PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 34 OF 2019
DATE ISSUED: 20 SEPTEMBER 2019

1. Introduction

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service,

AMENDMENTS:

NATIONAL SCHOOL OF GOVERNANCE: Kindly note that the post of Senior Education Training & Development Practitioners: Induction with Ref No: NSG 14/2019 advertised in Public Service Vacancy Circular 33 dated 16 September 2019, the total number of the post has been amended as follows: X4 Senior Education Training & Development Practitioners: Induction Enquiry person for X3 Administrator: Learner Records is Ms M Labuschagne at Tel No: (012) 441 6315 and for Administrator: Training Logistics equerry person is Mr A Koloko at (012) 441 6016. The closing date will remain the same as 27 September 2019 at 17:00.

DEPARTMENT OF TRANSPORT: Kindly note that the following posts of Deputy Director General: Rail Transport with Ref No: DOT/HRM/2019/44, Deputy Director General: Maritime Transport with Ref: No: DOT/HRM/2019/45, Deputy Director General: Civil Aviation with Ref No: DOT/HRM/2019/46 and Deputy Director General: Integrated Transport Planning with Ref No: DOT/HRM/2019/47 advertised in Public Service Circular 30 dated 23 August 2019, the requirements of the Deputy Director General: Rail Transport have been amended as follows: A Bachelor degree in Engineering/Transport Economics/Management/Administration at NQF
7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA. Plus at least 8 - 10 years relevant experience in related field at Senior Management level. An appropriate Master's degree will be an added advantage. The requirements of Deputy Director General: Maritime Transport have been amended as follows: A Bachelor degree in Transport Economics/Transport Planning/Transport Engineering/Law/Management/ Administration/Maritime Studies at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus eight to ten (8-10) years' relevant experience at a Senior Management level. An appropriate Master's degree will be an added advantage. Possession of qualification in Maritime related studies will be an added advantage. The requirements of Deputy Director General: Civil Aviation have been amended as follows: A Bachelor's degree in Aviation/Engineering/Transport Economics/Transport Planning/Management/Administration at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) and 8 - 10 years' relevant experience at Senior Management level and thorough knowledge of the aviation industry. Possession of a qualification in Civil Aviation related studies will be an added advantage. An appropriate Master's degree will be an added advantage. The requirements of Deputy Director General: Integrated Transport Planning have been amended as follows: A Bachelor degree in Civil Engineering/Transport Economics /Transport Planning/Management/Administration at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus eight to ten (8-10) years' relevant experience at Senior Management level. An appropriate Master's degree will be an added advantage. The closing date has been extended to the 27 September 2019.
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ANNEXURE A

DEPARTMENT OF ARTS AND CULTURE

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

APPLICATIONS: Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Sechaba House (previously known as VWL Building), 202 Madiba Street, Corner Madiba and Paul Kruger Streets, Pretoria.

CLOSING DATE: 04 October 2019 at 15:00

NOTE: Applications are hereby invited from suitably qualified persons to apply for the following post(s). Applications must be submitted on Form Z83. Obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant's ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) for SMS positions will be subjected to a Government specific competency assessment.

MANAGEMENT ECHELON

POST 34/01: DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 22/DAC/2019

SALARY: R1 521 591 per annum, (All-inclusive remuneration package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE: Pretoria

REQUIREMENTS: A post graduate qualification (NQF 8) as recognized by SAQA, 8-10 years of experience at a senior managerial level preferably in the Public Extensive. Knowledge and understanding of the dynamics of the Public Service, Government systems and operations. Good understanding of the PFMA. Good understanding of the Public Service Regulatory Framework. Extensive experience in a senior management role. Ability to work in cross-functional projects/teams. Excellent coordination and project management skills. Good understanding of Government policies and initiatives and the role of information in Government decision-making process. Demonstrated strategic, operational and project management ability and experience. Experience in leading and managing transformation, change and diversity. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management.
DUTIES: As Head of the Branch: Corporate Services, the appointee will: Implement transformation and service delivery enhancement programmes in order to create a high-performing organization and a safe and conducive work environment. Ensure the communication of DAC programmes and the effective management of stakeholder and partner relations to increase awareness of the image and profile of the DAC and its programmes. Ensure the development and implementation of human resource and employee relations strategies, policies and plans. Ensure the development and implementation of an Information and Communication Technology strategy and solutions aligned to the Department’s overall strategy. Ensure the effective implementation and support of enterprise risk management within the Department. Ensure a professional, credible, accessible and quality assured legal service to the Department. Ensure the establishment of a unit that will be responsible for the development and management of a knowledge management system for the Department. Promote continuous service delivery improvement through the use of total quality management principles. Oversee the management of budgets and resources of the Branch. Manage and provide strategic leadership for all components reporting to this Branch. Represent the DAC in relevant forums.

ENQUIRIES: Ms NP Maloka Tel No: (012) 441 3730

NOTE: The position is targeted to promote representatively at the senior management level. African, Coloured and Indian female including Women with Disabilities are encouraged to apply.

POST 34/02: CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 23/DAC/2019

SALARY: R1 251 183 per annum (An all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines. The position is based in Pretoria. Women are encouraged to apply.

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of an NQF level 7 as recognized by SAQA in the field of Human Resource Management or related area. A post graduate qualification will be an added advantage. 5 years proven experience in a senior managerial position in Human Resource Management, preferably in Public Service. Knowledge of the following functional fields is critical: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, good understanding of the PFMA, Good understanding of the Public Service Human Resource Regulatory Framework. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management.

DUTIES: As the Head of the Human Resource Management Chief Directorate, the incumbent of this position will be responsible to provide overall strategic management and leadership in respect of the Human Resource Management and Auxiliary Services functions. To develop and implement a strategy and implementation plan to facilitate the development and maintenance of an organizational structure that is in line with and supporting the strategic objectives of the department. To build capacity through Human Resource Development and Performance Management. To maintain an appropriate labour relations environment and maintain and develop relationships with organised labour and other key role-players. To ensure a workforce that is equitably represented at all levels and to ensure compliance with the Employment Equity Act. To facilitate processes which will ensure that the Department has adequate human resource capacity. To promote employee health and wellness in the department. To ensure a strategic HR planning and policy framework that supports the objectives of the Department. To ensure a conducive and safe work environment including security management services. Occupational health and safety and other key auxiliary services (i.e central registry services, government transport, travel, building maintenance office cleaning services). To ensure the provision of HR support services in line with business requirements and Departmental Strategy. To oversee the management of budgets and resources of the Branch.

ENQUIRIES: Ms NP Maloka Tel No: (012) 441 3730
**NOTE**

The position is targeted to promote representativity at the senior management level African, Coloured and Indian female including Women with Disabilities are encouraged to apply.
ANNEXURE B

DEPARTMENT OF BASIC EDUCATION

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. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

APPLICATIONS

Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION

Ms J Masipa/Ms N Monyela

APPLICATIONS

Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications (Certified copies must not be older than 3 months) NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy Correspondence will only be entered into with shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered (Drivers’ License and registration certificate must be attached if required).

MANAGEMENT ECHELON

POST 34/03

CHIEF DIRECTOR: DISTRICT AND SCHOOL LEVEL PLANNING AND IMPLEMENTATION SUPPORT REF NO: DBE/CDDSLPIS/01
Branch: Planning and Delivery Oversight Unit (PDOU)
Chief Directorate: District and School Level Planning and Implementation Support

SALARY

R1 251 183 per annum (All-inclusive remuneration package)

CENTRE

Pretoria

REQUIREMENTS

An appropriate recognised Bachelor’s degree or undergraduate qualification (NQF level 7) as recognised by SAQA supported by five (5) years’ experience at senior managerial level in high level planning and management At least five (5) years’ experience in both planning and delivery of education, at different levels of the system A keen understanding of the education policy environment with a delivery mindset. Excellent communication (verbal and written) skills including proven capacity to produce analytical reports Proven research experience Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management.

DUTIES

The successful incumbent will be in charge of a Chief Directorate comprising the following two Directorates: District-level Planning, Monitoring and Implementation Support and School-level Planning, Monitoring and Implementation Support He/she will be required to, lead and manage a team of officials charged with developing and/or strengthening a policy and legislative framework for the effective delivery of quality education in public schools as well as effective support to schools by education districts Put together mechanisms and systems for regular and seamless management of quality education delivery through schools and districts, working with and through provincial departments of education Identify conceptual, capacity or operational challenges to the effective delivery of education Establish a database of experts in areas identified as challenging Establish flexible and immediate intervention systems and processes to ensure immediate intervention in schools and districts when challenges are identified Produce quarterly analytic reports on key challenges and proposed resolution Identify and facilitate the sharing of best practice across the system and Produce occasional papers on key areas of challenge and/or best practice in the sector and internationally Manage multiyear budgets for effective implementation and impact of the work of the Chief Directorate.

ENQUIRIES

Ms J Masipa Tel No: (012) 357 3295/Ms N Monyela Tel No: (012) 3594
NOTE: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and 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 assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

CLOSING DATE: 04 October 2019

POST 34/04: DIRECTOR: GOVERNMENT INFORMATION TECHNOLOGY OFFICER (GITO)
REF NO: DBE/DGITO/02
Branch: Finance and Administration
Chief Directorate: Human Resources and Development, Labour Relations and IT Services
Directorate: Government Information Technology Officer (GITO)

SALARY: R1 057 326 per annum (All-inclusive remuneration package)
CENTRE: Pretoria

REQUIREMENTS:
An appropriate recognised Bachelor’s degree or undergraduate qualification (NQF level 7) as recognised by SAQA or equivalent qualification in Information Communication and Technology with five (5) years’ work experience at middle/senior managerial level in the relevant field. Technical competencies: In-depth knowledge and understanding of Information Technology and Information System Operations, SDLC and Application Development, System Security, ICT Software, Computer System Analysis, ICT Assets and Procurement and Network Management. Clear understanding of system architecture, network architecture, server architecture and some building architecture will be an advantage. The candidates should be familiar with the Presidential Operation Phakisa ICT in Education initiative, and how GITO fits in with that initiative. A key delivery stakeholder on the matter of core applications; service delivery and helpdesk design; and specifically, how to ensure that incompatible applications can interact through middleware or appropriate communication protocols, to deliver a seamless single-sign-on environment to serve the needs of basic education. The incumbent will be expected to have to have a future-looking outlook, an ability to adapt to change and implement new solutions, and positive and optimistic view of new technologies such as cloud, blockchain and similar. Process competencies: Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client orientation and Customer focus, Communication skills. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management.

DUTIES:
The successful candidate will perform the following duties: Represent the Department at GITO council and coordinate Government Wide IT standards in accordance with the DBE IT Governance Framework; Manage the review and approval of appropriate and Service Level Agreements (SLA) with SITA for the DBE; Manage and oversee the incorporated services of SITA in accordance with the SLA’s; Compliance with the corporate governance of ICT Framework prescribed by the DPSA and with Security prescripts, controls and best practices; Manage the development and implementation of ICT policies, Information Technology (IT) guidelines, procedures, plans and standards in line with the Government wide IT strategies and policies. Manage the delivery of ICT infrastructure solution services. Develop financial, budget and business-related analyses related to DBE-wide IT costs and expenditure, as well as future IT needs. Manage help desk support and hands-on user support. Manage the development and implementation of Business Application, data-warehouse, databases and data storage. Manage the Architecture, SDLC and change control of all the DBE’s business applications NSC, LURITS, NEIMS, Funza Lushaka SA SAMS, DBE clouds, Thutong, and any other application which are core parts of Operation Phakisa. The incumbent will be expected to engage with e-learning officials and assist in ensuring the delivery of Operation Phakisa ICT in Education, especially...
cloud solutions, core network functions, VPN capacity, and other functions as may be required.

**ENQUIRIES**

Ms J Masipa Tel No: (012) 357 3295/Ms N Monyela Tel No: (012) 357 3294

**NOTE**

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and 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 assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

**CLOSING DATE**

04 October 2019

**OTHER POST**

**POST 34/05**

ASSISTANT DIRECTOR: DEMAND MANAGEMENT AND SCM PERFORMANC E REF NO: DBE/52/2019

Branch: Finance and Administration
Chief Directorate: Financial Services, Security, and Asset Management, Logistical Services
Directorate: Logistical Services

**SALARY**

R470 040 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

Three year relevant post matric qualification (NQF level 6) or equivalent qualification in Public Administration; Supply Chain Management, Procurement, Logistics and/or a finance-related; 3 years’ experience related to Supply Chain (Bids and Acquisition) and 3 years’ experience at supervisory level; Knowledge of PFMA, PPPFA, BBB-EE Act, Treasury Regulations, BAS, SCM prescripts and other applicable legislations; Knowledge of procurement policies and relevant legislation prior to awarding contracts; Skills and Competencies: Communication skills both (verbal and written); Computer literacy Ms Office, Ms Power Point, Ms Word, Ms Excel; Technical and project management skills; Functional ability and working as a team; Good interpersonal relations; Strategic and conceptual orientation; Attention to detail and have numeric skills; Good leadership, organisational and problem solving abilities.

**DUTIES**

Manage the demand process effectively, including but not limited to needs assessment, categorisation of commodities, availability of funds, market assessment and industry analysis, identifying methods of procurement, identifying Preferential Procurement Policy objectives, Specifications/Terms of Reference. Ensure compliance to all relevant laws and prescripts, thereby ensuring audit compliance. Ensure timeous reporting on supply chain management information and performance. Provide advice to project managers in reporting on the performance of contracted service providers. Manage contract and quotation register for all awarded contracts. Provide advice on extensions/ expansions and variations of orders/ contracts. Attend to queries related to contracted service providers and facilitate in resolving such queries. Perform any other duties within the Directorate. Establish a filing systems. Staff supervision, training, and development. Establish culture of professionalism and inculcate good working ethics.

**ENQUIRIES**

Ms J Masipa Tel No: (012) 357 3295/Ms N Monyela Tel No: (012) 357 3294

**NOTE**

All Shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will subjected to a security clearance.

**CLOSING DATE**

11 October 2019
DEPARTMENT OF COOPERATIVE GOVERNANCE

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

CLOSING DATE: 11 October 2019
NOTE: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates.

Applications must be submitted on a signed Z83 form (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of ID and all qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered.

It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit a signed Z83 form, a comprehensive CV as well as certified copies of ID and all qualifications will lead to automatic disqualification. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department. The below post is a senior management post. Candidates should therefore possess managerial skills. Candidates, who are shortlisted, could expect to undergo management competency assessments:

MANAGEMENT ECHELON

POST 34/06: DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL DEVELOPMENT
REF NO: 26882/01
Re-advertisement and candidates who had previously applied are encouraged to re-apply.

SALARY: R1 521 591 per annum (Level 15) (An all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE: Pretoria

DUTIES: As the Deputy Director-General, the successful candidate will perform the following duties: Oversee the management and facilitate the development of sound human resource management systems for Municipalities. Oversee the coordination of municipal service partnerships, develop and implement revenue enhancement programmes in Municipalities. Ensure the implementation of the Municipal Property Rates Act. Ensure the development and implementation of citizen engagement programmes. Prevent corruption and investigate and ensure consequences for fraud and corruption in local Government. Promote good governance and support municipal establishment processes.

ENQUIRIES: Ms M.G Mahlangu Tel No: (012) 334 0517

APPLICATIONS: Applications may be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056, submitted electronically via email: cogta49@ursonline.co.za or via fax: 086 415 5709

POST 34/07: CHIEF DIRECTOR: MUNICIPAL AUDIT OUTCOMES AND REVENUE MANAGEMENT REF NO: 26882/02

SALARY: R1 251 183 per annum (Level 14) (An all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE: Pretoria


DUTIES: The successful candidate will perform the following duties: Oversee the support programs for municipal audit improvement. Oversee the municipal revenue and debt management support programs. Oversee the policy development, implementation and administration of the Local Government Equitable Shares and Municipal Systems Improvement Grants. Oversee the support programs for the municipal trading services and tariffs. Oversee the policy development and implementation in the free basic services programme.

ENQUIRIES: Ms MG Mahlangu Tel No: (012) 334 0517

APPLICATIONS: Applications may be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta50@ursonline.co.za or via fax: 086 415 5709.

FOR ATTENTION: URS Response Handling Tel No: (012) 811 1900
ANNEXURE D

DEPARTMENT OF DEFENCE

CLOSING DATE : 11 October 2019 at 16:00 (Applications received after the closing date and faxed copies will not be considered).

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

Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

POST 34/08 : ASSISTANT DIRECTOR RISK MANAGEMENT REF NO: DPSP/34/50/19
Defence Policy, Strategy and Planning Division
Chief Directorate Strategic Management-Directorate Risk Management

SALARY : R470 040 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate plus three year B degree/Advanced Diploma (NQF level 7). Knowledge of Risk Management, Internal Audit, Compliance, Financial Management, Strategic Management, Knowledge of government policies, department policies, as well as inter-departmental activities. Basic knowledge of Public Finance legislations & regulations, and ISO 31000. Ability to work independently and orientated towards teamwork. Good communication skills (written and verbal). Conceptual thinking, analytical and problem solving skills. Planning and project management skills (Computer skills MS Word, Excel, Power Point). Proficiency in English. Good interpersonal skills. Ability to conduct research, and facilitate risk management training and risk assessment workshops. Special requirements (skills needed): Three to Five (3-5) years’ experience in Risk Management and or Internal Audit, Governance, Risk and Compliance. Professional and Managers.

DUTIES : Participation in the process to develop, review and implement the risk management policy, risk management strategy, risk management implantation plan and
supporting instructions. Facilitate risk assessments. Analyse and consolidate risk
registers. Conduct risk management training. Compile departmental risk
management reports. Assisting the Deputy Director Risk Management with the
internal management of the Sub-Directorate Risk Management Policy and
Planning.

ENQUIRIES : Ms E.L. Capitani Tel No: (012) 355 6489
APPLICATIONS : Department of Defence, Directorate Human Resource Career Management PSAP,
Private Bag X976, Pretoria 0001 or may be hand delivered at Bank of Lisbon
Building, corner of Visagie Street and Paul Kruger Street, Pretoria.

POST 34/09 : ASSISTANT DIRECTOR REF NO: /DHCM/34/53/19
Directorate Human Resource Career Management (PSAP)

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : National Diploma Human Resource Management (NQF level 6) A minimum of three
years credible and applicable experience in the HRM fields is required Special
Requirement (skills needed): Delegation and controlling of work Provide
Managerial skills, communication (written and verbal skills), interpersonal skills,
analytical and problem solving ability, computer literate (full MS Office Suite),
Report writing skills and planning abilities are necessary Work performance skills.

DUTIES : The successful candidate will be responsible to supervise the recruitment, selection
and appointment of SMS members. Administer the performance management
processes of SMS members Supervise and administer the disclosure of financial
interest by SMS members Check submissions to the MOD and draft letters to SMS
members and for the awarding of pay progressions and performance bonuses.
Verify source documents and approve all HR transactions in respect of
appointment, acting allowance and salary adjustments. Provide guidance on the
structuring SMS and MMS salary packages ensure that all the HR activities comply
with the relevant policies and procedures Check submissions to the Minister
Prepare statistics for submission of statutory compliance reporting to DPSA
Manage the personnel records of SMS members.

ENQUIRIES : Ms M.J. Moreki Tel No: (012) 339 5571
APPLICATIONS : Department of Defence, Directorate Human Resource Career Management
(PSAP), Private Bag X976, Pretoria 0001 or may be hand delivered to D HR CM
PSAP, Bank of Lisbon Building, corner Paul Kruger and Vissagie Street, Pretoria.
ANNEXURE E

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

MANAGEMENT ECHelon

POST 34/10 : SPECIALIST SCIENTIST: CHEMICAL OCEANOGRAPHY REF NO: OC35/2019

SALARY : R1 245 842 per annum (All inclusive remuneration package, conditions apply)
CENTRE : Cape Town

REQUIREMENTS
An appropriate recognized PhD degree in Chemistry (Inorganic Chemistry/Biogeochemistry) or equivalent qualification At least 10 years post qualification experience Sound knowledge of the application of chemistry to the marine environment A proven record of scientific research output and human capital development Proven strategic management and leadership skills Extensive experience in establishing research programmes the successful incumbent must pass a medical examination for seafarers (Act No.57 of 1951) Registration with SACNASP as a Professional/Certificated Natural Scientist is compulsory Willingness and ability to go to sea regularly and for extended periods A valid code 08/EB driver’s license The following will be an advantage: Proven extensive experience with marine chemistry research A sound understanding of ecosystem processes and functioning in the oceans surrounding Southern Africa and impacts of global change.

DUTIES
Manage research activities and perform final review and approval of scientific projects Establish research projects on chemical oceanography as applied to/within the marine environment Conduct basic and applied research Give scientific advice and advocacy in respect of the marine environment including the issues of climate change and ocean acidification Provide strategic leadership at national, regional and international research activities Publish and present research findings in local and international conferences Mentor, train and develop junior scientists, technical support and students to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice.

ENQUIRIES : Jimmy Khanyile Tel No: (021) 819 5003 / Ashley Johnson Tel No: (021) 819 5003
APPLICATION : 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
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.

CLOSING DATE
14 October 2019

OTHER POSTS

POST 34/11 : DEPUTY DIRECTOR: NRM REGIONAL PROGRAMMES REF NO: EP9008/2019

SALARY : R869 007 per annum (An all-inclusive remuneration package)
CENTRE : KwaZulu Natal

REQUIREMENTS
An appropriate 3-year Bachelor’s Degree/Diploma in Natural Sciences/Environmental Management plus 3-5 proven relevant experience in natural resource management planning and implementation Knowledge and experience in operational natural resource-based rural development middle management Knowledge of Public Service and Departmental procedures and prescripts Knowledge of the Public Finance Management Act (PFMA) People
Management, Change Management and Empowerment skills Strong strategic planning and leadership skills Good analytical, innovative, problem solving, interpersonal and conflict management skills Negotiation skills and an ability to interact at all relevant levels in provincial, local government, the private sector and with land-owners and land-users Human Resources Management experience Able to work under pressure, long hours and travel extensively.

**DUTIES:**
The incumbent will be expected to Manage the Natural Resource Management Regional Office for the KZN Province including Working for Water and its sub programmes, Support the Director: Operations Southern Regions in the on-going development of the Working for Water programme in the province: Manage the Working for Land, Working for Energy and Working for Forests Programmes in the Province, Provide financial management for the budget responsibilities in a manner that will ensure both optimal outcomes and a clean audit, Prepare and manage region/province budgets, operational plans, long-term treatment plans and project annual plans of operations and oversee Financial Management related to the implementation of projects in the province Manage Cross-cutting Functions of the Programmes of the Branch in the Province Manage and Promote co-operative governance in the Province Promote Cooperative Governance in the Province by ensuring provincial alliance with policies and strategies of key organs of state within the province.

**ENQUIRIES:**
Ms D Soginga Tel No: (021) 441 2802

**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

**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. Shortlisted 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.

