medicines. Distribution and control of medicines. Reading and preparation of a prescription. Selection, labelling and supply of medicine in an appropriate container following the interpretation and evaluation of a prescription. Stock control and management, including ordering, receipt, storage and distribution of medicines according to legislation. Dispensing of medicines and providing information, education and counseling of patients to promote health.
<u>ENQUIRIES</u>	:	Ms M Mayayise Tel No: (012) 318 6839
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a 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 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. 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.
<u>CLOSING DATE</u>	:	19 August 2019

<u>POST 28/104</u>	:	<u>STAFF NURSE REF NO: 004376</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R171 381 – R192 879 per annum (plus Benefits) (NB: salary will be determined in line with OSD Resolution)
<u>CENTRE</u>	:	West Rand District Health - Region A (Randfontein Sub –District)
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with SANC as Enrolled Nurse and proof of current registration. At least 3 years' experience required after registration with the SANC as Staff Nurse. A Valid driver's license is a must (Candidates will be subject to a driver's test on the day of interview).
<u>DUTIES</u>	:	Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the institution. Work as part of the multidisciplinary team to ensure good nursing care and positive clinical outcomes. Work effectively, co-operatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate basic communication with patients, community members, supervisors and clinicians. Willing to work in the community doing outreach services including managing, supervising, mentoring and coaching community health workers. Ability to compile and submit weekly and monthly WBOT reports. Contribute positively towards compliance to National Core Standards, Batho Pele Principles, Ministerial Priorities and Patient's Rights.
<u>ENQUIRIES</u>	:	Ms N Maponyane/Ms S Lefakane Tel No: (011) 953 4515
<u>APPLICATIONS</u>	:	should be hand delivered to West Rand District Health, Cnr. Vlei & Luipaard street Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740. NB: The incumbent will be subject to a pre-screening process.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached.
<u>CLOSING DATE</u>	:	12 August 2019
<u>POST 28/105</u>	:	<u>DENTAL ASSISTANT GRADE I OR II REF NO: UPOHC/0003</u> Directorate: Periodontics and Oral Medicine
<u>SALARY</u>	:	R168 429 – R230 238 per annum (Plus benefits)
<u>CENTRE</u>	:	University of Pretoria Oral Health Centre
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification. Registration with HPCSA as a Dental Assistant and proof of current registration. Person Profile: Excellent time management, organizational skills, communication skills. Ability to work in a team and under pressure, self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various level in the organization. Computer literacy will be an added advantage.
<u>DUTIES</u>	:	Provision of satisfactory client services. Assist Clinicians during oral procedures. Preparation of equipment and instruments and dental materials for dental procedures for undergraduate and postgraduate students. Practice and maintain infection control standards. Compile statistics of the department in the facility. Ordering of consumables as needed for the Department. Perform administrative duties. Rotate in the other Departments and sign a Performance Contract annually. Active participation in student activities and training.
<u>ENQUIRIES</u>	:	Ms GE Khumalo Tel. No: (0120 319 2644
<u>APPLICATIONS</u>	:	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, HPCSA registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if

		you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
<u>CLOSING DATE</u>	:	19 August 2019
<u>POST 28/106</u>	:	<u>FOOD SERVICE SUPERVISOR REF NO: 11/2019 (X1 POST)</u> Directorate: Food Service
<u>SALARY</u>	:	R145 281 per annum (plus benefits)
<u>CENTRE</u>	:	Kopanong Hospital
<u>REQUIREMENTS</u>	:	Grade 12 plus five years' experience in a food service unit, in a clinical environment (hospital). A Diploma or Certificate in Hospitality Services / Catering N4 – N6 will be an added advantage. Candidate must have a sound knowledge of Food Service Supervision. Candidate will be working shifts, weekends and public holidays. Skills and abilities: Food preparation skills, excellent interpersonal qualities, enthusiasm and sense of humour, assertiveness, ability to maintain good human relations, excellent written and verbal communication skills, effective team working and organizing skills, problem solving, computer skills, ability to work independently and as part of a team and high motivation level.
<u>DUTIES</u>	:	Process statistics and keep records as well as order, receipt, storage and issue all food provisions and stock in the Food Service Unit. Supervise food preparation and production of all normal and therapeutic diets. Supervise the weighing, dishing up and distribution of food to the wards. Supervise hygiene and safety, use and maintenance of equipment. Ensure adherence to prescripts, elementary control measures and standard operational procedures. Supervise human resources, financial and do stock control.
<u>ENQUIRIES</u>	:	MS M V/der Merwe Tel No: (016) 428 7207
<u>APPLICATIONS</u>	:	must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
<u>NOTE</u>	:	Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months people with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Pre-employment Screening will be conducted to successful candidates.
<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/107</u>	:	<u>DRIVER REF NO: 004374 (X2 POSTS)</u> Directorate: Admin & Support
<u>SALARY</u>	:	R145 281 per annum (plus benefits)
<u>CENTRE</u>	:	West Rand District Health- Region – A (Mogale Sub-District)
<u>REQUIREMENTS</u>	:	Grade 10 or ABET or 12 months' experience. A valid code 10 driver's license with PDP (willing to renew PDP at own expense). Knowledge of Government Fleet and transport policies. Excellent time management and ability to adhere to a schedule. Good communication skills. Candidates will be tested on the day of interview.
<u>DUTIES</u>	:	Follow procedures to operate motor vehicles. Obtain trip authorities, complete log books of motor vehicles prescribed by legislation/policy. Obtain consumables and obtain basic services. Inspecting vehicles and reporting faults to transport manager timorously check level and conditions of fuel, oil, tires and water of vehicles. Perform messenger functions and routine office support functions as well as registry functions. Assist with loading and offloading of goods. Promote proper handling, safekeeping and control of vehicles.
<u>ENQUIRIES</u>	:	Mr. Morake P/Ms Molelowatladi Tel No: (011) 953-1515
<u>APPLICATIONS</u>	:	should be hand delivered to West Rand District Health, Cnr. Vlei & Luipaard street Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. The incumbent will be subject to a pre-screening process.
<u>CLOSING DATE</u>	:	16 August 2019

<u>POST 28/108</u>	:	<u>CLEANER REF NO: 004375</u> Directorate: Admin & Support
<u>SALARY</u>	:	R102 534 per annum (plus benefits)
<u>CENTRE</u>	:	West Rand District Health- Region – A (Mogale Sub-District)
<u>REQUIREMENTS</u>	:	Grade 10 or Abet & cleaning experience. Possess good communication skills; be able to work shifts, including weekends & public holidays. Be able to rotate when required. Honest & reliable, possess physical strength & able to cope with physical demands of the position. Be able to work in a team.
<u>DUTIES</u>	:	Cleaning of facilities; offices; toilets; passages & waiting areas. Dust, was, scrub & polish floor, walls; windows; side walls etc. Clean equipment; clean and was dustbins & remove waste & adhere to Health Waste Management policy. Operate heavy duty cleaning machines. Be able to rotate within the scope of work & assist in laundry duties.
<u>ENQUIRIES</u>	:	Mr. Morake P/Ms Molelowatladi Tel No: (011) 953-1515
<u>APPLICATIONS</u>	:	should be hand delivered to West Rand District Health, Cnr. Vlei & Luipaard street Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. The incumbent will be subject to a pre-screening process.
<u>CLOSING DATE</u>	:	16 August 2019

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

<u>APPLICATIONS</u>	:	Please apply online at www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	30 August 2019, 12H00 No late applications will be considered.
<u>NOTE</u>	:	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).

OTHER POST

<u>POST 28/109</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT AND ACCOUNTING REF NO: REFS/004417</u>
<u>SALARY</u>	:	R733 257 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Sedibeng Region – Meyerton Regional Office
<u>REQUIREMENTS</u>	:	A Matric plus National Diploma/ Degree in Accounting/ Finance as recognised by SAQA. Five (5) years' experience in a Public Finance environment. Knowledge and experience of the Public Financial Management Act. Knowledge of the Division of Revenue Act. Knowledge and experience of financial management and dissemination of financial information. In-depth preparation and analysis of financial reports. Ability to work under pressure and meeting of deadlines.
<u>DUTIES</u>	:	Budgeting: Consolidate capital and operational budget inputs for Annual and Adjustment budget. Prepare inputs for the Annual Business Plan for the region. Take part in the preparation of Annual Budget and ensure that it is aligned to planned targets. Manage the loading of budget on HSS. Manage expenditure by ensuring quality control on the updated details Commitment register. Identify and unblock challenges regarding systems, i.e Claim Management System (CMS) and Housing Subsidy System (HSS) for the region. Financial Management: Provide financial management and oversight functions within the region. Facilitate strategic

and operational planning within the region. Ensure sound administration and coordination across the region and adequate programme liaison with stakeholders. Promote efficient information management and processing, planning and reporting, and compliance monitoring within the region. People Management. Reporting: Report on cost control measures, update on state of Finances. Compile financial reports on weekly, monthly and quarterly basis. Legislative Framework: Apply the provisions of the Division of Revenue Act and other relevant legislation pertaining to grants, Intergovernmental fiscal system, budget process, transfers and conditional grants, Good knowledge of general financial management, uniform norms and standards, Expert working knowledge of the PFMA and regulations, Provide comments on the Division of Revenue Act and analysis of information.

ENQUIRIES : Ms Esther Dlamini Tel No: (016) 360 - 7700

OFFICE OF THE PREMIER

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

APPLICATIONS : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntemi Piliso Street, Newtown, Johannesburg, 2001 or online on www.gautengonline.gov.za (Please do not send applications to 30 Simmonds street)

CLOSING DATE : 16 August 2019

NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier reserves the right to cancel the filling / not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

ERRATUM: Kindly note that the post of Director: Intergovernmental Relations with Ref No: 004336 advertised in Public Service Vacancy Circular 26 dated 19 July 2019, the correct requirements for the post is 5 years' relevant functional experience in the Middle Management level position at least 3 years in the public-sector environment and the closing date has been extended to 13 August 2019. The Gauteng Office of the Premier would like to apologies for the inconvenience caused.

MANAGEMENT ECHELON

<u>POST 28/110</u>	:	<u>CHIEF DIRECTOR: MONITORING AND EVALUATION REF NO: 004431</u> Chief Directorate: Monitoring and Evaluation
<u>SALARY</u>	:	R1 251 183 – R1 495 956 (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Bachelor degree and a post graduate qualification in Strategy, Monitoring and Evaluation or Public Administration. At least 5 years' experience in the public-sector environment, good understanding of government priorities. Extensive experience in strategic planning, information management and monitoring. Strong strategic, leadership, people and general management skill and proven experience. Strong information management and project management skills.
<u>DUTIES</u>	:	The incumbent will be responsible for the development, implementation and monitoring of the Office of the Premier's strategic planning framework including the Five-year strategic plan, and annual performance plan. Provide strategic and operational support and advice to the Director General and Executive Management Team. The successful incumbent will further be expected to: Ensuring uniformity in terms of operational and business planning frameworks in the Office of the Premier. Development, coordination and monitoring the service delivery improvement plan for the Office of the Premier. Develop, implement and oversee the monitoring and evaluation systems for the Office of the Premier (linked to the broader GPG Monitoring and Evaluation Systems). Monitor and evaluate reports on key strategic areas of the department (including strategic information coordination). Monthly and quarterly reporting to oversight bodies such as Legislature, OCPOL, SCOPA, Medium Term Expenditure Committee (MTEC), Audit Committee, Executive Management Team and Broad Management Team. Establishment, roll out, management and evaluation of an organizational performance management system for the Office of the Premier. Develop and implement the systems for ensuring continuous improvement of organisational performance. Identify and prioritise and changes required to the knowledge management systems. Formulate policies and procedures. Management strategic projects on behalf of the Director General.
<u>ENQUIRES</u>	:	Ms Gugulethu Mdhuli Tel No: (011) 355-6178
<u>POST 28/111</u>	:	<u>DIRECTOR: LABOUR RELATIONS REF NO: 004432</u> Directorate: Labour Relations
<u>SALARY</u>	:	R1 057 326 – R1 245 495 (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A 3-4-year Bachelor's degree in Labour Law or relevant academic discipline. 5-10 years' experience in Middle Management position with proven managerial skills. Competences needed: Strategic capability and leadership, demonstrable Policy development and analysis knowledge. Good conceptual and analytic skills. Problem-solving, Communication (written and verbal). Financial, Programme and project management, Change management, Facilitation and presentation skills. Excellent negotiating skills. Planning and organising skills. Human Resource Management.
<u>DUTIES</u>	:	As part of the senior management team of the Office of the Premier, the incumbent of this position will be responsible for the overall management and/ or coordination of the following functions: Manage the Directorate: Labour Relations. Provide strategic direction and operational leadership in relation to Labour Relations to the Gauteng Provincial Government (GPG) Departments. Develop and implement Labour Relations strategies and policies for GPG. Represent the Employer in the judicial matters. Manage the collective bargaining process in GPG. Maintain and ensure compliance with legislative framework. Ensure that Employee Relations matters are handled in line with the relevant prescripts. Provide Labour Relations advice to GPG departments. Coordinate and lead Labour Relations Forum in GPG. Report all Labour Relations cases to the relevant stakeholders. Ensure compliance and maintain discipline in (GPG) and the analyse labour relations trends. Develop monthly and quarterly performance reports.
<u>ENQUIRIES</u>	:	Ms Gugulethu Mdhuli Tel No: (011) 355-6178

OTHER POSTS

<u>POST 28/112</u>	:	<u>DEPUTY DIRECTOR: SERVICE DELIVERY MONITORING REF NO: 004402</u> Directorate: Service Delivery Monitoring
<u>SALARY</u>	:	R733 257 – R863 748 per annum (plus all-inclusive remuneration package).
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A 3-year Bachelor's degree in Social Sciences or equivalent. A minimum of 6 years' relevant experience of which at least 3 should be in a government environment at a junior managerial level. Must have good understanding of government across the three spheres. Strong leadership and interpersonal skills. Problem solving and analytical skills. Must have excellent communication, project management, organising and planning skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for supporting the coordination, management and effective implementation of an intergovernmental Direct Service Delivery Monitoring and Outreach Programmes. Participate in the development and maintenance of monitoring and reporting systems, tools and guidelines. Set up teams and provide leadership in the monitoring of identified sites. Ensure timeous development of monthly, quarterly and annual reports. Develop feedback reports to management of sites that have been monitored and jointly (with management) develop improvements plan. Develop annual programmes for monitoring of frontline service delivery sites. Develop and maintain tracking systems and databases of monitoring visits and monitoring reports. Identify sites exhibiting best practice and facilitate the documentation of such. Develop interventions to improve performance in under-performing sites. Conduct onsite verification of projects and work closely with the National Department of Planning Monitoring and Evaluation, other government departments and relevant stakeholder.
<u>ENQUIRES</u>	:	Ms Matete Mphahlele Tel No: (011) 355-6030
<u>POST 28/113</u>	:	<u>ASSITANT DIRECTOR: CONTRATS AND TENDER ADMINISTRATION REF NO: 004395</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R376 596 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Finance related field (Logistics Management, Accounting, Cost and Management Accounting) and 3-4 years' experience at a Senior Practitioner post in Supply Chain Management in relation to tenders, contracts and DAC secretariat services. Sound knowledge of government procurement, supply chain management procedures and policies i.e. SCM, PPPFA, PFMA and Treasury Regulations. Sound knowledge of financial legislation governing procurement of goods and services such as GPG, SCM Policy, PFMA, Treasury Regulations, knowledge of PPPFA in relation to Vendor Management and development. Customer Relation Management, Procurement Delegation and Financial Management will be an advantage. Advance computer literacy, good interpersonal/people skills, communication (written and verbal), general management and business insight and ability to mentor and coach staff will be a necessity.
<u>DUTIES</u>	:	Assist with the monitoring of compliance with regards to policies, procedures and approved sourcing framework. Ensure that practitioners process all procurement requests in accordance with and in adherence to Procurement Policies and procedures as well as in accordance with the PFMA and ensure that proper records of all contracts, DAC and Tenders are kept and maintained by contracts and tender administration practitioners for purposes of accountability. Ensure legislative and policy compliance of tendering processes within the department. Develop a monitoring and evaluation system to track conversion of plans into contracts; manage, coordinate and direct the implementation of an appropriate tendering business processes. Improve the turnaround times for processing of tenders while at the same time ensuring compliance to legislative and policy requirements. Managing and Monitoring of all current Contracts in OOP. Attend all

DAC meetings as per dates set on DAC calendar for the year. Ensure that Agenda for upcoming meeting is prepared as per requirements. Ensure meeting files are correctly compiled by DAC assistant and sent out timeously to members for meetings. Initiate the Tender process for all Office of the Premier's tenders. Manage and monitor the advertisement of all OoP tenders on the Government tender bulletin. Develop and update the tender register from the date of the advertisement until the closing date of the Tender. Coordinate the activities relating to the closing of the tender advertisement and ensure that all submitted bids are captured and recorded. Ensure that a list of bids received is uploaded on the Provincial Treasury website. Provide leadership and guidance to sub-ordinates with regards to mentoring, coaching and supporting the team. Manage and evaluate the performance of the team and address staff training and development needs. Develop a system to improve work process flows to enhance team performance and strive for service excellence. Lead and guide team to adopt best practice throughout and adhere to procedure compliance. The provision of customer care services to all OOP staff i.e. prompt addressing of queries, deliveries, etc. Monitor Record Management System for contracts to ensure detailed records kept.

ENQUIRES : Ms Confidence Nhleko Tel No: (011) 355 6045

POST 28/114 : **SENIOR ADMINISTRATIVE OFFICER: DEMAND AND TENDER**
ADMINISTRATION REF NO: 004394
 Directorate: Supply Chain Management

SALARY : R316 791 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Bachelor's Degree/ National Diploma in Logistics/Purchasing/Accounting, (2-3 years) experience in the field of Supply Chain Management. Preference will be given to candidates with extensive experience in demand management and tender administration. Computer literate (MS Office Suite), SAP knowledge and Customer Relationship Management Skill. Sound knowledge of government procurement, supply chain management procedures and policies i.e. SCM, PPPFA, PFMA and Treasury Regulations. Sound knowledge of financial legislation governing procurement of goods and services such as GPG, SCM Policy, PFMA, Treasury Regulations, knowledge of PPPFA in relation to Vendor Management and development, Customer Relation Management, Procurement Delegation and Financial Management will be an advantage. Advance computer literacy, good interpersonal/people skills, communication (written and verbal), writing, general management and business insight and ability to mentor and coach staff will be a necessity.

DUTIES : To render administration services in Demand Management and Tender Administration division in the following categories: Demand Plan Management for all the Branches in the office of the Premier in-line with the budget. Coordinate of all BSC and BEC meetings as well as ensuring that decisions taken at meetings are implemented on time. Monitor and update the tenders for the office of the Premier. Maintain and update Register for all Bid Specification Committee (BSC) and Bid Specification Committee (BEC) meetings for the year due on or before 15th January annually. Gather all the draft Terms of Reference (ToR) in line with the Implementation of the Annual Procurement Plan. Gather information about all the members nominated to serve on BSC and BEC before 31. Ensure that a file is opened and identified with the tender number and kept safe. Ensure that potential bidders complete a RFP request form and pay the cost for the tender by EFT or at the Bank and provides evidence when RFP packs are issued over the counter. Prepare monthly, quarterly and annual reports on the Implementation of the Annual Procurement Plan. Prepare draft deviation report on procurement of goods and services where DAC has granted approval. Consolidate information for the draft Implementation Annual Procurement Plan and submit to Gauteng Provincial Treasury (GPT). Update the end-user departments on the progress and status quo of budget spend against their Demand Plans activities and the Implementation of the Annual Procurement Plan. Ensure that the estimated budget is in line with their Demand Plans and the Implementation of the Annual Procurement Plan.

ENQUIRES : Ms Confidence Nhleko, Tel No: (011) 355 6045

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** : 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.

MANAGEMENT ECHELON

- POST 28/115** : **DIRECTOR: PERFORMANCE AUDIT**
(5 Year Fixed Term Employment Contract)
Directorate: Gauteng Audit Services
- SALARY** : R1 057 326 per annum (All-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Three- year tertiary qualification (NQF 7 as recognised by SAQA) in Internal Auditing/Accounting. CIA/CA qualification would be an added advantage. Minimum of 7 years' experience in performance audit with 5 years Middle/Senior management experience. Knowledge and understanding of legislative environment and standards. Drivers license is a requirement.
- DUTIES** : Develop the departmental three-year risk based audit plans for approval by the Audit Committee. Manage and implement the approved departmental three-year risk based audit plans. Ensure that audits are conducted in accordance with GAS audit methodology and best practices. Identify and manage the provision of staff development and improvement of their core competencies. Manage the allocated project budget. Manage the risk within GAS operations.
- ENQUIRIES** : Ms. B. Mtshizana Tel No: (011) 227 9000

OTHER POST

<u>POST 28/116</u>	:	<u>BUSINESS ANALYST</u> Financial Governance
<u>SALARY</u>	:	R376 596 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification, e.g. National Diploma or Degree, in IT / Financial Information Systems or any Finance related qualification with Business Analyst Certification. 3 - 5 years' experience in a Financial System environment at a functional level with project management exposure as an added advantage. Knowledge and understanding of the public sector financial systems (BAS, or PERSAL, or SAP). Analysis and problem-solving abilities.
<u>DUTIES</u>	:	Ability to develop and prepare business requirements, functional specifications and data requirements using both written and visual presentation that is appropriate and understandable for both business and technical audiences. Conduct gap analysis, risks and improvement initiatives. Work with development, QA, and production teams to communicate, verify, and test the desired functionality. Work with the business units to demonstrate the system and ensure requirements are met. Overseeing the implementation of system changes. Understanding the system development life cycle. Gather existing process documentation, analyse and clearly document business process requirements for the automation build including exception handling scenarios and process metrics such as volumes, SLAs. Plan and facilitates user acceptance testing and project meetings. Prepare training manuals and provide training to the business and their teams on the performance of the new solution. Plan and oversee that all project management document requirements are adhered to and safeguarded. Develop future business processes that are cost effective that results in the overall improvement of productivity within the organisation.
<u>ENQUIRIES</u>	:	Mr Sihle Hlomuka Tel No: (011) 227 9000

DEPARTMENT OF SOCIAL DEVELOPMENT

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

<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development 69 Commissioner, Thusanong building, Johannesburg or posted to: Private Bag x35, Johannesburg, 2000.
<u>FOR ATTENTION</u>	:	Ms S Moloi Tel No: (011) 227 0062
<u>CLOSING DATE</u>	:	16 August 2019
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

OTHER POST

<u>POST 28/117</u>	:	<u>SENIOR ADMIN OFFICER: RISK MANAGEMENT REF NO: SD/2019/08/01</u>
<u>SALARY</u>	:	R316 791 per annum (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three-year Qualification in Risk Management, Accounting and Auditing with 2 to 3 years' experience in the Risk Management field. A valid driver's license.