**CLOSING DATE:**
07 October 2019

**POST 34/12:**
ASSISTANT DIRECTOR: OPERATIONS AND LOGISTICS REF NO: OC37/2019

**SALARY:**
R376 596 per annum

**CENTRE:**
Cape Town

**REQUIREMENTS:**
An appropriate three year Degree/National Diploma in Public Management/Administration or equivalent relevant qualification plus 3-5 years relevant experience Extensive experience in administrative procedures, stakeholder management, project and personnel management Knowledge of Departmental or government policies and practices including financial management and budgeting (Knowledge of PFMA and other Financial Management and associated prescripts) Understanding of Inter-governmental relations Sound event coordination, organising and planning skills Analytical thinking Advanced level of computer literacy- skilled and confident user in office applications such as MS Word, Excel, PowerPoint, Excellent communication, interpersonal and writing skills, Ability to work individually and in a team Ability to work effectively with stakeholders at various levels Ability to stay focused and work...
under extreme pressure Proactive approach to meeting deadlines and delivering results with limited supervision.

**DUTIES**

- Provide Administrative support Coordinate meetings, agenda’s minutes etc.
- Prepare documents, submissions, speeches Monitor telephone accounts and copier usage
- Compile/consolidate monthly and quarterly reports for the directorate.
- Maintain the directorate’s document archive
- Ensure the availability of promotional material and gifts for expeditions
- Coordinate Personnel Matters for the SANAP Programme
- Ensure the support to HR in the Recruitment of expedition members on time
- Coordinate the Training of expedition members and ensure effectiveness thereof
- Prepare and facilitate the claims processes for expedition members
- Ensure regular communications with expedition members and timely wellness interventions
- Arrange logistics for expedition members and voyage support
- Participants Provide Stakeholder liaison support Liaise with the SANAP Scientific Community to keep them updated of developments prior, during and post relief
- Voyages Facilitate meetings with SANAP Stakeholders
- Handle queries, questions, complaints etc with regard to SANAP
- Contribute to the preparation of media statements, opinion pieces etc.
- Ensure Profiling of the Directorates Activities and Public Relations
- Coordinate open days for the SA Agulhas II and other events within the directorate
- Plan and execute school road shows to promote the SANAP programme
- Ensure liaison with promotional partners to profile SANAP
- Compile SANAP website information updates
- Maintain a social network presence for the SANAP.

**ENQUIRIES**

Mr. N Devanunthan Tel No: (021) 819 8482

**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

**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.

**CLOSING DATE**

14 October 2019

**POST 34/13**

**PROJECT COORDINATOR**

**SALARY**

- R316 791 per annum (Total package of R460 251 per annum/ conditions apply)

**CENTRE**

- Limpopo Ref No: EP9009/2019 (X3 Posts)
- Mpumalanga Ref No: EP9010/2019 (X1 Post)
- Gauteng Ref No: EP9011/2019 (X2 Posts)

**REQUIREMENTS**

- An appropriate 3-year Bachelor’s Degree/National Diploma in Natural/Environmental Science.
- 3-5 Years’ experience in relevant field
- Understanding of Project management
- Knowledge of Alien vegetation control
- Good communication skills and sound organisation and planning skills
- Knowledge of Working for Water policies and procedures
- Knowledge of legislation relevant to alien vegetation control will serve as an added advantage
- Knowledge of the Public Service and Departmental procedures and prescripts
- Computer literacy
- Knowledge of the Public Finance Management Act (PFMA)
- People management, change management and empowerment skills
- Valid driver’s license and willingness to travel and work long hours with limited supervision.

**DUTIES**

- Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation
- Facilitate the implementation of project plans through the establishment of stakeholder engagement
- Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which
Render project close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.

ENQUIRIES : Mr W Roux Tel No: (015) 291 5526
Ms L Mabuza Tel No: (012) 399 9632
Mr B Mashabane Tel No: (013) 753 2835

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

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 months after the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted 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. Note: Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in.

CLOSING DATE : 07 October 2019

POST 34/14 : TRAINING AND DEVELOPMENT COORDINATOR REF NO: EP9014/2019

SALARY : R316 791 per annum (Total package of R460 251 per annum/ conditions apply)
CENTRE : Western Cape (Bellville)
 : North West (Brits)
 : Kwa-Zulu Natal (Midmar)
 : National Office (Cape Town)

REQUIREMENTS : An appropriate 3-year Bachelor’s Degree/National Diploma in Public Management or equivalent qualification. 2-3 years’ experience in relevant field NRM Training and Development policies and procedures. Departmental procedures and prescript/policies Budget and contract management, Financial and procurement procedures. Training and development policies and procedures. Training and Social Development skills and Stakeholder Management and facilitation skills. Computer literacy, good communication skills, including reading and writing in at least two of the official languages. Willingness to work under pressure and work with difficult people. Be a responsible, loyal, honest and reliable person. Ability to work long hours voluntarily and with limited supervision.

DUTIES : To plan and implement training and development interventions, contract and budget management of Implementation Agent Agreements. Develop provincial training and development plans. Facilitate the induction for newly appointed beneficiaries and contractors, manage the capturing of training and development data on NRM Information System Monitoring and evaluation of Training and Development programme. Monitor compliance with regards to NRM training and development standards. Compile and submit monthly training and development reports. Conduct regular site visits to ensure efficacy of training and development. Conduct training and development impact assessments. Assess the implementation of employment of participants in line with EPWP criteria and targets. Facilitate stakeholder engagement with respect to training and development. Facilitate NRM beneficiary health and wellness programme.

ENQUIRIES : Mr C Martheze Tel No: (021) 4412721 / (021) 941 6090
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

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. Shortlisted 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. Note: Please send a separate and complete application for each post you apply for, stating the correct center for each position you are interested in.

CLOSING DATE: 07 October 2019

POST 34/15: SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A: DATABASE ADMINISTRATOR REF NO: OC36/2019

SALARY: R311 859 per annum

CENTRE: Cape Town

REQUIREMENTS: An appropriate recognized National Diploma/Degree in Computer Science, Information Systems Engineering or equivalent qualification, plus minimum three years relevant post-qualification experience. Compulsory registration with SACNASP as a certified Natural Scientist or relevant professional body (provide certified copy of Registration Certificate, or proof of recent application for registration). Experience in open-source database design, implementation and maintenance as well as designing and writing code on Linux systems. A proven track record in managing Post Gre SQL databases and experience in MySQL. Programming experience in Python is essential and additional experience in PHP. Experience in programme and project management, scientific methodologies and research and development.

DUTIES: Participate in the design, development, and maintenance of scientific information system. Maintain, develop and implement methodologies, systems and procedures related to ocean data, ocean information products. Participate in the collation, dissemination and management of oceanographic data produced from various data collection platforms. Collect areas of either management of research interests that require solutions and translate them into appropriate software design. Document all code written or amended within a repository. Develop skills, mentor interns and students. Participate in local, regional and international ocean information systems and systems-of-systems discussions and standards forums (such as GOOS, GEOSS). Conduct relevant research and development projects. Develop and maintain standard operating procedures on the Wiki and technical reports on the Marine Information Management System.

ENQUIRIES: Jimmy Khanyile Tel No: (021) 819 5007

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

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.
candidiates only. Short-listed candidates may be required to undergo a theoretical and practical test of their competency on Linux systems. The following would be an added advantage: Demonstrated presence on Github, Sourceforge, or other open-source repository Knowledge of scientific data formats and format translation; knowledge of implementation of scientific data formats, data processing and/or QA/QC; a knowledge of Python, XML and XSLT. 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.

**CLOSING DATE** : 14 October 2019

**POST 34/16** : BIODIVERSITY OFFICER PRODUCTION GRADE A REF NO: EP9013/2019

**SALARY** : R276 828 per annum (Total Package R411 763 per annum conditions apply)

**CENTRE** : KwaZulu-Natal

**REQUIREMENTS** : A three year Bachelor Degree/ National Diploma in Environmental/Natural/Agricultural Science or equivalent qualification (with Botany, Zoology or Entomology as subjects) coupled with relevant experience in Natural Resources Management Knowledge of Natural Resources Management policies and procedure Knowledge of alien species, Knowledge of Departmental procedures and prescription/policies, Knowledge of Project Management, Public Finance Management Act (PFMA) and Procurement procedures, Computer literacy, Composition and functions of DEA Sound organising and planning skills, Good communications skills Working for Water skills Possession of a valid driver’s licence and willingness to travel and work long hours with limited supervision.

**DUTIES** : Provide project planning support services; Assess area and compile mapping requirements; Develop a strategic clearing plan, i.e Management Unit Clearing Plan (MUCP) for approval; Identify the project site; Implementation of biological controls on invasive alien plants; Define biological control strategies, release strategies and processes; Identify the required agents to control specific aliens Management of aquatic weeds; Define aquatic weeds strategies, release strategies and processes; Identify the suitable control measures; Facilitate and train the teams to acquire specified agents; Application of aerial/manual herbicide and monitor the project area; Manage invasive fauna projects; Develop invasive fauna management plans.

**ENQUIRIES** : Ms D Sharp Tel No: (021) 441 2741

**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

**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. Shortlisted 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.

**CLOSING DATE** : 07 October 2019
POST 34/17 : CANDIDATE GIS TECHNICIAN REF NO: EP9012/2019  
(5 Year Contract)

**SALARY** : R268 713 per annum (inclusive of 37% in lieu of benefits)

**CENTRE** : Northern Cape

**REQUIREMENTS** : An appropriate 3-year Bachelor’s Degree/Diploma in Geography/Environmental Sciences/Cartography or an appropriate equivalent qualification with GIS or Information Management as a major subject. 3 Years’ experience and Knowledge in ArcView, ArcGIS, Geographical Information systems, Geo-database implementation and Data Management Understanding of GIS application and spatial data, theory, principles and practices of GIS standards Practical Knowledge of GIS software applications and GPS Devices Data Analysis, Strategic and Operational Planning will be an added advantage Technical Skill and ability to work under pressure Compulsory registration with PLATO and computer literacy in Microsoft Excel, Access, PowerPoint, Word and GIS packages Drivers License.

**DUTIES** : The incumbent is expected to capture spatial and non-spatial data on NRM systems Support the provincial implementers in GIS and mapping requirements. Generate contracts and maps for NRM operations and to support the quality assurance of these Electronic filing of relevant documents Ensure data integrity of the NRM database through fixing/correcting of spatial data Support generation of monthly KPI reports to provincial Data Manager, and interrogation of these Fix identified errors and discrepancies. Support the provision of spatial data for APO purposes in the province.

**ENQUIRIES** : Mr N Manngo Tel No: (053) 836 7600

**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

**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 Shortlisted 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.

**CLOSING DATE** : 07 October 2019

POST 34/18 : SOCIAL DEVELOPMENT/TRAINING OFFICER REF NO: EP9015/2019

**SALARY** : R208 584 per annum (Total package of R 328 960per annum/ conditions apply)

**CENTRE** : Eastern Cape

**REQUIREMENTS** : An appropriate 3-year Bachelor’s Degree/National Diploma in Public Management or equivalent qualification 1-2 Years’ experience in relevant field be able to gather and analyse information, to develop and apply policies must be able to compile performance reports and management of transformation programmes. Coordination and Stakeholder liaison Computer literacy, good communication skills, sound organising and planning skills Willingness to work under extreme pressure and work with difficult people Be a responsible, loyal, honest and reliable person Ability to work long hours voluntary and with limited supervision valid driver’s license.
DUTIES

To develop contractor and empower beneficiary
Assess and monitor compliance to the Working for Water operational standards
Monitor number of contracts received per contractor
Ensure promotion of health to Natural Resource Management Beneficiaries
Educate beneficiaries in reproductive health
Coordinate referrals and update directory
Raise awareness on health issues to NRM beneficiaries
Facilitate access for service for contractors
Represent Working for Water at various local forums
Organise candle light event for beneficiaries
Assist in coordination of training and monitor and evaluate training at project level
Ensure training duration or number of days are observed.

ENQUIRIES

Mr C Martheze Tel No: (021) 441 2721 / (021) 941 6090

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

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.

Shortlisted 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.

CLOSING DATE

07 October 2019
ANNEXURE F

DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

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 Soulpansberg and Steve Biko Road, Arcadia, Pretoria.

FOR ATTENTION: Human Resource Management

CLOSING DATE: 07 October 2019

NOTE: Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document and where a driver’s license is requirement, a certified copy must be attached 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. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 34/19: DEPUTY DIRECTOR: FRAUD AND ETHICS PREVENTION REF NO: COO11/2019

SALARY: R733 257 per annum (All-inclusive MMS package)
CENTRE: Pretoria

REQUIREMENTS: A recognized 3-year Degree/National Diploma in Risk Management or relevant equivalent qualification. Minimum of 3 years’ experience in relevant field. Experience in the initiation, development and implementation of business continuity management, workshop facilitation and the ability to liaise at various levels of an organisation. Knowledge: Technical application of risk management concepts and principles, concepts of Control and Corporate Governance, risk management standards and procedures, financial policies and related legislation (PFMA and Treasury Regulations), Fraud prevention policies and related legislation (Public Service Anti-Corruption Strategy, Prevention and Combating of Corruption Act, 2004, and Business processes, and A good understanding and working knowledge of IT systems. 

DUTIES: The successful candidate will be responsible to effectively and efficiently manage ethics and fraud within the Department with regards to the following Key Performance Areas: Effectively and efficiently manage ethics and fraud within the Department. Conduct investigations on fraud and corruption allegations. Facilitate effective and efficient development of fraud management frameworks. Management of fraud risk Ethics Management.

ENQUIRIES: Mr K Manda Tel No: (012) 399 9902

POST 34/20: CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: COO14/2019

SALARY: R495 219 per annum (OSD)
CENTRE: Joe Gqabi District Municipality (Northern Cape)

REQUIREMENTS: A recognized 4-year Bachelor’s degree in Environmental or Natural Science or equivalent qualification as well as training in project management the applicant should at least have 6 years post qualification experience in related field. Experience in Community Facilitation and Development; Government Planning processes (especially Local Government Planning) and Spatial Planning; interacting with Provincial and Local Authorities; in-depth knowledge of
Environmental Legislation and its application, Project Management, Intergovernmental Relations and Expanded Public Works. Sound computer literacy, communication (verbal and written), interpersonal, coordination and stakeholder management, organizational, and facilitation skills. Good understanding of government planning processes. The successful candidate must have a valid driver’s license.

**DUTIES**

Support all departmental programmes/activities aimed for the municipalities. Support Environmental Planning/Management in the municipalities: facilitate the development of environmental sector plans in the municipalities; advice the municipalities on municipal mandates in line with different environmental legislations and their application. Facilitate & coordinate environmental capacity building initiatives: conduct capacity analysis to assess the capacity of the municipality to carry out their environmental management mandate; facilitate capacity building initiatives for the municipalities Support municipal planning process and forums/structures: participate in the municipal planning processes such as Integrated Development Planning and ensure the integration of environmental priorities. Support the implementation of Social Responsibility Programmes: support the project identification; planning; implementation and monitoring and evaluation; facilitate stakeholder engagement in projects.

**ENQUIRIES**

Mr V Baloyi Tel No: (012) 399 9940, Ms S Dumalisile Tel No: (012) 399 9938, Ms E Kodisang Tel No: (012) 399 9939, Mr L Dombo Tel No: (012) 399 9937

**POST 34/21**

**PROVINCIAL PROJECT ADMINISTRATOR REF NO: EP13/2019**

**SALARY**

R316 791 per annum

**CENTRE**

East London (Eastern Cape Province)

**REQUIREMENTS**

An appropriate three-year Bachelor degree in Public Administration or equivalent qualification (NQF level 06). The applicant should at least have two (2) years working experience in office administration, relevant experience in finance and procurement procedures, project management experience, good communication skills (writing and verbal), organizational skills, interpersonal skills, good computer skills, ability to work individually and in a team, ability to work under pressure, multi-tasking, self-supervision; A valid code B driver’s license, willingness to travel extensively and work extended hours. The candidates should have a sense of responsibility, loyalty and honesty.

**DUTIES**

The successful candidate will be required to provide general administrative support to the Provincial Programme Manager and Provincial Training Coordinator; provide logistical support to the Regional Office; ensure effective and efficient functioning of the office; provide secretarial support; arrange internal and external meetings; assist with proper distribution of documents in a prompt and highly confidential manner; maintaining the filling system; communicate with clients and stakeholders; make travelling arrangements; manage petty cash within the Regional Office; arrange refreshments; handle generic inquiries and liaison with clients and stakeholders.

**ENQUIRIES**

Ms F Dlulane Tel No: (012) 399 9706

**POST 34/22**

**ENVIRONMENTAL OFFICER PRODUCTION GRADE A: COMPLIANCE BIODIVERSITY AND CONSERVATION REF NO: LACE02/2019 (X2 POSTS)**

**SALARY**

R272 739 per annum. (OSD)

**CENTRE**

OR Tambo International Airport

**REQUIREMENTS**

National Diploma in Natural/ Environmental Science or equivalent qualification. 1 – 2 years’ experience required in a relevant field knowledge of biodiversity compliance and enforcement experience or knowledge of the provisions of the National Environmental Management Act (NEMA), the National Environmental Management Biodiversity Act (NEMBA), the National Environmental Management Protected Areas Act (NEMPAA) and associated regulations and norms and standards. Government’s environmental quality and protection related legislation and regulations. Good understanding of environmental legislation. Knowledge of government standard administrative procedures and policies will be essential. Applicants must have the following skills: good communications skills (written and oral), good report writing skills, project management, conflict management skills,
good interpersonal relations, good organization and planning management A valid Driver’s License.

**DUTIES**

Plan and coordinate national activities/joint operations on compliance monitoring. Conduct compliance inspections of the provisions of the National Environmental Management Act, National Environmental Management: Biodiversity Act, the National Environmental Management: Protected Areas Act, its associated regulations and norms and standards Maintain and administer compliance monitoring information management and reporting system pertaining to import and export requirements/control Participate in the implementation of compliance and enforcement measures to protect biodiversity Work closely with other organs of state and conservation agencies. Provide technical support to the Sub-directorate. Provide technical support to all the Compliance and Enforcement projects Perform administrative related functions.

**ENQUIRIES**

Mr Sifiso Miya Tel No: (012) 399 8863

**POST 34/23**

**BIODIVERSITY OFFICER PRODUCTION GRADE A: THREATENED OR PROTECTED SPECIES REF NO: LACE09/2019 (X2 POSTS)**

**SALARY**

R272 739 per annum (OSD)

**CENTRE**

Pretoria

**REQUIREMENTS**

National Diploma in Natural/ Environmental Science or equivalent qualification. 1 – 2 years working experience in environmental investigations, specifically in dealing with biodiversity related contraventions or general law enforcement and investigations A certificate in Environmental Management Inspector will be an added advantage Knowledge and understanding of criminal law, criminal procedure and administrative law Understanding of biodiversity law and the application thereof within the environmental compliance and enforcement discipline Good interpersonal and communication skills; willingness to travel Computer literacy with experience in Microsoft Office, Internet and email A valid driver’s license.

**DUTIES**

Assist with investigation and enforcement operations in relation to biodiversity legislation Assist with the institution of criminal proceedings against offenders. Assist with the compilation of dockets Compile supporting documents relevant to case docket, e.g charge sheets, etc Consult with prosecutors, police and other enforcement stakeholders Liaise with other directorate, provincial departments and local municipalities, external experts’ stakeholders and/or consultants as well other government institutions Draft and execute administrative enforcement notices Carrying out the function of an environmental management inspector (EMI).

**ENQUIRIES**

Mr E. Swart Tel No: (012) 399 9467
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

APPLICATIONS:
The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria.

FOR ATTENTION:
Mr S Matshageng

CLOSING DATE:
04 October 2019

NOTE:
GCIS is an equal opportunity employer and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts the candidacy of persons whose appointment/transfer/promotion will promote representivity will receive preference. Applicants with disabilities are welcome to apply Applications must be submitted with Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents the completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. No faxed, copied or e-mailed application will be considered. Where a driver’s license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. "The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance." All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment (Criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

POST 34/24:
CENTRE:
Pretoria

DEPUTY DIRECTOR-GENERAL: INTERGOVERNMENTAL COORDINATION & STAKEHOLDER MANAGEMENT REF NO: 3/1/5-19/69
Branch: Intergovernmental Coordination & Stakeholder Management

SALARY:
R1 521 591 per annum (All-inclusive salary package) of which 30% may be structured according to the individual’s needs.

REQUIREMENTS:
Envisaged for appointment to this position is a seasoned and experienced Senior Manager with a minimum of eight (8) to ten (10) years’ experience at Senior Managerial Level Experience in any of the following fields: government policy, intergovernmental relations, stakeholder and relationship management, development communication, journalism, media liaison and communication. An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Public Relations/ Development Communication/Public Management/Journalism and Communication or equivalent qualification as recognised by SAQA which is relevant/related to the duties mentioned below. Excellent writing skills with extensive report writing experience. Strong Financial and People Management skill. Computer Skills A code 8 driver’s license.

DUTIES:
Provide effective strategic leadership and management to the Branch: Intergovernmental Coordination & Stakeholder Management with the following Chief Directorates: (i) Provincial and Local Liaison, (ii) Social Sector and Governance and Admin Clusters, (iii) Economic and Infrastructure, Justice and International Clusters and (iv) Media Engagement. Lead and drive interaction and
communication between government and the media. Provide strategic communication, planning, coordination and support to Clusters. Ensure that the National Communication Strategic Framework is presented to the provinces for alignment. Build partnership with strategic stakeholders in pursuit of the GCIS' vision. Ensure effective functioning of the IC&SM Branch. Supervise, lead or participate in government communication projects, including giving strategic guidance to cluster communications. Manage intergovernmental relations, as well as stakeholder management for the programme. Provide support in developing communication system at the sphere of local government as well as working closely with the office of the Director-General and communication unit in the provincial government. Ensure synergy in the work of GCIS and that of the provinces with respect to communication guided by the national communication strategy.

ENQUIRIES: Ms Zanele Ngwenya Tel No: (012) 473 0472

POST 34/25: DEPUTY DIRECTOR-GENERAL: CONTENT PROCESSING AND DISSEMINATION REF NO: 3/1/5-19/70
Branch: Content Processing and Dissemination

SALARY: R1 521 591 per annum (All-inclusive salary package) of which 30% may be structured according to the individual's needs.

CENTRE: Pretoria

REQUIREMENTS: Envisaged for appointment to this position is a seasoned and experienced Senior Manager with a minimum of eight (8) to ten (10) years' experience at Senior Managerial Level. Experience in any of the following fields: research, marketing, advertising, media-bulk buying, communication, journalism, editing, content development, publishing, videography and photography, government policy and intergovernmental relations. An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Communication/ Journalism/ Content Development/ Advertising/ Media Bulk-Buying or equivalent qualification as recognised by SAQA which is related/relevant to the duties mentioned below. Excellent writing skills with extensive report writing experience. Strong Financial and People Management skills. Computer Skills. A code 8 driver's license.

DUTIES: Provide effective strategic leadership and management to the Branch: Content Processing and Dissemination with the following Chief Directorates: Policy and Research, Products and Platforms, Communication Service Agency. The Head of this Branch must also deputes for the Director-General in providing leadership in Government communication. Carry out all functions delegated to him/her by the DG. Co-ordinate strategic communication planning in GCIS and across government. Oversee the content development process implemented through the Communication Service Agency, Intergovernmental Coordination and Stakeholder Management, Media Engagement and Electronic Information Resources. Coordinate the dissemination of information about GCIS services. Supervise, lead or participate in communication projects. Development of a communication strategy for government and GCIS. Oversight over production of accurate and high quality content for GCIS platforms. Strategic oversight of the media Bulk Buying. Oversee the building and maintenance of reliable knowledge base to inform communication interventions. Coherence in the work of GCIS with respect to content development and management and integrated messaging. Conduct research through independent service providers to assess how government should address the public's information needs.

ENQUIRIES: Ms Z Ngwenya Tel No: (012) 473 0472

POST 34/26: PROVINCIAL DIRECTOR: FREE STATE REF NO: 3/1/5-19/71
Branch: Intergovernmental Coordination & Stakeholder Management

SALARY: R1 057 326 per annum of which 30% may be structured according to the individual's needs (All-inclusive salary package).

CENTRE: Free State

REQUIREMENTS: Qualification: An appropriate Bachelor's Degree in Communication Science/Communication/Development Communication/Journalism or equivalent tertiary qualification (NQF level 7 as recognised by SAQA). Experience: At least 5
years’ experience at a middle or senior management level with extensive experience in and knowledge of communication and or development communication, proven leadership capabilities, and sound interpersonal and project management skills. Experience in coordinating multi-media communication campaigns Sound knowledge of the Public Finance Management Act as well as understanding of the procurement processes in the Public Service Knowledge: Comprehensive knowledge of the Free State province, including socio-economic and development dynamics as well as the programmes and priorities of government must have a valid driver’s license and be computer literate.

**DUTIES**

Provide strategic leadership and management to the GCIS Provincial Directorate in the Free State Province. Deliver communication campaigns in line with the government communication programme and provincial communication programme Provide support for the extension of the government communication system to the local government sphere Support provincial government in the rollout and promotion of a government-wide access strategy including the establishment of Thusong Service Centres Develop and maintain communication partnerships with provincial stakeholders from government and civil society.

**ENQUIRIES**

Ms M Tshwane Tel No: (012) 473 0188

**NOTE**

All the shortlisted candidates will be subjected to a technical exercise that intends to test the 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 generic managerial competency assessment.

**OTHER POSTS**

**POST 34/27**

**DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 3/1/5-19/73**

(12 Months Contract)

Directorate: Strategic Planning, Performance Monitoring and Reporting

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants should be in possession of a relevant National Diploma (NQF 6) or a Bachelor’s Degree (NQF 7) preferably in Risk Management or equivalent related qualification as recognised by SAQA, and at least four (4) years relevant experience in the risk management environment He/she should have knowledge of the Public Finance Management Act, Treasury Regulations, Corporate Governance and Risk Management Framework Knowledge of risk management software will be an added advantage Required skills: project management, computer literacy, planning and organisational, analytical skills, monitoring & evaluation, interpersonal & negotiation skills, problems solving skills, and customer care skills. He/she should have sound understanding of government policy, general knowledge of government’ mandate and a keen interest in current and government affairs. A valid driver’s license is also required.

**DUTIES**

Assist in linking risk management processes with the Department’s objectives and business plan Develop, review, monitor and implement the enterprise risk management framework within the department Assist in developing and rolling out an on-going risk management awareness programme throughout the department Consult with stakeholders within the areas of responsibility to ensure identification and management of risks Facilitate operational risk assessment process (identification, analysis and rating of risks) within the department, guided by the departmental risk management strategy and policy Assist in project risk analysis and evaluation of various projects Provide advice to management on issues related to risk management Identify potential business interruptions, develop safeguards against these interruptions and implement recovery procedures in the event of business interruptions Ensure plans are in place to keep the Department functioning after disruptive events such as natural disaster, sabotage, crime and computer and human error Monitor and evaluate the departmental risk profiles and related action plans and report on such Assist in compiling risk management quarterly reports to the departmental Risk Management Committee and Management Committee Coordinate the Integrity Management within the department as part of part of the department’s anti-corruption initiatives.
ENQUIRIES : Ms K Sebati Tel No: (012) 473 0123

POST 34/28 : DEPUTY DIRECTOR: PARLIAMENTARY AND MEDIA LIASION REF NO: 3/1/5-19/76
Chief Directorate: Media Engagement

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Cape Town
REQUIREMENTS : Applicants should be in possession of a recognised 3 year Degree (NQF 7) or National Diploma (NQF 6) in Communication, Public Relations, Media Studies and Journalism plus four years’ experience in media and communication environment of which two (2) years should be experience at Salary level 9 or 10 Furthermore, the applicant must have knowledge of Departmental policies and procedures, Project management, Batho Pele principles, Planning and organising, Interpersonal relations and Leadership, Computer literacy, Writing, Communication, Problem solving, Listening and observation, Negotiation, Event management. Strategic communication and stakeholder engagement with focus on media engagement is critical to the role. Must have knowledge of Parliamentary Processes and platforms and Government cycle of communication Supervisory skills a must and ability to work in a team highly beneficial. A valid driver’s license and computer literacy are prerequisites.

DUTIES : The successful candidate will be required to plan, coordinate and execution of media, stakeholders and public liaison plans on behalf of the GCIS in Parliament in line with communication strategy and programmes of Government Communication Keep abreast of developments within Parliamentary environment, and manage the platforms of media and stakeholder engagement together with other government departments frequenting Parliament Implement Communication Strategy accordingly and manage media liaison activities. Identify opportunities and appropriate communication interventions for the GCIS in Parliament Coordinate and consult with and participate in Department’s communication structures and processes. Coordinate media liaison and other communication activities on behalf of Government in Parliament and assist with a Parliamentary Liaison Role in the Information Resource Centre to better promote Government information in Parliament Assist with basic administration of the office in consultation with the Director Lead a team of media and parliamentary liaison officials of the Department in and around Parliament.

ENQUIRIES : Ms L Cerf Tel No: (021) 465 3658

NOTE : All interviewees will be expected to perform a practical translation, quality control and proofreading test.
REGIONAL COMMUNICATION COORDINATOR: JOHN TAOLO GAETSEWE
DISTRICT REF NO: 3/1/5-19/79
Chief Directorate: Provincial and Local Liaison

SALARY
: R376 596 per annum (Level 09)

CENTRE
: Kuruman

REQUIREMENTS
: Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the Northern Cape Province with specific insights in John Taolo Gaetsewe District and its local Municipalities.

DUTIES
: The successful candidate will be responsible to support the Deputy Director: Provincial Liaison in the implementation of a strategic government communication function in the Central Karoo District as follows: implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Coordinate and monitor the government communication function in the district, including the monitoring and supervision of the work of the district based on Senior Communication Officers as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. The candidate will support all initiatives aimed at strengthening Local government communication system through interface with strategic IGR structures at local level. The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service center programme. The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing articles on government developments in the region from time to time. The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products. The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the District for use by various stakeholders and clients with required communication interventions recommended.

ENQUIRIES
: Mr M Nagel Tel No: (053) 832 1378
DEPARTMENT OF HEALTH

It is the Department’s intention to promote equity (race, gender and disability) through the filing 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.

APPLICATIONS: The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001 Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets. Pretoria.

FOR ATTENTION: Ms T Moepi

CLOSING DATE: 07 October 2019 Closing Time: 12:00 Mid-Day

NOTE: All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver’s licence (Certification should not be older than three months) No faxed or e-mailed applications as well as certified copies older that three (3) months will be considered.

It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only if notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

POST 34/31: DIRECTOR: HEALTH INFORMATICS ADVISOR (DONOR CONTRACT) REF NO: NDOH 43/2019

Ending 31 March 2022

Chief Directorate: Health Information Management Monitoring and Evaluation

Re-advertisement. Applicants who have previously applied need not to re-apply.

SALARY: R1 005 063 per annum (An all-inclusive remuneration package) basic salary consists of 70% of total Package, the State’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion) the flexible portion of the package can be structured according to Senior Management Service guidelines.

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s Degree or equivalent NQF level 7 qualification, with a postgraduate degree in Public Health or Health Informatics as an advantage. A minimum of five (5) years’ experience in Health Information Systems Management within public health at a middle management level. Expertise or good understanding of District Health Information System (DHIS), data quality improvement approaches and data use for evidence-based decision-making. Good computer skills of various information systems and statistical packages, communication (written and verbal) and strong data analysis skills for large data sets, ability to think creatively and strategically, work under pressure and strong negotiation skills. A driver’s license.
**DUTIES**

Support the development of the patient electronic record, health information system architecture and interoperability. Build technical capacity on information within the National Department of Health and provinces for advanced webDHIS trends analysis and data quality management including HIV/AIDS and TB/HIV data. Support rationalization of m-Health within the health sector. Facilitate the review and development of the new District Health Management Information System policy in line with latest developments. Support the districts to implement electronic data collection tools in selected facilities.

**ENQUIRIES**

Dr G Andrews at Tel No: (012) 395 9588

**OTHER POST**

**POST 34/32**

**SENIOR ACQUISITION OFFICER REF NO: NDOH 44/2019**

Chief Directorate: Supply Chain Management
Directorate: Supply Chain and Asset Management

**SALARY**

R316 791 per annum (plus competitive benefits)

**CENTRE**

Pretoria

**REQUIREMENTS**

National Diploma or equivalent qualification on NQF level 6 in Supply Chain Management/Accounting/Public Management or related field. At least two (2) years’ experience in Supply Chain Management. Knowledge of Supply Chain Management legislations such as Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment Act, Practice Notes, Circulars and SCM delegations. Good communication (written and verbal), computer (MS Word and Excel), interpersonal, problem solving and supervisory skills. Ability to work independently, with a team and under pressure. Valid driver’s license.

**DUTIES**

Prepare bid documents and administer closing of bids. Ensure availability of evidence that all bids received are listed during bid pre-screening and the list of bidders is published on the NDOH website. Administer bid publications. Assist in the compilation of bid documentation and assist bidders with access to the bid documents. Coordinate bid specifications and evaluation committees. Secretariat to the bid specification and evaluation committees and assist the Bid Adjudication committee secretariat. Assist the Bid Adjudication committee with the adjudication meetings. Administer bid awards and regrets. Preparation of bid appointment and regret letters for approval. Attend queries from internal customers and auditors with regards to the bid request. For information, compilation of bid and deviation registers, including variation and expansion registers. Assist in the comp of the annual procurement plan and procurement plan performance reporting. Ensure proper filing of all bid documentation reflecting in the bid register.

**ENQUIRIES**

Mr SD Dlamini on Tel No: (012) 395-8930

**NOTE**

Coloured, Indians and disabled applicants are encouraged to apply.
APPLICATIONS: Direct your applications quoting the relevant reference number to: The HR Officer, West Coast College TVET College, P.O Box 935, Malmesbury, 7300 or hand delivers at 2 Loedolf Street, Malmesbury, Central Office, 7300.

CLOSING DATE: 04 October 2019, 14h00

NOTE: Applications must be submitted on Z83 form (Fully completed) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references and certified copies of all qualifications, Identity (ID) document not older than three months, including drivers license (where it is required) Preference will be given to applicants with a South African ID document

It is the applicant’s responsibility to have any foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to submit the Evaluation Certificate from SAQA with the application. Failure to sign Z83 and submit the requested documents will result in your application not being considered Candidates whose appointments will promote representatively in terms of race, gender and disability will receive preference As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Note: all shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications received after the closing date or faxed and emailed applications will not be considered.

OTHER POSTS

POST 34/33: FINANCIAL MANAGER REF NO: WCTVETC 62/19
Nature of contract: Permanent

SALARY: R376 596 per annum (Level 09) plus benefits as applicable in the Public Service

CENTRE: Central Office (Malmesbury)

REQUIREMENTS: An Appropriate B. Comm. Degree majoring in accounting; Articles will be an added advantage; Sound knowledge of GRAP, PFMA, CET Act and Treasury Regulations; Five (5) years practical experience; Five (5) years management experience in related field; Analytical thinker; Problem solving skills; Risk management and identification ability; Excellent communication and teamwork skills; Deadline driven; Reporting skills in terms of GRAP, PFMA.

DUTIES: Day to day financial accounting operations and procedures to ensure accurate allocations, record keeping, cash management, creditors payments control, Debtors collections, SCM, etc; continuous review of the College existing financial controls, policies and procedures with particular emphasis on payments, cash flow management and debt collection; Formulation budget estimates in support of program objectives; Administer conditions of contracts; Compilation of annual financial statements and supporting working papers; Liaise with DHET and AG audit staff; Presenting and justifying budgets; Development of plans for allocating resources; Reviewing and analyzing funding documents Conduct comparative analysis to examine trends; development, implementing, reviewing and interpreting accounting and budget policies, procedures and statuses to ensure compliance with applicable legislation; provide on-the-job training to subordinates; review payroll calculations, including tax computations to ensure that the payroll has been
prepared accurately; planning and conducting performance and financial reviews of the College programs; ensure implementation of recommendations raised by assurance providers; ensure safeguarding of all College assets and economic utilization of resources; Manage the asset disposal process; Coordinate monthly reports for CFO approval Serves as Broad Management member; Part of SCM Evaluation Meeting.

**ENQUIRIES**  
Ms A Arosi / Ms A Fortuin (022) 482 11 43

**POST 34/34**  
**FACILITIES OFFICER REF NO WCTVETC 61/19**
Nature of contract: Permanent

**SALARY**  
R257 508 per annum (Level 07) plus benefits as applicable in the Public Service

**CENTRE**  
Vredenburg Campus

**REQUIREMENTS**  
An appropriate qualification in facilities and or security; Three years’ experience in facilities, Security and asset management; Valid driver’s license; Knowledge of OHSA and fire codes; Strong pro-active management skills, Conflict management skills; Ability to communicate at all levels including with students; Administration and report writing skills; Computer literacy.

**DUTIES**  
Coordinate and manage all college physical resources (i.e. fleet, equipment, buildings etc.); Proactively manage the supervision of residence supervisors and general assistants; Ensure adherence to company policies and procedures; Willing to work irregular hours; Ensure discipline compliance of all residence students and residence staff; Identify and resolve facility deficiencies; Perform regular schedule building inspection; Manage maintenance plans; Ensure compliance with relevant health and safety standards; Manage security.

**ENQUIRIES**  
Ms A Arosi / Ms A Fortuin Tel No: (022) 482 11 43
DEPARTMENT OF HUMAN SETTLEMENTS

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

APPLICATIONS: SMS Posts: P O Box 394, Menlyn, Pretoria, 0063 or 642 Olivia Street, Jacqueline Drive, Garsfontein East, Pretoria, 0081: For Attention: Duduzile Maria Ntuli

Lower Level Posts: The Director-General, Department of Human Settlements, Private Bag x644, Pretoria, 0001 or Hand delivery: 260 Justice Mohammed Street, Ruth Mompati Building, Sunnyside, Pretoria, 0001

FOR ATTENTION: Ms N Nortman Tel No: (012) 444 9115

CLOSING DATE: 04 October 2019 at 16h00

NOTE: It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, together with certified copies of qualification certificates and your ID/Passport. All copies must be certified within the past 6 months. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to shortlisted candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employee’s Fund, and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. SMS posts: 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. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

ERRATUM: Kindly note that the post of Assistant Director: Organisational Design with Ref No: DOHS/19/2019 and Organisational Design Practitioner (level 7) with Ref No: DOHS/20/2019 advertised in Public Service Vacancy Circular 33, dated 13 September 2019, the requirements of the posts have been amended as follows: ASD: Organisational Design Candidates should be in possession of a Diploma/Degree (NQF Level 6 /7) in Management Services/Operations Management/Human Resource Management OR any other equivalent qualification in Work-Study/Organizational Development. For Organisational Design Practitioner Candidates should be in possession of a Diploma/Degree (NQF Level 6 /7) in Management Services/Operations Management/Production Management/Industrial Engineering/Human Resource Management/Industrial Psychology OR any other equivalent qualification in Work-Study/Organisational Development People with NQF 7 who previously applied need not re-apply, the closing date has been amended to 04 October 2019.
MANAGEMENT ECHELON

POST 34/35 : CHIEF DIRECTOR: LEGAL SERVICES REF NO: DOHS/15/2019
Branch: Corporate Services
Chief Directorate: Legal Services

SALARY : R1 251 183 per annum (Level 14) (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must have as a minimum an appropriate post graduate degree in law/LLB. Admitted Attorney/Advocate Extensive 5 years at senior management level. Advanced skills to management the Chief Directorate and provide legal support to stakeholders Manage operations to achieve the planned outcomes of the Chief Directorate Applicants must be in possession of strategic capabilities and leadership qualities Applicant must be able to develop strategies and manage the implementation thereof Knowledge and experience with Legal administration as well as court skills will be essential Proven high-level liaison, written and verbal communication will be important Strong focus on service delivery innovation.

DUTIES : Development of subordinate and enforceable human settlement legislation to support national human settlement policy Co-ordinate the provisioning of general legal advice and legal documents The management and coordination of legal contracts, opinions, international agreements, MOU’s and legal advice to stakeholders Draft and amend National Housing Legislation and regulations Manage litigation matters and ensure legal compliance by the Department Responsible management of resources allocated to the Chief Directorate: Legal Services

ENQUIRIES : Mr C Ramalepe Tel No: (012) 444 9113
NOTE : Representivity: Diversity is promoted. Female candidates and People with Disabilities are encouraged to apply

POST 34/36 : CHIEF DIRECTOR: HUMAN RESOURCES REF NO: DOHS/14/2019
Branch: Corporate Services
Chief Directorate: Human Resources

SALARY : R1 251 183 per annum (Level 14) (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A relevant undergraduate qualification at NQF level 7 in Human Resource Management or Human Capital as recognized by the South African Qualifications Authority (SAQA).At least 5 years’ relevant experience at a senior managerial level in the Human Resources Environment A postgraduate qualification maybe be an added advantage Strategic capability and leadership Knowledge, understanding and experience of human resource policies and related legislation, functioning of national, provincial and local government, Knowledge, understanding and experience of financial management of human resources policies, payroll administration Knowledge of human resource related standards, practices, processes and procedures Experience in human resource management and competence in human resource management, development, transformation, employee wellness and labour relations Knowledge of personnel provisioning and utilization processes, conditions of services. Knowledge of service benefits and terminations of service Knowledge of structure and strategic and operational functioning of the Department Knowledge of functioning of PERSAL and personnel information systems Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act Must have excellent communication skills - written and verbal Knowledge and understanding of change management, people management, client orientation and customer focused, diversity management and risk management.

DUTIES : Develop, manage and oversee the implementation of policies and procedures in the areas of human resources management within the department to comply with applicable legislation Oversee the management of Human Resources Administration for the Department Oversee the management Organizational Development and Wellness for the Department Oversee the management of Human Resources Development for the Department Oversee the management of Labour Relations Oversee the management of Departmental and Human
Resources records, manage all resources - human, financial, assets within the Chief Directorate to ensure optimally utilization and directed towards meeting the objective of the Directorate. Manage the design of a skills matrix for all Department employees. Manage training programmes. Manage development and building of skilled branches of the Department. Establish partnerships with online organisations of learning. Manage the review and reconfiguration of departmental jobs to ensure strategic outcomes are achieved. Manage organizational reengineering.

**ENQUIRIES**: Mr C Ramalepe Tel No: (012) 444 9113

**NOTE**: Representivity: Diversity is promoted. Female candidates and People with Disabilities are encouraged to apply.

**POST 34/37**: DIRECTOR: SPECIAL INVESTIGATIONS REF NO: DOHS/29/2019
Office of the Director-General

**SALARY**: R1 057 326 per annum (Level 13) (all-inclusive salary package)

**CENTRE**: Pretoria

**REQUIREMENTS**: A degree or Advanced Diploma in Law, Policing or Forensic investigations (NQF Level 7 as recognized by SAQA). Any Qualification in Management studies and the registration with the Association of Certified Fraud Examiners (ACFE) will be an added advantage. Knowledge in forensic investigations, Case Management and Trends Analysis. Knowledge and understanding of legislation administered by the Department such as Prevention and Combating of Corrupt Activities Act, the Public Service Anti-Corruption Strategy, etc. Proficiency in verbal and written communication, as well as presentation skills. Policy formulation, analysis and implementation skills. The incumbent must be assertive and self-driven, innovative, solution orientated and have the ability to maintain a high level of confidentiality. Computer literacy and a valid driver’s license.

**DUTIES**: Monitor, analyze and report on business processes and trends. Develop and oversee implementation of anti-corruption measures. Conduct and co-ordinate Special Investigations.

**ENQUIRIES**: Mr C Ramalepe Tel No: (012) 444 9113

**NOTE**: Representivity: Diversity is promoted. Female candidates and People with Disabilities are encouraged to apply.

**POST 34/38**: DIRECTOR: CONTRACT MANAGEMENT REF NO: DOHS/30/2019
Branch: Corporate Services
Chief Directorate: Legal Services
Directorate: Contract Management

**SALARY**: R1 057 326 per annum (Level 13) (all-inclusive salary package)

**CENTRE**: Pretoria

**REQUIREMENTS**: The ideal candidate must have: An appropriate Bachelor’s Legal Degree or National Diploma A minimum 5 years’ experience on middle/senior managerial level. Knowledge of Public Finance Management Act (PFMA) Extensive experience in contract management and administration. In-depth knowledge and understanding of the housing environment and housing legislation would be a recommendation. Extensive knowledge and experience in drafting strategic legal documents such as international agreements, legal opinions, service level agreements, etc. Strong communication, drafting, strategic, leadership, interpersonal, financial and people management skills. A valid Code 8 driver’s license. Computer literacy.

**DUTIES**: Manage the drafting, vetting and review of Contracts, Service Level Agreements and Memorandum of Understandings (MOU’s) on behalf of the Department. Manage the execution and evaluation of Departmental Contracts, Service Level Agreements and Memorandum of Understandings (MOU’s). Maintain Departmental Contracts, Service Level Agreements and Memorandum of Understandings (MOUs). Develop and implement procedures and policies on Departmental Contracts, Service Level Agreements and Memorandum of Understandings (MOUs). Provide legal advice in respect of tender documents. Manage the resources allocated to the Directorate.
ENQUIRIES: Mr C Ramalepe Tel No: (012) 444 9113

NOTE: Representivity: Diversity is promoted. Female candidates and People with Disabilities are encouraged to apply.

POST 34/39: DIRECTOR: HUMAN SETTLEMENTS LEGISLATIVE FRAMEWORKS AND RESEARCH REF NO: DOHS/31/2019
Branch: Corporate Services
Chief Directorate: Legal Services
Directorate: Human Settlements Legislative Frameworks and Research

SALARY: R1 057 326 per annum (Level 13) (all-inclusive salary package)
CENTRE: Pretoria

REQUIREMENTS: Undergraduate qualification (Diploma/Degree at NQF 7 as recognized by SAQA in Law/LLB/Legal Practices 5 years’ experience at middle/senior management level Legislative drafting experience will be an added advantage Knowledge of Public Finance Management Act (PFMA) A valid driver’s license Experience in the Constitutional Law and Administrative Law as well as successful completion of a legislation drafting course will be an added advantage Legal Research and drafting skills Advance research skills Problem solving and decision making skills Good communication skills (written and verbal) Project management skills Computer literacy Ability to work under pressure and meet deadlines.