Demonstrate experience in detailed technical knowledge of National and GPG Risk Management Framework, PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment and governance frameworks of the public service and the ability to apply such technical knowledge. Assist with the identification of areas of the specifically allocated sections of the departmental risk management framework independently which require revision or updating, independently and in within coordinated groups undertake the necessary research to ensure proposals made to revise the documents is in accordance with accepted norms, is practical in application and aligned to all legislative frameworks. Undertake the detection of changes to the environment both internally and externally for alerting to management. Obtain detailed understanding of the core functions and mandate of the department and be able to identify all key areas where core functions take place that would need to have risks assessed at strategic and operational levels for which risk responses are necessary for all specifically allocated key areas. Skills and Competencies: Analytical thinking, written and spoken communication, interpersonal, planning and organising, time management and coordination skills. Honesty and integrity.

DUTIES

: To support the planning, facilitation, monitoring and reporting of the implementation of the GPG Risk Management Framework. To assess, evaluate and monitor risks and opportunities environment of the department in line with strategic and operational plans objectives and targets set. Advise and assist management in the correct management and monitoring of risks specific to work areas so as to enable achievement of goals and objectives set. Establishment and maintenance of the departmental Risk Management framework. Participate, supervise and guide through risk analysis, assessment, monitoring and reporting processes (Strategic, Operational, Fraud, IT and specific project risks). Assist with the planning of all quarterly risk committee sitting within the department and all logistical and content requirements. Assist with provision of statistics and information relevant to the preparation of reports and documents to be tabled at the risk committee. Must be able to communicate clearly and from an informed basis on subject matter both in written format, through presentations and via one on one engagement with relevant managers and teams.

ENQUIRIES NOTE

: Ms S Moloi Tel No: (011) 227 0062
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

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

- APPLICATIONS** : Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs NIS Mbhele
- CLOSING DATE** : 16 August 2019
- NOTE** : Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver's license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed.
- ERRATUM:** Kindly note that the post of Assistant Director: Intergovernmental Relations with Ref No: DAC04/19 advertised in Public Service Vacancy Circular 18 dated 24 May 2019, the Requirements were amended as follows: three – five (3-5) years relevant experience not five (5) years. The rest of the content of the advert remains unchanged. The closing date has been extended to 16 August 2019. Applicants who applied previously, need not re-apply. We apologize for any inconvenience that this may have caused to the potential applicants/candidates.

OTHER POSTS

- POST 28/118** : **ASSISTANT DIRECTOR: EXPENDITURE CONTROL REF NO: DAC36/19**
- SALARY** : R376 596 - R454 920 per annum (Level 09)
- CENTRE** : Pietermaritzburg, Head Office
- REQUIREMENTS** : An appropriate three (3) year relevant tertiary qualification in financial management or equivalent qualification, coupled with a minimum of three – five (3-5) years relevant experience, two (2) of which should be at a supervisory level. Knowledge of financial legislations such as PFMA, Treasury Regulations, policies, regulations and acts. Knowledge of Treasury Practice Notes. Knowledge of BAS and PERSAL. Good communication skills (written and verbal). Good interpersonal relations skills. Knowledge of legislations related to the Department and to the post. Knowledge of project management, planning and organizational skills. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy [MS Word, Excel, PowerPoint, etc.). Valid code 8/EB driver's license.
- DUTIES** : Manage the basic accounting system of the department (SYSCON). Monitor departmental bank, tax and BAS- PERSAL reconciliation. Monitor and control of suspense accounts. Monitor and control payments. Manage all resources allocated within the Section. Supervise, develop and manage employees'

		performance in accordance with the Employee Performance Management and Development System (EPMDS).
<u>ENQUIRIES</u>	:	Ms K Pillay Tel No: (033) 264 3400
<u>POST 28/119</u>	:	<u>ASSISTANT DIRECTOR: LOSS AND VOUCHER REF NO: DAC37/19</u>
<u>SALARY</u>	:	R376 596 - R454 920 per annum (Level 09)
<u>CENTRE</u>	:	Pietermaritzburg, Head Office
<u>REQUIREMENTS</u>	:	An appropriate three (3) year relevant tertiary qualification in financial management or equivalent qualification, coupled with a minimum of three – five (3-5) years relevant experience, two (2) of which should be at a supervisory level. Knowledge of financial legislation such as PFMA, Treasury Regulations policies, regulations and acts. Knowledge of basic Accounting System (BAS), PERSAL, HARDCAT, LOCO. Knowledge of Financial legislation such as PFMA, Treasury regulations policies, regulations and acts. Good communication skills [written and verbal]. Good interpersonal relations skills. Knowledge of legislations related to the Department and to the post. Knowledge of project management, planning and organizational skills. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc.). Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Monitor collection, distribution and certification of payrolls. Record and maintain Departmental losses and debts. Maintain proper safekeeping of financial records. Collect and record departmental revenue. Manage all resources allocated within the Section. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS)
<u>ENQUIRIES</u>	:	Ms K Pillay Tel No: (033) 264 3400
<u>POST 28/120</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS AND PEOPLE MANGEMENT- HRM&D REF NO: DAC38/19</u>
<u>SALARY</u>	:	R376 596 - R454 920 per annum (Level 09)
<u>CENTRE</u>	:	Pietermaritzburg, Head Office
<u>REQUIREMENTS</u>	:	An appropriate three (3) year tertiary qualification in Human Resource Management or equivalent qualification, coupled with a minimum of three- five [3-5] years' experience in Labour Relations. Good understanding of Public Service legislation and prescripts applicable to government, including systems and procedures. Good communication skills (written and verbal). Knowledge of project management, planning and organizational skills. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Manage the administration of collective bargaining, misconduct and disciplinary matters, grievances, disputes and industrial action. Represent the Department at various labour relations proceedings. Provide advice and coordinate workshops to be conducted to employees on procedural matters relating to labour relations. Facilitate the formulation and co-ordinate the implementation of policies / strategies. Manage resources of the division. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
<u>ENQUIRIES</u>	:	Ms U Jugwanth Tel No: (033) 341 3600
<u>POST 28/121</u>	:	<u>ASSISTANT DIRECTOR: OFFICE SUPPORT SERVICES REF NO: DAC39/19</u>
<u>SALARY</u>	:	R376 596 - R454 920 per annum (Level 09)
<u>CENTRE</u>	:	Pietermaritzburg, Head Office
<u>REQUIREMENTS</u>	:	An appropriate three (3) year tertiary qualification in Public Management or equivalent qualification, coupled with a minimum of three- five (3-5) years' experience in Auxiliary Services / Facilities Management, two (2) of which should be at a supervisory level. Good understanding of Public Service legislation and prescripts applicable to government, include systems and procedures. Computer Literacy (MS Word, Excel, PowerPoint, etc). Good communication skills (written and verbal). Knowledge of project management, planning and organizational skills.

<u>DUTIES</u>	:	Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
	:	Maintain all domestic accounts and contract services. Ensure the provision of mobile & telecommunication services and maintain users' database. Facilitate the provision of office requirements and equipment i.e. PABX system, and telephone sets. Ensure the rendering of cleaning, gardening and hygiene services in line with OHS regulations. Keep correct records of stock and office supplies. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
<u>ENQUIRIES</u>	:	Mr L Langa Tel No: (033) 341 3600
<u>POST 28/122</u>	:	<u>CHIEF WORK STUDY ANALYST: ORGANIZATIONAL DESIGN AND DEVELOPMENT: HRM&D REF NO: DAC40/19</u>
<u>SALARY</u>	:	R376 596 - R454 920 per annum (Level 09)
<u>CENTRE</u>	:	Pietermaritzburg, Head Office
<u>REQUIREMENTS</u>	:	An appropriate three (3) years tertiary qualification in Work Study/Production Management/ Operations Management or equivalent qualification, coupled with a minimum of three – five (3-5) years in Work Study or Organizational Design filed. Knowledge of DPSA Organizational Design tool kit. Sound knowledge of project management, research and policy development. Good understanding of Public Service legislations and prescripts applicable to government, including systems and procedures. Good Computer Literacy (MS Word, Excel, PowerPoint, etc). Good communication skills [written and verbal]. Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Coordinate the development and maintenance of functional structures and post establishment for the Department. Facilitate the development of job descriptions and job profiles and coordinate the job evaluation process for the Department. Oversee the provision of business process management services for the efficient re-engineering of Departmental business processes. Coordinate the influence of change in the Department and ensure the development of change and diversity management strategies and programmes. Provide advice and guidance on the development and implementation of Organizational Design, Job Evaluation, Business Process Management and Change Management policies and procedure manuals. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
<u>ENQUIRIES</u>	:	Mr JSB Jafta Tel No: (033) 341 3600
<u>POST 28/123</u>	:	<u>SYSTEM ADMINISTRATOR: LIBRARY SERVICES REF NO: DAC41/19</u>
<u>SALARY</u>	:	R316 7913 - R373 167 per annum (Level 08)
<u>CENTRE</u>	:	Pietermaritzburg, Head Office
<u>REQUIREMENTS</u>	:	An appropriate three (3) years tertiary qualification in Information Technology or equivalent qualification, coupled with a minimum of one-two (1-2) years relevant experience. Sound knowledge of Information systems and technologies. Knowledge of Computer hardware and networks. Good understanding of Public Service legislations and prescripts applicable to government, including systems and procedures. Advanced Computer Literacy [MS Word, Excel, PowerPoint, etc]. Good communication skills [written and verbal]. Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Render technical advice on library ICT projects. Conduct ICT equipment set up for Library Services Directorate and Public Libraries. Render ICT support to Library Services, Depots and Public Libraries. Conduct training on new ICT Development projects.
<u>ENQUIRIES</u>	:	Ms NP Musa Tel No: (033) 341 3000
<u>POST 28/124</u>	:	<u>CULTURAL OFFICER: COMMUNITY CULTURE- ALL ARTS REF NO: DAC42/19 (X2 POSTS)</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Northern Regional Office, UMkhanyakude District
<u>REQUIREMENTS</u>	:	An appropriate three (3) year tertiary qualification or equivalent qualification, coupled with two (2) years' experience in the field of Arts and Culture environment.

		Good understanding of Public Service legislations and prescripts applicable to government, including systems and procedures excellent communication skills (written and verbal). Computer Literacy (MS) Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Conduct research on performing arts and promote performing arts through festivals and competitions. Create awareness of different performing art forms within designated district and promote emerging artists on performing arts. Identify, develop and promote emerging artists, as well as managing projects related to performing arts within the region. Provide inputs for operational plans as well as implementation thereof. Monitor and Evaluate the KZNACC Funded organisations. Ensure the alignment of flagship programme with departmental activities and enhance joint intervention within Districts.
<u>ENQUIRIES</u>	:	Ms JPR Nxumalo Tel No: (035) 870 8447
<u>POST 28/125</u>	:	<u>PERSONAL ASSISTANT TO THE DIRECTOR: LANGUAGE SERVICES REF NO: DAC43/19 AND PERSONAL ASSISTANT TO THE DIRECTOR: SECURITY SERVICES REF NO: DAC44/1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 - R303 339 per annum (Level 07)
	:	Pietermaritzburg, Head Office
	:	Secretariat Diploma, or an appropriate equivalent qualification, coupled with a minimum of three – five (3–5 years relevant experience. Good telephone etiquette. Sound organizational skills. Good interpersonal skills. High level of reliability and confidentiality. Basic knowledge of PFMA. Knowledge of the relevant legislations, policies, prescripts and procedures. Ability to do research and analyze documents and situations. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc. Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Provide secretarial/receptionist support services to the Director. Provide support services to the Director regarding meetings. Render support services to the Director with the administration of the budget, including the compilation of commitment registers. Organize the Director's diary. Render general office management. Render registry services in office of the Director. Acknowledge correspondence and type documents for the Director. Study the relevant Public Service and Departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Language Services: Ms T Cebekhulu Tel No: (033) 897 9000 Security Services: Mr Q Qwabe Tel No: [033] 264 3400
<u>POST 28/126</u>	:	<u>HUMAN RESOURCE CLERK SUPERVISOR: SERVICE CONDITIONS – HRM&D REF NO: DAC45/19</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 - R303 339 per annum (Level 07)
	:	Pietermaritzburg, Head Office
	:	Standard 10/ Grade 12 Certificate or equivalent Certificate, coupled with three- five (3-5) years working experience in service condition environment. Good telephone etiquette. Sound organizational skills. Good interpersonal skills. Knowledge of Public Service Regulations, Public Service Act, Departmental HRM Policies and Regulations. Research and Policy development. Knowledge of presentation and report writing skills. Advanced knowledge of PERSAL systems and analytical skills. Good communication skills [written and verbal]. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Facilitate the administration of leave and PILIR. Facilitate the administration of Injury on Duty (IOD). Facilitate the administration of Conditions of Service and benefits. Maintain Statistics. Supervise, develop and manage employees 'performance in accordance with the Employee Performance Management and Development System (EPMDS).
<u>ENQUIRIES</u>	:	Mr BS Mbatha Tel No: (033) 341 3636
<u>POST 28/127</u>	:	<u>ADMINISTRATION CLERK – LIBRARY SERVICES REF NO: DAC46/19</u>
<u>SALARY CENTRE</u>	:	R173 703 – R204 612 (Level 05)
	:	Pietermaritzburg, Head Office

<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 Certificate or equivalent Certificate. Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle conflict situations Good communication skills (written and verbal) Computer Literacy (MS Word, Excel, PowerPoint, etc)
<u>DUTIES</u>	:	Render general clerical and records management support services. Provide supply chain clerical support services within the component. Coordinate a personnel administration support services within the component. Provide financial administration support services within the component. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Ms NP Musa Tel No: (033) 341 3000
<u>POST 28/128</u>	:	<u>ACCOUNTING CLERK – SUPPLY CHAIN MANAGEMENT: ACQUISITION DIVISION REF NO: DAC47/19</u>
<u>SALARY</u>	:	R173 703 – R204 612 (Level 05)
<u>CENTRE</u>	:	Pietermaritzburg, Head Office
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 Certificate or equivalent Certificate. Good understanding of the Public Services legislation and prescripts applicable to Government, including systems and procedures. Basic knowledge of Basic Accounting System (BAS) and Supply Chain Management principles, objectives and prescripts. Knowledge of procurement processes. Good communication skills [written and verbal]. Computer Literacy (MS Word, Excel, PowerPoint, etc)
<u>DUTIES</u>	:	Administer requests for the requisitions of goods and services. Administer received quotations for compliance and follow evaluation and awarding processes. Capture entities and commitments on Basic Accounting System, HardCat Asset Management System. Verify, interpret and understand specifications to ensure that the correct items are procured.
<u>ENQUIRIES</u>	:	Mr G Ngcobo Tel No: (033) 264 3400
<u>POST 28/129</u>	:	<u>DRIVER – LIBRARY SERVICES REF NO: DAC48/19</u>
<u>SALARY</u>	:	R127 851 - R150 606 (Level 04)
<u>CENTRE</u>	:	Pietermaritzburg, Head Office
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 Certificate or equivalent Certificate. Numeracy and literacy skills. Willingness to travel overnight trips. Good communication skills [written and verbal]. Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Collect and send mail bag to and from the post office. Distribute mail and documents within and outside the department. Provide driving duties within the directorate and attending to ad hoc request. Ensure that the vehicle allocated to the Directorate is kept in good condition.
<u>ENQUIRIES</u>	:	Ms N Masuku Tel No: (033) 341 3000

DEPARTMENT OF HEALTH

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

OTHER POSTS

<u>POST 28/130</u>	:	<u>HEAD CLINICAL UNIT (FAMILY MEDICINE) REF NO UMZIN/07/2019</u>
<u>SALARY</u>	:	Grade 1: R1 728 807 per annum (TCE Package)
<u>CENTRE</u>	:	Umzinyathi Health District Office
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12 An appropriate qualification in the Health Science field, i.e. MBChB and Master's Degree in Family Medicine. Current registration with the HPCSA as an Independent Practitioner (Specialist) in Family Medicine. 3 years' experience after registration with HPCSA as a Medical Specialist in Family Medicine. Valid driver's license Proof of computer literacy (word, excel, powerpoint) Proof of work experience signed by HR office. Competencies and Knowledge: Own clinical discipline. Relevant legislation, regulations and policies. Quality assurance and improvement programmes. Programme planning, implementation and evaluation. Information management. Human resource and

	financial management. Problem solving, Leadership, Communication. Computer literacy.
<u>DUTIES</u>	: To ensure the provision and coordination of quality, regular and reliable medical services (including after hours) in the PHC clinics and Community Health Centers of Umzinyathi District. Supervise and support medical officers, sessional doctors, community service doctors and PHC nurse practitioners. Consult personally as a Family Physician in the PHC clinics and Community Health Center. Perform commuted overtime in the District hospitals and CHC within the District. Provide technical advice and support to District Director and District Management team. Formulate strategic plans in keeping with the needs of the District in terms of medical coverage. Ensure high-quality community-oriented clinical services within the District by monitoring the clinical standards and protocols in the health facilities. Conduct Quality Improvement and Audit Programs. Integrate and supervise private general practitioners into the work of the PCH clinics. Working in the multidisciplinary District Health management and Health Care team. Contribute to teaching, development and training programs in the District, especially IMCI and PHC etc. Ensure maintenance of optimal referral patterns, clinical protocols and medical processes within the District, based on epidemiological research, disease profiles and community needs. Take part in research projects that would contribute to improving the health status of the population. Develop and work alongside other members of the Department of Family Medicine in the Umzinyathi District and University of KZN. Ensure effective Clinical Governance meetings in the District. Maintain discipline and deal with labor-relations issues in terms of the laid down procedures and policies.
<u>ENQUIRIES</u>	: Mrs. G.C Shabangu Tel No: (034) 2999 100
<u>APPLICATIONS</u>	: All applications should be forwarded to: The Human Resource Office, Umzinyathi Health District Office, Private Bag X 2052, Dundee, 3000/34 Wilson Street, Dundee, 3000
<u>FOR ATTENTION</u>	: Mrs. ML Mbatha
<u>CLOSING DATE</u>	: 16 August 2019
<u>POST 28/131</u>	: <u>MEDICAL SPECIALIST (MEDICAL) GRADE 1 REF NO: NGWE 52/2019</u> Otorhinolaryngology (E.N.T)
<u>SALARY</u>	: Grade 1: R1 283.601 per annum (All inclusive salary packages) Grade 2: R1 467 651 per annum (All inclusive salary packages) Grade 3: R1 604 781 per annum (All inclusive salary packages) (This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
<u>CENTRE</u>	: Ngwelezana Tertiary Hospital
<u>REQUIREMENTS</u>	: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in E.N.T, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in E.N.T Unit, A minimum of 3 years' appropriate experience as a Medical Specialist in E.N.T Unit after registration with the HPCSA as a Medical Specialist in E.N.T, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.
<u>DUTIES</u>	: The candidate will, under the direction of the head of the department: Conduct specialist ward rounds, Provide after hour cover in emergency medicine and clinical support to junior staff, Provide advice to district/regional level hospital, Manage/supervise allocated human resources, Ensure equipment is appropriately maintained. Training of undergraduate and post-graduate medical students. Active participation in quality improvement programmes including clinical audits and CME activities. Attend to administrative matters within the unit. Assist with administration of the Emergency Unit and have an input into the unit's administration at Ngwelezana Hospital. Assist protocol development and review for patient management in Emergency Medicine. Development and implement clinical audit

and quality assurance programmes. Provide outreach to surrounding District Hospitals which refer to Ngwelezana Hospital Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards. Performance of commuted overtime is a requirement of the post.