DUTIES: Draft and amend national housing legislation and regulations Identify the need for new or review of Human Settlements legislation and regulations Conduct research and benchmark exercise for new and amended Human Settlements legislation and regulations Manage the development of Human Settlements legislation and regulations Manage the review of Human Settlements legislation and regulations.

ENQUIRIES: Mr C Ramalepe Tel No: (012) 444 9113

NOTE: Representivity: Diversity is promoted. Female candidates and People with Disabilities are encouraged to apply.

POST 34/40: DIRECTOR: PROGRAMME MONITORING REF NO: DOHS/32/2019
Branch: Programme and Project Management Unit
Chief Directorate: Programme Monitoring and Evaluation
Directorate: Programme Monitoring

SALARY: R1 057 326 per annum (Level 13) (all-inclusive salary package)
CENTRE: Pretoria

REQUIREMENTS: Appropriate recognized Bachelor’s degree/National Diploma in Social and/or Economic Science, Built Environment, with a minimum of five years’ experience at a middle/senior managerial level A qualification in Monitoring and Evaluation will be an added advantage Knowledge of Operationalization of strategic thinking into meaningful and sustainable results is essential Understanding and knowledge of government-wide Monitoring and Evaluation Programme is essential Experience in monitoring and evaluation system and processes Knowledge of Government’s human settlements programmes Knowledge of statistical analysis packages SPSS, or SAS, STATA, Excel package Experience in research and excellent report writing at a corporate level a valid drivers’ license the applicant must have good interpersonal and communication (written and verbal) skills.

DUTIES: Monitor, evaluate and report on planning, implementation and performance of National Housing Policies and Programmes Monitor, evaluate and report on service delivery processes Provide oversight and guidance in promoting human settlements Implementation of a rigorous approach to monitoring and evaluation, including systems for evaluating performance toward specific goals and objectives. Implementation of a household-level baseline surveys on Human Settlements Programmes including review of tools and survey methodologies; possible training of enumerators and review of data quality and analysis Evaluate the results of the human settlements programs and contribute to periodic evaluations/assessments of specific “pilot” interventions; contribute to dissemination of results to internal and external audiences Contribute to research design and methodology for project-related monitoring and research Use STATA and SPSS software to analyse raw data collected Analyse data and compile reports

ENQUIRIES: Mr C Ramalepe Tel No: (012) 444 9113
NOTE: Representivity: Diversity is promoted. Female candidates and People with Disabilities are encouraged to apply.

POST 34/41: DIRECTOR: LABOUR RELATIONS REF NO: DOHS/33/2019
Branch: Corporate Services
Chief Directorate: Human Resources
Directorate: Labour Relations

SALARY: R 1 057 326 per annum (Level 13) (all-inclusive salary package)
CENTRE: Pretoria
REQUIREMENTS:
Applicants must be in possession of an appropriate Bachelor's Degree qualification in relevant fields of Labour Law, Legal Practices or equivalent qualification at NQF level 7 as recognized by SAQA At least 5 years' experience at middle/senior management level A valid Driver's License Extensive Knowledge of applicable prescripts including Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Grievance procedures, Batho-Pele Principles Computer literacy, Interpersonal skills, Dispute resolution, Negotiation skills Expert knowledge in Labour Relations issues Good understanding and knowledge of Government priorities including the National Development Plan. Problem solving and decision making skills Good communication skills (written and verbal) Project management skills

DUTIES:
Manage a healthy Departmental Labour Relations environment, including: Manage facilitation of all Labour Relations cases and activities (grievances, disputes, misconducts, disciplinary processes) in compliance with applicable prescripts, legislative framework, guidelines and processes, including rendering Labour Relations advisory services to both management and employees, and resolution thereof as well as formal disciplinary action Represent Employer at conciliation and arbitration, managing strike actions, including monitoring implementation of litigation outcomes Facilitate Departmental Bargaining Chamber activities including collective bargaining resolutions Manage matters pertaining to Statutory requirements, e.g increasing access, providing information, openness and transparency, promote sound employment relationships, report on mandatory labour relations matters. Maintain a mandated database and records of grievances, misconducts and investigations Manage development and implementation of prescribed and compliant labour relations policies and procedures Participate in various internal and external management structures and cross functional activities in the interest of the Department.

ENQUIRIES: Mr C Ramalepe Tel No: (012) 444 9113

NOTE: Representivity: Diversity is promoted. Female candidates and People with Disabilities are encouraged to apply.

POST 34/42: DIRECTOR: HUMAN SETTLEMENT MASTER PLAN REF NO: DOHS/34/2019
Branch: Human Settlement Strategy Planning
Chief Directorate: Human Settlements Strategy
Directorate: Human Settlement Master Plan

SALARY: R 1 057 326 per annum (Level 13) (all-inclusive salary package)
CENTRE: Pretoria
REQUIREMENTS:
A relevant undergraduate qualification (NQF level 6/7) as recognized by SAQA with five years appropriate experience at middle/senior management level The candidate must have developed and proved research knowledge and skills, excellent analytical skills, knowledge of the human settlements sector, internal and national debates regarding human settlements, advanced writing skills, proven project management experience and general managerial experience Ability to analyze issues and trends pertinent to the mandate of the department and the duties attached to the post Advanced skills in the co-ordination and initiation of research assignments as well as the ability to engage in strategy and policy development will be important The candidate must be able to take initiative, demonstrate strategic and leadership capabilities and manage teams and work as part of a team the candidate must have the ability to conceptualize new research.
themes, processes, and projects, establish and maintain research networks, stimulate and contribute to debates relevant to human settlements. She must have the ability to communicate clearly with colleagues and various stakeholders at all levels. The ideal candidate must have the necessary knowledge of the political environment, legislation and policies and policies that govern human settlements development, the human settlements sector in general including the operation of public housing institutions, the construction sector, and an understanding of literature pertaining to the development of sustainable human settlements and the economic impact thereof. In addition, applicants must have: the ability to maintain sound interpersonal relations, knowledge of the Public Financial Management Act, Treasury Regulations and the housing and human settlements policy and legislative environment. A valid driver's license (code 8) the candidate should also be computer literate with sufficient skills and knowledge of Microsoft applications and should be willing to travel. Candidate must be able to work under pressure.

**DUTIES**

Facilitate research and analysis in the Human Settlement environment and the identification of critical focus areas to be development and addressed. Lead and direct the development of appropriate policies for the establishment of integrated plans. Coordinate the integration and expansion of the growth and development plans. Direct the implementation of suitable programs and facilitate the cooperation of all stakeholders. Ensure that the implementation and progress of programs are effectively monitored, and that stakeholders are informed. Manage the resources of the Directorate. Thus the incumbent should provide direction and support to all aspects and work of the Chief Directorate: Strategy, including design, analysis, report writing and initiating and undertaking responsive research to support policy development and implementation. Providing conceptually and theoretically sound advice to the department and assuming the managerial and leadership responsibilities and duties attached to the post will be expected.

**ENQUIRIES**

Mr C Ramalepe Tel No: (012) 444 9113

**NOTE**

Representivity: Diversity is promoted. Female candidates and People with Disabilities are encouraged to apply

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**OTHER POST**

**POST 34/43**

ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM AND HUMAN RESOURCE DEVELOPMENT REF NO: DOHS/36//2019

Branch: Corporate Services

Chief Directorate: Human Resource Development and EPMD

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants must be in possession of a Bachelor's Degree/National Diploma in HR or HRD with at least 3 years’ experience in PMDS and HRD. The following will serve as requirements: Public Service Regulations, thorough knowledge and application of PMDS Directives, and Collective Agreements on PMDS, PERSAL Knowledge; Knowledge of the Skills Development Act; Skills Development Levies Act; HRD Directives and Prescripts Good communication skills (verbal & written), planning and organising skills, computer literacy, supervisory skills and facilitation & presentation skills.

**DUTIES**

Management and coordination of the effective implementation of the performance management system; Facilitate the quality assurance of the filed performance agreements and provide guidance where necessary; Manage and analyse data on performance agreements filed and appraisals concluded and produce reports; Facilitate Moderating Committee (MC) meetings and logistics. Produce notices, guidelines on latest developments in performance management, and coach officials as well as moderation committee members on the applicable performance management prescripts; Advice the department regarding compliance to the 1.5% of total compensation allocated for performance bonuses.

**ENQUIRIES**

Ms N Nortman Tel No: (012) 444 9115

**NOTE**

Representivity: Diversity is promoted. Male candidates and People with Disabilities are encouraged to apply
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

CLOSING DATE: 04 October 2019
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document (Driver’s license where applicable) Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered Correspondence will be limited to short-listed candidates only If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful The successful candidate will have to undergo security vetting. His/her character should be beyond reproach The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification) The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department’s Employment Equity Plan.

OTHER POSTS

POST 34/44: ASSISTANT DIRECTOR: ETHICS MANAGEMENT REF NO: Q9/2019/25

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: A relevant NQF 7 Bachelor’s degree or equivalent qualification in Workplace Ethics or Social Sciences Driver’s license 3 year’s relevant experience at supervisory level in ethics management Knowledge Requirements: Knowledge of whistle blowing legislation Understanding of the safety and security environment Skills and competencies: Strong leadership skills Good communication skills Conflict Management skills Computer literacy Language skills Analytical skills Presentation skills.
DUTIES: To implement the ethics office’s function and maintain structural measures of creating an ethical climate within the department Conduct workshops on ethics management and fraud prevention to IPID employees and maintain awareness and communication thereof, Maintain a register on complaints and fraud allegation reported to the ethics office. Monitoring and evaluate the effectiveness of the ethics management programme of the IPID Facilitate the employee declaration process and maintenance of gift register.
APPLICATIONS: Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 hand deliver to 114 Madiba Street, City Forum Building, Pretoria 0001
ENQUIRIES: Ms M Mothoagae at Tel No: (012) 339 0021
FOR ATTENTION: Ms P Mereko at Tel No: (012) 399 0189

POST 34/45: ASSISTANT DIRECTOR: ICT REF NO: Q9/2019/26

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: A three-year degree or National Diploma in Computer Science or related field The candidate should also have formal qualification in Information Technology such as
N+, A+, and MCSE Three to five years in IT Networks and Service Desk management.

DUTIES: Performing operational duties, ensuring that computer hardware and software systems within the department are well maintained to perform efficiency, and effectively by monitoring of active data network or converged infrastructure and related network equipment. Supervising Service Desk to ensure that ICT team support end-users with their logged incidents relating to network systems to enhance performance in their daily tasks. Ensure that all faulty equipment is fixed or referred to service providers and register is properly kept and update on repairs. Ensure that all computer/servers are updated with latest patches/service packs/latest anti-virus definitions. Analyse events logs on the system and resolve any problems that are identified. Ensure that Case Management System Servers are running and updated on a regular basis.

ENQUIRIES: Mr T Tsotetsi at Tel No: (012) 339 0009
APPLICATIONS: Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 hand deliver to 114 Madiba Street, City Forum Building, Pretoria 0001
FOR ATTENTION: Ms P Mereko at Tel No: (012) 399 0189
POST 34/46: PRINCIPAL INVESTIGATOR AND PROTECTION OFFICER (NATIONAL SPECIALISED INVESTIGATION TEAM) REF NO: Q9/2019/27
SALARY: R376 596 per annum (Level 09) (The Notch will be higher than the one advertised in line with Section 23 of the IPID Act.)
CENTRE: Pretoria (National Office)
DUTIES: Undertake specialised investigations (Investigative Projects) that might require the official to be away from the office for extended periods. Make criminal recommendations to the Director of Public Prosecution and SAPS/MPS based on the outcome of investigations. Responsibility for the safeguarding and protection of witnesses and investigations where necessary.
ENQUIRIES: Mr J Baloyi at Tel No: (012) 339 0067
APPLICATIONS: Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 hand deliver to 114 Madiba Street, City Forum Building, Pretoria 0001
FOR ATTENTION: Ms P Mereko at Tel No: (012) 399 0189
POST 34/47: SENIOR INVESTIGATOR REF NO: Q9/2019/28
SALARY: R316 791 per annum (Level 08) (The Notch will be higher than the one advertised in line with Section 23 of the IPID Act.)
CENTRE: Western Cape (Bellville)
REQUIREMENTS: To be considered for this position, a candidate must be in possession of a Grade 12 or a relevant diploma/degree in law/policing, and should at least have three (3) years proven experience in criminal investigations. Knowledge of criminal law, criminal procedure and law of evidence are essential for consideration. In addition, the candidates must be competent in report writing skills, as well as verbal and
written communication skills. He/she must be computer literate and possess a valid unendorsed code 08 driver's license and be able to drive a motor vehicle. He/she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He/she must be willing to perform standby duties and overtime.

**DUTIES**: His/her duties will entail amongst others, supervision of investigators and learner investigator; receipt, registration and allocation of complaints, attendances of crime scenes and post mortems; collection, safeguarding and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting investigations of complaints of alleged criminality and advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; investigate misconduct against members of the police; searches, seizures and collection of evidence etc. compiling investigation reports and memoranda with recommendations to SAPS and referrals to the National Prosecuting Authority (NPA) for consideration to prosecute or take appropriate disciplinary action Draft and types investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.

**ENQUIRIES**: Mr GJ Trussell Tel No: (021) 941 4800

**APPLICATIONS**: Post to Independent Police Investigative Directorate, Private Bag X 43, Bellville, 7535 or, hand deliver to Fintrust Building, first floor, Corner of Petrusa & Mazzur Streets, Bellville 7530. 

**FOR ATTENTION**: Ms N Matintela Tel No: (021) 941 4800

**POST 34/48**: INVESTIGATOR REF NO: Q9/2019/29

**SALARY**: R257 508 per annum (Level 07) (The Notch will be higher than the one advertised in line with Section 23 of the IPID Act.)

**CENTRE**: Eastern Cape (Bellville)

**REQUIREMENTS**: A Grade 12 certificate or relevant diploma/degree in Law or Policing Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. A valid Code 08 driver's license and the ability to drive a motor vehicle in that class, Computer literacy, The ability to work under pressure, Competent in interviewing, report writing as well as verbal and written communication, Competent and fit to handle a firearm or willing to undergo such a test, Willingness to be on standby and perform overtime duties, Analytical thinking, problem-solving and decision making skills, Client orientation and customer focus, Results-driven.

**DUTIES**: Receive, register and allocate cases, Attend crime scenes and post-mortems, Collect, safeguard and process exhibits at the crime scene, Conduct interviews with suspects and witnesses and obtaining affidavits, Advise the next of kin or victims and other relevant stakeholders regarding progress of investigations, Manage stakeholders, Conduct investigations of cases of alleged criminality and misconduct against members of the police, as stipulated in Section 28 of the IPID Act, Conduct searches, seizures and collection of evidence, and etcetera, compiling investigation reports and memoranda with recommendations to SAPS and referrals to the National Prosecuting Authority (NPA) for consideration to prosecute or take appropriate disciplinary action Draft and type investigation reports at the conclusion of each investigation, Update electronically the status of each case on the database.

**ENQUIRIES**: Mr GJ Trussell Tel No: (021) 941 4800

**APPLICATIONS**: Post to Independent Police Investigative Directorate, Private Bag X 43, Bellville, 7535 or, hand deliver to Fintrust Building, first floor, Corner of Petrusa & Mazzur Streets, Bellville 7530. 

**FOR ATTENTION**: Ms N Matintela Tel No: (021) 941 4800

**POST 34/49**: ADMINISTRATION CLERK REF NO: Q9/2019/30

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

**CENTRE**: Eastern Cape (East London)

**REQUIREMENTS**: A grade 12 certificate. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service
Knowledge of working procedures in terms of the working environment
Skills and competencies: Good verbal and written communication skills, Computer, Interpersonal relations, flexibility, teamwork, planning and organizing.

**DUTIES**
Render general clerical support services: Record, organize, store, capture and retrieve correspondence and date (line function) Update registers and statistics. Handle routine enquiries Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component, type letters and /or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component Stock control of office stationery Keep and maintain the asset register of the component Provide personnel administration clerical support services within the component Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

**ENQUIRIES**
Ms L Boo Tel No: (043) 707 7200

**APPLICATIONS**
Independent Police Investigative Directorate, Private Bag X 9085, East London 5200 or, hand deliver to No. 3-33 Waverly Office Park, Philip Frame Road, Chislehurst East London, 5201

**FOR ATTENTION**
Ms N Mtyida Tel No: (043) 707 7200

**POST 34/50**
**SUPPLY CHAIN MANAGEMENT CLERK REF NO: Q9/2019/31**

**SALARY**
R173 703 per annum (Level 05)

**CENTRE**
National office Pretoria

**REQUIREMENTS**
The ideal candidate must be in position of a senior certificate (Grade 12) Computer literate, flexibility, planning and organizing, interpersonal relations and Good verbal and written communication skills Knowledge Basic knowledge of supply chain duties, practices, as well as the ability to capture data, operate computer and collecting statistics Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

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

**ENQUIRIES**
Mr M Gqalane at Tel No: (012) 399 0103

**APPLICATIONS**
Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria, 0002 hand deliver to 114 Madiba Street, City Forum Building, Pretoria, 0001

**FOR ATTENTION**
Ms P Mereko at Tel No: (012) 399 0189
JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services is committed to the achievement and maintenance of diversity and equity employment.

APPLICATIONS

The Judicial Inspectorate for Correctional Services:

**Western Cape Region**: Private Bag X 9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001.

**Central Management Region**: P.O BOX 3839, Bloemfontein 9301. Alternatively, applications may be handed in at Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein 9300.

**KwaZulu - Natal Region**: P.O Box 1322 Durban 4000. Alternatively, applications may be handed in at Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001.

**Eastern Cape Management Region**: PO Box 192, East London, 5201. Alternatively, applications may be handed in at Room 407, Third Floor, Magistrate’s Court, Buffalo Street, East London, 5200.

**Northern Management Region**: Private Bag 153, Centurion, 0046. Alternatively, applications may be handed in at 265 West Avenue, Tuinhof, Karee (West Block), Centurion, 0046.

**Closing Date**: 11 October 2019

**Note**: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet www.gov.za/documents the completed and signed Z83 form should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) and ID-document not older than 3 months. Driver’s license will be an added advantage. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) Applications that do not comply with the above-mentioned requirements, as well as late applications, will not be considered. The Judicial Inspectorate for Correctional Services does not accept applications via fax or email. Failure to submit all the requested documents will result to the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to 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. Judicial Inspectorate for Correctional Service reserves the right not to make any appointment(s) to the advertised posts. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: All costs associated with an application will be borne by the applicant. The appointment will be made according to section 92 of the Correctional Services Act 111 of 1998. Preference will be given to individuals living near the respective centre. Young people (between 25 and 35 years old) who meet the criteria and are currently unemployed are encouraged to apply. Orientation training will be provided to successful candidates. A letter of a community organisation nominating the candidate for the position must be attached to the CV.

**Other Posts**

**POST 34/51**: INDEPENDENT CORRECTIONAL CENTRE VISITORS (ICCV) (X75 POSTS)

(Twelve (12) months contract to all ICCV positions)

**Salary**: R65 139 (3/8th) per annum (Level 05) on part time notch plus 37% in lieu of benefits

**Centre**: Western Cape Management Region:

Buffelsjagsrivier Ref No: 97/2019
Beaufort West Ref No: 98/2019
Brandvlei Med Ref No: 99/2019
Calvinia Ref No: 100/2019
Drakenstein Med A Ref No: 101/2019
Knysna Ref No: 102/2019
Prince Albert Ref No: 103/2019
Pollsmoor Max Ref No: 104/2019
Pollsmoor Med B Ref No: 105/2019
Malmesbury Ref No: 106/2019
Riebeeck West Ref No: 107/2019
Voorberg Med a Ref No: 109/2019
Goodwood Ref No: 110/2019
Oudtshoorn Med a Ref No: 111/2019
Central Management Region:
Colesberg Ref No: 112/2019
Richmond Ref No: 113/2019
de Aar Ref No: 114/2019
Douglas Ref No: 115/2019
Ficksburg Ref No: 116/2019
Ladybrand Ref No: 117/2019
Frankfort Ref No: 118/2019
Goedemoed Medium a Ref No: 119/2019
Groenpunt Maximum Ref No: 120/2019
Heilbron Ref No: 121/2019
Groenpunt Maximum Ref No: 122/2019
Klerksdorp Ref No: 123/2019
Klerksdorp Ref No: 124/2019
Bizzah Makhate Medium a Ref No: 125/2019
Mangaung; Potchefstroom Ref No: 126/2019
Potchefstroom REF NO: 127/2019
Rooigrond Medium a Ref No: 128/2019
Rooigrond Medium b Ref No: 129/2019
Zeerust Ref No: 130/2019
Upington Ref No: 131/2019
West Ref No: 132/2019
Vereeniging Ref No: 133/2019
Wolmaranstad Ref No: 134/2019
Springbok Ref No: 135/2019
KwaZulu-Natal Region:
Durban Med A Ref No 136/2019
Ebongweni/Matalie Centres Ref. No 137/2019
Escourt Ref No: 138/2019
Pomeroy Ref No: 139/2019
Kokstad Med. C Ref No: 140/2019
Ebongweni Ref No: 141/2019
Maphumulo/Stanger Centres Ref No: 142/2019
Durban Med B Ref No: 143/2019
Durban Med B Ref No: 144/2019
Ncome Med B Ref No: 145/2019
Eastern Cape Management Region:
Queenstown Ref No: 146/2019
King Williams Town Ref No: 147/2019
Patensie Ref No: 148/2019
Jansenville Ref No: 149/2019
St Albans Med a Ref No: 150/2019
St Albans Med a Ref No: 151/2019
St Albans Maximum Ref No: 152/2019
Middedrift Ref No: 153/2019
East London Medium C Ref No: 154/2019
Northern Management Region:
Attridgeville/Pretoria Female Centres Ref No: 155/2019
Bethal Ref No: 156/2019
Boksburg and Juvenile Centres Ref No: 157/2019
Boksburg Ref No: 158/2019
Johannesburg Med a Ref No: 159/2019
Johannesburg Female/Med C Centres Ref No: 160/2019
Kutama-Sinthumule/Makhado Centres Ref No: 161/2019
Leeuwkop Med B Ref No: 162/2019
Middelburg Ref No: 163/2019
Modderbee Ref No: 164/2019
Nigel/Devon Centres Ref No: 165/2019
Piet Retief Ref No: 166/2019
Witbank Ref No 167/2019
Zonderwater Ref No: 168/2019
Modderbee Ref No: 169/2019
Barberton Max Ref No: 170/2019
Odi Ref No 171/2019
Tzaneen Ref No: 172/2019

**REQUIREMENTS**

Grade 12 and computer literacy knowledge A recommendation of nomination by a community organisation A driver’s license will be an added advantage Attributes: Public spirited and sound knowledge of the Batho-Pele principles Assertiveness and ability to work under pressure in a correctional environment Able to function independently Passion for human rights Own transport will be an added advantage.

**DUTIES**

The successful candidate will be responsible to visit the correctional facility on a daily basis and engage with inmates and officials on complaints and other matters Monitor the conditions of incarceration and report on findings Monitor and report on all instances of death, segregations, use of mechanical restraints and use of force in the centre Support officials from JICS during inspections and investigations Administrative tasks will include dealing with and capturing inmate complaints and mandatory matters and detailed report writing.

**ENQUIRIES**

Western Cape Management Region: Mrs. S Wesson/Mr J Mepomie Tel No: (021) 421 1012.
Central Management Region: Mr M Prusent/Ms. LY Mdalose Tel No: (051) 430 1954
KwaZulu- Natal Region: Mr S Sibanyoni/Mrs S Naidoo; Tel No: (031) 366 1900
Eastern Cape Management Region: Mrs J Gericke/Mr S Sani Tel No: (043) 722 2729/722 2469
Northern Management Region: Mr M Mentoor/Mr S Molefe Tel No: (012) 663 7521.
OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS
Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x13012, Cambridge 5206, East London or hand deliver applications to: 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

CLOSING DATE:
04 October 2019

NOTE:
Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents The completed and signed form must be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification must not be more than three months old) Failure to submit all the requested documents will result in the application not being considered Please indicate the reference number and position you are applying for on your application form Correspondence will be limited to shortlisted candidates only If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful Applications received after the closing date, as well as applications received via fax or email, will not be considered or accepted.

OTHER POSTS

POST 34/52:
CONTRACT INTERNAL AUDITOR-DATA ANALYTICS REF NO: 2019/580/OCJ
(Contract valid until 31 March 2020)

SALARY:
R316 719 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE:
National Office (Midrand)

REQUIREMENTS:
An undergraduate qualification (NQF level 6/7) in Information Systems/Informatics/Computer Science/Internal Audit/data analytics environment, a minimum of 2-3 years IT audit experience demonstrating thorough knowledge and expertise in data analytics (CAATS), and use of any analytical tools; ability to engage with business and IT (technical) to obtain required information and a valid driver’s licence. Additional professional certification relating to IT audit domain such as Certified Financial Systems Auditor (CFSA), Certified Information System Auditor (CISA), Certification in Control Self-Assessment (CCSA) or Certified Government Auditing Professional (CGAP) A Certified Internal Auditor (CIA) will be an added advantage. Understanding risks and controls. Technical Knowledge/Competencies: Business Process Analysis, Information and Data Analysis, application of audit Technology/CAATS, knowledge of Business Process re-engineering principles and procedures. Experience in data models and reporting packages Ability to analyse large datasets. Ability to write comprehensive reports. Strong verbal and written communication skills an analytical mind and inclination for problem-solving. Attention to detail Behavioural and Skills Competencies: Client Service Orientation, Effective communications skills (written and verbal), Concern for Quality and order, Time management and ability to work under pressure, People Development and Management, Result Orientation, Problem Solving and Analysis, Resource Planning, Presentation skills.
DUTIES: Engaging with systems and data owners, administrators, IT and business units in understanding processes and workflows Collecting, interpreting data and analysing results Working alongside teams within various units to design applicable scripts for their business needs Defining new data collection and analysis processes Assisting with Internal Audit Management reports where information is collated and presented in graphical or statistical formats.

ENQUIRIES: Ms S Tshidino/Ms L Mothemane Tel No: (010) 493 2635/2533

POST 34/53: REGISTRAR REF NO: 2019/573/OCJ

SALARY: R257 073 – R912 504 per annum (MR3-MR5) (Salary will be in accordance with the Occupation Specific Dispensation Determination) Applicant must attach a service certificate/s for determination of their experience the successful candidate will be required to sign a performance agreement.

CENTRE: Grahamstown High Court

REQUIREMENTS: A four (4) year Legal qualification A minimum of 2-year legal experience obtained after qualification Superior Court or Litigation experience will be an added advantage Skills and Competencies: Excellent Communication skills (Verbal and Written); Computer Literacy; Numerical skills; Attention to detail; Planning; Organizing and Control; Problem solving and decision making skills; Customer Service orientated; Interpersonal skills; Conflict Management; Strong work ethic; Professionalism; ability to work under pressure and meeting of deadlines.

DUTIES: Co-ordination of Case Flow Management and support to the Judiciary Manage the issuing of all processes initiating Court proceedings, co-ordinate Appeals and reviews Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record book Authenticate signatures of Legal Practitioners Notaries and Sworn Translators Supervision and management of staff Provide practical training and assistance to the Registrars’ Clerks Ensure annotation of relevant publications, codes, acts and rules Attend to and execute requests from the Judiciary in connection with cases and case related matters Exercise control over the management and safekeeping of case records and the record room Deal with the files in terms of the relevant codes and Legislation Consider applications for default judgements. Ensure that accurate statistics is furnished to the Chief Registrar on a monthly basis.

ENQUIRIES: Mr S Mponzo Tel No: (043) 726 5217

POST 34/54: DATA CAPTURER: REGISTRAR’S OFFICE REF NO: 2019/581/OCJ

SALARY: R173 703 per annum. The successful candidate will be required to sign a performance agreement

CENTRE: Constitutional Court: Braamfontein

REQUIREMENTS: Grade 12 or NQF Level 4 equivalent qualification. An LLB Degree or relevant tertiary qualification will be an added advantage. Knowledge of clerical duties, practices as well as the ability to capture data, Knowledge and understanding of legal framework governing the public service Skills and Competencies: Good communication skills, Good interpersonal skills, Problem solving skills, Customer service and attention to details.

DUTIES: Render data capturing services, Effective use of technology, Contribute to organizational efficiency and work distribution, General administration functions, Capture and update data on computer, Generate spread sheets, Update the system on all data sets, Validate data (for quality purpose) to ensure correctness, completeness and consistency, Compile routine statistical information/reports, Receive, register and track records or documents submitted for further processing in the administration component of the institution, Capture routine transactions on computer such as the transfer of information from manual records to electronic record, Provide routine and administrative maintenance services, Update and file records, Continuous updating of information on computer for reporting purposes and retrieve information required.

ENQUIRIES: Ms S Tshidino/Ms L Mothemane Tel No: (010) 493 2635/2533
POST 34/55: ADMINISTRATION CLERK (ASSETS) REF NO: 2019/582/OCJ

SALARY: R173 703 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office (Midrand)

REQUIREMENTS: Grade 12 or NQF Level 4 equivalent qualification. The following will serve as an added advantage: Three-year National Diploma/Degree in Logistics, SCM, Finance, Public Management or any other relevant qualification. One-two years (1-2) experience in Public Sector Asset management. Skills and Competencies: Knowledge of relevant legislation, Financial Management, excellent communication skills, Computer literacy, analytical skills. Behavioural Competencies: Ability to work under pressure and meet deadlines, Solution Oriented, Service Delivery Innovation (SDI) Client Orientation and Customer Focus.

DUTIES: Facilitate the maintenance of a complete, reliable and accurate asset register for Departmental owned assets. Reconciliation of the general ledger (BAS), the asset registers (JYP) and the financial statements. Maintain a complete and accurate leased assets register. Perform the physical verification of assets as well as the completeness of the asset register. Management of losses as well as the disposal of unserviceable, redundant and obsolete assets.

ENQUIRIES: Ms S Tshidino/Ms L Mothemane Tel No: (010) 493 2635/2533

POST 34/56: ADMINISTRATION CLERK REF NO: 2019/583/OCJ

SALARY: R173 703 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Judicial Support: Pretoria

REQUIREMENTS: Grade 12 or NQF Level 4 equivalent qualification. 0-2 years’ experience in administration will serve as an added advantage. Skills and Competencies: Computer Literacy (MS office, Persal experience); Good Communication skills (Written and verbal); Loyalty; confidentiality; Ability to interpret and execute policy directives/procedures.

DUTIES: Implementation of transactions on the Persal system in respect of permanent appointments, acting appointments and acting allowance of Judges, etc; Keep statistics of all activities and report accurate statistics to supervisors; Address administration enquiries to ensure the correct implementation of benefits for Judges; Administer remuneration and conditions of service with regard to Judges; Implementation of the Judges’ Remuneration Act and Regulations; Receipt of pay sheets which includes salary information as well as salary advices that must be sorted and posted to Judges; The pay sheets in respect of Judges’ must be verified, signed and filed for audit purposes; Type letters and/or other correspondence as and when required; and Render general clerical support services.

ENQUIRIES: Ms C Schubart Tel No: (012) 315 1262
### ANNEXURE N

**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. www.dpme.gov.za

**FOR ATTENTION**

Ms K Mogotsi

**CLOSING DATE**

04 October 2019 at 16:30 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**

<table>
<thead>
<tr>
<th>POST 34/57</th>
<th>OUTCOMES FACILITATOR: SAFETY, SECURITY &amp; INTERNATIONAL RELATIONS REF NO: 025/2019</th>
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<tbody>
<tr>
<td></td>
<td>CD: Safety, Security, and International Relations</td>
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<tr>
<td>SALARY</td>
<td>R1 251 183 per annum (Level 14) (all-inclusive salary package) The remuneration</td>
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<td>package consists of a basic salary, the State’s contribution to the Government</td>
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<td>Employees Pension Fund and a flexible portion that may be structured according</td>
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<td>to personal needs within the relevant framework.</td>
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<td>CENTRE</td>
<td>Pretoria</td>
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<td>REQUIREMENTS</td>
<td>A relevant qualification (NQF 7) as recognised by SAQA in A post-graduate</td>
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<td>qualification (NQF level 8) will be an added advantage Minimum of 10 years’</td>
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<td>experience in Safety, Security and Justice Systems and Frameworks with at least</td>
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<td></td>
<td>5 years proven experience as a member of the SMS A valid driver’s license.</td>
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Duties:
The incumbent of the post will be responsible for developing, coordinating, facilitating and providing support with the monitoring of the implementation of Outcome 3 regarding the NDP and MTSF and develop intervention strategies and plans. This entails managing, developing, reviewing and supporting detailed planning and implementation of the MTSF and NDP with regard to safety and security, development and establishing the implementation of Socio-economic Impact Assessment System (SEIAS). Monitor and evaluate the implementation of set priorities and targets and formulate intervention strategies and provide technical advice and support to political principles and other governance structures and bodies. Monitoring/recommending of the Chief Directorate’s statutory responsibilities in terms of PSA, PFMA and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate. Ensuring of effective and efficient management of procurement, equipment and facilities within the Chief Directorate and ensuring of sound corporate governance mechanisms for the Chief Directorate.

Enquiries:
Mr N Nomlala Tel No: (012) 312 0462

Other posts:

Post 34/58:
Specialist: Planning Coordination Ref No: 026/2019
NPC Admin Support

Salary:
R869 007 per annum (Level 12) (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:
An appropriate 3 year tertiary qualification (NQF 7) in the social sciences, i.e. economics, sociology, public administration, strategic planning and related with at least 6 years’ appropriate experience of which 3 years should be in facets of Planning Coordination and 3 years at ASD (Junior Management) level. A good understanding of government policies and plans – social, economic, governance, environment and related areas. Must have a valid Driver’s License and be prepared to travel frequently. Competencies/Skills: The ideal candidate should have the following skills: planning, coordination and interpersonal skills, sound human relations, analytical skills and project management skills.

Willingness to travel on a regular basis. Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation skills. The ability to successfully operate at a high level in government. Conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills with credible experience in managing complex systems, policy and multiple sector processes. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.

Duties:
The incumbent of the post will be responsible for developing, coordinating, facilitating and providing support with the monitoring of the implementation of Outcome 3 regarding the NDP and MTSF and develop intervention strategies and plans. This entails managing, developing, reviewing and supporting detailed planning and implementation of the MTSF and NDP with regard to safety and security, development and establishing the implementation of Socio-economic Impact Assessment System (SEIAS). Monitor and evaluate the implementation of set priorities and targets and formulate intervention strategies and provide technical advice and support to political principles and other governance structures and bodies. Monitoring/recommending of the Chief Directorate’s statutory responsibilities in terms of PSA, PFMA and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate. Ensuring of effective and efficient management of procurement, equipment and facilities within the Chief Directorate and ensuring of sound corporate governance mechanisms for the Chief Directorate.

Enquiries:
Mr N Nomlala Tel No: (012) 312 0462

Other posts:

Post 34/58:
Specialist: Planning Coordination Ref No: 026/2019
NPC Admin Support

Salary:
R869 007 per annum (Level 12) (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:
An appropriate 3 year tertiary qualification (NQF 7) in the social sciences, i.e. economics, sociology, public administration, strategic planning and related with at least 6 years’ appropriate experience of which 3 years should be in facets of Planning Coordination and 3 years at ASD (Junior Management) level. A good understanding of government policies and plans – social, economic, governance, environment and related areas. Must have a valid Driver’s License and be prepared to travel frequently. Competencies/Skills: The ideal candidate should have the following skills: planning, coordination and interpersonal skills, sound human relations, analytical skills and project management skills.

Willingness to travel on a regular basis. Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation skills. The ability to successfully operate at a high level in government. Conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills with credible experience in managing complex systems, policy and multiple sector processes. Good computer literacy skills. 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.
quality of work, be reliable and take initiative. Should have good interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. 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. Ability to work with diversity and multi-disciplinary teams.

**DUTIES**

The successful candidate will be responsible to facilitate development of the long and medium terms National and Sector Development Plans and implementation thereof. This entails supporting the strategic management of the social Work stream, supporting with the provision of strategic and technical support to the work of the NPC Secretariat. Assisting with the development of long term planning and support the prioritisation of the social task teams. Assisting with the strategic inputs and support in the development of planning frameworks and medium term planning. Help build positive relations within the team and external parties and schedule and organize meetings/events and maintain agenda. Ensure technology is used correctly for all operations; Draft strategic plans and project briefs with regard to key Sector Planning projects; Keep updated records and draft reports or proposals and support growth and program development.

**ENQUIRIES**

In connection with the applications kindly contact Ms K Mogotsi, Tel No: (012) 312 0465.

**POST 34/59**

**ASSISTANT DIRECTOR: PRESIDENTIAL HOTLINE**

**REF NO: 027/2019**

Directorate: Presidential Hotline

**SALARY**

R470 040 per annum (Level 10) plus benefits

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate 3 year tertiary qualification (NQF 6) in the area of Political Studies, Public Administration, Call Centre Management, M&E or equivalent with at least 5 years' appropriate experience of which 3 years should be in customer care/or project management environment and 2 years at supervisory level. A good understanding of government policies, M&E and logging of cases. Competencies/Skills: The ideal candidate should have the following skills: report writing skills, interpersonal skills, research methodology analytical and sound knowledge of the Microsoft Office suite (including excel and Power Point) should produce good quality of work, be reliable and take initiative. Should have good interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Personal attributes: The incumbent must be assertive and self-driven, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

**DUTIES**

The successful candidate will be responsible to facilitate complaints logging support, complaints management support to departments and provinces to ensure good quality logging of cases and effective monitoring of support to departments and provinces. This entails oversight of the quality and correctness of all complaints and queries logged. Maintaining and updating the classification categories and systems used by the call centre. Ensure that complaints and queries are addressed in line with the standards procedures of the project Plan and facilitate updated training for call centre staff. Keep updated records and draft reports.

**ENQUIRIES**

Ms K Mogotsi Tel No: (012) 312 0465
DEPARTMENT OF TRADITIONAL AFFAIRS

The Department of Traditional Affairs is poised to play a key strategic role - not only in assisting the institution of traditional leadership to transform itself to be a central partner with Government in the development of traditional communities, including the Khoi-San communities - but also in coordinating the traditional affairs activities of this Department and those of other Government departments at National, Provincial and Local Government levels, so as to ensure that the needs of traditional and Khoi-San communities (of development, service delivery, governance, access to indigenous knowledge systems, traditional courts and indigenous law, traditional healers and indigenous languages, etc) are sufficiently met. In addition, the Department must ensure that sufficient resources (human, financial and infrastructural) are provided by the State to transform the landscape in the functional domain of the Department of Traditional Affairs. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

CLOSING DATE : 11 October 2019
NOTE : The successful candidate’s appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified ID, copies of qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POSTS

POST 34/60 : PERSONAL ASSISTANT: INSTITUTIONAL SUPPORT & COORDINATION REF NO: 2019/02 (X1 POST)

SALARY : R257 508 per annum
CENTRE : Pretoria
REQUIREMENTS : A Secretarial Diploma or equivalent qualification. 3-5 years’ experience in rendering a support service to senior management. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Generic Competencies: Client orientation and customer focus, communication, honesty and integrity. Technical Competencies: Office management and administration, secretarial functions and office administrative systems and good telephone etiquette, sound organizational skills.

DUTIES : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the Branch. Receive and distribute documents. Record documents in the appropriate registers. File and manage the paperwork of the unit. Establish effective document tracking systems. Provide secretarial support services: Co-ordinate and prepare documentation for meetings workshops. Compile minutes/ reports. Draft memoranda and any other correspondence. Manage the diary of the supervisor: Arrange appointments and record events in the diary. Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services: Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g. Progress reports, monthly reports, management reports. Responds to enquiries received from internal and external stakeholders. Arrange logistics and related activities for travel, meetings, workshops and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the unit. Make copies, fax and
email documents as required Provides support to manager regarding meetings: Scrutinise documents to determine actions/information/other documents required for meetings Collects and compile all necessary documents for the manager to inform him/her on the contents Records minutes/decisions and communicates to relevant role-players, follow-up on progress made Prepare briefing notes for the manager as required Coordinates logistical arrangements for meetings when required.

ENQUIRIES : Ms L Motlhala Tel No: (012) 336 5824
APPLICATIONS : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building.

POST 34/61 : PERSONAL ASSISTANT: RESEARCH, POLICY & LEGISLATION REF NO: 2019/03 (X1 POST)

SALARY : R257 508 per annum
CENTRE : Pretoria
REQUIREMENTS : A Secretarial Diploma or equivalent qualification. 3-5 years’ experience in rendering a support service to senior management Language skills and the ability to communicate well with people at different levels and from different backgrounds Generic Competencies: Client orientation and customer focus, communication, honesty and integrity Technical Competencies: Office management and administration, secretarial functions and office administrative systems and good telephone etiquette, sound organizational skills.

DUTIES : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the Branch: Receive and distribute documents. Record documents in the appropriate registers File and manage the paperwork of the unit. Establish effective document tracking systems. Provide secretarial support services: Co-ordinate and prepare documentation for meetings/ workshops Compile minutes/reports Draft memoranda and any other correspondence Manage the diary of the supervisor: Arrange appointments and record events in the diary Promote effective diary co-ordination in an electronic or at least on a manual system Provide administrative support services: Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies Obtain inputs, collates and compiles reports, e.g Progress reports, monthly reports, management reports Responds to enquiries received from internal and external stakeholders Arrange logistics and related activities for travel, meetings, workshops and conferences Manage the telephone and communication systems in the office Purchase and order stationery and equipment Manage inventory and equipment within the unit Make copies, fax and email documents as required Provides support to manager regarding meetings: Scrutinize documents to determine actions/information/other documents required for meetings Collects and compile all necessary documents for the manager to inform him/her on the contents Records minutes/decisions and communicates to relevant role-players, follow-up on progress made Prepare briefing notes for the manager as required Coordinates logistical arrangements for meetings when required.

ENQUIRIES : Ms L Motlhala, Tel No: (012) 336 5824
APPLICATIONS : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building.
DEPARTMENT OF WATER AND SANITATION

ANNEXURE P

CLOSING DATE : 04 October 2019
NOTE : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and identity document. No late, 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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in 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 34/62 : CHIEF DIRECTOR: WATER POLICY AND STRATEGY REF NO: 041019/01
Branch: Chief Operations Office
Re-advertisement and those who have previously applied are encouraged to re-apply

SALARY : R1 251 183 per annum (Level 14) (All-inclusive salary package)
CENTRE : Pretoria

REQUIREMENTS : Bachelor’s Degree in Public administration or equivalent (NQF Level 7). Six (6) to Ten (10) years’ experience in policy development and water resource management of which five (5) years should be at senior managerial level. Knowledge of public sector functions and knowledge management. Expert knowledge of the water business understanding and knowledge of National Water Act, BBBEE Act, NEMA and South African Constitution. Knowledge of corporate Governance structures. Strategic capability and leadership. Experience and understanding of financial management, project management and change management. Service delivery innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Good communication skill (both verbal and written). Accountability and ethical conduct.

DUTIES : Lead the review, development and maintenance of water and sanitation, related policies including legislative amendment recommendations. Facilitate monitoring and evaluation and reporting on the implementation of policies. Guide, coordinate and facilitate the development and implementation of the National Water Resources and Sanitation strategy. Coordinate and facilitate knowledge management throughout the water sector.

ENQUIRIES : Ms N Fundakubi Tel No: (012) 336 6655
APPLICATIONS : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms. L. Mabole
POST 34/63 : NATIONAL PROJECT MANAGER REF NO: 041019/02
Branch: IBOM

SALARY : R1 057 326 per annum (Level 13) (All-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : B Degree (NQF level 7) qualification in Water Resources/ Built environment/Project Management Six (6) to ten (10) years’ experience in water sector environment, of which five (5) years should be at Middle/Senior Managerial level Project Management Experience Understanding of stakeholder management knowledge and experience in drafting of agreements Knowledge and understanding of PFMA knowledge and experience in governance practices. Decision making Strategic Capability and Leadership Experience in financial management Change management Service Delivery Innovation (SDI) Problem solving and analysis People management and empowerment Client orientation and customer focus Accountability and ethical conduct Driver’s License and willingness to travel and work for extended hours.

DUTIES : Develop policies on Regional Bulk Infrastructure Grant (RBIG) and Water Services Infrastructure Grant (WSIG) for the component. Ensure that policies on RBIG and WSIG are aligned to strategic plan Implement water policies for regulation of bulk water supply Facilitate and support the implementation of RBIG programme for the Region Bulk water supply and sanitation projects implemented in the regions. Various water sectors consulted on water issues Compile monthly reports. Support development of provincial sector plans and their alignment to RBIG programme. Needs of business sector catered for on bulk water infrastructure programmes Promote partnerships between government, public entities, private sector and civil society regarding RBIG programmes Ensure effective stakeholder management regarding water issues Assure that RBIG and WSIG projects are budgeted for on medium term expenditure framework Compile budget for implementation of RBIG and WSIG projects Early warning system management Ensure that budgeted funds are used properly Ensure that monitoring and evaluation for bulk infrastructure programme is conducted in the Regions Compile reports on monitoring and evaluation Ensure project is carried out as planned.