<u>ENQUIRIES</u>	:	Dr G.D Charlton Tel No: (082) 4511 628
<u>APPLICATIONS</u>	:	Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
<u>FOR ATTENTION</u>	:	Mr. MTR Nzuza
<u>NOTE</u>	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately complete and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	16 August 2019 (Late applications will not be accepted)
<u>POST 28/132</u>	:	<u>MEDICAL SPECIALIST: TRAUMA /ACCIDENT AND EMERGENCY REF NO: SPC/M5/2019</u>
<u>SALARY</u>	:	Grade 1: R1 106 040 – R1 173 900 per annum Grade 2: R1 264 623 - R1 342 230 per annum
<u>CENTRE</u>	:	Addington Hospital: Kwazulu Natal
<u>REQUIREMENTS</u>	:	MBChB Degree, Registration certificate with the Health Professions Council as a Specialist-Trauma /Accident and Emergency, Annual fees registration renewal with HPCSA 2019/2020, Grade 1: No experience. Grade 2: five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in Trauma /Accident and Emergency. Certificates of service proving five (5) years' experience as a Specialist in Trauma /Accident and Emergency. Recommendation: Ability to do first level scans and fast scans will be a recommendation, ACLS, PALS and ITLS would be an advantage. Proof of at least 5 years' experience in an Accident and Emergency setting if applicable. Knowledge, Skills Training and Competencies Required: Demonstrate expert ability in patient-centered approaches to emergency patient care including adult and paediatric intervention. Knowledge and experience in Trauma / Accident and Emergency. Advanced clinical skills for general and resuscitative emergency care. Motivation and ability to teach develop and evaluate staff in patient-centered approaches within the District Health System. Advanced verbal and written skills with computer literacy. Participative teamwork. Concern for excellence. Cross cultural awareness.
<u>DUTIES</u>	:	Ensure the delivery of comprehensive Emergency and services. Assist manager with implementation of optimal, effective and efficient 24 hour emergency services in a busy regional institution. Be competent to train junior staff and do circumcisions when requested. Be competent to handle all Gynaecological & Obstetrical emergencies that come into Casualty. Assist with 24 hour training and

	evaluation of all staff levels and categories in patient-centered emergency care. To teach undergraduate and postgraduate students. To assist manager develop research, clinical guidelines and audit aimed at patient- centered emergency care. To participate in a quality driven process, integrating the Batho Pele Principles and Accreditation standards into an excellent emergency service. To perform duties as allocated by the Head of department. To participate in CME programme and staff development. To assist with multi-disciplinary communication to ensure continuation of care. Performance of after hour duties is compulsory.
<u>ENQUIRIES</u>	:
<u>APPLICATIONS</u>	: Dr A Aron Tel No: (031) 327 2570
	: All applications should be forwarded to: Attention: The Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in Room 23, Human Resource Department, 1st Floor, and Addington Hospital.
<u>NOTE</u>	: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (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. 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. Please note that due to the large financial constraints no S &T and settlement claims will be considered for payment to candidates that are invited for the interview. N.B Post will be available to be filled 01/01/2020
<u>CLOSING DATE</u>	: 16 August 2019
<u>POST 28/133</u>	: <u>MEDICAL SPECIALIST: REF NO: GJGMR 39/2019 (X1 POST)</u> Component: Radiology
<u>SALARY</u>	: Grade 1: R1 106 040 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance Grade 2: R1 264 623 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance Grade 3: R1 467 651 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
<u>CENTRE</u>	: GJGMR Hospital
<u>REQUIREMENTS</u>	: Grade 1: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Specialist in Radiology Plus, One (1) year relevant experience after registration as a Medical Specialist 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: Minimum Requirements: A tertiary qualification (MBCHB or equivalent) plus, Current registration with the Health Professionals Council of South Africa as a Specialist plus, Five (5) years post registration experience as a Medical Specialist in Radiology Six (6) years relevant experience after registration as a Medical Specialist 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: Minimum Requirements: A tertiary qualification (MBCHB or equivalent) plus, A valid registration with the Health Professionals Council of South Africa in Specialist plus, Ten (10) years post registration experience as a Medical Specialist in Radiology Eleven (11) year relevant experience after registration as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills and Competencies: Sound knowledge and experience of procedure in Radiology. Good verbal and written communication skills and interpersonal skills. Sound teaching and supervisory

	abilities. A concern of excellence. The ability to function in a multi-disciplinary team.
<u>DUTIES</u>	: To ensure an optimal Radiology service is provided. Development of management protocols/policies for the department. Organize, prepare and chair interdepartmental clinical Radiology meetings. Provide outpatient, inpatient clinical services and referral services. Assist with quality improvement imperatives including clinical audits (Morbidity and Mortality reporting and reviews, clinical documentation audits etc) and continuous development activities. Participate in the training of registrars and promote ongoing staff development in accordance with individual and departmental needs. Provide outreach and support to District hospitals in Ilembe District. Maintain satisfactory clinical, professional and ethical in the department. To perform compulsory commuted overtime in line with hospital needs and current departmental policy.
<u>ENQUIRIES</u>	: Dr TP Mabesa (Manager Medical Services) Tel No: (032) 437 6002
<u>APPLICATIONS</u>	: Applications to be forwarded to: Human Resources Department, The Human resource manager, GJGMR Hospital, Private Bag x10609, Stanger 4450
<u>FOR ATTENTION</u>	: Mr. S. Govender
<u>NOTE</u>	: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGMR 39/2019 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	: 16 August 2019
<u>POST 28/134</u>	: <u>MEDICAL SPECIALIST: HIGH RISK OBSTETRICS REF NO: MEDSPECO&G/2/2019</u> Department: Obstetrics and Gynaecology
<u>SALARY</u>	: Grade 1: R1 106 040 per annum (all-inclusive Salary package) excluding commuted overtime Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime.
<u>CENTRE</u>	: IALCH and rotations through the Durban Metropolitan Complex of hospitals as delegated by the Head of Department.
<u>REQUIREMENTS</u>	: Medical Specialist qualification in Obstetrics and Gynecology. Registration with the Health Professions Council of South Africa as a Medical Specialist in Obstetrics and Gynaecology Advantage – previous experience in a specialist position. Grade 1: No experience required. Grade 2: Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist Obstetrics and Gynaecology. Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist Obstetrics and Gynaecology. Knowledge, Skills, Training and Competencies Require: Sound clinical knowledge and experience in Obstetrics and Gynecology. Knowledge of current Health and Public Service legislation, regulations and

		<p>policies including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills.</p>
<u>DUTIES</u>	:	<p>Management of clinical services as delegated. Outpatient and inpatient clinical responsibilities with after-hour participation in designated hospitals as per the departmental call roster. Participate in the development and on-going provision of under- and Post-graduate health personnel teaching as per the academic program of the department. Participate in the Quality Improvement Programmes of the Department. Maintain clinical, professional and ethical standards. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the Department. Be involved in community-orientated programmes (outreach) including the provision of expert advice and services to all health facilities within the province as delegated Please note: This is a service post, and is not necessarily linked to being trained as a foeto-maternal specialist - the latter requires separate application when the training position is available.</p>
<u>ENQUIRIES</u>	:	<p>Prof Sebitloane Tel No: (031) 2604 390</p>
<u>APPLICATIONS</u>	:	<p>All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.</p>
<u>NOTE</u>	:	<p>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.</p>
<u>CLOSING DATE</u>	:	<p>23 August 2019</p>
<u>POST 28/135</u>	:	<p><u>MEDICAL SPECIALIST: NEPHROLOGY REF NO:</u> <u>MEDSPECNEPHROLOGY/1/2019 (X1 POST)</u> Department: Nephrology IALCH</p>
<u>SALARY</u>	:	<p>Grade 1: R1 106 040 per annum (all-inclusive Salary package) excluding commuted overtime Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime.</p>
<u>CENTRE</u>	:	<p>IALCH and Durban functional region</p>
<u>REQUIREMENTS</u>	:	<p>MBChB or equivalent, FCP (SA). Current Registration with HPCSA as a Specialist Physician-Nephrologist. Experience: Specialist Grade 1: No experience required Five (5) years post registration experience as a Specialist Physician-Nephrologist. Specialist Grade 3: Ten (10) years post registration experience as a Specialist Physician-Nephrologist. Knowledge, skills, training and competency required: drivers license and own transport. Ability to teach and supervise nephrology trainees, registrars, medical officers, ancillary and nursing staff. Management Skills: Good administrative, decision making and communication skills. Knowledge and experience in clinical research. In-depth knowledge of medical ethics and its application.</p>
<u>DUTIES</u>	:	<p>Function as a nephrologist in the department. Management of general nephrology, chronic peritoneal dialysis and transplant outpatient clinics. Performance of kidney biopsies, vascular haemodialysis access and percutaneous Tenckhoff catheter insertions. Manage acute and chronic haemodialysis at IALCH, Saint Aidans and</p>

		Addington hospital. Supervise and manage medical and allied staff at IALCH. Performance of administrative duties at IALCH. Actively participate in the academic and research programme of the Department of Nephrology. Perform clinical audits and be involved in the operational planning of the Department of Nephrology. Participate in the academic programme at the Nelson R Mandela School of Medicine, including student teaching, undergraduate and postgraduate exams. The successful candidates are required to participate in after-hours overtime work.
<u>ENQUIRIES</u>	:	Prof A Assounga Tel No: (031) 2401324/0312401325
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.
<u>CLOSING DATE</u>	:	23 August 2019
<u>POST 28/136</u>	:	<u>ASSISTANT DIRECTOR PHARMACEUTICAL SERVICES REF NO: ITSH 15/2019 (X1 POST)</u>
<u>SALARY</u>	:	R897 936 per annum (All-inclusive salary package) Other Benefits: 17% Rural Allowance
<u>CENTRE</u>	:	Itshelejuba Hospital
<u>REQUIREMEN</u>	:	Grade 12 or equivalent certificate, A bachelor Degree in Pharmacy. Current registration with South Africa Pharmacy Council as a Pharmacist. Three (3) years appropriate experience after registration with South African Pharmacy Council as a Pharmacist. Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Manager or delegated person Valid driver's license. Recommendations: Minimum of three (3) years managerial experience in Pharmaceutical environment (i.e. must have been at least Assistant Manager: Pharmaceutical Services, Pharmaceutical Policy Specialist, Pharmaceutical Supervisor or delegated position). Knowledge, Skills, Training & Competencies Required: Extensive knowledge of relevant Legislation, Acts, Regulations and Policies. Extensive experience in the management of Pharmacy including human resources, financial and risk management. Good knowledge of standard Treatment Guidelines and Essential Drugs List. Good communication, motivation, coaching, team building, decision making, interpersonal and problem solving skills. Ability to work under pressure and co-ordinate productivity. Effective planning, organizing and management skills. Knowledge of the principles, functions and operations of medicine and therapeutic committee. Sound knowledge of Batho Pele principles. Computer literacy which include knowledge of Pharmacy electronic systems like RX Solution, SVS etc. Ability to manage conflict and apply disciplinary procedure
<u>DUTIES</u>	:	Manage the Pharmaceutical; Service at Zululand-Sub-District (Itshelejuba Hospital and associated clinics. Assume position of being the Responsible Pharmacist for Itshelejuba Hospital Pharmacy. Formulate and implement standard Operating Procedures for Pharmacy Service and ensure that they are in line with current

statutory regulations and policy guidelines. Provide leadership, management and support to all staff under his/ her supervision. Ensure rational use of resources (Human, Financial and asset). Provide and supervise training programmes (Pharmacist intern and Pharmacy Support Personnel). Co-ordinate activities of Essential Medicines Programmes including Pharmacy and Therapeutics Committee and Antimicrobial Stewardship Committee. Conduct service assessment and implement improvement programme, aligned to National Core Standards. Liaise with other stakeholders within and outside the Department of health such as other hospital management teams, Health District Office on Pharmaceutical and management issues. In conduction with Medical Manager conduct clinical audits. Translate and operationalize current national, provincial and district strategic plans. Ensure that cost-effective pharmaceutical service delivery is maintained within the hospital and clinics. Maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies. Provide Pharmaceutical advice to patients and professional colleagues. Compile monthly data, financial and other reports as required. Ensure efficient and effective drug supply management in the hospital and PHC clinics (selection, procurement, storage, distribution and utilization). Ensure effective management of the pharmaceutical budget for the Hospital and clinics. Pharmaceutical support to the wards, Outpatient departments, and PHC Clinics. Orientation and induction of new staff. Provide supports in implementation of Central Chronic Medicine Dispensing and Distribution.

- ENQUIRIES** : Dr SF Simelane Tel No: (034) 413 4000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or 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 the large number of candidates be subjected to 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 Applications as unsuccessful. Please note that due to financial constraints there will be no payments of S&T claims.
- CLOSING DATE** : 23 August 2019
- POST 28/137** : **MEDICAL OFFICER REF NO: MOTRAUMA/1/2019 (X1 POST)**
Department: Trauma Unit
- SALARY** : Grade1: R821 205 per annum (All-inclusive Salary Package) excluding commuted Overtime
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding commuted overtime
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding commuted Overtime
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Registration with the Health Professions Council of South Africa as Medical Practitioner. Current registration as Medical Practitioner with HPCSA. Completion of Community Service. Completion of the ATLS and ACLS and PALS (or APLS) courses. Experience: **Grade 1:** No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer 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 recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Additional recommendations: Proof of additional training such as Dip PEC or DA, completion of FCS (SA) training but not yet registered as specialist. Knowledge, Skills, Training and Competencies Required: Sound knowledge of medicine, surgery and paediatrics including the recognition and management of emergencies in both adults and children. Knowledge of principles of peri-operative care, and supportive management of the critically ill.

DUTIES : Initial resuscitation, ongoing ward management and perioperative care of the acute trauma patient. Assisting with the operative management of the trauma patient. Participation in the audit, academic and research programs of the trauma unit. Calls will be done in the trauma unit and during the call the successful candidate will be responsible for both trauma/burns patients and transplant unit emergencies. Calls are done on-site (NB after a minimum of 6 months the experience may be signed off as required ICU-time for the surgical intermediate exam for those not yet at that level) Participation in the burn care and trauma team. Due to the participation in the Trauma Team the requirement is for completion of ATLS/ACLS and PALS as per the TSSA Level 1 Trauma Center accreditation status.

ENQUIRIES : Dr. TC Hardcastle Tel No: (031) 240-2389
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE : 23 August 2019

POST 28/138 : **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: ITSH 16/2019**

SALARY : Grade1: R821 205 per annum other benefit: 22% rural allowance of basic salary and Commuted Overtime
 Grade 2: R938 964 per annum other benefit 22% rural allowance of basic salary and Commuted Overtime
 Grade 3: R1 089 693 per annum other benefit 22% rural allowance of basic salary and Commuted Overtime

CENTRE : Itshelejuba Hospital
REQUIREMENTS : **Grade1:** Matric certificate (grade 12), MBCHB Degree or equivalent qualification PLUS, Registration certificate with the HPCSA as an independent Medical Practitioner, Current registration / proof of payment with HPCSA must be attached. **Grade 2:** five (5) years appropriate experience as a Medical Officer after registration with HPCSA as Medical Practitioner OR six (6) years relevant

experience after registration as Medical Practitioner with recognised foreign health professional council in respect of foreign employees who is not performing community service as required in South Africa. **Grade 3:** ten (10) years appropriate experience as Medical Officer after registration with HPCSA as a Medical Practitioner OR eleven (11) years relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of who is not performing Community service as required in South Africa. Knowledge, skills, training and competencies required: Sound clinical supervisory skills, Ability to deal with all medical emergencies, Ability to access, diagnose and manage patients, Ability to work with multi-disciplinary team setting. Excellent communication skills, Knowledge of currently Health Legislation and policies at Public services, Knowledge of national quality standards relating to primary health care, good research and presentation skills. Information management and quality assurance programmes, Good team building, problem solver and effective decision maker, Ability to perform safe caesarean.

DUTIES :

Ensure that cost effective service delivery is maintained within the respective department. To participate in and contribute to the research and outreach activities of the Department of Medicine. Undertake on-going care individual's patients to allow for continuity of care. Diagnose and evaluate patient's state of health. Discharge of patients who are fit for discharge with appropriate arrangements made for follow-up and step down care. Provision of quality patient centered care for all patients i.e. inpatient and outpatients. Examine, investigate, diagnose and oversee the treatment of patients. Hand over critically ill patients to the doctors on call after hours and on weekends. Provide medicine related information to clinical staff as may be required. Provide counselling for clients and family members. Provide community orientated Clinical Service and support Primary Health Care Facilities. Maintain accurate health records in accordance with legal ethical considerations including filling / completion of relevant registers. Maintain a high quality clinical service by providing regular in-service training for Nurses and other Clinical Personnel. Train and guide staff and health associated professionals. Actively participate in morbidity and mortality reviews. Attendance, participate and presentation in academic programme of the department Participate in quality improvement programmes, clinical audits, peer review meetings and development of SOPs Attend to administrative matters as required. Candidate must be prepared to perform after hour duties (commuted overtime).

ENQUIRIES :

APPLICATIONS :

Dr SF Simelane Tel No: (034) 4134000

All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or 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, Std10, 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 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, e.g. ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. 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 payments of S&T claims.

CLOSING DATE :

23 August 2019

POST 28/139 :

MEDICAL OFFICER REF NO: GJGMR 33/2019 (X1 POST)
Component: A & E

SALARY :

Grade 1: R821 205 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospital Allowance

	Grade 2: R938 964 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance:
	Grade 3: R1 089 693 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
<u>CENTRE REQUIREMENTS</u>	: GJGMR Hospital
	: Grade 1: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Grade 2: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner. Grade 3: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills and Experience Required: Sound knowledge and skills in Emergency Medicine including advanced adult and Paediatric resuscitative intervention. Sound clinical knowledge in General medicine including management of acute and chronic medical conditions. Good interpersonal and supervisory skills. Ability to work in challenging environment. Sound assessment, diagnostic and management skills. Knowledge and skills in Emergency care. ACLS, PALS, ATLS or Diploma in Primary Emergency Care is recommended.
<u>DUTIES</u>	: Provision of quality patient centered medical care to all patients in the emergency unit. Maintain accurate Medical records in accordance with legal and ethical guidelines. Provision of continuity of care to patients involving assisting in the Family Medicine Wards if the need arises. Ability to assist the senior medical staff in the smooth running of the department. To provide training for nurses, junior staff, interns and medical students. NB. Performance of Commuted Overtime and a staggered shift system is compulsory and will be worked in the discipline based on the needs of the institution. The Following Learning Opportunities Are Available in the Accident & Emergency Unit Supervision by an Emergency Physician with daily ward rounds an "on the floor teaching" in A & E. Emergency ultrasound training. Advanced airway management and ventilation techniques. Evidence based protocol driven management. Opportunity to conduct research in the unit. Preparation for the Diploma in Emergency Care (Dip PEC). Preparation to enter the Fellowship in Emergency Medicine.
<u>ENQUIRIES APPLICATIONS</u>	: Dr S. Pillay (Head Clinical Unit) Tel No: (032) 437 6076
	: Applications to be forwarded to: Human Resources Department, The Human resource manager, GJGMR Hospital, Private Bag x10609, Stanger 4450.
<u>FOR ATTENTION NOTE</u>	: Mr. S. Govender
	: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGMR 33/2019 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post
<u>CLOSING DATE</u>	: 16 August 2019

<u>POST 28/140</u>	:	<u>MEDICAL OFFICER REF NO: GJGMR 34/2019 (X2 POSTS)</u> Component: O & G
<u>SALARY</u>	:	Grade 1: R821 205 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance Grade 2: R938 964 per annum all-inclusive package + a fixed commuted overtime & 18% inhospitable allowance Grade 3: R1 089 693 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
<u>CENTRE REQUIREMENTS</u>	:	GJGMR Hospital Grade 1: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Grade 2: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner. Grade 3: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills and Competencies Experience and ability in dealing chronic, subacute and acute obstetrical and gynecological problems. Working knowledge of obstetrical protocols, health policies, acts and regulations. Ability to work in multi-disciplinary team setting Ability to resuscitate patients from birth to old age. Excellent communication skills. Ability to work and maintain meaningful relationships with a diverse community. Resilience and ability to cope with change. Ability to make a difference.
<u>DUTIES</u>	:	Clinical duties as per hospital / departmental requirements, including after-hours service. Provision of quality of care, assisting HOD with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly various type of audits, development of clinical guidelines, policies. Patient Satisfaction, patient satisfaction surveys, reducing waiting times; identifying, meeting and surpassing patients expectations. Outreach programs. Conduct research. Maintain and continuously improve professional and ethical standards. To provide training for nurses, junior staff, interns and medical students. NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr S. Hariparsad (Head Clinical Unit)) Tel No: (032) 437 6040 Applications to be forwarded to: Human Resources Department, The Human resource manager, GJGMR Hospital, Private Bag x10609, Stanger 4450.
<u>FOR ATTENTION NOTE</u>	:	Mr. S. Govender The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGMR 34/2019 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	:	16 August 2019

<u>POST 28/141</u>	:	<u>MEDICAL SPECIALIST REF NO: GJGM 36/2019 (X1 POST)</u> Component: Internal Medicine
<u>SALARY</u>	:	Grade 1: R821 205 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance Grade 2: R938 964 per annum all-inclusive package + a fixed commuted overtime & 18% inhospitable allowance Grade 3: R1 089 693 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
<u>CENTRE REQUIREMENTS</u>	:	GJGMR Hospital Grade 1: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Grade 2: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner. Grade 3: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills and Experience Required: Sound knowledge and skills in Emergency Medicine including advanced adult and Paediatric resuscitative intervention. Sound clinical knowledge in General medicine including management of acute and chronic medical conditions. Good interpersonal and supervisory skills. Ability to work in challenging environment. Sound assessment, diagnostic and management skills. Knowledge and skills in Emergency care. ACLS, PALS, ATLS or Diploma in Primary Emergency Care is recommended. Recommendation: ACLS certification. Knowledge, Skills and Experience Required: Sound medical knowledge in Internal Medicine and experience and ability in dealing with chronic, Subacute and Acute Medical condition. Working knowledge of medical protocols, health policies, acts and regulations. Ability to work in a multi-disciplinary team setting. Ability to perform procedures. Ability to resuscitate patients. Excellent communication skills. Ability to work and maintain meaningful relationships with a diverse community. Resilience and ability to cope with change. Ability to make difference. Ability to work in a challenging environment.
<u>DUTIES</u>	:	Clinical duties as per hospital/ departmental requirements, including commuted overtime. Provision of quality of care, assisting HOD with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly various type of audits, development of clinical patient guidelines, policies. Patient Satisfaction, patient satisfaction surveys, reducing waiting times, identifying, meeting and surpassing patient's expectations. Conduct research. Maintain and continuously improve professional and ethical standards. Active participation in academic activities. Outreach programmes. To provide training for nurses, junior staff, interns and medical students. NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.
<u>ENQUIRIES</u>	:	Dr B Ramjiwan (Head of Department) Tel No: (032) 437 6263
<u>APPLICATIONS</u>	:	Applications to be forwarded to: Human Resources Department, The Human resource manager, GJGMR Hospital, Private Bag x10609, Stanger 4450.
<u>FOR ATTENTION</u>	:	Mr. S. Govender
<u>NOTE</u>	:	The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJMR 36/2019 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment

verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE

: 16 August 2019

POST 28/142

: **MEDICAL OFFICER (GRADE 1, 2,3) REF NO: GS 57/19 (X1 POST)**

Component: Intensive Care Unit (Critical Care)

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, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually. This advertisement is intended to recruit a Medical Officer to the Intensive Care Unit of Grey's Hospital, with a start date on or before 1 November 2019. The incumbent is expected to work in the Intensive Care Unit of Grey's Hospital, Pietermaritzburg. The primary purpose of this post is for the incumbent to render clinical services and perform administrative duties in the Intensive Care Unit. Practical and academic training to facilitate this task will be provided.