ENQUIRIES : Mr. M.E Mulaudzi Tel No: (012) 336 8076
APPLICATIONS : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms. LI Mabole

POST 34/64 : DIRECTOR: STRATEGY REF NO: 041019/03
Branch: Chief Operations Office
Re-advertisement and those who has previously applied are encouraged to re-apply

SALARY : R1 057 326 per annum (Level 13) (All-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor’s Degree (NQF level 7) qualification in Environmental Studies/Engineering Studies/ Policy Development/Development Studies Natural Sciences Six (6) to ten (10) years’ experience in Environmental Studies/Engineering Studies/ Policy Development/ Development Studies/ Water Resource Management Five (5) years’ experience should be at Middle/Senior Managerial level Knowledge and experience in policy and strategy development Knowledge of Public Sector functions and strategic frameworks and plans Knowledge of and experience in Water, Sanitation and related Sector legislation, policies and strategies Analytical skills together with demonstrated experience in monitoring, reviewing and reporting on sector strategies Strategic capability and leadership Experience in programme and project management Knowledge of financial, change and knowledge management Service Delivery Innovation (SDI) Problem solving and analytical skills Good people and diversity management skills Client orientation and customer focus Good communication skills Accountability and ethical conduct.
DUTIES: The development of the strategic framework for Water and Sanitation sector as mandated by the National Water Act, Act 36 of 1998. The management and coordination of the sector strategic framework conducting monitoring, evaluation and reporting on the implementation of the Water and Sanitation Sector Strategic Framework Review the strategic framework as required by legislation. Respond to Ministerial, Parliamentary and other enquiries. Liaise with stakeholders in relation to the implementation and development of the strategic framework for the water and sanitation sector. Coordinate disaster management in the Department, consolidate reports and represent the Department at the National Disaster Management Centre.

ENQUIRIES: Ms. O Manyana Tel No: (012) 336 7804
APPLICATIONS: Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION: Ms LI Mabole

OTHER POSTS

POST 34/65: CHIEF COMMUNITY LIAISON OFFICER REF NO: 041019/04
Branch: Chief Operations Office, Eastern Cape

SALARY: R316 791 per annum (Level 08)
CENTRE: Port Elizabeth

REQUIREMENTS: National Diploma or Degree in Social Sciences/ Development Studies. Three (3) to five (5) years’ experience in relevant Public Participation or Community Development. A valid driver’s license. Knowledge in Strategic and operational plan management. Knowledge and experience of project management and professional development. Good verbal and written communication skills. Conflict management, creativity, awareness, flexibility and initiative.

DUTIES: Identify and facilitate the implementation of integrated community development interventions in partnership with community and other relevant stakeholders. Liaise and co-ordinate with relevant role players, internal and external stakeholders. Support communities and perform administrative support on community development and related activities. Ensure the implementation of water regulatory framework. Ensure the planning of water programmes. Ensure the monitoring and evaluation of catchment management forum programmes. Participate in the development Catchment Management Strategy and scheduling list in rateable areas.

ENQUIRIES: Mr F Khoza Tel No: (043) 7010353
APPLICATIONS: King William’s Town: Please forward your applications quoting the reference number to The Department of Water and Sanitation, Private Bag X7485, King William’s Town, 5600 or hand deliver at No 2 Hargreaves Avenue, King William’s Town.

FOR ATTENTION: Mr M Zenzile Tel No: (043) 604 5528

POST 34/66: ACCOUNTING CLERK REF NO: 041019/05
Branch: Finance

SALARY: R173 703 per annum (Level 05)
CENTRE: Pretoria Head Office


DUTIES: Check and capture original budget (ENE), adjustment budget (AENE), approved shifting of budget requests from line functions and year-end final shifting of funds and virements on BAS. Liaise with different sections within the department regarding source documents. Verify and capture journals on BAS. Assist in drawing
BAS reports (Expenditure Control Commitments and detail reports) as and when required. Produce daily budget and expenditure monitoring report including infrastructure programmes/grants for the entire Department. Ensure that all related filing is systematically completed. Request all BAS related reports when needed. Order and distribute stationery. Assist in performing desktop departmental expenditure trends analysis, monitoring of departmental expenditure to ensure alignment with approved budget and planned expenditure/drawings/cash flow projections – expenditure control. Assist in requesting BAS reports to verify that transactions are posted as per Departmental Standard Chart of Account (SCOA). Make follow-ups with line functions to correct/rectify expenditure misallocations and misclassifications. Provide effective office services to the section.

Handle queries with regard to the above-mentioned duties.

ENQUIRIES: Mr. ML Mukwevho Tel No: (012) 336 8720
APPLICATIONS: Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION: Ms. L I Maboile

POST 34/67: ADMINISTRATION CLERK: (TRANSPORT MANAGEMENT) REF NO: 041019/06
Branch: IBOM Central Operations

SALARY: R173 703 per annum (Level 05)
CENTRE: Jericho Dam - Usutu River
REQUIREMENTS: A National Senior Certificate/Grade 12 with one (1) to (2) two years’ experience in Transport/Fleet Management will serve as an added advantage. Valid Driver’s licence will be an added advantage (certified copy must be attached). Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.) Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem solving and Analysis. People and Diversity Management. Conduct. Computer literacy skills. Planning and organizing. Good verbal and written communication skills. Willing to travel.

DUTIES: Provide an efficient implementation and compliance to directives, policies and procedures related to transport management. Administer subsidised vehicles applications for adjudication committee. Manage subsidy vehicle contracts, inspections, utilization, maintenance and administering of related claims. Efficient management and operational control of fleet and departmental vehicles. Administer vehicle authorisations, operation and optimal utilisation and maintenance. Control of risk, fraud and misuse of fleet vehicles. Administer transport accidents and traffic fines. Administer transport invoices and provision of monthly transport reports. Maintain an efficient filing system. Keep updated registers, database and implement systems and procedures for tracking and tracing of transport documents. Liaise with service providers and regional office on matters related to transport management. Provide advisory services to officials and management on transport related matters. Perform driver and other administration support related duties as and when there is a need.

ENQUIRIES: Mr MG Tsoai Tel No: (017) 846 6001
APPLICATIONS: IBOM Central Operations (Jericho Dam) please forward your applications quoting the relevant reference number to the Area Manager, Department of Water and Sanitation, Private Bag X1004:Usutu River, Amsterdam, 2375 or hand deliver to Jericho Dam, Admin Building Amsterdam Human Resource Office.

FOR ATTENTION: Ms KE Thomo
PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER

APPLICATIONS: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 0007, Ground Floor, Office of the Premier Main Building, Independence Avenue, Bhisho

FOR ATTENTION: Vusumzi Booysen / Nomthandazo Xesha

CLOSING DATE: 04 October 2019

NOTE: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers. A relationship with reference. Reference checks will be done on nominated candidate(s) Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POSTS

POST 34/68: DEPUTY DIRECTOR: PROVINCIAL BROADBAND: DATACENTER CLOUD
REF NO: OTP 01/10/2019
(One (1) Year Contract)

SALARY: R733 257 per annum (Level 11) (all-inclusive package per annum)
CENTRE: Bhisho
REQUIREMENTS: An NQF Level 7 B. Degree as recognized by SAQA in any ICT related field with minimum of 3-years Assistant Director Experience in an IT enabled environment. Applicable OEM-accredited advanced certifications in network, data centre applications, and/or telecommunications infrastructure required ITIL Practitioner, Prince2 Agile, and/or TOGAF (Level II) certification an added advantage. Expert knowledge of ICT implementation planning for within a government environment. Expert knowledge of ICT as an enabling tool for development/ICT training, systems and security/Infrastructure and networks/Business and Systems analysis/Architecture and frameworks Advanced knowledge of modern systems of governance and administration Knowledge of the policies of the government of the day.

DUTIES: Manage and monitor the provision of Provincial Data-center Cloud Services (i.e. Performance & Security monitoring (NOC/SOC), Incident-Management, Problem-Management), specifically, but not limited to: Directory services (active directory, certificate services). Microsoft operations and network management services (SCOM, core network devices Infrastructure services (file servers, storage, virtualization, DPM) IT/IS security services (forefront server protection, TMG). Systems management (SCCM) On-premise, hybrid, and Cloud services using Azure Stack Manage a team of professionals and service providers, directly or indirectly, that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating to business and technology planning, development, implementation and maintenance: Ensure
service delivery is in accordance with the business and technology specifications. Ensures quality control. Ensure that the expense structure remains within the budgets allocated to the department for information technology, by tracking all expenditure relating to business and technology solutions planning, development, implementation and maintenance ensure effective capacity management and planning to meet business demands relating to business and technology solutions. Co-ordinates project management Liaison with client departments.

ENQUIRIES: can be directed to Vusumzi Booyesen / M Mbangi / Nomthandazo Xesha Tel No: (040) 609 6249 / 6248

POST 34/69: DEPUTY DIRECTOR: PROVINCIAL BROADBAND: UNIFIED & TELECOMMUNICATIONS SERVICES REF NO: OTP 02/10/2019
(One (1) Year Contract)

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

CENTRE: Bhisho

REQUIREMENTS:
An NQF Level 7 B. Degree as recognised by SAQA in any ICT related field with minimum of 3-years Assistant Director Experience in an IT enabled environment. Applicable OEM-accrued advanced certifications in network, datacentre applications, and/or telecommunications infrastructure required ITIL Practitioner, Prince2 Agile, and/or TOGAF (Level II) certification an added advantage. Expert knowledge of ICT implementation planning for within a government environment. Expert knowledge of ICT as an enabling tool for development/ICT training, systems and security/Infrastructure and networks/Business and Systems analysis/Architecture and frameworks. Advanced knowledge of modern systems of governance and administration Knowledge of the policies of the government of the day.

DUTIES:
Manage and monitor the provision of Provincial Unified Telecommunications Services (i.e Performance & Security monitoring (NOC/SOC), Incident-Management, Problem-Management), specifically, but not limited to: Plan and design a Provincial Unified Communication solution with Enterprise Voice: Design Enterprise Voice topology; Design call routing and Public Switched Telephone Network (PSTN) connectivity; Design voice applications; Design unified messaging (UM); Plan for network readiness and optimization; Design network services for Enterprise Voice; Model and analyse Skype for Business traffic per site; Analyse policies and historical data network usage; Plan and analyse simulation traffic results and make recommendations. Deploy and configure Enterprise Voice: Configure network services for Enterprise Voice; Configure voice applications; Configure call routing; Configure unified messaging (UM) for Skype for Business and Cloud Voicemail; Configure Enterprise Voice client features: Manage and troubleshoot Enterprise Voice: Troubleshoot call setup and teardown; Troubleshoot Enterprise Voice quality issues; Troubleshoot Enterprise Voice configuration; Troubleshoot and analyse Enterprise Voice applications; Troubleshoot universal communications (UC) devices and peripherals; Monitor and manage Unified Telecommunications system.

ENQUIRIES: can be directed to Vusumzi Booyesen / M Mbangi / Nomthandazo Xesha: Tel No: (040) 609 6249 / 6248

POST 34/70: HR PRACTITIONERS CENTRAL AUTHORISATION REF NO: OTP 03/10/2019
(X2 POSTS)
(One (1) Year Contract)
Purpose: Implementation of Persal Centralisation in relation to authorization of appointments processed by Provincial government departments.

SALARY: R257 508 per annum (Level 07) (all-inclusive package)

CENTRE: Bhisho

REQUIREMENTS:
A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Human Resource Management/Public Admin/Public Management/Finance/IT with 1-2 years’ experience in Human Resource Management environment or systems Knowledge of PERSAL system Copy of PERSAL certificate(s) must be attached skills and competencies: Knowledge of Human Resource Management prescripts and legislation and PERSAL Project Management, Analytical thinking, Decision

**DUTIES:**
- Support departments with the implementation of appointments: Receive appointment files from various departments. Verify supporting documents for appointment on files received. Prepare receipt register for record purposes.
- Confirm availability of funds for appointments: Process submission to Budget Office for budget/funds verification. Make a follow-up with Budget office on the submission made to determine the availability of funds for appointments. Authorize appointments on personal system: Verify if appointment details are correctly captured on PERSAL. Authorize appointment transaction on PERSAL. Stamp verified documents during authorization.
- Render administrative support services on compilation of statistics: Compile and submit weekly statistics of all authorized and rejected appointments.

**ENQUIRIES:**
can be directed to Vusumzi Booysen/M Mbangi/Nomthandazo Xesha: Tel No: (040) 609 6249 /6248

**DEPARTMENT OF SAFETY AND LIAISON**
*The Department of Safety And Liaison in the Eastern Cape is an equal opportunity, affirmative action employer. Women and Persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.*

**APPLICATIONS:**
For posts in Head Office Bhisho, Hand Delivery: No 7 Taylor Street, Arches Building, King Williams Town; 5600, Post to: The Safety and Liaison: Private Bag X0057, Bhisho, 5605.

**ENQUIRIES:**
Ms NA Zuma at Tel No: (043) 605 6800

**FOR ATTENTION:**
Ms N.A Zuma

**CLOSING DATE:**
04 October 2019

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

OTHER POSTS

**POST 34/71**: DISTRICT DIRECTOR: DISTRICT COMMUNITY SAFETY MANANAGEMENT
**REF NO:** ESL 2019/10/01

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

**CENTRE**: Sarah Baartman District

**REQUIREMENTS**: Appropriate recognized Bachelor's degree/National Diploma in Social Sciences, Police Science, Criminology, Public Administration, and a Post graduate qualification would be an added advantage. Three (3) years' experience at junior management level. Practical experience in Community Safety programmes and Oversight functions. Knowledge of the policy environment regarding crime prevention SAPS Act, Public Finance Management Act, White Paper on Safety and Security, PCPS and the relevant prescripts. Ability to compile a budget and monitor spending patterns and report on expenditure. Knowledge and implementation of the
Department’s constitutional mandate and the relevant policies, legislation and its relationship with the National Department and other stakeholders is required. Understanding of socio-economic development issues within the province and the district is critical. Experience in human resource management and knowledge of relevant legislations and prescripts is required. Be a good communicator with internal and external stakeholders. Be able to build sound relationships with local & district municipalities. Contribute towards upliftment of macro & micro development and growth through crime prevention.

Computer Literacy Valid driver’s license

Skills And Competencies: Leadership and strategic skills Planning and organizing skills. Budgeting and organizing skills. People management and empowerment Conflict management skills. Excellent verbal and written communication skills. Change management, including promoting transformation.

**DUTIES**

Manage and promote relations between Communities and Police. Act as Catalyst when representing the department at relevant forums with respect to crime prevention. Conduct and monitor an oversight function over relevant structures of the South African Police Service particular on Crime Prevention. Gather information pertaining to policing and crime in the district. Organize capacity building for CPFs at police stations and for volunteers and victim friendly centers. Implement monitoring tool at police stations. Monitor service delivery complaints against SAPS. Coordinate and assess the implementation of PCPS at identified police stations. Monitor service delivery complaints against SAPS Coordinate and assess the implementation of PCPS at identified police stations. Conduct crime prevention campaigns. Represent the department in IGR meetings and in Local Criminal Justice System Manage Human Resources within the district. Manage allocated budget of the district in adherence to PFMA, Treasury Regulations an all relevant financial regulations.

**ENQUIRIES**

Ms N.A Zuma Tel No: (043) 605 6800

**POST 34/72**

**ASSISTANT DIRECTOR: CIVILIAN OVERSIGHT AND MONITORING**

**SALARY**

R376 596 per annum (Level 09) (all-inclusive package)

**CENTRE**

OR Tambo District Ref No: ESL/2019/10/02

Alfred Ndzo District Ref No: ESL/2019/10/03

**REQUIREMENTS**

Three year degree (NQF Level 7) / National diploma (NQF Level 6) in the field of Social Science or Police Science or Criminology or Public Administration/Management. Minimum of 1-2 years supervisory experience preferably in the Monitoring and Oversight field. Computer literacy. Valid driver’s license.

Skills And Competencies: Knowledge of SAPS Act, NCPS, White Paper on Safety and Security, Negotiation skills, Presentation skills Practical experience in Community Safety Programmes and oversight function. Knowledge of the policy environment regarding Crime Prevention. SAPS Act, Public Finance Management Act, PCPS and other relevant prescripts. Knowledge and implementation of the Departments’ constitutional mandate and the relevant policies, legislations and its relationship with National Departments and other stakeholders. Understanding of socio economic development issues within the province and the district is critical. Experience in human resource management and knowledge of relevant legislations and prescripts. Be able to build sound relations with internal and external stakeholders.

**DUTIES**

Conduct the function of civilian oversight over the SAPS including transformation of policies and guidelines that are implemented by the SAPS. Monitoring and evaluation of the SAPS fraud prevention strategy. Manage resources within the component.

**ENQUIRIES**

Ms N.A Zuma Tel No: (043) 605 6800

**POST 34/73**

**SENIOR COMMUNICATION OFFICER REF NO: ESL/2019/10/04**

**SALARY**

R316 791 per annum (Level 08) (all-inclusive package per annum)

**CENTRE**

King Williams Town

**REQUIREMENTS**

Three year degree/ National diploma in Multi Media or relevant NQF Level 6 qualification with 1-2 years’ working experience in the communications and marketing environment. Knowledge and experience in the environment of communications and marketing. Sound written and verbal communication skills.
Ability to work under extreme pressure Ability to work in a team Computer literacy code 08 valid driver’s license is a must skills and competencies: must have proof of study towards graphic design. Certificate in camera operator and video editing, final cut pro x 200 certificate, certificate in desk top publishing, certificate in effective communication, computer proficiencies: MS word, spread sheet, MS excel, publisher, photoshop, core i draw, in-design Presentation.

**DUTIES**

Produce an edit corporate videos and photographic material Set up LCD screens and corporate videos at reception areas of the department Provide audio visual support for all departmental events and programmes Produce videos, adverts and documentaries for external use Creation and maintenance of an audio visual library Provide public address sound system for departmental events and programmes Oversee, design and layout of all documents and all promotional material. Produce the graphic, designing and layout of all in-house publications and support material such as the following: (newsletter, brochures, posters, pamphlets for programmes and booklets etc.) Set up one multimedia online news channel and upload campaigns Establish sound working relations and liaise with printers DVDs and other comination platforms Create and manage a departmental photograph library or photo gallery Provide photography and videography services for all events and programmes of the department.

**ENQUIRIES**

Ms N.A Zuma Tel: (043) 605 6800

**POST 34/74**

**ICT PRACTITIONER**

**REF NO:** ESL/2019/10/05

**SALARY**

R257 508 (Level 07) (all-inclusive package)

**CENTRE**

King Williams Town

**REQUIREMENTS**

A Grade 12 with a recognized three year tertiary Degree/National Diploma (NQF Level 6) in ICT/ Computer Science with 1-2 years of technical working experience in the IT environment. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, LAN switching, network protocols Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange) Knowledge of configuring and managing printers and multi-function machines Ability to work under pressure and individually Good interpersonal skills, verbal and written communication skills. Knowledge of SITA Service Level Agreements A valid Driver’s license is essential Skills and Competencies: Internationally recognized certifications such A+, N+, CCNA or MCSE, ICT areas or Electronics would be an added advantage The following will serve as an added advantage: Microsoft office suite at an advanced level. Maintenance and support on LAN infrastructure (PC’s, Laptops, Printers) operating platforms an software Knowledge of Project Management Principles and Systems Windows operating systems, Internet, Office applications, (BAS, PERSAL and LOGIS).

**DUTIES**

Coordinate provincial IT related issues. Rendering first line technical support to users on transversal system (BAS, PERSAL & LOGIS), network and applications. Advising and empower users on fault reporting and ICT issues Facilitate ICT awareness sessions and promote ICT policy adherence to all users Create and manage users on Active Directorate.

**ENQUIRIES**

Ms N.A Zuma Tel: (043) 605 6800

**POST 34/75**

**ADMIN OFFICER**

**REF NO:** ESL/2019/10/06

**SALARY**

R257 508 (Level 07) (all-inclusive package)

**CENTRE**

Joe Gqabi District

**REQUIREMENTS**

Grade 12, National Diploma (NQF Level 6) in the field of Purchasing Management/ Public Administration/Financial/Logistics Management 1-2 years’ relevant experience in Supply Chain Management a Valid Driver’ licence Skills And Competencies: Knowledge of PFMA, PPPFA, Treasury regulations, acquisition procedures and other relevant prescripts Financial management skills, problem solving, communication skills (Verbal and Witten), customer care etc; Knowledge and ability to use BAS and LOGIS Ability to work under pressure and independently Computer Literacy.

**DUTIES**

Obtain Quotation and invite bids and for goods and services to support the various branches within the district/department Compile comparative schedule for all bids
received including due diligence to ensure compliance. Checking of requests against a checklist during processing of bids and quotations. Evaluate all quotations in accordance with applicable legislation. Attend briefing sessions and write the minutes thereof. Keep up to date various bid registers to ensure transparency and proper record keeping. Offer administrative support to Bid Committees. Liaise and coordinate client’s offices on the outstanding requests for goods and services. Ensure valid, accurate and complete information during the processing of quotations. Ensure compliance with supply chain management policies.

ENQUIRIES: can be directed to Ms N.A Zuma Tel No: (043) 605 6800

POST 34/76: ADMIN OFFICER: COMMUNITY SAFETY REF NO: ESL/2019/10/07

SALARY: R257 508 – R303 339 per annum (Level 07)
CENTRE: Head Office
REQUIREMENTS: Grade 12, three years recognized Degree or National diploma (NQF Level 6) in Social Science, Police Science or equivalent qualification to the field. At least 1-2 years’ experience in administration. Ability to work long hours under pressure, ability to work independently. Problem solving skills. Computer literacy with knowledge of MS Word, Excel and PowerPoint. Good writing and verbal communication skills. Understanding of Constitutions, PFMA and other relevant prescripts. Valid driver’s license. Problem solving and administrative skills. Computer literacy with knowledge of MS Word, Excel and PowerPoint. Good communication skills. Understanding of Constitution of RSA, PFMA and other relevant Prescripts.

DUTIES: Manage the diary of the Senior Manager and liaise with clients on matters related to the office. Arrange meetings/appointments for the Senior Manager and Middle Manager. Provide Logistical/Services. Provide Secretarial Services to meetings. Make arrangements for the official trips and accommodation for the Senior Manager. Manage correspondence and prepare submissions. Source information required by the Manager. Prepare Unit budget reports for Senior Manager. Liaise with external and internal stakeholders relating to the work of the Unit. Assist in planning and arranging events including organizing catering for the official trips and accommodation for Senior and Middle Manager.

ENQUIRIES: Ms N.A Zuma Tel No: (043) 605 6800

POST 34/77: ADMIN CLERK: SCM REF NO: ESL/2019/10/08

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Chris Hani District
REQUIREMENTS: Grade 12, National Certificate, Computer Literacy. No work experience required. Skills And Competencies: Knowledge of financial administration. Knowledge of PFMA, Treasury regulations, acquisition procedures and other relevant prescripts. At least 1-2 years’ experience in Supply Chain Management Financial management skills, problem solving and communication skills. Verbal and Written Ability to work under pressure and independently. Computer Literacy knowledge of Supply Chain Duties, Practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service and basic knowledge of work procedures in terms of the working environment. Problem solving skills, Computer skills, Interpersonal relations and Communication skills (verbal written).

DUTIES: Render assets management, supply chain, fleet and clerical support. Compile and maintain records (e.g. asset records/database). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and absolute equipment for disposal and verify asset register. Render demand acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders, Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process and compile draft documents as required. Render logistical support services: Place orders for goods, Receive and verify Goods from suppliers. Capture goods in
registers database, receive request for goods from end users, Issue goods to end users, Maintain goods register and update and maintain register of suppliers

ENQUIRIES : Ms N.A Zuma Tel No: (043) 605 6800

POST 34/78 : DATA CAPTURERS: COMMUNITY POLICE RELATIONS REF NO: ESL/2019/10/15
(Fixed 2 years Contract)

SALARY : R4 500 per month
CENTRE : EPWP Grant
 REQUIREMENTS : Grade 12, Computer literacy in Ms Word, MS Excel, MS PowerPoint Good writing and verbal communication skills Proven experience in the Intergraded Reporting System of the National Department of Safety and Liaison Worked on the Expanded Public Work Programme Ability to work under pressure and independently Skills And Competencies: Computer literacy in Ms Word, MS Excel, MS PowerPoint Good writing and verbal communication skills.

DUTIES : Facilitate all safety patrollers’ contracts from District Create a data base of all safety patrollers Assist Finance section with the payment of safety patrollers on monthly basis and follow ups of these payments Uploading of data on the Intergraded Reporting System (IRS) Generating of EPWP reports Attend EPWP meetings General administration of the Safety Patrollers Project (EPWP) Assist with general administration relating to the Sub-Programme Community Police Relations.

ENQUIRIES : can be directed to Ms N.A Zuma Tel No: (043) 605 6800

INTERNSHIP PROGRAMME: 2019/2020 & 2020/2021

OTHER POSTS

POST 34/79 : HUMAN RESOURCES MANAGEMENT REF NO: ESL/2019/10/09 (X1 POST)

STIPEND : R64 245.30 per annum
CENTRE : Head Officer (King William’s Town)
 REQUIREMENTS : Unemployed South African Graduates, Post Graduates, with a tertiary qualification of the above mentioned field 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 : can be directed to Ms N.A Zuma Tel No: (043) 605 6800

POST 34/80 : COMMUNICATIONS: WEB DEVELOPER/WEBMASTER REF NO: ESL/2019/10/10 (X1 POST)

STIPEND : R64 245.30 per annum
CENTRE : Head Officer (King William’s Town)
 REQUIREMENTS : Unemployed South African Graduates, Bachelor’s Degree/Diploma in software Development/Internet/Web Technology or related filed, 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 N.A Zuma Tel No: (043) 605 6800

POST 34/81 : SUPPLY CHAIN MANAGEMENT (ITINERANT/ACCOMMODATION REF NO: ESL/2019/09/11 (X1 POST)

STIPEND : R64 245.30 per annum
CENTRE : Head Officer (King William’s Town)
 REQUIREMENTS : Unemployed South African Graduates, Post Graduates, with a tertiary qualification of the above mentioned field 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 N.A Zuma Tel No: (043) 605 6800
<table>
<thead>
<tr>
<th>POST 34/82</th>
<th>FINANCIAL MANAGEMENT/ACCOUNTING REF NO: ESL/2019/10/12 (X1 POST)</th>
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<td>STIPEND</td>
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<tr>
<th>POST 34/83</th>
<th>FINANCIAL MANAGEMENT (RISK) REF NO: ELS/2019/10/13 (X1 POST)</th>
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<tr>
<td>STIPEND</td>
<td>R64 245.30 per annum</td>
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<td>Head Officer (King William’s Town)</td>
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<tr>
<th>POST 34/84</th>
<th>COMMUNITY SAFETY (RESEARCH) REF NO: ESL/2019/10/14 (X6 POSTS)</th>
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<td>STIPEND</td>
<td>R64 245.30 per month</td>
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<td>CENTRE</td>
<td>Head Officer (King William’s Town)</td>
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<tr>
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</tr>
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<td>ENQUIRIES</td>
<td>Ms N.A Zuma Tel No: (043) 605 6800</td>
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DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

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

APPLICATIONS

Head Office Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to: No 5 Eales Street, Wilton Zimasile Mkwayi Building, King William’s Town. Enquiries – Ms R Loots Tel No: (043) 492 0949

OR Tambo District: Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mhata, 5100 Hand deliver to: human Resource Management, 6th Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata. Attention Ms N Kenqa Tel No: (047) 502 9211/079 554 6886

Sarah Baartman District: 0882 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 or Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Grahamstown Attention Mr V Ketelo: Tel No: (046) 492 0223/083 340

CLOSING DATE

04 October 2019 at 15H30

NOTE

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

MANAGEMENT ECHELON

POST 34/85

CHIEF DIRECTOR: CULTURAL AFFAIRS REF NO: DSRAC 01/10/2019

Re-Advertisement, people who have applied before, are encouraged to re-apply

SALARY: R1 251 183 per annum (Level 14)
CENTRE: Head Office
REQUIREMENTS:
A B Degree (NQF level 7) or three-year National diploma in Social Science, Industrial Psychology, Business Administration and / or equivalent is essential, with at least five (5) years’ experience at SMS Level Extensive experience in a relevant managerial field Experience in developing strategic and business plans. Experience in government financial management. Extensive knowledge and experience in Government policies and procedures Excellent communication and analytical skills Exposure to Arts and Culture, Libraries and Archives, Museums and Heritage as well as Language Services are essential Knowledge of and experience in sector needs and business Extensive knowledge in government prescripts, policies and procedures Willingness to work extra hours Computer literacy with an emphasis on Excel and PowerPoint An independent worker, meeting timeframes Monitoring and managing compliance of the District with the Statutory Bodies Must be in possession of a valid code 08 driving license

DUTIES:
Give direction and formulate strategies for the Branch: Cultural Affairs which include Arts, Culture, Libraries and Archives as well as Museums and Heritage Determine transformation of the Cultural Affairs Landscape in the Province of the Eastern Cape Develop strategic linkages with other government Departments (National, Provincial Level), Public Entities, International organisations and other relevant stakeholders Manage and organise all activities of the branch: Cultural Affairs, to ensure that the Departmental goals are achieved

ENQUIRIES: Ms. R. Loots Tel No: (043) 492 0949
LIBRARIANS (CONDITIONAL GRANT) REF NO: DSRAC 02/10/2019 (X3 POSTS) (Contract from Date of Assumption to 31 March 2021)

SALARY: R257 508 per annum (Level 07) (An all-inclusive remuneration)
CENTRE: OR Tambo District
REQUIREMENTS: A Bibl Degree/ B tech in Library Information Studies/ National Diploma in Library & Information Studies or equivalent qualification with a minimum of 1-2 years' experience in a Public Library Good verbal and written skills Ability to administer Library operations and management of staff Willingness to travel Knowledge of government prescripts Individual will be required to work weekends A valid code 08 driving license.
DUTIES: Management of the library if and when necessary Ability to create, facilitate, and lead library programmes Facilitate formation of library structures within your library Ability to organize and/or be involved in awareness programmes Collect needs analysis from users/potential users and submit to Principal Librarian Management of Library asset register and compiling of reports and statistics Receiving and checking library materials received from the District, Head Office and any donations Create check in records for new books and serials.
ENQUIRIES: OR Tambo District: For Attention: Ms N Kenqa Tel No: (047) 502 9211 / 079 554 6886

SPORT PROMOTION OFFICER: RECREATION REF NO: DSRAC 03/09/2019 (Contract from Date of Assumption to 31 March 2021)

SALARY: R257 508 per annum (Level 07) (An all-inclusive remuneration)
CENTRE: Sarah Baartman District
REQUIREMENTS: A Degree/Diploma in Sport Management or Human Movement Studies. Knowledge of how to implement conditional grants in line with the DORA framework and National Sport and Recreation plan must have a good organising, interpersonal, and Project Management skills, must be able work under pressure, computer literacy, Good communication and organising skills. Ability to work under pressure. Basic computer skills a valid code 08 driving license.
DUTIES: Facilitate, organise and implementation of Recreation Development programmes in the district Preparation of documentation for submissions. Organise and co-ordinate Recreation Development projects provincially, in accordance with the Provincial Sport and Recreation policy Liaise with communities, structures, federations and maintain partnership Organise capacity building workshops. Compile reports.
ENQUIRIES: Sarah Baartman District: Attention Mr V Ketelo: 046 492 0223 / 083 340 0882

DEPARTMENT OF TRANSPORT: GFMS- TRADING ENTITY

The Department of Transport: GFMS Trading Entity is in the Eastern Cape is an equal opportunity, affirmative action employer. As the Department is obliged to improve on its gender representative levels, people with disabilities are especially invited to present their candidature. Employment Equity targets of the Department will be adhered to.

APPLICATIONS should be directed to Government Fleet Management Services: Private Bag X 0001 East London – 5208 or Hand delivery applications should be submitted at No 9 Cotton Road, Westbank office No 9.
FOR ATTENTION: Mrs P. Mbewu Tel No: (043) 731 1249
CLOSING DATE: 04 October 2019
NOTE: Applications must be submitted on the Application for Employment Form (Z83)(obtainable from any Public Service Department) d should be accompanied by a comprehensive CV including at least two contactable referees and certified copies of educational qualifications, driver’s license ( where applicable)and Identity Document ( with an original certification stamp) The Z83 form must be signed by original signatures Incomplete and unsigned applications will be disqualified It is the responsibility of the applicant to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). The shortlisted candidates will be subject to security vetting, reference checking, verification of qualification and driving test Failure to submit a comprehensive CV, academic qualifications and the signed Z83
form will result in the disqualification of the application from the process None South
African citizens must attach proof of permanent residence in South Africa
Applicants are respectfully informed that if no notification of appointment is received
within 3 months of the closing date, they must accept that their application was
unsuccessful and that communication including correspondence will only be
entered into with short listed candidates Applications received after closing date
will not be considered No faxed/email and late applications will be accepted.

OTHER POSTS

POST 34/88 : DEPUTY DIRECTOR: STRATEGY AND RISK MANAGEMENT REF NO: GFMS
01/10/2019
(One Year Contract)

SALARY : R733 257 per annum (Level 11)
CENTRE : East London
REQUIREMENTS : A National Diploma (NQF level 6)/ Preferably B Degree (NQF Level 7) / in Business
Management/Public Administration with 3 years’ experience at Assistant
Director/Junior Management level in the following, Strategy development and
planning, performance monitoring and evaluation and Risk management Must have
managed a team of at least 2 people in the past A valid Code 08 driver’s license is
essential competencies: Strategic Capability, Creative Thinking, Decision Making,
Problem Solving, Team Player, Technical Proficiency, Ability to co-ordinate cross
functional and multi-disciplinary teams, Sound project management capability,
Excellent presentation skills.

DUTIES : Development of Annual Performance Plans and Operational plans, Develop
systems and interventions to promote a culture of performance and reporting within
the entity, Manage the quarterly performance reporting process, Co-ordinate the
Executive management group engagements, Management of the risk management
and action plans implementation process, Organizational policy development,
Assist in preparing reports to the Governance Structure/s Manage the Entity’s
Stakeholders, Manage direct reports.

ENQUIRIES : Mrs P. Mbewu at Tel No: (043) 731 1249/Mrs A Xabadiya at Tel No: 043 731 2319

POST 34/89 : ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: GFMS 02/10/2019 (X2
POSTS)
(One Year Contract Posts)

SALARY : R376 596 per annum (Level 09) plus 37% in lieu of benefits
CENTRE : East London
REQUIREMENTS : B Degree (NQF 7)/ National Diploma (NQF 6) in Auditing and/or Accounting, or B
Comm in Accounting with 3 years’ relevant working experience at a supervisory
level or Salary Level 7/8 in the auditing or accounting field. Any certification will be
an added advantage (IAT, PIA) Valid code 08 driver’s license is essential
Competencies: Communication and Information, Client orientation and Customer
Focus, Project Management, Problem Solving and Decision making, Manage the
allocated resources of the sub unit in line with legislative and departmental policy
directive and comply with corporate governance and planning imperatives Skills
needed to perform the job: Analytical thinking skills, Planning and Organizing Skills,
Good Verbal and written communication skills, Good Interpersonal Relations,
Computer literacy - Data Analytics, EXCEL etc.

DUTIES : Perform consulting/assurance service for value-add on internal controls Closely
manage projects through all audit phases Manage and maintain assets Manage
and mentor individual staff members Facilitate meetings to discuss exceptions and
audit reports with auditee Produce minutes of the Audit Committee meetings Assist
in the utilisation of the approved unit budget Conduct necessary research on best
practices for value-add on execution of audit projects.

ENQUIRIES : Mrs P Mbewu at 043 731 1249/Mrs A Xabadiya at Tel No: 043 731 2319
POST 34/90 : SYSTEMS CONTROLLER: IT REF NO: GFMS 03/10/2019
(One Year Contract Post)

**SALARY** : R376 596 per annum (Level 09) plus 37% in lieu of benefits

**CENTRE** : East London

**REQUIREMENTS** : B Degree (NQF 7)/ National Diploma (NQF 6) in Information Technology with 3 years' relevant working experience at a supervisory level or Salary Level 7/8 in an IT environment International recognized certificates such as A+, N+, ITIL, MCSA will be an added advantage Valid code 08 driver's license is essential Competencies: Creative Thinking, Decision Making, Communication, Problem Analysis, Self-Management, Team Membership Technical Proficiency.

**DUTIES** : Supervise user support services: Supervise 1st & 2nd line help desk services. Provide 3rd line support services Supervise network installations, upgrades or enhancements and assist in evaluation of new products Supervise and maintain ICT equipment register for upgrades/repairs Manage the active directory Provide business analysis services Assist in the development/review and implementation of ICT policies, plans, process flows and procedures Conduct business and user needs analysis and provide solutions/advice Develop technical specifications for systems solutions Provide server administration services Perform file archiving and daily back up operations Perform regular security monitoring to identify and any possible intrusion Manage server availability Build/rebuild servers and reconfigure services Research and recommend innovative business process automation. Manage and maintain ICT assets administer the ICT asset verification with Supply Chain Management Unit to update the asset register Develop, update and maintain ICT asset register Manage area of responsibility Document and maintain configuration procedures and LAN diagrams Assess subordinates on the job competency as required by the job function Identify, report and manage risks. Review work area's performance and make recommendations to improve the efficiency and effectiveness Perform periodic performance reporting to support capacity planning Ensure compliance with Supply Chain Policies and Procedures. Administer the provision and maintenance of the GFMS ICT infrastructure Maintain adherence to the approved provincial ICT Infrastructure Coordinate the installation and upgrading of local and Wide Area Network (LAN and WAN).

**ENQUIRIES** : Mrs P. Mbewu at Tel No: (043) 731 1249/Mrs A Xabadiya at Tel No: (043) 731 2319

POST 34/91 : VEHICLE QUALITY MANAGEMENT OFFICER REF NO: GFMS 04/10/2019
(One Year Contract Post)
Component: Fleet Development & Provisioning

**SALARY** : R316 791 per annum (Level 08) plus 37% in lieu of benefits

**CENTRE** : East London

**REQUIREMENTS** : National Diploma (NQF Level 6) in Mechanical/ Auto body Engineering. At least 1-2 years relevant working experience in a technical field/ fleet management environment. A working knowledge of engineering drafting and designing. A valid Code 08 driver’s license is essential. Experience in the motor industry or fleet management will be an added advantage Competencies: Creative Thinking, Decision Making, Communication Problem Analysis, Self-Management, Team Membership, Technical Proficiency.

**DUTIES** : Researching and assessing suitability and fit for purpose fleet vehicles, Facilitating the vehicle needs analysis process, Investigating and resolving technical queries and complaints on vehicle performance problems, Coordinating and organising technical and driver training sessions, Development of vehicle modification specifications to satisfy the special needs of client departments, Monitoring and quality control of vehicle conversion projects, Managing the disposal of defleeted vehicles, Managing and coordinating the processes for the development and maintenance of the Annual Fleet Replacement Plan, Facilitating processes for the procurement of fleet enhancement and replacement vehicles in line with the Annual Fleet Replacement Plan, Managing and coordinating processes for the requisition of official orders for the procurement of fleet enhancement and replacement items as per the approved Fleet Acquisition Schedule, Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
ENQUIRIES: Mrs P. Mbewu at Tel No: (043) 731 1249 / Mrs A Xabadiya at Tel No: (043) 731 2319

POST 34/92: SENIOR ADMINISTRATION OFFICER: FLEET LOGISTICS MANAGEMENT (ENATIS) REF NO: GFMS 05/10/2019 (X2 POSTS)
(One year contract posts)

SALARY: R316 791 per annum (Level 08) plus 37% in lieu of benefits.

CENTRE: East London

REQUIREMENTS: National Diploma (NQF Level 6) in Commerce/Public Administration/Administration with 1-2 years’ relevant working experience in administration of which one (1) year must be in a fleet or eNatis environment Competencies: Good communication skills Team player Self-management Problem Solving and Decision Making Technical proficiency Computer Literacy.

DUTIES: Process the registration & licensing of new vehicles in line with AARTO & NRTA requirements on eNatis system. Process the license renewal services, re & de-registration, COFs, Police clearance services, change of ownership, auction support and all services related to functions of eNatis. Distributing Face Value Documents to each user to print Registration Certificates and License Discs and reconcile FVDs used and returned record and print detailed reports Process the payment of eNatis & related cost recovery processes including ensuring that all transactions are accounted for Provide general office administration and projects support services, Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES: Mrs P Mbewu at Tel No: (043) 731 1249 / Mrs A Xabadiya at Tel No: (043) 731 2319

POST 34/93: ADMINISTRATION OFFICER: FLEET MAINTENANCE REF NO: GFMS 06/10/2019 (X2 POSTS)
(One Year Contract Posts)

SALARY: R257 508 per annum (Level 07) plus 37% in lieu of benefits.

CENTRE: East London

REQUIREMENTS: National Diploma (NQF 6)/ B Degree (NQF level 7) in Commerce/ Mechanical/ Vehicle Repairs and Maintenance qualification with 2 years relevant working experience in office administration and in fleet maintenance environment, Computer Literacy: Advanced Microsoft Excel/Word and PowerPoint skills, A valid Code 08 driver’s license is essential, An OEM/Dealer network background will be an added advantage competencies: Creative thinking, Decision Making, Good Organizational Communication effectiveness, Problem Analysis, Good Self-Management, Detail Orientated, Technical Proficiency and work well in a team environment.

DUTIES: Maintain an active fleet register, Reconciliation of monthly bills (authorised invoices from Suppliers), Ad-hoc duties when required, Report on vehicles, Analyse all transactions and categorise on a monthly basis, Check and sign authorisations as per delegations, Identify vehicles that are down and create the downtime report for the month to be reviewed by the Chief Artisan, Coordinate the requests for relief vehicles and record as such.

ENQUIRIES: Mrs P. Mbewu at Tel No: 043 731 1249 / Mrs A Xabadiya at Tel No: (043) 731 2319

POST 34/94: PA: OFFICE OF HEAD OF ENTITY REF NO: GFMS 07/10/2019 (One Year Contract)

SALARY: R257 508 per annum (Level 07) plus 37% in lieu of benefits.

CENTRE: East London


DUTIES: Provide a support service to the office of the head. Co-ordinate office administration relating to entity performance Administer submissions and request information by
different stakeholders (internal and external). Co-ordinate governance and oversight reports and ensure timely submission. Provide secretariat duties to EXCO and management structures and track resolutions. Maintain entity project register and follow up on targets. Provide clerical and administrative support service. Scrutinize, re-direct correspondence and follow up on due responses and actions. Manage risk register of the unit. Manage unit budget.

**ENQUIRIES**: Mrs P. Mbewu at Tel No: (043) 731 1249 / Mrs A Xabadiya at Tel No: (043) 731 2319

**POST 34/95**: **ADMINISTRATION CLERK: FLEET LOGISTICS REF NO: GFMS 08/10/2019**

(One Year Contract Post)

**SALARY**: R173 703 per annum (Level 05) plus 37% in lieu of benefits

**CENTRE**: East London


**DUTIES**: Receiving of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles), Coordinate and monitor the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.), Dispatching of vehicles to the different users, Stock reconciliation and reporting, Manage the post delivery services and key management of all vehicles, Perform messenger duties and any other duties assigned.

**ENQUIRIES**: Mrs P. Mbewu at Tel No: (043) 731 1249 / Mrs A Xabadiya at Tel No: (043) 731 2319

**POST 34/96**: **ADMINISTRATION CLERK: FLEET MAINTENANCE REF NO: GFMS 09/10/2019**

(X2 POSTS)

(One Year Contract Posts)

**SALARY**: R173 703 per annum (Level 05) plus 37% in lieu of benefits

**CENTRE**: East London

**REQUIREMENTS**: Grade 12/ NOF Level 4 with no experience. A valid Code 08 driver’s license is essential. Computer Literacy - Advanced Microsoft Excel/Word and PowerPoint skills. Competencies, Creative thinking, Creative and Innovative, Decision Making, Good Communication Skills, Telephone Etiquette, Good Self-Management, Detail Orientated and work well in a team environment.

**DUTIES**: Provide clerical support services with fleet maintenance and repair authorizations/ receive & capture all authorisation requests from service provider, Provide clerical support services with the provisioning of fleet maintenance and repair services, Coordinate the signing of all authorisations and file – Daily. Reconcile the work done the previous day vs the actual signed off authorisations, Booking services and follow-ups on vehicles at merchants, Compile daily, weekly and monthly reports for fleet maintenance office, Categorise the work done and record vehicles that are down with the information from merchants and districts. Maintain an active fleet register, Administer and provide administrative support for Head Office and district staff, Split MM/FML authorised and record daily for cost recovery at the end of the month, Perform all administrative functions in the office and in support of district staff, Liaise on behalf of supervisors with internal and external stakeholders with the objective of sourcing and securing supporting documentation internally and externally.

**ENQUIRIES**: Mrs P. Mbewu at Tel No: (043) 731 1249 / Mrs A Xabadiya at Tel No: (043) 731 2319

**POST 34/97**: **ADMINISTRATION CLERK: FACILITIES AND SECURITY MANAGEMENT REF NO: GFMS 10/10/2019**

(One Year Contract)

**SALARY**: R173 703 per annum (Level 05) plus 37% in lieu of benefits

**CENTRE**: East London
**REQUIREMENTS**


**DUTIES**

Facilitate the implementation of Service Level Agreements (SLAs), Facilitate monitoring and evaluation of SLA implementation, Assist in the implementation of OHS Act 85 of 1993 as amended, Implement OHS and Security inspection findings, Provide administrative support in the area of facilities and security management, Provide central document and records management services, Assist in the development/review of SLA, Coordinate and manage all incoming and outgoing correspondence, including driver/messenger itinerary.

**ENQUIRIES**

Mrs. P. Mbewu at Tel No: (043) 731 1249 / Mrs A Xabadiya at Tel No: (043) 731 2319
ANNEXURE R

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 34/98

DCST OBSTETRICIAN AND GYNAECOLOGIST (X1 POST)
Directorate: Family Medicine Department

SALARY
R1 728 807 per annum (All-inclusive package)

CENTRE
Sedibeng District Health Services

REQUIREMENTS
The candidate should have Grade 12. An appropriate specialist qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Obstetrician and Gynecologist At least 5 years clinical experience post qualification Sound knowledge of the following: Obstetrics and gynecology, Medical ethics, implementation and evaluation, Information management programmes. Epidemiology and statistics, Quality assurance and improvement programmes. Human resources and financial management, Health and Public Services legislation regulations and policies Demonstrate skills in the following areas: Leadership, Communication, Teaching and training, Problem solving, functioning in a multi-disciplinary team and Computer literacy. A driver’s license is essential.