**CENTRE
REQUIREMENTS**

: Greys Hospital, Pietermaritzburg
: An appropriate qualification in the appropriate Health science (MBChB or equivalent) plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner Recommendations: A Higher Qualification in a relevant clinical discipline (such as the Diploma in Anaesthesia, Diploma in Emergency Medicine, Higher Diploma in Internal Medicine etc) would be an advantage. Advanced emergency courses such as ATLS, ACLS, etc would be an advantage. Post internship experience in Emergency Medicine, Surgery, Internal Medicine or Anaesthesia would be an advantage. References from previous employers attesting to the candidate's clinical skills, practical abilities, stress tolerance and ability to work in Knowledge, Skills, Training And Competence Required Knowledge of and adherence to current Health and Public service legislation, regulations and policy Knowledge of and adherence to relevant medical ethical principles Basic skills in health data systems management **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. A Higher Qualification in a relevant clinical discipline (such as the Diploma in Anesthesia, Higher Diploma in Emergency Medicine, Diploma in Internal Medicine etc.) would be Required **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 in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa A Higher Qualification in a relevant clinical discipline (such as the Diploma in Anaesthesia, Higher Diploma in Emergency Medicine, Diploma in Internal Medicine, etc.) would be Required.

DUTIES

: Clinical responsibility including examine, Investigate, diagnose and oversee treatment of patients To perform appropriate safe medical care of critically ill patients in the triage, pre- admission, admission, stabilization and post ICU phase of critical illness To maintain a logbook of clinical duties. To assist in the operational management of the critical care unit Drawing up of Work Schedules Organizing and managing meetings in the ICU Maintenance of databases Completion of Human Resources reports Completion on Quality Improvement Reports

	Attendance at Hospital Committee Meetings Assist with human resource development for medical staff Conduct Orientation and Induction Programme for new and nursing Medical staff Provide guidance and advice to junior medical staff and nursing staff Assist with the development of clinical training programmes Support Continuous Professional Development by assisting with information seminars, attendance of external meeting, conferences etc. Participate in relevant clinical training programmes Maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care Undertake continuing medical education and professional development with knowledge of current literature e.g. Medical journals To identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures. To participate in audit and quality control programs to improve the standard of patient care. To participate in departmental administration by ensuring compliance with all departmental rules and regulations with regard to leave, call rosters and rotations The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg if required The incumbent will be required to participate in the After Hours call system, and thus completion of a Group 3 Commuted Overtime contract will be required.
<u>ENQUIRIES</u>	: DR C. Lee Tel No: (033) 897 3289
<u>APPLICATIONS</u>	: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	: Mrs. M. Chandulal
<u>NOTE</u>	: 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 57/19 .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 checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).
<u>CLOSING DATE</u>	: 19 August 2019
<u>POST 28/143</u>	: <u>MEDICAL OFFICERS (GRADE 1, 2, 3) REF NO: EST/07/2019 (X4 POSTS)</u> Component: Medical Services
<u>SALARY</u>	: Grade 1: R821 205 per annum All inclusive salary packages Grade 2: R938 964 per annum All inclusive salary packages Grade 3: R1 089 693 per annum All inclusive salary packages (This inclusive package consists of 70% basic salary and 30 % flexible portion that can be structured in terms of the applicable rules) Additional Benefits: Commuted Overtime (subject to approval), Plus Rural Allowance (18 % of basic salary)
<u>CENTRE</u>	: Estcourt District Hospital
<u>REQUIREMENTS</u>	: An MBChB degree or equivalent, Plus, Registration with the HPCSA as a Medical Practitioner, Plus, Current registration with the HPCSA as a Medical Practitioner post community service. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications, Proof of experience endorsed and signed by HR to be attached. Grade 1: Experience: not applicable. Registration with the HPCSA as a Medical. Practitioner. Foreign candidates require 1 year of relevant experience after registration with a recognized foreign Health Professional Council. Grade 2: Experience: 5 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Foreign candidates require 6 years of relevant experience after registration with a recognized Foreign Health Professional Council. Grade 3: Experience: 10 years of relevant experience

after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized Foreign Health Professional Council. Knowledge, Skills, Training, and Competencies: Broad medical knowledge, including HIV and TB, paediatrics, surgery, obstetrics & gynaecology, orthopaedics, psychiatry, emergency medicine and anaesthetics, Clinical and surgical skills within the scope of practice of a district hospital, Communication and interpersonal skills, Willingness to teach and supervise junior doctors and students, Knowledge of applicable legislation, and national quality standards relating to primary health care.

DUTIES : Consultation, diagnosis and treatment of patients in the outpatient department, casualty, wards and attached clinics Implementation of required standards of care, including treatment protocols and guidelines. Referral to higher levels of care when indicated. Participation in duty rosters Performance of required administrative duties. Facilitation of staff training and on-going medical education. Collaboration with medical practitioners and other health care workers in neighbouring health institutions to promote an effective district health service.

ENQUIRIES : Dr. E.M. Kekana E-mail:mabatho.kekana@kznhealth.gov.za Tel No: 036 - 342 - 7040

APPLICATIONS : All application should be forwarded to: The Human Resource Manager, Estcourt District Hospital, Private Bag X 7058, Estcourt, 3310

POST 28/144 : **ASSISTANT MANAGER NURSING - GENERAL: MONITORING AND EVALUATION REF NO: MONT 08/2019**

SALARY : R562 800 per annum (OSD)
CENTRE : Montebello Hospital
REQUIREMENTS : Senior Certificate or Equivalent qualification plus Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as General Nurse. A minimum of 08 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing. At least 03 years of the period referred to above must be appropriate/ recognizable experience at management level. Current annual practicing certificate (2019 Receipt). Proof of current and previous experience endorsed by the Human Resource Department must be attached.

DUTIES : Administer and evidence results-based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Analyze 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 support to all departments in the institution. 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. Relieving in the matrons office that will include working one of the weekends in the matrons office.

ENQUIRIES : S JJ Mchunu Tel No: (033) 506 7000

APPLICATIONS : Should be forwarded to: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236.

FOR ATTENTION : Human Resource Manager

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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.

<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/145</u>	:	<u>OPERATIONAL MANAGER: PHC SUPERVISORS: PRIMARY HEALTH CARE STREAM (X2 POSTS)</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum PLUS 8% Rural allowance Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
<u>CENTRE</u>	:	Umgungundlovu District Office: Impendle and Richmond Sub-District Ref No: UMG01/20/19 Vulindlela Sub District Ref No: UMG01/21/2019
<u>REQUIREMENTS</u>	:	Diploma/Degree in General Nursing and Midwifery plus one year diploma in PHC Current Registration with SANC as general Nurse and Primary Health Care Nurse A minimum of 9 years recognizable nursing experience after registration as professional nurse with SANC in General Nursing of which 5 Years must be recognizable experience after obtaining one year post basic qualification in primary Health Care. Computer literacy with a proficiency in MS Office Software applications Code 8 Drivers licence. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, skills, training and competencies required:-Financial Management. Leadership, Organizational, decision making and problem solving. Knowledge of Public Service policies and other Health Related prescripts. Sound knowledge of Code of conduct. Good interpersonal skills. Human Resources Management and Labour Relations Act.
<u>DUTIES</u>	:	Ensure implementation of operational imperatives set by the District as per Health policies and programmes. Ensure provision of quality health care services. Provide contextual planning, monitoring and evaluation. Coordinate service area to ensure a primary health approach within the whole area. Facilitate and advocate for the required resources for service delivery including staff development. Ensure cost effective and appropriate use of resources. Ensure appropriate implementation of Batho Pele principles. Ensure development, implementation and evaluation of EPMDS in line with departmental prescripts. Manage and support education, in-service training, and practice development initiatives in the facilities, professional growth, ethical standards and participation in training and research. Oversee disciplinary and grievance matters including monitoring and managing absenteeism. Implement consequence management for non-compliance. Ensure quality data management at facility and sub-district level. Maintain inter-sectoral collaboration with other government structures through Operation Sukuma Sakhe Activities. Provide supervision to PHC clinics and units serving a community. Participate in Primary Health Care Sub –District Meetings. Deputize Assistant Manager Nursing and take over his/her responsibilities in absence.
<u>ENQUIRIES</u>	:	Mrs NA Mbana Tel No: (033) 395 4340
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffeejee Street (Burg street) Pietermaritzburg
<u>FOR ATTENTION</u>	:	Human Resource Department Note: Preference Will Be Given To African Males
<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/146</u>	:	<u>MONITORING AND EVALUATION REF NO: EST/08/2019 (1X POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R562 800 per annum
<u>CENTRE</u>	:	Estcourt Hospital

<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12). Diploma/Degree in General Nurse and Midwifery. Current registration with South African Nursing Council as a registered General Nurse and Midwife. Minimum of 8 years appropriate/ recognized experience as a Professional Nurse after registration as Professional Nurse with SANC. At least 3 years of the period referred to above must be appropriate/recognizable experience at a management level. Valid driver's license. Proof of computer literacy. Proof of previous and current experience (Certificate of Service) and stamped by HR must be attached.
<u>DUTIES</u>	:	Administer and facilitate the implementation of an integrated monitoring and evaluation framework fully aligned to National; Provincial; and departmental performance reporting requirements. Co-ordinate the drawing of institutional plans which are aligned to annual performance plan. Analyses data obtained from sources and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of prescribed performance and other reports. Ensure planning, monitoring and evaluation support to all departments in the institution. Develop budget estimates for the planning, monitoring, and evaluation unit as well as efficient management of resources allocated to the planning M&E unit. Ensure implementation of the total quality management framework and compliance to National Core Standards. Enforce compliance to legislative prescripts in all units within the facility jurisdiction. Working towards a clean audit. Coordinate staff training and initiatives for ensuring service excellence. Oversee Quality and Infection Prevention and Control issues. Ensure good governance within the facility.
<u>ENQUIRIES</u>	:	Dr E.M Kekana Tel No: (036)342 7040
<u>APPLICATIONS</u>	:	Applications should be sending by courier, hand delivered to HR Department, No 1 old main road and posted to: The Human Resource Department Estcourt Hospital P/Bag x 7058 Estcourt 3310, the HR Department, No 1 old main road, Estcourt.
<u>NOTE</u>	:	Applications must be submitted on Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za the completed documents and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID documents (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidate s only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB People with Disabilities Are Encouraged Applying. Successful Candidates Will Be Subjected To Medical Assessment.
<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/147</u>	:	<u>ASSISTANT DIRECTOR: RADIOGRAPHY (ULTRASOUND) GR1 REF NO: GS 56/19</u> Component – Radiology
<u>SALARY</u>	:	Grade 1: R517 326 per annum. Other Benefits: 13th cheque, medical aid (optional), home owner allowance, employee must meet prescribed requirements.
<u>CENTRE</u>	:	Greys Hospital, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Bachelors degree in Ultrasound or Bachelor of Technology: Ultrasound Certified copy of original registration with the Health Professions Council of South Africa as a radiographer (Ultrasound) Certified copy of current registration (2019/2020) with the Health Professions Council of South Africa as a Radiographer (Ultrasound) 8 years appropriate experience after registration with HPCSA in the relevant profession of which 5 years must be appropriate experience in Ultrasound radiography in a supervisory / managerial capacity. Certificates of service or official letters from previous/current employers to be attached as proof of experience. Recommendation: Experience performing high risk Obstetric and foetal anomaly scans and Gynaecological scans Report writing on difficult general scans. Knowledge, Skills and Experience: Excellent knowledge of high risk obstetrics and gynaecology Excellent knowledge of general scans, small parts, vascular and musculoskeletal scans Ability to efficiently plan and implement departmental management functions, supervision of clerical and general staff, leave management, PMDS, disciplinary procedures, consumables ordering, equipment

		<p>maintenance and quality assurance. Ability to supervise, mentor, and teach practical ultrasound skills to ultrasonography students and junior doctors. Sound knowledge of all protocols and procedures Good knowledge of the use of the equipment. Sound reporting skills and administrative functions Computer literacy Sound knowledge of Health and Safety rules and regulations and Infection Prevention and control procedures. Ability to perform basic trouble-shooting on Ultrasound and I.T. equipment Good interpersonal and problem solving skills, and good verbal and written communication skills.</p>
<u>DUTIES</u>	:	<p>Manage the sub-department as above. Supervise, support, monitor and guide all staff within the component, including managing rosters, leave absences, performance assessments and disciplinary procedures Teach practical ultrasound skills to ultrasonography students and junior doctors. Troubleshoot, monitor, report and resolve minor technical problems with the ultrasound units Ensure effective utilization and maintenance of equipment, supplies and other resources. Develop, implement and monitor policies and procedures to ensure the effective and efficient functioning of the department Provide clinical training and assessments for students/rotating medical staff and promote a work environment conducive to continuous professional development Develop, monitor and sustain Quality Improvement Programs within the department.</p>
<u>ENQUIRIES</u>	:	Mrs D Wood Tel No: (033) 897 3208
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mrs. M. Chandulal
<u>NOTE</u>	:	<p>Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 56/19. 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 checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).</p>
<u>CLOSING DATE</u>	:	19 August 2019
<u>POST 28/148</u>	:	<u>CHIEF ULTRASOUND RADIOGRAPHER GR 1 REF NO: GS 55/19</u> Component – Radiology
<u>SALARY</u>	:	Grade 1: R466 119 - R517 326 per annum. Other benefits: 13th cheque, medical aid (optional), home owner allowance, employee must meet prescribed requirements
<u>CENTRE</u>	:	Greys Hospital, Pietermaritzburg
<u>REQUIREMENTS</u>	:	<p>National Diploma in Ultrasound / Bachelor's Degree in Technology: Ultrasound. Certified copy of original registration with Health Professions Council of South Africa as a Radiographer (Ultrasound). Certified copy of current registration with the Health Professions Council of South Africa for 2019/2020 In the category Independent Practice: Ultrasound. A minimum of three years' experience after registration with HPCSA a Radiographer: Ultrasound. Certificates of service or official letters from previous/current employers to be attached as proof of experience. Recommendation: Work experience including high risk Obstetric scanning Experience compiling reports for cases with difficult pathology. Knowledge, Skills and Experience: Excellent knowledge of high risk obstetrics and gynecology, general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures. Basic knowledge of equipment use and trouble shooting. Sound report writing and administrative skills and computer literacy. Knowledge of relevant Health and Safety Acts and Infection Control measures. Good communication, interpersonal relations and problem solving skills. Basic supervisory skills.</p>

<u>DUTIES</u>	:	Provide a high quality ultrasound service in keeping with tertiary status of the hospital. Provide correct interpretation of all ultrasound scans. Compile comprehensive reports as required in the working environment. Provide assistance, supervision and training to junior staff and students. Promote good health practices and ensure optimal care of the patient. Execute all clinical procedures competently to prevent complications. Participate in quality improvement programs, policy making, in-service training and National Core Standards. Perform reception and clerical duties as required.
<u>ENQUIRIES</u>	:	Mrs D Wood Tel No: (033) 897 3208
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mrs. M. Chandulal
<u>NOTE</u>	:	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 55/19. 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 checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).
<u>CLOSING DATE</u>	:	19 August 2019
<u>POST 28/149</u>	:	<u>OPERATIONAL MANAGER NURSING - GENERAL: FEMALE WARD REF NO: MONT 06/2019</u>
<u>SALARY</u>	:	R444 276 per annum (OSD)
<u>CENTRE</u>	:	Montebello Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate (Grade 12). Degree/Diploma in General Nursing and Midwifery. Registration with SANC as a General Nurse and Midwife. 2019 SANC Annual practicing certificate (2019 receipt). A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Proof of current and previous experience endorsed by the Human Resource Department must be attached.
<u>DUTIES</u>	:	Coordination of optimal, holistic nursing care provided within set standards and professional/legal framework. Ensure accurate and reliable statistics and reports are generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development, infection control and quality control and information management practices in the hospital against set standards with view to identify and address problem areas timeously. Ensure the effective, efficient and economical use of all allocated resources, including human resources. Ensure supervised patient care through effective support to nursing services. Coordination of the provision of effective training and research. Promote quality nursing and health services as directed by the professional scope of practice and standards as determined by the institution. Maintain professional growth/ ethical standards and self-development. Participate in all initiatives with the aim to achieve quality service provision. Ensure that units comply with National Core Standards, Batho Pele principles to meet the needs and demands of the clients. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Monitor and evaluate staff performance through EPMDS. Relieving in the matrons office that will include working one of the weekends in the matrons office. Oversee the functioning of the whole ward and make decisions accordingly.

<u>ENQUIRIES</u>	:	MS JJ Mchunu Tel No: (033) 506 7000
<u>APPLICATIONS</u>	:	Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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.
<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/150</u>	:	<u>OPERATIONAL MANAGER NURSING - GENERAL: NIGHT DUTY SERVICES</u> <u>REF NO: MONT 07/2019</u>
<u>SALARY</u>	:	R444 276 per annum (OSD)
<u>CENTRE</u>	:	Montebello Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate (Grade 12). Degree/Diploma in General Nursing and Midwifery. Registration with SANC as a General Nurse and Midwife. 2019 SANC Annual practicing certificate (2019 receipt). A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Proof of current and previous experience endorsed by the Human Resource Department must be attached.
<u>DUTIES</u>	:	Coordination of optimal, holistic nursing care provided within set standards and professional/legal framework. Ensure accurate and reliable statistics and reports are generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development, infection control and quality control and information management practices in the hospital against set standards with view to identify and address problem areas timeously. Ensure the effective, efficient and economical use of all allocated resources, including human resources. Ensure supervised patient care through effective support to nursing services. Coordination of the provision of effective training and research. Promote quality nursing and health services as directed by the professional scope of practice and standards as determined by the institution. Maintain professional growth/ ethical standards and self-development. Participate in all initiatives with the aim to achieve quality service provision. Ensure that units comply with National Core Standards, Batho Pele principles to meet the needs and demands of the clients. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Monitor and evaluate staff performance through EPMDS. Relieving in the matrons office that will include working one of the weekends in the matrons office. Oversee the functioning of the whole facility and make decisions accordingly.
<u>ENQUIRIES</u>	:	Ms JJ Mchunu Tel No: (033) 506 7000

<u>APPLICATIONS</u>	:	Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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.
<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/151</u>	:	<u>ULTRASOUND RADIOGRAPHER GR 1, 2, 3 REF NO: GS 54/19</u> Component: Radiology Department
<u>SALARY</u>	:	Grade 1: R395 703 per annum Grade 2: R466 119 per annum Grade 3: R549 066 per annum Other benefits: 13th cheque, medical aid (optional), home owner allowance
<u>CENTRE</u>	:	Greys Hospital, Pietermaritzburg
<u>REQUIREMENTS</u>	:	employee must meet prescribed requirements: Grade 1: 4 years appropriate experience after registration with HPCSA as a radiographer (Ultrasound). Grade 2: 14 years appropriate experience after registration with HPCSA as a radiographer (Ultrasound) of which 10 years must be after registration. Grade 3: 24 years appropriate experience after registration with HPCSA as a radiographer (Ultrasound) of which 20 years must be after registration Applicants with a (4) years Radiography Specialty Qualification (not in possession of Diagnostic Radiographer Qualification and without the 4 years appropriate experience in Ultrasound, may also apply but will be appointed TITLED as Diagnostic Radiographer, work in the Ultrasound component to attain or complete their 4 years appropriate experience and then be translated to Speciality). National Diploma in Radiography: Ultrasound or Bachelor's Degree in Technology Radiography: Ultrasound Proof of original registration with Health Professions Council of South Africa as a Radiographer Ultrasound Proof of current registration with the Health Professions Council of South Africa for 2019/2020 in the category Independent Practice: Ultrasound Certificate of Service OR official letters from previous employers to be attached as proof of experience Knowledge, Skills and Experience: Sound knowledge of obstetrics and gynaecology, general and vascular ultrasound procedures and equipment Sound report writing and administrative skills (Computer literacy and some knowledge of PACS/RIS system) Knowledge of relevant Health and Safety Acts and Infection Control measures Promote Batho Pele principles in the execution of duties for effective service delivery Ability to work autonomously and as part of a team Good attitude to teaching and mentoring of students and community service ultrasound radiographers
<u>DUTIES</u>	:	Provide a high quality ultrasound service in keeping with tertiary status of the hospital Provide correct interpretation of all ultrasound scans Promote good health practices and ensure optimal care of the patient Execute all clinical procedures

	competently to prevent complications Perform reception and clerical duties as required Compile comprehensive reports Participate in quality assurance and quality improvement programmes, CPD activities and in-service training to junior staff and students.
<u>ENQUIRIES</u>	: Mrs D Wood Tel No: (033) 8973208
<u>APPLICATIONS</u>	: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	: Mrs. M. Chandulal
<u>NOTE</u>	: 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 54/19. 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 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.
<u>CLOSING DATE</u>	: 19 August 2019
<u>POST 28/152</u>	: <u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM REF NO: UMG01/22/19</u> Component: Taylors Clinic
<u>SALARY</u>	: Grade 1: R383 226 – R444 276 per annum Plus 8% rural allowance Grade 2: R471 333 – R579 696 per annum Plus 8% rural allowance Benefits: 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed conditions
<u>CENTRE</u>	: Umgungundlovu District Office
<u>REQUIREMENTS</u>	: Grade 1: grade 12 (National Senior Certificate), Degree/Diploma in General nursing and Midwifery 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4 years appropriate/recognizable experience as a General Nurse. Grade 2: Matric grade 12 (National Senior Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, skills, training and competencies required:-Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills, Team building and supervisory skills.
<u>DUTIES</u>	: Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including

		willingness to respond to patients' needs and expectations according to Batho Pele Principles. Facilitate implementation of Ideal Clinic concept. Implement NCS within the facility. Conduct facility status determination. Update Ideal website to maintain status achieved. Capture complaints, PSI and waiting times on the website. Implement IPC within the facility. Deputize Operational Manager and take over his/her duties when not on duty.
<u>ENQUIRIES</u>	:	MRS NM Ngubane Tel No: (033) 395 4340
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffjee Street (Burg street)
<u>FOR ATTENTION</u>	:	Human Resource Practices
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s). Note: Preference will be given to African Males.
<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/153</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1/2: REF NO: HRM 35/2019 (X6 POSTS)</u> Directorate: Theatre
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum Grade 2: R471 333 – R579 696 per annum
<u>CENTRE</u>	:	King Edward VIII Hospital
<u>REQUIREMENTS</u>	:	Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse, one year Post Basic registration Degree/Diploma in relevant specialty plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC, knowledge, skills, training, and competencies required: knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills-verbal and written, Co-ordination and liaison skills, problem solving skills. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse. Grade 2: Minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.
<u>DUTIES</u>	:	Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMDS evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, to complete patient related data and

		partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, to partake in overall specialized unit functions, i.e. team building, effective and efficient management of all resources.
<u>ENQUIRIES</u>	:	Mr. B.B. Khoza Tel No: (031) 360 3026
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	30 August 2019
<u>POST 28/154</u>	:	<u>PROFESSIONAL NURSE- SPECIALITY: THEATRE REF NO: MONT 10/2019</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum (OSD) Grade 2: R471 333 per annum (OSD)
<u>CENTRE</u>	:	Montebello Hospital
<u>REQUIREMENTS</u>	:	Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Post Basic qualification in Operational Theatre Nursing Science with a duration of one year, accredited with SANC. Certificates of Registration with SANC (General Nursing and Midwifery and relevant post basic qualification). 2019 SANC Annual practicing certificate (2019 receipt). Experience: Grade 1: A minimum of 04 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 a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the 1-year post basic qualification in Operating Theatre Nursing Science. Proof of current and previous experience endorsed by the Human Resource Department must be attached.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care within set standards and within a professional/legal framework. Ensure the effective, efficient and economical use of all allocated resources, including human resources. Participation in the provision of effective training and research. Maintain professional growth/ ethical standards and self-development. Participate in all initiatives with the aim to achieve quality service provision. Ensure that units comply with National Core Standards, Batho Pele principles to meet the needs and demands of the clients. Assist in planning, organizing and monitoring of objectives of the units and departments. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations.
<u>ENQUIRIES</u>	:	S JJ Mchunu Tel No: (033) 506 7000
<u>APPLICATIONS</u>	:	Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236
<u>FOR ATTENTION</u>	:	Human Resource Manager

<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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.
<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/155</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: KDC 02 /2019 (X1 POST)</u> Component: Kwadukuza Clinic
<u>SALRY</u>	:	Grade 1: R383 226 per annum Plus 8% rural allowance Grade 2: R471 333 per annum Plus 8% rural allowance Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
<u>CENTRE REQUIREMENTS</u>	:	Ilembe Health District Office Grade1: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate),Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Grade 2 - Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC),Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. Recommendations; Valid Code EB Driver's license (Code8) NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached.
<u>DUTIES</u>	:	Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give

guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve 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. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net. Assist with capturing patients on patient registration (HPRS) system Support the realization and maintenance of Ideal Clinic Programme in the facility.

<u>ENQUIRIES</u>	:	Mrs. R Bhagwandin (Operational Manager; PHC Supervisor) Tel No: 032 - 4373600
<u>APPLICATIONS</u>	:	to be forwarded to: The Acting District Director Human Resources Department, ILembe Health District Office, Private Bag X 10620, Stanger 4450
<u>FOR ATTENTION</u>	:	Human Resource Section
<u>NOTE</u>	:	Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. SHAK 01/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/156</u>	:	<u>CLINICAL NURSE PRACTITIONER (GR1, 2) REF NO: OSI CNP 02/2019 (X2 POSTS)</u> Component: Osindisweni Mobile Clinic
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: Rural Allowances (13th Cheque, Plus 8% of basic salary, Plus Housing Allowance – employees must meet prescribed requirements, Plus Medical Aid optional
<u>CENTRE REQUIREMENTS</u>	:	Osindisweni District Hospital, Verulam Minimum Requirements: Senior Certificate STD 10/Grade 12, Diploma/Degree in General nursing and midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. 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 license code 10 (C1) with PDP. Proof of current and previous experience endorsed and stamped by Human Resource (Certificate of Service) 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.
<u>DUTIES</u>	: Provision of primary curative health care. Provision of health care services. Provision of rehabilitation. Plan and organize Clinics. Complete statistics. Ordering and control of stationery, medical class 11 stock, consumables. Ensure safekeeping. Ordering and control of medication as necessary. Up to date knowledge of appropriate legislation, regulations and departmental policies. Involvement with community meetings and committees'. Identify needs for financial planning and indirect control of expenditure. Clinical teaching, training and continuous evaluation of students. Teaching patients on a one –to – one basis. Personnel development, i.e. assessing in-service needs, planning and implementing of training programme. Health education of patients' public staff. Assist patients and families to develop a sense of self care. Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients' clinical conditions. Promoting scientific quality nursing care. Administrate and control medication. Individual consultation sessions. Identify community needs. Initiate community participation. Coordinate between Hospital and Community. Usage of basic medical equipment. Safe-keeping of equipment. To assist in regional and departmental projects. Direct and indirect involvement with medical research. Involvement with matching research to the needs of the community.
<u>ENQUIRIES</u>	: Ms. P.P Thusi (Deputy Nursing Manager): Tel No: (032) 541 9231/9272
<u>APPLICATIONS</u>	: Applications to be forwarded to: The Acting Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.
<u>CLOSING DATE</u>	: 23 August 2019
<u>POST 28/157</u>	: <u>PROFESSIONAL NURSE SPECIALTY (TRAUMA & RESUSCITATION) GRADE 1, 2 REF NO: GJM40/2019 (X1 POST)</u> Component: 029499
<u>SALARY</u>	: Grade 1: R383 226 per annum Grade 2: R471 333 per annum
<u>CENTRE</u>	: General Justice Gizenga Mpanza Regional Hospital
<u>REQUIREMENTS</u>	: Matric /Senior certificate (grade 12) or equivalent qualification Degree /Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse PLUS Registration with SANC as a Professional Nurse PLUS Post basic Diploma Nursing Qualification in Relevant Speciality (Trauma & Emergency / Critical Care Nursing Science) with duration of One Year Accredited with SANC. Proof of current registration (2019 receipt) A minimum of four (4) years appropriate recognizable experience in Nursing after registration as a professional nurse. Proof of current/previous work experience endorsed and stamped by HR must be attached. Grade 2: A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Post – Basic qualification in relevant specialty. Knowledge, Skills and Competencies Required: Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player.
<u>DUTIES</u>	: Provide comprehensive, quality nursing care to patients/clients in a specialty unit in a cost effective and efficient manner. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Ensuring clinical nursing practice by the nursing team in accordance with

the Scope of Practice and nursing standard as determined by the relevant health facility. Ensure accurate record keeping for continuity of patient care and statistical purposes. Manage the unit in the absence of the supervisor. Manage the utilization of all the resources within the unit efficiently and effectively. Ensure that all equipment is available, checked and functional. Assist in the evaluation of EPMDS of staff within the unit. Order and monitor the appropriate levels of consumables. Promote a safe, healthy and therapeutic environment for patients, staff and public. Maintain competence in the execution of her /his duties while managing high standards of performance including for others. Work as part of the multidisciplinary team to ensure good nursing care. Assist in the implementation of priority programmes such as National Core Standards, IPC & Ideal Hospital and all other programmes related to quality assurance. Able to plan and organize own work and that of other staff based on the objectives of the unit. Complete patient related data and partake in research. Do readjustment of staff as required on the shift to provide adequate nursing cover. Ensure that patients receive quality nursing care through effective communication, coordination of services and liaison with all disciplines. Provide direct and indirect supervision of all staff in the unit and give guidance. Identify and participate in the analysis and formulation of nursing policies and procedures.

**ENQUIRIES
APPLICATIONS**

: Mrs T.H Mthembu (Assistant Manager Nursing) Tel No: 032- 437 6173/6111
: Applications to be forwarded to: Human Resources Department, Postal address The Human Resource Manager, General Justice Gizenga Mpanza Regional Hospital, Private Bag x10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

**FOR ATTENTION
NOTE**

: Mr. S. Govender (Human Resource Manager)
: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St17/2019 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE

: 30 August 2019

POST 28/158

: **ASSISTANT DIRECTOR - SYSTEMS REF NO: MONT 09/2019**

**SALARY
CENTRE
REQUIREMENTS**

: R376 596 per annum (Level 09)
: Montebello Hospital
: National Senior Certificate (Grade 12) OR equivalent qualification plus an appropriate Bachelor's Degree or National Diploma in Public Management/Administration. At least 5 years' experience in systems environment, 3 years of which must be supervisory experience. At least Code 08 driving license. Proof of current and previous experience endorsed by the Human Resource Department must be attached.

DUTIES

: Manage and control support services namely: Information Technology, Cleaning Services, Telecommunication, Registry, Reprographic, Services, Maintenance Services, Gardening Services, Patient Administration Services, Mortuary Services,

Housekeeping, Security Services, Laundry Services, Transport Services and Waste Management Services. Ensure that all Information systems are maintained so as to provide reliable, valid, timeous processing of information. Monitor the provisions of all hotel services and facilities by contractors in order to ensure contract adherence, ensure compliance with service level agreement and highest level of quality. Ensure proper management of staff in line with the EPMDS policy of the department. Provide Technical advice to management team in respect of operations. Ensure that standby and emergency facilities are properly maintained. Contribute as a member of multi-disciplinary management team toward the effective and efficient management of the institution. Oversee risk management in the facility. Ensure compliance with disaster and major incidents management plan.

ENQUIRIES
APPLICATIONS

FOR ATTENTION
NOTE

: Mrs BR Msomi Tel No: (033) 506 7000
: Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236
: 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 License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE

: 16 August 2019

PROVINCIAL TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups. The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

APPLICATIONS

FOR ATTENTION

CLOSING DATE

NOTE

: KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg 3200
: Mr VT Mdlalose
: 16 August 2019
: Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with originally certified copies of your qualification including an academic record for all relevant qualification and a Matric certificate. Kindly attach an originally certified copy of a Driver's license if required and your ID/Passport. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), and job description for current position and a letter from the respective Human Resources for occupying acting positions. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. Successful candidates will be subjected to security screening prior employment.

The department will conduct reference checks with the HR of current and/or previous employer(s) part from the referees listed. Target: African Male, African Females and people with disabilities who meet the requirements.

OTHER POST

POST 28/159

: BOIMETRICS SYSTEM SUPPORTER REF NO: KZN PT19/29

Purpose: To provide functional Biometric Access Control System (BACS) support service to all provincial system users.

SALARY

: R316 791 per annum

CENTRE

: KZN Provincial Treasury

REQUIREMENT

: NQF level 6 National Diploma/ NQF level 7 Degree in IT/ Financial Information Systems. A Minimum of 3 years' experience in an IT Security Access Control System environment A valid driver's license, and in the case of persons with disabilities who are unable to personally drive, proof of the ability to meet work related travel commitments is required. Computer literacy. Key Responsibilities: Render provincial BACS support services. Perform BACS Enrolment Officer functions for the Province. Implement new/revised/versions of BACS. Compile management reports pertaining to BACS. Ensure proper utilization and safe guard of assets within the division. Knowledge, Skills and Competencies: Extensive knowledge of the Biometric System. Knowledge of smartcard and finger printer scanner technology. Working knowledge of the Basic Accounting System (BAS) and relevant prescript to BACS. Working knowledge of the HARDCAT system. National Treasury circulars. Basic understanding of the PERSAL salary system. Knowledge of National Regulations. Knowledge, Financial Regulations. Public Finance Management Act. Basic knowledge of the other systems used by Departments in the Province. Good verbal and written Communication skills. Project management. Interpersonal relations. Problem solving skills. Analytical. Change Management. Presentation. Self-disciplined and able to work under pressure within minimum supervision. Customer relations.

ENQUIRIES

: Mr K Mqadi Tel No: (033) 897 4585

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

: Direct or hand deliver applications to the addresses as indicated below:

Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3200 For Attention: Ms PN Mkhize.

EThekweni North, EThekweni South and ILembe Districts: The District Director Department of Social Development, Private Bag X1503 Durban: 4000 or hand deliver to: 214 Dr Pixley KaSeme Street, 8th Floor Durban 4000. Attention: Ms TN Ndlovu.

UMgungundlovu, UGu and Harry Gwala Districts): The District Director: Department of Social Development, Private Bag X1724, Pietermaritzburg: 3200 or hand deliver to 158 Langalibalele Street, Pietermaritzburg 3201. For Attention: Mr MN Mhlongo.

Zululand District: The District Director Department of Social Development, Private Bag X13 ULUNDI, 3838 or hand deliver to King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3, Ulundi, 3838. Attention: Ms FN Ntombela.

Umkhanyakude District: The District Director: Department of Social Development, P. O. Box 246; Mbazwana; 3974 or hand deliver to Ngwenya Properties; Sodwana Bay Road; Mbazwana; 3974. For Attention: Mr NH Siyaya.

King Cetshwayo District: The District Director: Department of Social Development, Private Bag X02 Empangeni Rail, 3910 or hand deliver to 10 Bronze Street, Empangeni Rail, 3910. Attention: Ms NS Mbokazi.

UMzinyathi District: The District Director: Department of Social Development, Private Bag X2057 Dundee, 3000 or hand deliver to 50 Gray Street, Dundee, 3000. Attention: Mr CM Ndaba.

Amajuba District: The District Director: Department of Social Development, Private Bag X6680; Newcastle; 2940 or hand deliver to 941 Church Street, Charlestown; 2940. Attention: Mr TM Nguse.

UThukela District: The District Director: Department of Social Development; Private Bag X9917 Ladysmith; 3370 or hand deliver to 108 Rholihlahla Street; Peters; Ladysmith; 3370. For Attention: Mr PM Mpanza.

CLOSING DATE
NOTE

: 16 August 2019
: Applications must be submitted on form Z83 and should be accompanied by a CV and original certified copies of all educational qualifications, Identity document and a valid driver's license required by the post advertised. Applications must be forwarded to relevant address. Applicants must indicate the reference number of the post applied and the centre on Form Z83. Application forms Z83 (Application for Employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. Applicants who will promote the achievement of employment equity targets and who meet minimum appointment requirements will be given preference. The employment is subject to signing of the employment contract and annual performance agreement. The candidates will be required to undergo security clearance, competency based assessment and to disclose financial interests in accordance with relevant prescripts. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful.

MANAGEMENT ECHELON

POST 28/160

: **DEPUTY DIRECTOR-GENERAL: SOCIAL SERVICES REF NO: DSD75/02/2019HO**
(Re-advertisement)

SALARY
CENTRE
REQUIREMENTS

: R1 521 591 per annum (Level 15) (all-inclusive remuneration package)
: Head Office
: Qualifications: Honours Degree (NQF level 8) as recognized by SAQA, in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with the South African Council for Social Services Profession as a Social Worker. 8-10 years of experience at a Senior Managerial level. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Policy analysis; Public Service Regulations; Labour Relations Act and relevant Regulations; Public Service Act; Social Welfare Laws; Community Development; Administrative Law; Research Methodology; PFMA and Treasury Regulations; Provincial Growth and Development Plan; Organizational behavior analysis; Employee Performance Management and Development Systems. Skills/ Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

DUTIES

: Manage the provision of social services; Manage the provision of community development; Integrate, coordinate and manage service delivery at District Offices; Manage the provision of quality assurance services; Provide leadership and strategic direction to the Branch and inputs to the Department strategy; Manage resources of the branch.

ENQUIRIES

: Ms NG Khanyile Tel No: (033) 348 5518

POST 28/161

: **CHIEF DIRECTOR: STRATEGY AND SYSTEMS REF NO: DSD76/02/2019HO**
(Re-advertisement)

SALARY
CENTRE
REQUIREMENTS

: R1 251 183 per annum (Level 14) (all-inclusive remuneration package)
: Head Office
: Qualifications: Bachelor's Degree in Public Administration (NQF Level 7); A valid driver's license, A minimum of 5 years' experience at a senior managerial level in strategy and planning environment. Knowledge: Working knowledge of the Public

		Service; Policy Analysis and development; Public Service Act and Regulations; Labour Relations Act and Relevant Regulations; Interpretation of Statute; Administrative Law; Research Methodology; PFMA and Treasury Regulations; Organizational behavior analysis; Strategic business management; Ministerial Handbook; Social Dynamics of KwaZulu-Natal Communities; Basic Conditions of Employment Act; Promotion of Equality and Prevention of Unfair Discrimination Act and other relevant Acts/Legislative Mandates. Skills/ Core competencies: communication; Computer; presentation; interpersonal relations; strategic planning; Analytical; financial management, Time management; conflict management; problem solving, relationship management; Decision making; change management; leadership; research; organizational; project management; Report writing.
<u>DUTIES</u>	:	Ensure the provision of integrated analysis and policy coordination services; Manage institutional performance assessment and programmes evaluation services; Manage and implement organizational development, change management and service delivery; Manage the provision of communication services and stakeholder management; Manage and facilitate the provision of information communication and technology management services; Provide leadership and strategic direction to the Chief Directorate and inputs to the Department strategy; Manage the resources of the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms NG Khanyile Tel No: (033) 348 5518
<u>POST 28/162</u>	:	<u>DIRECTOR: HIV/AIDS AND SUPPORT REF NO: DSD01/02/2019HO</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 5 years' experience at a middle/senior managerial level in social work environment; A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Social Welfare Laws; Community Development Laws; Public Finance Management Act and Treasury Regulations; Employment Equity Act; Research Methodology; National Development Plan; Youth Development Policy; Community Outreach; Service Delivery Frameworks; Employee Performance Management and Development System. Skills/Core Competencies: Strategic capability and leadership; People management and empowerment; Financial management; Change Management; Programme and Project Management; knowledge Management; service delivery innovation; Problem solving and analysis; client orientation and customer focus; communications skills; research; presentation; facilitations; language; Policy analysis; computer literacy and numeracy.
<u>DUTIES</u>	:	Manage the provision of care and support to those affected and infected with HIV/AIDS; Manage the provision of Social Relief of Distress; Ensure integration of HIV/AIDS support services with other stakeholders; Manage the development and implementation of policies; Provide leadership and strategic direction to the Directorate and input to the Department Strategy; Manage resources of the Directorate.
<u>ENQUIRIES</u>	:	Ms PF Luthuli Tel No: (033) 264 2053
<u>POST 28/163</u>	:	<u>DIRECTOR: UTHUKELA DISTRICT REF NO: DSD02/02/2019UTH</u> (Re-advertisement)
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (all-inclusive remuneration package)
<u>CENTRE</u>	:	uThukela District
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 5 years' experience at a middle/senior managerial level; A valid Driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act and Treasury Regulations; Fraud Prevention Strategies; Social Welfare Laws; Labour

		Relations Act; Non-Profit Organizations Act; Basic Conditions of Employment Act; Procurement Legislation; Public Participation; Employee Performance Management and Development System; Community Outreach; Service Delivery Framework; Provincial Growth and Development Plan. Skills/Core 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; Communication; Computer; Facilitation; Presentation.
<u>DUTIES</u>	:	Ensure the rendering of effective and efficient social welfare services; Ensure the rendering of effective and efficient community development services; Undertake service delivery quality assurance; Ensure the rendering of financial management services; Ensure the rendering of effective and efficient corporate support services; Provide leadership and strategic direction to the District and input to the Department Strategy; Manage resources of the District.
<u>ENQUIRIES</u>	:	Ms NPD Hlatshwayo Tel No: (036) 634 6600
<u>POST 28/164</u>	:	<u>DIRECTOR: OLDER PERSONS AND PERSONS WITH DISABILITIES REF NO: DSD03/02/2019HO</u> (Re-advertisement)
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with the South African Council for Social Services Profession as a Social Worker; A valid driver's license; A minimum of 5 years' experience at a middle/senior managerial level in the social work environment. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Knowledge of policy analysis and development; Labour Relations Act; Welfare Laws; Research Methodology; Public Finance Management Act; Treasury Regulations; Organizational behavior analysis; Strategic business management; Employee Performance Management and Development System. Skills/ Core competencies: Strategic capability and leadership; People management and empowerment; financial management; change management; Programme and project management; knowledge management; Services delivery innovation; Problem solving and analysis; Client orientation and customer focus; Communication; Research; Presentation; Facilitation; Language; Policy analysis; Computer literacy; Numeracy.
<u>DUTIES</u>	:	Manage and facilitate the provision of services to older persons; Manage and facilitate the provision of services to persons with disabilities; Manage the development and implementation of policies; Provide leadership and strategic direction to the Directorate and input to the Department Strategy; Manage resources of the directorate.
<u>ENQUIRIES</u>	:	Ms PF Luthuli Tel No: (033) 264 2053
<u>POST 28/165</u>	:	<u>DIRECTOR: KING CETSHWAYO DISTRICT REF NO: DSD04/02/2019KING</u> (Re-advertisement)
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (all-inclusive remuneration package)
<u>CENTRE</u>	:	King Cetshwayo District
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker; Proof of Current Registration with the South African Council for Social Services Professions as a Social Worker; A valid driver's license; a minimum of 5 years of experience in middle/senior managerial level. Knowledge: Constitution of the Republic of South African; Public Service Act and Regulations; Labour Relations Act; Public Finance Management Act; Treasury Regulations; Fraud Prevention Strategies; Welfare Laws; Non-Profit Organizations Act; Basic Conditions of Employment Act; Employee Performance Management and Development System; Public Participation; Service Delivery Frameworks; Social dynamics of KwaZulu-Natal Communities; Provincial Growth and development Plan. Skills/Core

		Competencies: Strategic capability and leadership; People management and empowerment; Financial management; Change management; Programme and project management; Knowledge management; Service delivery innovation; Problem solving and analysis; Client orientation and customer focus; Communication; Research; Presentation; Facilitation; Language; Computer literacy; Numeracy.
<u>DUTIES</u>	:	Manage the provision of social welfare services; Manage the provision of services to children and families; Manage the provision of restorative services; Manage and facilitate the provision of community development; Manage the provision of quality assurance; Manage the provision of corporate services; Provide leadership and strategic direction to the District and input to the Department Strategy; Manage resources of the District and provide inputs to Policies.
<u>ENQUIRIES</u>	:	Mr RS Byroo Tel No: (035) 874 8502
<u>POST 28/166</u>	:	<u>DIRECTOR: COMMUNICATION SERVICES AND STAKEHOLDER MANAGEMENT REF NO: DSD05/02/2019HO</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Communication Science/ Journalism/ Public Relations. A valid driver's license. A minimum of 5 years of experience in middle/ senior managerial level in communication environment. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Labour Relations Act; Research Methodology; Public Finance Management Act; Treasury Regulations; Employee Performance Management and Development System; Service Delivery Frameworks; Provincial Growth and development Plan. Skills/ Core Competencies: Strategic capability and leadership; People management and empowerment; Financial management; Change management; Programme and project management; Knowledge management; Service delivery innovation; Problem solving and analysis; Client orientation and customer focus; Communication; Research; Presentation; Facilitation; Language; Computer literacy; Numeracy.
<u>DUTIES</u>	:	Manage internal and external communications; Manage marketing and exhibition campaigns; Manage stakeholder and community liaison; manage the development and implementation of policies; Provide leadership and strategic direction to the Directorate and input to the Department Strategy; Manage resources of the Directorate.
<u>ENQUIRIES</u>	:	Mr NM Zul Tel No: (033) 264 5437
<u>POST 28/167</u>	:	<u>DIRECTOR: EXECUTIVE SUPPORT REF NO: DSD07/02/2019HO</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Public Administration/Public Management/ Social Science (NQF Level 7), a valid driver's license, 5-year experience at middle /senior managerial level in Office Management environment. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Labour Relations Act; Employee Performance Management and Development System; Service Delivery Frameworks; Intergovernmental matters. Skills/ Core competencies: Strategic capability and leadership; People Management and Empowerment; Financial Management; Change Management; Programme and Project Management; Knowledge management; Service delivery innovation; Problem Solving and analysis; Client Orientation and customer focus; Communication; Research; Presentation Facilitation; Language and Computer Literacy; Numeracy.
<u>DUTIES</u>	:	Ensure the provision of executive administration support services to the HOD. Provide support services to the Department's management committees. Provide support services to the Department's management committees. Manage HODs special projects. Manage the provision of Inter- Governmental Relations functions. Provide leadership and strategic direction to the Directorate and input to the Department Strategy. Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Ms NG Khanyile Tel No: (033) 348 5518

OTHER POSTS

<u>POST 28/168</u>	:	<u>SERVICE OFFICE MANAGER (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R869 007 per annum (Level 12) (all-inclusive remuneration package)
	:	Obuka Service Office Ref No: DSD08/02/2019OBUK (King Cetshwayo District)
	:	Mbabazane Service Office Ref No: DSD009/02/2019MBAB (UTHukela District)
	:	KwaMsane Service Office Ref No: DSD 10/02/2019KWAMSA (UMkhanyakude District)
	:	Madadeni Service Office Ref No: SD11/02/2019MADAD (Amajuba District)
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services as a Social Worker; Proof of Current Registration with the South African Council for Social Services as a Social Worker; A valid driver's license; 3 to 5 years' junior managerial experience in Social Services. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Legislation pertaining to Social Welfare service delivery; Understanding of SASSA functions; Social dynamics of KwaZulu-Natal communities; Human Resource Management; Labour Relations Act; Service Delivery frameworks; Public Participation; Community outreach; Employee Performance Management and Development System. Skills: Communications; Interpersonal relations; Report writing; Financial management; Change management; Time management; Project management; Leadership; Diversity management; Decision Making; Counseling; Service delivery innovation; Client orientation and customer focus; Presentation; Facilitation; Problem Solving and analysis; Conflict Resolution; Interviewing; Computer literacy; Numeracy; Language skills.
<u>DUTIES</u>	:	Provide Social Welfare Services; Provide Community Development Services; Ensure the provision of Corporate Support Services; Ensure the implementation of Departmental policies and other relevant legislation in the day to day running of the office; Manage the resources of the Service Office.
<u>ENQUIRIES</u>	:	Ms TFP Khuzwayo (Obuka Service Office) Tel No: (035) 797 1004 Ms NPD Hlatshwayo (Mbabazane Service Office) Tel No: (036) 634 6656 Ms B Mchunu (KwaMsane Service Office) Tel No: (035) 571 1000 Mr DBB Msimango. (Madadeni Service Office) Tel No: (034) 317 2529
<u>POST 28/169</u>	:	<u>MANAGER: SOCIAL WORK POLICY: YOUTH AND COMMUNITY BASE CARE: ECD AND PARTIAL CARE SERVICES GRADE 1 - 2 REF NO: DSD12/02/2019HO</u>
<u>SALARY CENTRE</u>	:	R755 598 - R1 045 935 per annum
	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A valid driver's license; A minimum of 10 years' experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Labour Relations Act; Professional counseling; Research Methodology; Service delivery frameworks; Policy development and analysis; Ability to compile complex reports; Employee Performance Management and Development System. Skills: Change management; Counseling; Problem solving and analysis; Report writing; Policy development; Organizational; Communication; Interpersonal relations; Financial management; Research; Networking; Presentation; Facilitation; Monitoring and evaluation; Programme and Project management; Language; Computer literacy and Numeracy.
<u>DUTIES</u>	:	Keep up to date with new developments in the youth and community based care; ECD and partial care services to children and the youth; Plan and ensure that youth and community – based care; ECD and partial care services on policy research and development are undertaken; Develop policies and strategies

		relevant to Youth and Community – based care; ECD and Partial care services; Manage resources of the sub-directorate.
<u>ENQUIRIES</u>	:	Ms B Sophazi Tel No: (033) 264 2175
<u>POST 28/170</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL REPORTING AND INTERNAL CONTROL REF NO: DSD13/02/2019HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11) (all-inclusive remuneration package)
	:	Head Office
	:	Qualifications: National Diploma/ Bachelor's Degree in Accounting, Management Accounting, Finance/ Auditing. A Minimum of 3-5 years' Junior Management experience in Financial Management. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Basic Accounting System; Service delivery frameworks; Government Financial Processes; National Treasury Practice Notes; Provincial Treasury Practice Notes; Employee Performance Management and Development System. Skills: Communication; Planning; Leadership; Decision making; Problem solving; Interpersonal relations; Report Writing and General (Academic) writing skills; Financial management; Budgeting systems; Analytical; Driving.
<u>DUTIES</u>	:	Manage the Compilation of Annual Financial Statements and Interim Financial Statements; Formulate creative solutions to enhance appropriate record management, credible information and monitor reporting frameworks and timelines; Manage the provision of relevant training on financial procedures; Develop policies and strategies aimed at improving services delivery; Manage resources of the Sub-directorate.
<u>ENQUIRIES</u>	:	Mr BS Ndaba Tel No: (033) 264 5412
<u>POST 28/171</u>	:	<u>DEPUTY DIRECTOR: INTERGRATED ANALYSIS, PROVINCIAL PLANNING AND REPORTING REF NO: DSD14/02/2019HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11) (all-inclusive remuneration package)
	:	Head Office
	:	Qualifications: National Diploma/ Bachelor's Degree in Public Administration/ Management/ Monitoring and Evaluation. A minimum of 3-5 years' Junior Management experience in monitoring and evaluation. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Government-wide Monitoring and Evaluation System; Policy analysis and development; Labour Relation Act; Public Finance Management Act; Organization behavior analysis; Strategic business management; Employee Performance Management and Development System. Skills: Change Management; Strategic planning; Analytical thinking; Interpersonal relations; Facilitation; Presentation; Financial Management; Project Management; Problem solving; Driving.
<u>DUTIES</u>	:	Manage and coordinate the provision of integrated analysis; Manage and coordinate the provision of provincial planning and reporting; Develop policies and strategies aimed at improving service delivery; Manage resources of the Sub-directorate.
<u>ENQUIRIES</u>	:	MR PR Madela Tel No: (033) 264 5411
<u>POST 28/172</u>	:	<u>DEPUTY DIRECTOR: PROPERTY MANAGEMENT, OPERATING & MAINTENANCE REF NO: DSD15/02/2019HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11) (all-inclusive remuneration package)
	:	Head Office
	:	Qualifications: National Diploma/ Bachelor's Degree in Property Management/ Real Estate, A minimum of 3-5 years' Junior Management experience in Property management/ Real Estate environment. A valid driver's license. Knowledge: Constitution of Republic of the South Africa; Public Service Act and Regulations; Public Finance Management Act, Treasury Regulations; Knowledge of BAS; Employee Performance Management and Development System; National Treasury Instructions Notes Provincial Treasury Practice Notes; Service Delivery

		Frameworks Skills: Communication; Computer Literacy; Presentation; Facilitation; Report Writing; Interpersonal relation; Negotiation; Driving.
<u>DUTIES</u>	:	Administer the acquisition of land and facilities. Ensure efficient and effective facilities management system. Plan and prioritize the renovation and programmed maintenance on infrastructure. Develop policies and strategies aimed at improving service delivery. Manage resources of the Sub-Directorate
<u>ENQUIRIES</u>	:	Mr HB Ngwane Tel No: (033) 348 5590
<u>POST 28/173</u>	:	<u>ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT: POVERTY ALLEVIATION, SUSTAINABLE LIVELIHOODS AND COMMUNITY MOBILISATION: UMGUNGUNDLOVU DISTRICT GRADE 1-2 REF NO: DSD16/02/2019UMGU</u>
<u>SALARY</u>	:	R486 735 - R654 129 per annum
<u>CENTRE</u>	:	UMgungundlovu District
<u>REQUIREMENTS</u>	:	Qualifications: National Diploma/ Bachelor's Degree in Development Studies/ Community Development/ Social Sciences. A valid driver's license. A minimum of 8 years' experience in Community Development field/ arena. Knowledge: Understanding of individual and group behavior; its inter-relations within community structures; dynamic of the community and current legislation to enable interventions; Ability and competence to manage community development structures and projects; The ability to influence individuals and groups to participate in their own self-empowerment ventures; Public Service Management Act; Labour Relations.; Employee Performance Management and Development System. Skills: Problem Solving; Conflict resolution; Computer literacy; Written and verbal communication; Complex research; Financial Management; Presentation; Project management; Policy formulation and implementation; Driving.
<u>DUTIES</u>	:	Coordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient; effective and economical utilization of resources by the service delivery area(s); Coordinate and manage a Poverty Alleviation, Sustainable Livelihoods and Community Mobilisation service delivery area(s) to ensure that an efficient and effective community development services is delivered through the proper utilization of human, financial and physical resources; Keep up to date with new developments in the Poverty Alleviation, Sustainable Livelihoods and Community Mobilisation and Management fields to enhance service delivery; Plan and ensure that research on Poverty Alleviation, Sustainable Livelihood and Community Mobilisation is undertaken.
<u>ENQUIRIES</u>	:	Mr BAS Kali Tel No: (033) 395 9653
<u>POST 28/174</u>	:	<u>SOCIAL WORKER: CRIME PREVENTION AND SUPPORT GRADE 1- 2REF NO: DSD17/02/2019ILEMB</u>
<u>SALARY</u>	:	R384 228 – R714 795 per annum
<u>CENTRE</u>	:	ILEmbe District
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 7 years' appropriate experience in Social Work after registration as a Social Worker with SACSSP. A Valid driver's license. Knowledge: Public Service Act and Regulations; Batho-Pele principles; Understanding of human behavior and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing;

	Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving.
<u>DUTIES</u>	: Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Keep up to date with new developments in the social work and Social Welfare fields of probation services and perform all the administrative functions require of the job.
<u>ENQUIRIES</u>	: Ms AD Adam Tel No: (031) 336 8818
<u>POST 28/175</u>	: <u>SOCIAL WORKER: OLDER PERSONS: UMKHANYAKUDE DISTRICT GRADE 1- 2 REF NO: DSD18/02/2019UMKH</u>
<u>SALARY</u>	: R384 228 – R714 795 per annum
<u>CENTRE</u>	: uMkhanyakude District
<u>REQUIREMENTS</u>	: Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 7 years' appropriate experience in Social Work after registration as a Social Worker with SACSSP. A Valid driver's license. Knowledge: Public Service Act and Regulations; Batho-Pele principles; Understanding of human behavior and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing; Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving.
<u>DUTIES</u>	: Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Keep up to date with new development in the social work and Social Welfare fields of probation services and perform all the administrative functions as required of the job.
<u>ENQUIRIES</u>	: Ms B Mchunu Tel No: (035) 571 1000
<u>POST 28/176</u>	: <u>SOCIAL WORK SUPERVISOR GRADE 1- 2 (X17 POSTS)</u>
<u>SALARY</u>	: R384 228 – R 714 795 per annum
<u>CENTRE</u>	: UMzimkhulu Service Office Ref No: DSD19/02/2019UMZ (Harry Gwala District) (X5 Posts) Port Shepstone Service Office Ref No: DSD20/02/2019PORT (UGu District) (X2 Posts) Umlazi Service Office Ref No: DSD21/02/2019UMLAZ (EThekwinini South District) (X2 Posts) Obuka Service Office Ref No: DSD22/02/2019OBUK (King Cetshwayo District) (X2 Posts) Mbabazane Service Office Ref No: DSD23/02/2019MBAB (UThukela District) KwaMashu Service Office Ref No: DSD24/02/2019KWAM (EThekwinini North District) (X4 Posts) Mahlabathini Service Office Ref No: DSD25/02/2019MAHL
<u>REQUIREMENTS</u>	: Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A valid driver's license; A minimum of 7 years' recognizable experience in Social Work after registration as a Social Worker with SACSSP. Knowledge: Public Service Act and Regulations; Batho-Pele principles; Knowledge and

	understanding of human behavior and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers Grade 1; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing; Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving.
<u>DUTIES</u>	: Ensure that social work service with regard to care; support; protection and development of vulnerable individuals; groups; families and communities through the relevant programmes is rendered; Supervise and advise Social Workers; Social Auxiliary Workers and Student Social Workers to ensure an effective social work service; Keep up to date with the new developments in the social work field; Supervise all administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	: Mr MN Njomi (Umzimkhulu Service Office) Tel No: (079) 494 8856 Ms TS Sonjica (Port Shepstone Service Office) Tel No: (039) 682 4486 Ms SP Tantsi (Umlazi Service Office) Tel No: (035) 797 1004 Ms NPD Hlatshwayo (Mbabazane Service Office) Tel No: (036) 634 6656 Ms MN Myeni (KwaMashu Service Office) Tel No: (031) 0 530 Mrs BT Mbuyazi (Mahlabathini Service Office) Tel No: (035) 873 8200
<u>POST 28/177</u>	: <u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (X8 POSTS)</u>
<u>SALARY CENTRE</u>	: R376 596 per annum (Level 09) : Harry Gwala District Ref No: DSD26/02/2019HARRY Ugu District Ref No: DSD27/02/2019UGU Ethekwini South District Ref No: DSD28/02/2019ETHSD Ilembe District Ref No: DSD29/02/2019ILEMB Umkhanyakude District Ref No: DSD30/02/2019UMKHA King Cetshwayo District Ref No: DSD31/02/2019KING Umzinyathi District Ref No: DSD32/02/2019UMZI Amajuba District Ref No: DSD33/01/2019AMAJ
<u>REQUIREMENTS</u>	: Qualifications: National Diploma / Bachelor's Degree in Human Resource Management/ Public Administration/Management /Business Administration; A minimum of 3-5 years' administrative experience in Human Resource. A valid driver's license. Knowledge: Public Service Act and Regulations; Labour Relations Act; Skills Development Act; Treasury Regulations; Basic Conditions of Employment Act; Public Finance Management Act; Employee Performance Management and Development System; Service Delivery Frameworks; Occupational Health and Safety Act and Collective Agreements. Skills: Communication; Language; Listening; Organising; Report writing; Computer literacy; Interpersonal relations; Problem solving; Time management; Project management; Presentation; Negotiating; Financial management, Driving and PERSAL.
<u>DUTIES</u>	: Provide human resource administration services; administer the provisioning of human resource development; administer labour relations services; administer employee wellness programmes; Administer PERSAL support services; Provide advice; guidance and inputs to policies; manage the resources of the District.
<u>ENQUIRIES</u>	: Ms TW Gazu (Harry Gwala District) Tel No: (033) 395 9654 Mr S Govender (Ugu District) Tel No: (033) 395 9732 Ms TN Ndlovu (EThekweni South District) Tel No: (031) 336 8705 Ms R Singh (Ilembe District) Tel No: (031) 336 8718 Ms NS Mbokazi (King Cetshwayo) Tel No: (034) 212 4860 Mr TM Nguse (Amajuba District) Tel No: (017) 735 3822

<u>POST 28/178</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING (X8 POSTS)</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Harry Gwala District Ref No: DSD34/02/2019HARRY Ugu District Ref No: DSD35/02/2019UGU Ethekwini South District Ref No: DSD36/02/2019ETHS ILembe District Ref No: DSD37/02/2019ILEM Umkhanyakude District Ref No: DSD38/02/2019UMK King Cetshwayo District Ref No: DSD39/02/2019KING Umzinyathi District Ref No: DSD40/02/2019UMZ Amajuba District Ref No: DSD41/02/2019AMAJ
<u>REQUIREMENTS</u>	:	Qualifications: National Diploma/ Bachelor's Degree in Financial Management/ Accounting; A minimum of 3-5 years' administrative experience in Financial Management. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act and Treasury Regulations; Basic Accounting System (BAS); National and Provincial Treasury Practice Notes; Labour Relations Act; PERSAL; Employee Performance Management and Development System. Skills: Language; Listening; Computer literacy; Presentation; Interpersonal; Driving; Report Writing; Problem solving; Analytical thinking; Communications; Financial Management; Time Management; Numeracy.
<u>DUTIES</u>	:	Administer the provision of financial accounting; Administer management accounting; Manage payment of subsidies to Welfare Organizations; Manage Physical Facilities in the District; Provide advice, guidance and inputs to policies; Manage resources of the Division.
<u>ENQUIRIES</u>	:	Mr AA Peters (Harry Gwala and Ugu Districts) Tel No: (033) 395 9654 Mr E Ngidi (EThekwinini South and ILembe Tel No: (035) 874 8520 Ms NS Mbokazi (King Cetshwayo) Tel No: (035) 787 0008 Mr PP Ndaba (UMzinyathi and Amajuba Districts) Tel No: (036) 635 6609
<u>POST 28/179</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL REPORTING AND INTERNAL CONTROL REF NO: DSD42/02/2019HO (X2 POSTS)</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: National Diploma/ Bachelor's Degree in Accounting, Management Accounting, Finance/ Auditing. A Minimum of 3-5 years' administrative experience in Finance/ Auditing/ Management Accounting. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Basic Accounting System; Service Delivery Frameworks; Government Financial Processes; National Treasury Practice Notes; Provincial Treasury Practice Notes; Employee Performance Management and Development System. Skills: Communication; Planning; Team development; Decision making; Problem solving; Report Writing and General (Academic) writing; Financial management; Budgeting systems; Analytical; Driving.
<u>DUTIES</u>	:	Administer the compilation of Annual Financial Statements and Interim Financial Statements; Administer the submission of Annual Financial Statements to the Auditors-General and Provincial Treasury; Administer the formulation of creative solutions to enhance appropriate record management, credible information and monitor reporting frameworks and timelines; Provide advice, guidance and input to policies; Manage resources of the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr BS Ndaba Tel No: (033) 264 5412
<u>POST 28/180</u>	:	<u>ASSISTANT DIRECTOR: MOVABLE ASSETS REF NO: DSD43/02/2019HO</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: National Diploma/ Bachelor's Degree in Supply Chain Management/ Financial Management/ Public Management/ Administration. A valid driver's license. A minimum of 3-5 years' Administrative experience in Asset

		Management Environment. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; HardCat System; Basic Accounting System; Supply Chain Management Framework Act; Assets Management Framework Act; Human Resource Management Policies; GAAP and GRAP; Microsoft Application and relevant Practice Notes; Employee Performance Management and Development System. Skills: Communication; Computer Literacy; Interpersonal relations; Problem solving; Financial Management; Presentation; Analytical thinking; Driving.
<u>DUTIES</u>	:	Administer the asset register; Manage the HardCat System; Ensure management and verification of assets on annual base; Establish proper control mechanisms for all departmental assets; Manage the disposal of movable assets; Provide advice and guidance and input to policy; Manage resource of the Division.
<u>ENQUIRIES</u>	:	Ms W Mkondweni Tel No: (033) 264 2039
<u>POST 28/181</u>	:	<u>ASSISTANT DIRECTOR: INFRASTRUCTURE PLANNING AND DELIVERY REF NO: DSD44/02/2019HO</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: National Diploma/ Bachelor's Degree in Civil Engineering/ Architecture. A minimum of 3-5 years' Administrative experience in Infrastructure Planning and Delivery. A valid driver's license. Knowledge: Constitution of the Republic of South Africa, Public Service Act and Regulations; Public Finance Management Act; Planning and Management of construction of physical facilities; Land Regulation and SA Development Trust; National Building Regulations; Labour Relations Act; Policies with regard to physical facilities. Skills: Communication; Writing; Decision making; Analytical and innovative thinking; Computer literacy; Interpersonal relations and networking; Problem solving; Financial Management; Time Management; Project Management; Planning and Organizing; Driving.
<u>DUTIES</u>	:	Administer compliance, quality and physical progress for all infrastructure projects and compile reports; Provide efficient consolidation of infrastructure delivery processes; Provide technical advice and support on infrastructure projects; Implement and maintain norms and standards for departmental facilities; Undertake short and long term project planning; Provide advice, guidance and input to policies; Management resources of the Division.
<u>ENQUIRIES</u>	:	Mr HB Ngwane Tel No: (033) 348 5590
<u>POST 28/182</u>	:	<u>COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1-2 (X2 POSTS)</u>
<u>SALARY</u>	:	R363 801 – R 516 375 per annum
<u>CENTRE</u>	:	Obuka Service Office Ref No: DSD45/02/2019OBUK (King Cetshwayo District) Mbabazane Service Office Ref No: DSD46/02/2019MBAB (UThukela District)
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Community Development / Development Studies/ Social Sciences; A minimum of 7 years' experience in Community Development field/ Arena; A valid driver's license; Knowledge: Public Service Act and Regulations; Batho Pele principles; Understanding of human behavior and social system and legislation to assist with interventions at the point where people interact with their environments in order to promote self- empowerments; Ability and competence to coordinate community development structures; Understanding of social dynamics of communities; Employee Performance Management and Development System. Skills: Planning and organizing; Communication (verbal and written); Financial Management; interpersonal; presentation; monitoring and evaluation; people management; project management; Research and report writing; problem solving; Computer literacy; numeracy; language and driving.
<u>DUTIES</u>	:	Supervise the identification; facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems; Supervise and support community development practitioners to ensure that there is communication and co- ordination with all relevant role players; internal and external departments/ provinces; NGO's local community structures and faith based organizations to facilitate intersectional collaboration;

		integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community; Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery; Supervise and advise community development practitioners to ensure an efficient and effective service.
<u>ENQUIRIES</u>	:	Ms TFP Khuzwayo (Obuka Service Office) Tel No: (035) 797 1004 Ms NPD Hlatshwayo (Mbabazane Service Office) Tel No: (036) 334 6656
<u>POST 28/183</u>	:	<u>CORPORATE SUPPORT OFFICER (X9 POSTS)</u>
<u>SALARY CENTRE</u>	:	R316 791 per annum (Level 08)
	:	Vulamehlo Service Office (UGu District) REF NO: DSD47/02/2019VULA
	:	Hlanganani Service Office (Re-advertisement) Ref No: DSD48/02/2019HHLANGA (Harry Gwala District)
	:	Umzinto Service Office (Re-advertisement) Ref No: DSD49/02/2019UMZI (UGU District)
	:	Mandeni Service Office (Re-advertisement) Ref No: DSD50/02/2019MAND (ILembe District)
	:	Nongoma Service Office (Re-advertisement) Ref No: DSD51/02/2019NONG (Zululand District)
	:	Mondlo Service Office (Re-advertisement) Ref No: DSD52/02/2019MOND (Zululand District)
	:	Kwabadala Centre for the Residential Care of Old Persons (Re-advertisement) Ref No: DSD53/02/2019KWAB (King Cetshwayo District)
	:	Bergville Service Office (Re-advertisement) Ref No: DSD54/02/2019BERG (UThukela District)
	:	Madadeni Service Office (Re-advertisement) Ref No: DSD55/02/2019MADAD (Amajuba District)
<u>REQUIREMENTS</u>	:	Qualifications: National Diploma/ Bachelor's Degree in Public Administration/ Management; A valid driver's license; 3–5 year's Administrative experience at a supervisory level. Knowledge: Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Employee Performance Management and Development System; Basic Conditions of Employment Act; Supply Chain Management Practices and procedures; Service delivery frameworks; Occupational Health and Safety; Labour Relations Act; Batho-Pele Principles; Road Traffic Act; Archives Act. Skills: Interpersonal; Networking; Problem solving; Driving; Time management; Communication; Financial management; Decision making; Report writing; Numeracy; Computer literacy; Language.
<u>DUTIES</u>	:	Provide human resource management services; Monitor financial services of the Service Office/Facility; Provide fleet management services; Provide registry services; Provide personnel supervision.
<u>ENQUIRIES</u>	:	Mr ST Mphuthi (Vulamehlo Service Office) Tel No: (039) 682 7506 Ms MNN Mlambo (Hlanganani Service Office) Tel No: (039) 832 0017 Ms NH Mkhize (Umzinto Service Office) Tel No: (039) 9741 108 Ms HZ Ndlamini (Mandeni Service Office) Tel No: (032) 454 1219 Ms HJ Mthembu (Nongoma Service Office) Tel No: (035) 831 3300 Ms HPT Ndlonzi (Mondlo Service Office) Tel No: (034) 933 0855 Ms PZ Mashazi (Kwabadala Centre for the Residential Care of Old Persons) Tel No: (035) 833 8012 Ms NNN Hadebe (Bergville Service Office) Tel No: (036) 448 1363 Ms NV Ndlovu (Madadeni Service Office) Tel No: (034) 314 3085
<u>POST 28/184</u>	:	<u>STATE ACCOUNTANT: FINANCIAL REPORTING AND INTERNAL COTROL REF NO: DSD56/02/2019HO (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R257 508 per annum. (Level 07)
	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: A National Diploma/Bachelor's Degree in Accounting/ Management Accountant/ Finance/Auditing, A valid driver's license, a minimum of 3-5 years'

		administrative experience in Accounting/ Management Accounting/ Finance/Auditing. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury regulations; Basic Accounting system; Service delivery frameworks; Government Financial Processes; National Treasury Practice Notes; Provincial Treasury Practice Notes. Skills: Communication; Planning; Organizing; Interpersonal relations; Financial management; Analytical; Computer literacy and Driving; Undertake Financial reporting service; Provide input and assistance in the submission of Annual Financial Statements to the Auditor General and Provincial Treasury; Conduct relevant training on Financial Procedures. Ensure safekeeping of documents.
<u>DUTIES</u>		
<u>ENQUIRIES</u>	:	Mr BS Ndaba Tel No: (033) 264 5412
<u>POST 28/185</u>	:	<u>PERSONAL ASSISTANT (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R257 508 per annum. (Level 07)
	:	Head Office
		Security Management Ref No: DSD57/02/2019SECM
		Strategy and Planning Ref No: DSD58//02/2019STRAT
		Financial Accounting Ref No: DSD59/02/2019FIN
		Ilembe District Ref No: DSD60/02/2019ILEMB
<u>REQUIREMENTS</u>	:	Qualifications: National Diploma/ Bachelor's Degree in Office Management/ Management Assistant/ Public Administration/ Management; A minimum of 3-5 years of experience in rendering a support service to senior management. Knowledge: Knowledge on the relevant legislation/policies/prescripts and procedures; Basic knowledge on financial administration. Skills: Language; Good telephone etiquette; Computer literacy; Sound organizational; written communication; Numeracy.
<u>DUTIES</u>	:	Provide secretarial/ receptionist support service to the Director; Provide administrative support services; Provide support to the Director regarding meetings; Support the Director with the administration of the Directors budget; Study the relevant Public Service and Departmental prescripts/ policies and other documents.
<u>ENQUIRIES</u>	:	SP Sishi (Security Management Service) Tel No: (033) 348 5583 Mr PR Madela (Strategy and Planning) Tel No: (033) 264 5411 Ms NM Mawanga (Financial Accounting) Tel No: (033) 264 5434 Ms SM Sikhakhane (Ilembe District) Tel No: (031) 336 8818
<u>POST 28/186</u>	:	<u>ADMINISTRATIVE OFFICER: STRATEGIC PLANNING AND ANALYSIS REF NO: DSD061/02/2019HO</u>
<u>SALARY CENTRE</u>	:	R257 508 per annum. (Level 07)
<u>REQUIREMENTS</u>	:	Head Office
	:	Qualifications: National Diploma/ Bachelor's Degree in Public Management/Administration 3- 5 years' administrative experience in the field of strategic planning and management. A valid driver's license. Knowledge: Constitution of the Republic of South Africa Constitution; Public Service Act and Regulations; Government- Wide Monitoring and Evaluation System; Policy analysis and development; Labour Relations Act; Public Financial Management Act; Organization behavior analysis; Strategic business management. Skills: Communication; Organization; planning; Computer literacy; Analytical thinking; Interpersonal relations; Facilitation; presentation and Driving.
<u>DUTIES</u>	:	Provide assistance in the development of strategic planning services; Provide input in the compilation of Operational Plans; coordinate the compilation of Department's report and compilation of Departmental Project Plans; Administer the development and reviewing of the Departmental Annual Performance plan: Provide secretariat services at Committee meetings.
<u>ENQUIRIES</u>	:	Mr PR Madela Tel No: (033) 264 5411

<u>POST 28/187</u>	:	<u>PROFESSIONAL NURSE: KHANYANI CYCC GRADE 1-3 REF NO: DSD62/02/2019KHANY (X2 POSTS)</u>
<u>SALARY</u>	:	R256 905- R485 475 per annum
<u>CENTRE</u>	:	Khanyani CYCC
<u>REQUIREMENTS</u>	:	Qualifications: National Diploma/ Bachelor's Degree in Nursing; Registration with the South African Nursing Council (SANC) as a Professional Nurse; Proof of Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Nursing care process and procedures; Nursing Statutes; and other relevant legal frameworks; Nursing Act; Occupational Health and Safety Act; Patients' right Charter; Batho-Pele principles; Disciplinary Code and Procedure; Grievance Procedure; etc.; Employee Performance Management and Development System. Skills: Communication; Interpersonal relations; Report writing; Facilitation; Presentation; Problem solving; Analytical thinking; Self-disciplined; Organizing; Computer Literacy; Numeracy; Language.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical/quality patient care); Implement standards; practices; criteria and indicators for quality nursing (quality of practices); Practice 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 stakeholders; Utilize human; material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Mr TM Nguse (Khanyani CYCC Tel No: (017) 735 3822
<u>POST 28/188</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1-3 (X6 POSTS)</u>
<u>SALARY</u>	:	R217 659- R432 459 per annum
<u>CENTRE</u>	:	Phoenix Service Office Ref No: DSD63/02/2019PHOEN (EThekweni North District) Umlazi Service Office Ref No: DSD64/02/2019UMLAZ (EThekweni South District) (X3 Posts) Ndwedwe Service Office Ref No: DSD65/02/2019NDWE (ILembe District) Melmoth Service Office Ref No: DSD66/02/2019MEL (King Cetshwayo District)
<u>REQUIREMENTS</u>	:	Qualifications: National Diploma/ Bachelor's Degree in Community Development/ Development Studies; A Valid Driver's license. Knowledge: Public Service Act and Regulations; Batho-Pele principles; Understanding of human behavior and social system and legislation to assist with interventions at the point where people interact with their environments in order to promote self-empowerments; Knowledge of community development work; skills; attitudes and values of communities; Ability and competence to coordinate community development structures and ability to manage projects; Ability to influence individuals and group to participate in their own self- empowerment; Understanding of social dynamics of communities; Employee Performance Management and Development System. Skills: Computer literacy; Planning and organizing; Communication (verbal and written); Financial Management; Interpersonal; Presentation and facilitation; Monitoring and Evaluation; Project Management; Research; Report writing; Problem solving; Numeracy; Language and Driving.
<u>DUTIES</u>	:	Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players; internal and external (in Departments/ Provinces, NGO'S, local community structures and faith based organizations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.
<u>ENQUIRIES</u>	:	Ms S Moodley (Phoenix Service Office) Tel No: (031) 507 8827 Ms SP Tantsi (Umlazi Service Office) Tel No: (031) 918 8800 Ms XM Shange (Ndwedwe Service Office) Tel No: (032) 533 5021 Ms S Ngcobo (Melmoth Service Office) Tel No: (035) 450 8700

<u>POST 28/189</u>	:	<u>CHILD AND YOUTH CARE SUPERVISOR: KHANYANI CYCC GRADE 1-2 REF NO: DSD67/02/2019KHANY</u>
<u>SALARY</u>	:	R199 188 - R265 320 per annum
<u>CENTRE</u>	:	Khanyani CYCC
<u>REQUIREMENTS</u>	:	Qualifications: National Diploma/ Bachelor's Degree in Child and Youth Care Development; Registration with South African Council for Social Services Professions as a Child and Youth Care Worker; Proof of current Registration with the South African Council for Social Services Professions as Child Youth Care Worker. A minimum 10 years' experience in child and youth care work after obtaining the required qualification. Knowledge: Public Service Act and Regulations; Child justice Act; The Children's Act; Probation Service Act; Prevention and Treatment of drug Dependency Act; Children rights principles Employee Performance Management and Development System; Batho-Pele Principles; Administrative Procedures; New development and methodologies in Child and Youth Care Work. Skills: Communication; Interpersonal relations; Problem solving; Policy analysis; Organizing; Computer literacy; Counselling; Analytical; Presentation; Facilitation; Numeracy; Language.
<u>DUTIES</u>	:	Facilitate and supervise (secure) the caring for and life space interventions for children and young people. Provide supervision in relation to basic life space work to promote the development and care of children and youth. Supervise staff to ensure an effective care service. Keep up to date with new developments in the child and youth care field. Supervise and perform the administration functions.
<u>ENQUIRIES</u>	:	Mr TM Nguse (Khanyani CYCC) Tel No: (017) 735 3822
<u>POST 28/190</u>	:	<u>CHILD AND YOUTH CARE TEAM LEADER GRADE 1-2 (X3 POSTS)</u>
<u>SALARY</u>	:	R157 245 – R217 659 per annum
<u>CENTRE</u>	:	Khanyani CYCC (Amajuba District) Ref No: DSD68/02/2019KHANY (X2 Posts) Zakhe CYCC- (EThekweni North District) Ref No: DSD69/02/2019ZAKH
<u>REQUIREMENTS</u>	:	Qualifications: National Diploma/ Bachelor's Degree in Child and Youth Care Development; Registration with the South African Council for Social Services Professions as a Child and Youth Care Worker; Proof of Current Registration with the South African Council for Social Services Professions as a Child and Youth Care Worker; A minimum of 7 years' experience in Child and Youth Care work after obtaining the required qualification. Knowledge: Public Service Act and Regulations; Batho-Pele Principles; The Children's Act; Child Care Act; Children rights principles; Standard operation procedure on routine Programmes; Developmental approach to therapeutic work; Understanding the basic needs of children and youth; Developmental Programmes; Developmental assessment procedures; Lifespan development theories for application in child and youth care work; Rules and procedures of the child and Youth Care Centre. Skills: Communication; Problem Solving; Interpersonal relations; Organizing; Counselling; Computer literacy; Numeracy; Language.
<u>DUTIE</u>	:	Perform team leader duties; Undertake inspections and report on incidents and problems identified; Perform administrative work relevant to the job; Provide care as the need arises.
<u>ENQUIRIES</u>	:	Mr TM Nguse (Khanyani CYCC) Tel No: (017) 735 3822 Ms EN Phakathi (Zakhe CYCC) Tel No: (031) 711 9950
<u>POST 28/191</u>	:	<u>CHILD AND YOUTH CARE WORKER GRADE 1-2 (X39 POSTS)</u>
<u>SALARY</u>	:	R140 958 – R187 758 per annum
<u>CENTRE</u>	:	Ngwelezane CYCC Ref No: DSD70/02/2019NGWELEZ (King Cetshwayo District) Princess Mkabayi CYCC Ref No: DSD71/02/2019PRINCESS (UMzinyathi District) (X17 Posts) Sinethemba CYCC Ref No: DSD72/02/2019SINETH (Amajuba District) (X7 Posts) Newcastle School of Industries Ref No: DSD73/02/2019NEWCA (Amajuba District) (X5 Posts) Khanyani CYCC Ref No: DSD74/02/2019KHANY (Amajuba District) (X9 Posts)
<u>REQUIREMENTS</u>	:	Qualifications: Grade 12 Certificate plus a basic Child & Youth Care qualification as recognized by HWSETA/ National Diploma in Child and Youth Care

Development; Registration with South African Council for Social Services Professions as a Child and Youth Care Worker; Proof of current Registration with the South African Council for Social Services Professions as Child Youth Care Worker. Knowledge: Public Service Act and Regulations; Batho-Pele principles; Development Programmes; Clerical/Administrative procedures; Knowledge of the rules and procedures of the center. Skills: Communication; Problem solving; Interpersonal relations; Organizing; Counselling; Computer literacy; Numeracy; Language.

DUTIES

: Receive children and youth to the care facility after admission; Ensure that children/youth receive medical services; Assist with the implementation of planned activities; developmental and therapeutic programmes; Engage in basic life space work to promote the development and care of children and youth; Perform administrative work relevant to the job.

ENQUIRIES

: Ms PF Mdletshe (Ngwelezane CYCC) Tel No: (035) 794 2302
 Ms PN Ndlandla (Princess Mkabayi CYCC) Tel No: (034) 271 0031
 Ms IZ Dladla (Sinethemba CYCC) Tel No: (034) 317 3233
 Ms AT Mntambo (Newcastle School of Industries) Tel No: (034) 317 1254
 Mr TM Nguse (Khanyani CYCC) Tel No: (017) 735 3822

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION**

Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applications should be forwarded to: The Head of Department, Department of Education, Private Bag X 9489 Polokwane 0700 or handed in at 113 Biccard Street Polokwane at Records Management Directorate- Office No. H03 [REGISTRY]. Enquiries should be forwarded to Mr Langa L.M at 015 284 6534, Ms Phalafala R.M at 015 284 6524 & Ms Ngwepe M.P at 015 284 6535.
Application for the District should be forwarded to the below addresses: Postal Address: The District Director, **Sekhukhune South District**, Private Bag x 70 ,Lebowakgomo , 0737, Enquiries should be directed to: Ms Mageza M.P ,Tel No: 015 633 2800, Physical Address Lebowakgomo Old Parliamentary Complex.
Postal Address: The District Director, **Vhembe East District** ,Private Bag x 2250,Venda, 0970, Enquiries should be directed to: Mr Madzibane N, Tel No: 015 962 1331, Physical Address: Thohoyandou Government Building, Old Parliament, Block D Sibasa.
- CLOSING DATE** : 30 August 2019 @ 16H30
- NOTE** : Applications should be submitted on the prescribed Form Z83 (obtainable from any Public Service Department or on the internet at www.gov.za/ document. Applications should be accompanied by a recent comprehensive C.V, certified copies of all qualifications and a copy of Identity document. The shortlisted candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record checks, verification of financial/ assets record check and security vetting). Note: Candidates who previously applied for the re-advertised post need to re-apply. The full contents of the advertised posts will be posted on the following websites [www.limpopo.gov.za /](http://www.limpopo.gov.za/) [www.education.limpopo.gov.za /](http://www.education.limpopo.gov.za/) [www.dpsa.gov.za /](http://www.dpsa.gov.za/) All shortlisted candidates for Senior Management Services (SMS) posts will be required to: sign SMS employment contract and performance agreement and disclose his/her financial interests. All shortlisted SMS 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 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 Department reserves the right not to make any appointment to the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. No Faxed, emailed and applications received after the closing date, whether posted or hand –submitted will not be considered. Failure to comply with the above requirements will results in the disqualification of the applicants. Applicants who apply for more than one position are requested to submit separate applications for each position. Due to large number of applications we envisage, correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date consider your application as being 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), Act No.3 of 2000.

MANAGEMENT ECHELON

- POST 28/192** : **CHIEF FINANCIAL OFFICER REF NO: LDOE 13/07/2019**
Branch: Financial Administration
Re advertisement (Candidates who applied previously as per our advertisement on the same post which closed on 26 April 2019, may not apply as their applications are still valid)

<u>SALARY</u>	:	R1 521 591 per annum (Level 15) (All inclusive package)
<u>CENTRE</u>	:	Head Office -Polokwane
<u>REQUIREMENTS</u>	:	Bachelor's Degree/Advanced Diploma in Accounting (NQF level 7) and Bachelors of Accounting Honours (NQF level 8), registration as Chartered Accountant will an added advantage. 8-10 years of experience in a senior managerial position dealing with financial matters. Must demonstrate high levels of competency in financial administration and financial accounting. Experience and knowledge of the GAAP system and accrual accounting systems. Knowledge of the public sector budget reform process. Ability to effectively manage alignment of budget with priority programmes of service delivery. Ability to act as a change agent and manage in accordance with the strategic vision and objectives of the Department. Knowledge of financial management in relation to the new regulatory framework for the public service, e.g. Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Excellent management, communication and interpersonal skills. Valid driver's license.
<u>DUTIES</u>	:	Assist the accounting officer to discharge the duties prescribed in Part 2 of Chapter 5 of the Public Finance Management Act. Provide support to the Head of the Department and line managers with regards to public finance matters. Manage the departmental budget in accordance with the relevant prescripts. Ensure effective management and administration of the Financial Management Branch, which includes Financial Management Services, Supply Chain and Facilities Management Services and Risk Management. Co-ordinate and ensure effective and efficient performance of the financial management, supply chain management and risk management functions in all components of the Department. Put in place systems and procedures to ensure efficient management of the expenditure control function. Exercise accounting control by maintaining an accurate system of accounting and recording of the financial affairs of the Department and developing and maintaining measures to prevent fraud and maladministration. Co-ordinate and ensure effective and efficient management of audit intervention strategies. Provide timely and accurate financial and operational information necessary for strategic decision-making to all branches. Ensure strict adherence at all levels of the Department to the provisions of the Preferential Procurement Policy Framework Act (Act 5 of 2000).
<u>ENQUIRIES</u>	:	Messrs Langa LM Tel No: (015) 284 6534 and Makama MM Tel No: (015) 284 6507 and Ms. Phalafala RM Tel No: (015) – 284 6524.
<u>POST 28/193</u>	:	<u>CHIEF DIRECTOR: PHYSICAL RESOURCES MANAGEMENT REF NO: LDOE 01/07/2019</u>
<u>SALARY</u>	:	R1 251 183 per annum (Level 14) (All-Inclusive remuneration package)
<u>CENTRE</u>	:	Head Office -Polokwane
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Built Environment or Post Graduate Degree in Management. 5 years' experience as a Director. Valid drivers' license. Computer literate.
<u>DUTIES</u>	:	The incumbent of this position will strategically manage the infrastructure portfolio of the Department. Manage infrastructure strategies, policies, systems, plans and norms & standards. Manage the delivery of the infrastructure programmes/projects. Manage equipment, leases, acquisitions, disposals and related supportive resources. Manage the infrastructure budget. Manage people. Provide strategic leadership and guidance.
<u>ENQUIRIES</u>	:	Mr Langa L.M at 015 284 6534, Ms Phalafala R.M at 015 284 6524 & Ms Ngwepe M.P at 015 284 6535.
<u>POST 28/194</u>	:	<u>DIRECTOR: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: LDOE 02/07/2019</u>
<u>SALARY</u>	:	R1 057 183 per annum (Level 13) (All-Inclusive remuneration package)
<u>CENTRE</u>	:	Head Office -Polokwane
<u>REQUIREMENTS</u>	:	A degree in the building environment. Five (5) years' experience as middle Manager. A valid driver's license. Computer literate.
<u>DUTIES</u>	:	Manage the delivery of the total infrastructure programme related to Capex. Minor capital and maintenance project through interaction with District and schools and monitoring/oversight of implementing agent(s). Prepare construction

procurements strategies. Prepare infrastructure programme management plans. Manage construction procurement. Manage implementation agents. Manage contractors. Plan and manage maintenance at schools. Manage people finances.

ENQUIRIES : Mr Langa L.M at 015 284 6534, Ms Phalafala R.M at 015 284 6524 & Ms Ngwepe M.P at 015 284 6535.

OTHER POSTS

POST 28/195 : **CHIEF ELECTRICAL ENGINEER: GRADE A REF NO: LDOE 04/07/2019**

SALARY : R1 042 827 per annum (All-Inclusive remuneration package) (Occupational Specific Dispensation

CENTRE : Head Office -Polokwane

REQUIREMENTS : A degree in Engineering. Registration as a professional Engineer with the Engineering Council of South Africa (ECSA). Six (6) years post-qualification experience. A valid driver's license.

DUTIES : Provide Electrical Engineering inputs and guidance which include all aspects of innovative and complex engineering application for the development of infrastructure structure strategies. Policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the construction procurement strategy and the infrastructure programme management plan. Investigate electrical engineering installation and oversee the commissioning of electrical engineering installations.

ENQUIRIES : Mr Langa L.M at 015 284 6534, Ms Phalafala R.M at 015 284 6524 & Ms Ngwepe M.P at 015 284 6535.

POST 28/196 : **CHIEF CIVIL/ STRUCTURAL ENGINEER GRADE A REF NO: LDOE 05/07/2019**

SALARY : R1 042 827 per annum (All-Inclusive remuneration package) (Occupational Specific Dispensation

CENTRE : Head Office -Polokwane

REQUIREMENTS : Bachelor's degree in Engineering (Civil/structural engineer or Electrical or Mechanical Engineer). Registered as a Professional Engineer with ECSA. Six years' experience post qualification. Valid Drivers' License. Computer literate.

DUTIES : The incumbent of the post will manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

ENQUIRIES : Mr Langa L.M at 015 284 6534, Ms Phalafala R.M at 015 284 6524 & Ms Ngwepe M.P at 015 284 6535.

POST 28/197 : **DEPUTY DIRECTOR: PROJECT MANAGER: QUANTITY SURVEYING REF NO: LDOE 03/07/2019**

SALARY : R869 007 per annum (Level 12)

CENTRE : Head Office -Polokwane

REQUIREMENTS : Bachelor's Degree or National Diploma in Architecture, Quantity Surveying or Engineering. Valid Driver's License. Computer literate. Five years' experience post qualification.

DUTIES : The incumbent of the post will manage the delivery of infrastructure projects and programmes in line with the Provincial Infrastructure Delivery Management System. Manage Infrastructure Projects. Manage of Maintenance projects. Be

		responsible for Project Commissioning, Infrastructure Project Reporting, Monitoring and Evaluation.
<u>ENQUIRIES</u>	:	Mr Langa L.M at 015 284 6534, Ms Phalafala R.M at 015 284 6524 & Ms Ngwepe M.P at 015 284 6535.
<u>POST 28/198</u>	:	<u>ARCHITECTS GRADE B REF NO: LDOE 06/07/2019</u>
<u>SALARY</u>	:	R718 059 per annum (All-Inclusive remuneration package) (Occupational Specific Dispensation
<u>CENTRE</u>	:	Head Office -Polokwane
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Architecture. Registered as a Professional Architect with SACAP. Three years' relevant experience post qualification. Valid drivers' licence. Computer literate.
<u>DUTIES</u>	:	The incumbent of the post will be required to customise architectural functional and technical norms and standards for all schools. Determine architectural policies, strategies, plans, procedures and criteria for all infrastructure projects and programmes. Undertake master planning and prepare project briefs, business cases, accommodation schedules and operational narratives. Make inputs to the User Asset Management Plans and Project Lists. Undertake research.
<u>ENQUIRIES</u>	:	Mr Langa L.M at 015 284 6534, Ms Phalafala R.M at 015 284 6524 & Ms Ngwepe M.P at 015 284 6535.
<u>POST 28/199</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: LDOE 08/07/2019</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office -Polokwane
<u>REQUIREMENTS</u>	:	Bachelor's Degree or National Diploma in Real Estate or related Property Management fields. Valid Driver's License. Computer literate. Three years' experience post qualification.
<u>DUTIES</u>	:	The incumbent of this post will Implement land affairs matters. Update Immovable Asset Register. Administer leases and Municipal Accounts. Administer and assist with implement property administration functions.
<u>ENQUIRIES</u>	:	Mr Langa L.M at 015 284 6534, Ms Phalafala R.M at 015 284 6524 & Ms Ngwepe M.P at 015 284 6535.
<u>POST 28/200</u>	:	<u>CHIEF WORKS INSPECTOR REF NO: LDOE 09/07/2019</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Vhembe East District
<u>REQUIREMENTS</u>	:	A National Diploma in Building/ Mechanical/ Electrical Engineering or an N3 with Trade Test. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Plan and execute inspections on infrastructure projects and implement condition assessments specifications for work. Develop a bill of quantities. Develop proposals on associated costs and inspections on projects (maintenance and infrastructure projects). Facilitate and resolve problems and assessments. Manage people and finances.
<u>ENQUIRIES</u>	:	Mr Madzibane N, Tel No: 015 962 1331
<u>POST 28/201</u>	:	<u>WORKS INSPECTOR</u>
<u>SALARY</u>	:	R208 584 per annum (Level 06)
<u>CENTRE</u>	:	Vhembe East District Ref No: LDOE 10/07/2019
<u>REQUIREMENTS</u>	:	Sekhukhune South District Ref No: LDOE 11/07/2019 National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years' experience post qualification. Valid Drivers' License. Computer literate.
<u>DUTIES</u>	:	The incumbent of the post will implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments.

ENQUIRIES

: Mr Madzibane N at 015 962 1331 (Vhembe East District), Ms Mageza M.P at 015 633 2800 (Sekhukhune South District)

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

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

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

OTHER POSTS

POST 28/202 : **MEDICAL PHYSICIST GRADE 1 TO 3**

SALARY : Grade 1: R662 190 per annum
Grade 2: R750 024 per annum
Grade 3: R857 559 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Physicist. **Grade 2:** A minimum of 8 years' appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** A minimum of 16 years' appropriate experience after registration with the HPCSA as a Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic x-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of radiotherapy physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy and the ability to work under pressure and meet deadlines.

DUTIES : Active participation in the routine execution of clinically related medical physics tasks in the Department of Radiation Oncology (including LDR and HDR brachytherapy), with support to Nuclear Medicine and Diagnostic Radiology. Assist with commissioning and optimisation of new equipment and techniques. Assist with lecturing of the under-and-postgraduate teaching and training programme in the Medical Physics Department. Active participation and assistance with the research and development programme of the Medical Physics Department.

ENQUIRIES : Ms N Joubert, Tel No: (021) 404-6270/6266, E-mail: nanette.joubert@uct.ac.za

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 whom 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

<u>POST 28/203</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY: NIGHT DUTY</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R614 991 (PN-B4) per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the above period must be appropriate/recognisable experience in Psychiatric Nursing after obtaining the 1 year post-basic qualification in Advanced Psychiatric Nursing Science. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's license. Keen interest to work Night Duty. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team. Promote quality of nursing care. Demonstrate a good understanding of HR and financial policies and practices. Computer literacy. Fluency in at least two of the three languages of the Western Cape.
<u>DUTIES</u>	:	Co-ordinate, supervise and control nursing services on night duty. Ensure the provision of optimal, holistic and specialised nursing care within the set standards and a professional/legal framework. Effectively manage the initiation, utilisation and supervision of all resources. Ensure the execution of quality care and sound financial management. Co-ordinate the provisioning of effective training and research effectively. Provide effective support to nursing services and Hospital Management.
<u>ENQUIRIES</u>	:	Ms BL Mckay, Tel No: (021) 370-1248 / Mr ST Mndende, Tel No. (021) 370-1400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a competency tested as part of the interview process.
<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/204</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Central Karoo District
<u>SALARY</u>	:	R562 800 (PN-B3) per annum (Plus a non-pensionable rural allowance of 12% of basic annual salary)
<u>CENTRE</u>	:	KwaMandlenkosi CC, Beaufort West Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Good interpersonal and leadership skills. Strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource and financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel).

<u>DUTIES</u>	:	Manage, control and act in facet of Health, Support, Security, Cleaning-Infection control and Ground services. Personnel matters including supervision and performance management, finances and procuring as well as implanting of policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic health service on a short-/medium-/long term basis. Manage implementation of Ideal Clinic measures to achieve expected Ideal Clinic status. Organise a cost-effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement. Collect, verify and submit accurate statistics timeously.
<u>ENQUIRIES</u>	:	Mr W J Erasmus Tel No: (023) 414-8200
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/205</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ONCOLOGY) CLINICAL FACILITATOR</u>
<u>SALARY</u>	:	Grade 1: R383 226 (PN-B1) per annum Grade 2: R471 333 (PN-B2) per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Oncology. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Competencies (knowledge/skills): Extensive knowledge of Acts, policies, protocols and procedures within the relevant field of specialty units/wards with regards to quality practices. Extensive knowledge of nursing practices or regimes within the relevant disciplines. Knowledge of basic and post-basic training programs. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape as well as sound interpersonal skills. Ability to work effectively in a multi-disciplinary team. Computer literacy (Ms Word, Excel, PowerPoint and internet) and presentation skills. Understanding of the control of financial resources.
<u>DUTIES</u>	:	Coordinate and facilitate learning opportunities for all nursing personnel within the area of responsibility. Provide professional, technical and educational support for the provision of quality patient care through proper management of nursing care programs in the relevant specialty environment. Provide and monitor the implementation of policies and programmes, regulations, practices, procedures and standards pertaining to nursing care. Ability to identify skills, knowledge and behavioural deficits and formulate and implement appropriate programmes. Effective management and utilisation of all human, financial and material resources. Promote and participate in research.
<u>ENQUIRIES</u>	:	Mr A Mohamed Tel No: (021) 404-2092
<u>APPLICATIONS</u>	:	www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on day of interview. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted

with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

<u>CLOSING DATE</u>	:	16 August 2019
<u>POST 28/206</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMINISTRATION</u> Cape Winelands Health District
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Stellenbosch Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA'S) of the post. Experience: Appropriate experience in Financial Management and Supply Chain procurement processes. Practical experience of BAS, LOGIS and Integrated Procurement Systems (IPS) systems. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and Outlook). Knowledge of the PFMA, Finance Instructions, Provincial Treasury Instructions and National Treasury Regulations.
<u>DUTIES</u>	:	Key result areas/outputs: Check Supplier statements, capture and finalise payments within 30 days of receipt of invoice and perform reconciliations. Control, verify and capture journals, maintain accurate Batch Control, control, verify, capture and follow up on Inter Response and Debt account. Responsible for monthly financial reporting and provision of inputs to the Annual and Interim Financial Statements as well as assisting to ensure audit compliance. Perform duties related to IPS processes, invite quotations for goods and services, evaluation and adjudication on system and maintain the Demand Management Plan and the database of contracts. Prepare bidding templates and relevant documentation to present at Quotation Evaluation Committee and perform tasks related to procurement processes, i.e. capturing on LOGIS system. Maintain 0-9 files and follow-up with Suppliers on outstanding store stock, buy-outs and invoices.
<u>ENQUIRIES</u>	:	Ms T September Tel No: (021) 808-6112
<u>APPLICATIONS</u>	:	www.westerncape.gov.za/health-jobs (click “online applications”).
<u>NOTE</u>	:	Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	23 August 2019
<u>POST 28/207</u>	:	<u>HOUSEHOLD AID</u> Central Karoo District
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Beaufort West Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in household/cleaning services in hospital/health facility environment. Inherent requirements of the job: Willingness to work day and night shifts, over weekends and on public holiday. Ability to do physical tasks and operate heavy duty cleaning and household equipment. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of cleaning procedures, infection control and safety practices.
<u>DUTIES</u>	:	(key result areas/outputs): Ensuring of a clean and safe environment in the wards. Effective and efficient utilisation and storage of cleaning material and materials. Provision of meals and beverages to patients according to diet sheets. Ensure safe disposal of medical and other waste products. Render assistance to the supervisor with general housekeeping duties, linen and stock control at ward level.
<u>ENQUIRIES</u>	:	Mr TW Ntombana Tel No: (023) 414-8200

APPLICATIONS FOR ATTENTION : The Director: Garden Route District, Private Bag X6592, George, 6530.
NOTE : Ms S Pienaar
CLOSING DATE : No payment of any kind is required when applying for this post.
: 23 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 : 19 August 2019
NOTE : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

MANAGEMENT ECHELON

POST 28/208 : **HEAD OF DEPARTMENT: HUMAN SETTLEMENTS REF NO: HS 2019-49**
SALARY : R1 521 591 per annum (Level 15) All-inclusive package to be structured in accordance with the rules for SMS plus a 10% non-pensionable HOD allowance.
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : Appropriate Postgraduate Degree (NQF 8); A minimum of 8 years' senior management experience within the built environment of which 3 years must be with in any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Knowledge of the following: Latest advances in public management theory and practice; Modern systems of governance and administration; Policies of the government of the day; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Inter-governmental and international relations, communications, media management, public relations, public participation and public education. Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people management skills; the ability to multi task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.
DUTIES : Promote integrated human settlement planning and development by facilitating the development of spatially, economic viable and socially and environmentally sustainable integrated human settlements; Manage and engage all spheres of government in integrated housing and human settlement development through programmes and projects; Optimise communication and stakeholder relationships with human settlement stakeholders and partners; Render an administrative support service to the Provincial Minister for Human Settlements; Drive the development and implementation of the Provincial Human Settlements Strategy as well as the departmental strategic planning processes; Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards; Ensure that sound people and financial management practices are adhered to in the department; Facilitating the

development of spatially economic viable and socially and environmentally sustainable integrated human settlements; Accelerating delivery in support of improving the quality of living standards and basic services; Facilitate delivery through sound administration and the engagement of all spheres of government and social partners; Establishing and maintaining appropriate internal controls and systems to meet performance requirements.

ENQUIRIES : Ms Louise Esterhuysen Tel No: (+27 21 483 5856)

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 : 19 August 2019

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MANAGEMENT ECHELON

POST 28/209 : **DIRECTOR-GENERAL REF NO: DOTP 2019-74**

SALARY : R1 978 533 per annum (Level 16) (All-inclusive package to be structured in accordance with the rules for SMS plus a 10% non-pensionable HOD allowance.

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : Appropriate Postgraduate Degree (NQF 8); A minimum of 8 years' senior management experience of which 3 years must be with in any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Knowledge of the following: Latest advances in public management theory and practice; Modern systems of governance and administration; Policies of the government of the day; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Inter-governmental and international relations, communications, media management, public relations, public participation and public education. Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people management skills; the ability to multi task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

DUTIES : Professionally support the executive in respect of high level policies, strategies and provincial strategic stakeholder engagement and ensure that it is informed by appropriate and reliable strategic management information; Be the Secretary to the Executive Council and provide executive governance support services; Be the Policy and Strategy interface between the Executive and the provincial administration; Be the Chairperson of the Provincial Top Management forum; Responsible for intergovernmental relations on an administrative level – between national departments and the Western Cape Government, other provinces and Local Government as well as cooperation between provincial departments; Provide strategic direction in respect of organisational matters, employment

practices and relationships, data and information management and digital government, integrity, ethics, conduct and anti-corruption, transformation, reform and innovation to improve effectiveness and efficiency in the Western Cape Government service delivery to the citizen; Render transversal corporate services to the 13 provincial departments on a shared service basis; Drive the departmental (Department of the Premier) strategic planning process and evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards; Ensure that sound people management and financial management practices are adhered to in the department.

ENQUIRIES

: Ms Louise Esterhuysen Tel No: (+27 21 483 5856)

PROVINCIAL TREASURY

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
NOTE

: 19 August 2019

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MANAGEMENT ECHELON

POST 28/210

: **HEAD OFFICIAL: PROVINCIAL TREASURY REF NO PT 2019-39**

SALARY

: R1 978 533 per annum (Level 16) All-inclusive package to be structured in accordance with the rules for SMS plus a 10% non-pensionable HOD allowance.

CENTRE
REQUIREMENTS

: Provincial Treasury, Western Cape Government
: Appropriate Postgraduate Degree (NQF 8); A minimum of 8 years' senior management experience in financial management of which 3 years must be with in any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Knowledge of the following: Latest advances in public management theory and practice; Modern systems of governance and administration; Policies of the government of the day; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Inter-governmental and international relations, communications, media management, public relations, public participation and public education. Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people management skills; the ability to multi task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

DUTIES

: Provide efficient and effective departmental governance support services to enable the Department to deliver on its service delivery goals; Ensure effective and efficient sustainable resource management of provincial and municipal fiscal resources, which includes preparing and managing the provincial budget, assisting in the preparation of municipal budgets and monitoring the implementation of these to promote socio-economic development; Ensure the effective and efficient

management of financial systems, supply chain management and movable asset governance within the provincial and municipal spheres by assisting departments and municipalities to build capacity and instilling good governance practices; Ensure accountability through substantive reflection of financial activities of the Western Cape Government and compliance with financial norms and standards through the establishment of sound financial governance within the provincial and municipal spheres.

ENQUIRIES : Ms Louise Esterhuyse Tel No: (+27 21 483 5856)

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 : 19 August 2019

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MANAGEMENT ECHELON

POST 28/211 : **HEAD OF DEPARTMENT: SOCIAL DEVELOPMENT REF NO: DSD 2019-75**

SALARY : R1 521 591 per annum (Level 15) All-inclusive salary package to be structured in accordance with the rules for SMS plus a 10% non-pensionable HOD allowance.

CENTRE : Social Development, Western Cape Government

REQUIREMENTS : Appropriate Postgraduate Degree (NQF 8); A minimum of 8 years' senior management experience in social welfare of which 3 years must be within any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Knowledge of the following: Latest advances in public management theory and practice; Modern systems of governance and administration; Policies of the government of the day; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Inter-governmental and international relations, communications, media management, public relations, public participation and public education. Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people management skills; The ability to multi task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

DUTIES : Provide research and knowledge management as well as monitoring and evaluation services; Drive the development and implementation of social welfare programmes; Drive and manage community development programmes and sustain strategic partnerships, including institutional capacity building; Ensure the delivery and coordination of developmental social welfare and community development services within the regions and places of safety; Drive the departmental strategic planning process and evaluate the performance of the department on a continuous basis against pre-determined key measurable

objectives and standards; Ensure that sound people and financial management practices are adhered to in the department.

ENQUIRIES : Ms Louise Esterhuyse Tel No: (+27 21 483 5856)

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox.

CLOSING DATE : 16 August 2019

NOTE : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applicants must ensure that the required documentation are uploaded before applying for the vacancies. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 28/212 : **CHIEF DIRECTOR: BUSINESS INTELLIGENCE MANAGEMENT REF NO: 231**
Branch: Education Planning
Job Purpose: To provide management information, research, policy co-ordination and quality assurance services.

SALARY : R1 251 183 per annum (Level 14). An all-inclusive salary package consists of a basic salary and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Head Office, Cape Town

REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA and at least 5 years' experience at senior management level. Recommendation: A Master's degree and at least 5 years' experience within a Data or Policy environment will serve as a strong recommendation.

DUTIES : Strategic management, guidance and advice in respect of the rendering of effective and efficient education research, management information, policy co-ordination and quality assurance services. This includes the following broad areas of service delivery: Plan, manage and co-ordinate education research: Commission research activities. Publish and report on international and local research findings. Manage and administer system diagnostic to evaluate and benchmark learner outcomes in the province, and provide intelligence into the department's intervention and improvement planning processes. Develop and maintain education knowledge management systems (ICT systems and e-Administration): Co-ordinate the collection, analysis and dissemination of management information generated within the education system: Co-ordinate and manage the development of the department's e-Vision and roadmap to transform services and business models into digital. Harness technology innovation to reduce process complexity and improve efficiencies in business processes. Protect the department's information assets. Implement ICT governance structures and champion the Corporate Governance of IT agenda. Promote technology innovation that enhances the practices of teaching and learning. Monitor and evaluate (M&E) the performance of education delivery at specified levels and areas of the education system: Manage the development and application of the department's M&E systems. Work with schools, universities, NGO's, stakeholders and other partners to evidence the efficacy of interventions. Facilitate and support policy processes: Co-ordinate the departmental policy

development process. Initiate and evaluate requests for policy development. Facilitate policy alignment within the department. Manage the policy register. Facilitate the policy communication process. Provide expert advice and support on policy development. Facilitate the legislative process of primary and secondary statutory policy.

ENQUIRIES

: Mr. S Abrahams Deputy Director-General: Education Planning Tel No: (021) 467 2076