DUTIES
Working across healthcare facilities in the district and reporting to the District manager Personally, provide evidence-based obstetrics and gynaecological services in hospitals and primary care (PHC) facilities with special focus on high-risk pregnancies Provide clinical leadership in obstetric and gynaecological services, including coordinating clinical services and mentoring junior clinicians at the clinical coal-face Conduct clinical audits to monitor the clinical performance, identify gaps in maternal care services and respond to audit findings by developing and implementing appropriate interventions Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Conduct scheduled and in-service training including ESMOE, ESMOE(Drills), Sexual health, Family planning, CME, etc Participate and support the district management during M&M, MMR, referral, perinatal, critical incidents review, cluster and data quality meetings at district hospitals and PHC facilities Identify and response to clinical risks and threats to qualify maternal care and patient’s safety across facilities Work with the district management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of obstetrics and gynaecological services Initiate, support or participate in relevant research, especially implementation studies to assess the feasibility and effectiveness of interventions Write and present reports on work activities and outputs for feedback and performance appraisal Sign performance contract on annual basis

ENQUIRIES
Prof OB Omole Tel No: (016) 950 6192

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

NOTE
Applications must be submitted on form z83, obtainable from any Public Service Department The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old) NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 Failure to submit all the requested documents will result in the application not being accepted The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department Preference will be given to people with disability.
CLOSING DATE: 04 October 2019

POST 34/99: HEAD CLINICAL UNIT REFS/HOU/26/19 (X2 POSTS)
Directorate: Paediatrics
Re-advertisement candidates who applied previously are encouraged to re-apply

SALARY: R1 728 807 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Appropriate qualification that allows for the required registration with HPCSA as Medical Specialist in a normal specialty or a recognized Sub-Specialty and proof of current registration Experience in Paediatric Cardiology a minimum of 3years appropriate experience as Medical Specialist after registration with HPCSA as Medical Specialist in a normal specialty or a recognized Sub-Specialty.

DUTIES: Overall supervision, management and training of fellows who are Sub-specializing in Clinical Unit Management of both in-patients (including intensive care and high care) and out-patients ensuring that there are protocols for the management of common medical conditions and that there is compliance to protocols and guidelines Promote and participate in outreach programs in the community and the feeder institutions Clinical governance- ensure quality assurance programs with respect to improving clinical outcomes and managing risks that are in place.

ENQUIRIES: Prof. Mawela Tel No: (012) 521 4444/4445
APPLICATIONS: All applications should be hand delivered or posted to Dr George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY) Documents to be attached are certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable) (Certification should not be more than three (3) months old.

CLOSING DATE: 04 October 2019

POST 34/100: MEDICAL SPECIALIST: CLINICAL PHARMACIOLOGY REF NO: MSCP/HR2/09/19
Directorate: Clinical Service

SALARY: R1 106 040 - R1 173 900 per annum (Plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: MBChB degree or equivalent Registration as a specialist in Clinical Pharmacology with the Health Professions Council of South Africa (HPCSA) Current registration with the HPCSA as a specialist Any additional specialist qualification, post graduate diploma, other post graduate qualification Teaching and Research will be an added advantage Publication or research papers, review articles and other scholarly papers will be a distinct advantage.

DUTIES: To render clinical pharmacology services to the hospital where relevant, advise on management of patients and assist in prescribing in special groups (paediatrics, pregnancy, elderly, genetically predisposed, critically ill) Advise on drug policy and critically evaluate new drugs, render therapeutic service in assisting in the providing of a therapeutic drug monitoring service (TDM, by interpreting clinical significance of drug levels reported, monitor adverse drug effects (including toxicology and poisoning ), monitor drug interaction, assist with clinical matters in Pharmacy, assist and take part in departmental clinical discussions, monitor antibiotic use and be part of antimicrobial stewardship program and attend Pharmacy and Therapeutic Committee, and Ethics Committee The incumbent will be involved in training the registrar who specialise in Clinical Pharmacology and teaching basic and clinical pharmacology program for both under-and postgraduate students and will take part in research programmes of the department Other relevant duties may be allocated by the Head of department. The Head of Department may allocate other relevant duties if necessary.

ENQUIRIES: Prof E Osuch Tel No: (012) 521 4145
APPLICATIONS: All applications should be hand delivered or posted to Dr George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old.

CLOSING DATE: 04 October 2019

POST 34/101: MEDICAL SPECIALIST SURGERY – GRADE 1 REF NO: MRH 19/08/19

Directorate: Medical Services

SALARY: Grade 1: R1 106 040 per annum (TCE Package)
Grade 2: R1 264 623 per annum (TCE Package)
Grade 3: R1 467 651 per annum (TCE Package)

CENTRE: Mamelodi Regional Hospital

REQUIREMENTS: Appropriate qualification as Specialist in General Surgery which allows registration with the Health Professions Council of South Africa (HPCSA). Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours, and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedures pertaining to mental health care users. Computer literacy. A valid driver’s license.

DUTIES: Direct clinical service provision within clinical department (unit). Provide direct clinical leader to the department. Formulate treatment guidelines and protocols for the department to oversee training and supervision of junior doctors. Organize department meetings with the doctors, nurses, other category of clinical staff within the unit. Attend meetings for heads of clinical unit and make meaningful contribution in these meetings manage any medical adverse events within the unit and report them to the clinical manager. Oversee and manage administrative duties of the unit. Give support to the clinical manager. Overtime is compulsory.

ENQUIRIES: Dr M Thoabala Tel No: (012) 841 8305

APPLICATIONS: Applications to be sent to Mamelodi Hospital, Hand delivery to 19472 Serapeng Street Tsamaya Road or Private Bag X0032, P.O Rethabile Mamelodi East, 0122

NOTE: Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications.

Mamelodi Regional Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE: 04 October 2019

POST 34/102: MEDICAL OFFICER GRADE 3 (OBSTETRICS AND GYNAECOLOGY) REF NO: 3/3/1/11 (X1 POST)

Sub directorate Medical

SALARY: R1 089 693 – R1 362 366 per annum

CENTRE: Dr Yusuf Dadoo Hospital

REQUIREMENTS: Appropriate qualification that allows registration with HPCSA as Medical Practitioner. A minimum of 10 years appropriate experience as Medical Officer. Preferably Obstetrics and gynaecology and casualty after registration HPCSA as a Medical Officer. A diploma in obstetrics/ Gynaecology will be added advantage. Be prepared to work under pressure and stressful situations must have proof of current registration with HPCSA.

DUTIES: Head discipline obstetrics and Gynaecology. Conduct clinical services. Train, supervise, monitor and evaluate junior staff’s performance on daily basis. Give clinical guidance and ensure good clinical governance and practice as well as the implementation of the millennium Development Goals (MDG’s). Acquire and ensure proper utilisation of health technology. Work closely with the District Clinical
Specialist Team (DCST) and Family Physicians as well as outreach teams from our referrals hospital Attend relevant forum meeting.

ENQUIRIES : Dr OP Ugobor Tel No: (011) 951 6181
APPLICATIONS : Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.

NOTE : Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application

CLOSING DATE : 04 October 2019

POST 34/103 : REGISTRAR (DENTAL) PROSTHODONTICS, REGISTRAR ORAL PATHOLOGY

SALARY : R821 205 – R858 711 per annum (inclusive package), exc. commuted overtime
CENTRE : Wits Oral Health Centre:
Directorate: Prosthodontics (X1 post)
Oral Pathology (X1 post)

REQUIREMENTS : Registration with HPCSA as Dentist in category Independent Practice Two years’ experience as a Dentist excluding Community Service Working in public service in the rural areas is a strong recommendation Applicant must show specific interest in Prosthodontics/Oral Pathology.

DUTIES : Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in Prosthodontics/Oral Pathology This requires treatment of variety of patients in oral and craniofacial rehabilitation, carry out and present a research report, assist with training of undergraduate students and involvement in the administrative duties of the department.

ENQUIRIES : Prosthodontics - Prof JL Shackleton Tel No: (011) 488 4925/4883 Oral Pathology - Dr SP Ngwenya Tel No: (011) 717 2139/2197
APPLICATIONS : Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown No faxed /E-mailed applications will be accepted.

FOR ATTENTION : Mr P.F Monama Tel No: (011) 481-2099 Pulankana.Monama@gauteng.gov.za
NOTE : Applicants to attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA Applications without proof of the necessary documents will be disqualified.

CLOSING DATE : 04 October 2019

POST 34/104 : MEDICAL OFFICER GRADE 1 REF NO: 3/3/1/5 (X2 POSTS)

Sub directorate: Medical

SALARY : R821 502 - R884 670 per annum
CENTRE : Dr Yusuf Dadoo

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

DUTIES : Co-ordinate and manage clinical care and treatment Be rotated through different units of the hospital according to the needs of the hospital Manage and handle all patients depending on the unit which the doctor is allocated Manage other patients in other units to which the doctor may be delegated on temporary basis at the discretion of the Clinical Manager Supervision and training of interns and medical students.

ENQUIRIES : Dr P Ugobor Tel No: (011) 951 6181
APPLICATIONS : Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.
NOTE: Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application

CLOSING DATE: 04 October 2019

POST 34/105: REGISTRAR REF NO: LCOEC/ADMIN/04/2019

SALARY: R733 257 per annum (plus benefits)

CENTRE: Lebone College of Emergency Care

REQUIREMENTS: An appropriate Bachelor’s Degree/Advanced National Diploma (NQF level 7) in Public Management, Administration Management or equivalent qualification A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage A minimum 5 to 10 years’ relevant work experience in corporate services with at least 5 years’ experience on a junior management level An understanding of the Department of Higher Education and Training’s strategic vision and priorities Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act Archives act. Knowledge of Policies and Legislation governing health education, training and development As well as knowledge of Policies and Legislation of the Public Services and Employment Services in South Africa Knowledge of Health Professional Council; of South Africa Act, Regulations and Professional Board of Emergency Care or Council of Higher Education accreditation regulations for Health related qualifications and experience in Quality Assurance Management will be an added advantage Experience in managing people and projects with the ability to plan strategically An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment; Good Project Management and computer skills Willingness to work irregular hours and travel extensively Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Excess and MS Outlook) A valid driver’s license and willingness to travel.

DUTIES: Provide operational and Strategic Leadership in the areas of Human Resources, Facilities Management, Information Technology, Procurement, Finance, Records Management, Fleet Management, and Employee wellness and student affairs. Also be responsible and accountable for the effective delivery Quality Assurance of services in each of these areas Ensure that the College Administration is managed in line with HPCSA Regulations Ensure that all satellite training sites administration is completed in line with the main campus administration Policies and SOPS Provide Administration support to the Principal and all other relevant stakeholders (SMU, EMS, HPCSA, GPC central office and NDoH: EMS) Coordinates and drives the preparation for the quarterly/annual reviews and audits of the College’s operational and Strategic Plan Encourages and builds an organizational climate conducive to optimal performance through implementing change management Manages the entire human resource management function Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance and Quality Assurance Oversee the proper and effective management of the College’s assets and facilities Ensure the provision of appropriate and cost effective services Participation in College tender processes and service level agreement in relation to contract management and student affairs Responsible for Information Technology and information management solutions to meet the specific needs of the College Responsible for communication and marketing for the College Attend internal and external meetings as delegated by the college and EMS management.

ENQUIRIES: Ms SV Galeboe Tel No: (012) 356 8000

APPLICATIONS: Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road, Belvedere Street Road, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

CLOSING DATE: 07 October 2019

POST 34/106: ASSISTANT MANAGER (PNA 7) REF NO: WRD004

Directorate: Nursing

SALARY: R562 800 per annum General (plus benefit) R614 991 per annum Specialty (plus benefit)
Salary will be determined in line with OSD Resolution

CENTRE : West Rand Health District (Mogale Sub district)

REQUIREMENTS : Basic R425 qualifications (Diploma/Degree in Nursing) Registration with SANC and a minimum of 8 years' experience as a Professional Nurse, at least 3 years' experience in management level A minimum of 10 years' experience as a Professional Nurse, at least 6 years' experience in specialty & 3 years' in management level Knowledge of District Health Services, National Health Act, National Development Plan, Financial Management Report Writing, Presentation, Computer Literacy and a valid Driver's license.

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) is rendered 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 the professional scope of practice and standards as determined by the relevant health facility Demonstrate a basic understanding of the legislative framework governing the public service.

APPLICATIONS : must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.

NOTE : Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. People with disability are encouraged to apply NB: The incumbent will be subject to a pre-screening process.

CLOSING DATE : 04 October 2019 (12H00)

POST 34/107 : CHIEF MEDICAL TECHNOLOGIST REF NO: CNT/HR1/09/19 (X1 POST) Directorate: Clinical Services

SALARY : R466 119 - R517 326 per annum (Plus benefits)

CENTRE : Dr. George Mukhari Academic Hospital

REQUIREMENTS : National Diploma and/ or BTech Degree Any additional qualification, post-graduate diploma or other post-graduate qualification as well as teaching and research experience will be an added advantage Registered with the Health Professions Council of South Africa Atleast 3 year's appropriate experience in the relevant profession after registration with HPCSA Managerial and teaching experience in the accredited routine service laboratory will be an added advantage (public or private nationwide) Computer literacy: Microsoft Office and valid driver's licence

DUTIES : To supervise, manage and perform therapeutic drug monitoring service (TDM) laboratory procedures and sample analysis, to maintain analytical instruments in operational condition, to provide laboratory administration, data management, maintain quality control, set and maintain accreditation of the laboratory, to maintain stock ordering and control, budget and equipment control, prepare monthly timetable and statistics, administration of patients data to ensure results to be delivered on time, keep and maintain electronic form and hard copies of patient laboratory test records, training of laboratory staff and undergraduate and post graduate medical students The Head of Department may allocate other relevant duties if necessary.

ENQUIRIES : Prof E Osuch Tel No: (012) 521 4145

APPLICATIONS : All applications should be hand delivered or posted to Dr George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY) Documents to be attached are certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable) (Certification should not be more than three (3) months old.

CLOSING DATE : 04 October 2019
<table>
<thead>
<tr>
<th>POST 34/108</th>
<th>EMS LECTURER PARAMEDIC REF NO: LCOEC/ACADEMIC/02/2019</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>Grade 3-4: R392 151 - R461 940 per annum (plus benefits)</td>
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<tr>
<td>CENTRE</td>
<td>Lebone College of Emergency Care</td>
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<tr>
<td>REQUIREMENTS</td>
<td>B-Tech-degree with 10 years after registration with the HPCSA as ECP Current registration with the Health Professions Council of South Africa (HPCSA) Training experience is recommended excellent communication and interpersonal skills Verbal/ written communication skills in English Computer literacy in MS Word, Excel and Power Point is essential A valid code C1 driver’s license with PDP.</td>
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<tr>
<td>DUTIES</td>
<td>Involvement in all aspects of Education, Training and Development on the courses at the College including but not limited to facilitation, assessment, moderation and mentorship Participation in the shift work during practical phases of the course and EMS operational requests Ensure that all aspects of the course are aligned to the relevant Legislation, Regulations and Policies Participation in the formative and summative assessments processes Compile written reports and presentations as requested by College Management.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr NM Ravhandalala Tel No: (012) 356 8000</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road, Belvedere Street Road, Arcardia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>07 October 2019</td>
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<tr>
<td>POST 34/109</td>
<td>PROFESSIONAL NURSE SPECIALTY: ADVANCE MIDWIFERY REF NO: 3/3/1/3 (X1 POST)</td>
</tr>
<tr>
<td>SALARY</td>
<td>R383 226 – R444 276 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Dr Yusuf Dadoo Hospital</td>
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<td>REQUIREMENTS</td>
<td>Basic R425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing Relevant post-basic qualification with a duration of at least one (1) year accredited with the SANC in terms of Government Notice No R212 Registration with South African Nursing Council as a Professional Nurse and Specialist Competencies: Leadership, management, planning, organising, co-ordination and communication skills including report writing Ability to take change and make appropriate independent decisions Display concern for patients, promoting advocacy and facilitating proper treatment and care including awareness and willingness to respond to patient need, requirements and expectations (Batho Pele) Knowledge of nursing and related legal and ethical practices.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Provision of optimal, holistic specialized nursing care within set standards and Professional/legal framework in area of specialty Implement standard, criteria and indicators for quality nursing practice Promote and perform nursing and health care in accordance with the laws and regulations relevant to nursing and health care Maintain constructive working relationship with nursing and other stakeholders Work as part of multidisciplinary team to ensure good nursing care Utilize human material and physical resources efficiently and effectively Lead shifts and transfer skills through in-service including ESMOE training and basic neonatal resuscitation skills Maintain professional growth/ethical standards and self-development Participate in training and research Contribute positively towards compliance to Ideal Hospital Realization and maintenance Framework and maintain an environment that promotes Patients’ Rights and positive practice environment Implement and promote Quality Assurance, Infection Prevention Control and Health and Safety Principle.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms D Ngwenya Tel No: (011) 951 6045</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.</td>
</tr>
<tr>
<td>NOTE</td>
<td>Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application.</td>
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</tbody>
</table>
CLOSING DATE : 04 October 2019

POST 34/110 : PROFESSIONAL NURSE GRADE 3 (GENERAL NURSING) REF NO: 3/3/1/15 (1XPOST)
Sub directorate: Nursing Unit

SALARY : R383 226 – R485 475 per annum

CENTRE : Dr Yusuf Dadoo Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Degree/ Diploma) in Nursing or equivalent qualifications that allows registration with the SANC as a Professional Nurse. Proof of current registration. A minimum of 20 years appropriate experience in nursing after registration as a professional nurse with the South African Nursing Council in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescriptions of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by holding the Batho Pele principles, patient’s rights and the value of nursing including the 6 priorities. To ensure efficient and effective utilization of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of (PMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms D Ngwenya. Tel No: (011) 951 6045

APPLICATIONS : Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.

NOTE : Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application. Failure to do so will lead to disqualification of your application.

CLOSING DATE : 04 October 2019

POST 34/111 : EMS COURSE CO-ORDINATOR REF NO: LCOEC/ACADEMIC/01/2019 (X4 POSTS)

SALARY : Grade 1 - Grade 4; R318 042 – R505 113 per annum (plus benefits)

CENTRE : Lebone College of Emergency Care

REQUIREMENTS : B-Tech degree with 3 years after registration with the HPCSA as Emergency Care Practitioner (ECP). Current registration with the Health Professions Council of South Africa (HPCSA). Experience in EMS Education and Training Qualification as an assessor, facilitator, moderator, Management qualification/ experience and formal education qualifications will be advantageous. Excellent communication and interpersonal skills as well as writing and verbal communication skills in English. Computer literacy in MS Word, Excel, and Power Point is mandatory. Valid code C1 driver’s license with PDP. Knowledge and ability to apply legislation and Policy Framework governing EMS Candidate must be familiar with Legislation and Regulations governing Human Resources, Public Finance and Procurement Management in the Public Sector.

DUTIES : Work within the EMS Education, Training and Development in South Africa. Apply legislation Act, Regulations and Policy framework governing EMS Education and Training e.g SAQA Act, Skills Development Act, Employment Equity Act. Further Education and Training Act and other key legislation. Ensure that all aspects of the course are aligned with the HPCSA Regulations. Coordination of all theoretical and practical components of the course. Management of the quality assurance of all aspects of the course. Liaison and Communication with various stakeholders of the College including HPCSA and Local Government. Must be willing to work with learners during experiential learning as per College Policies. On road shifts and inspect/ oversee learners on hospital and road practical phase. Be able to manage formative and summative assessments of learners efficiently and effectively. Ensure...
all equipment and learning aids are aligned with HPCSA Regulations and sound Education practices. Provide reports to the Principal when required. Must be willing and able to participate in research at the College. Submit an annual report to the Principal. Management of all College staff involved on the course and responsible for performance management of staff and learners.

ENQUIRIES : Mr NM Ravhandalala Tel No: (012) 356 8000
APPLIED FOR : Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road, Belvedere Street Road, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.
CLOSING DATE : 07 October 2019
POST 34/112 : OCCUPATIONAL THERAPY GRADE 1 – GRADE 3 (X1 POST)
Directorate: Rehabilitation Department

SALARY : Grade 1: R317 976 - R361 872 per annum (Plus benefits)
Grade 2: R372 810 - R426 291 per annum (Plus benefits)
Grade 3: R439 164 - R532 959 per annum (Plus benefits)

CENTRE : Sedibeng District Health Services

REQUIREMENTS : The candidate should have Grade 12, bachelor’s degree or appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as an Occupational Therapist. A driver’s license is essential. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who perform community service in relevant professions as a required in South Africa. Grade 2: A minimum of 10 years’ relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as a required in South Africa. Grade 3: A minimum of 20 years’ relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualifies employees who performed community service in relevant profession as a required in South Africa. A valid driver’s license is essential.

DUTIES : Render effective patient centered occupational therapy service in a clinic and community setting in adherence to the scope of practice and health protocols. Relieve as and when the need arises, and to work closely with the multidisciplinary team members. Carry out delegated duties. Participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at facility level. Adhere to provincial District and Clinic policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the District. Communicate effectively with all stakeholders. Exercise safeguarding of all consumables and equipment. Sign performance contract on annual basis.

ENQUIRIES : Ms E.M Ngale Tel No: (016) 950 6174
APPLIED FOR : Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department Preference will be given to people with disability.
CLOSING DATE : 04 October 2019
POST 34/113 : DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: 3/3/1/7(X1 POST)

Sub directorate: Radiography

SALARY : R317 976 – R361 872 per annum
CENTRE : Dr Yusuf Dadoo Hospital
REQUIREMENTS : B-degree or three years National Diploma in Radiography that allows registration with HPCSA in the profession.

DUTIES : To undertake radiographic procedures efficiently, produce diagnostic radiographs and render excellent service delivery in accordance with prescribed competencies whilst adhering to ALARA principles, radiation control measures and medico legal requirements Provide high standard of patient care, safety and radiation protection measures Ability to learn the latest technical innovations and health legislation Advice on bookings and procedures and provide hygienic environment for patients Report faults in terms of radiology equipment Participate in continuous personnel development programmes.

ENQUIRIES : Mr. JK Mahlangu Tel No: (011) 951 6068/69
APPLICATIONS : Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.
NOTE : Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application
CLOSING DATE : 04 October 2019

POST 34/114 : SPEECH THERAPIST AND AUDIOLOGIST REF NO: STA/01/CMJAH/2019

Directorate: Speech Therapy and Audiology Department

SALARY : Grade 1 R317 976 per annum (plus benefits)
Grade 2 R372 810 per annum (plus benefits)
Grade 3 R439 164 per annum (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Grade 1: Appropriate qualification that allows for the required registration with the HPCSA as a Speech Therapist or Audiologist No experience needed after registration with the HPCSA as a Speech Therapist or Audiologist in respect of employees who performed Community Service. Grade 2: Appropriate qualification that allows for the required registration with the HPCSA as a Speech Therapist or Audiologist Registration with the HPCSA in the Speech Therapy or Audiology. Minimum of 10 years relevant experience after registration with the HPCSA in the Speech Therapy or Audiology Grade 3: Appropriate qualification that allows for the required registration with the HPCSA as a Speech Therapist or Audiologist. Registration with the HPCSA in the Speech Therapy or Audiology Minimum of 20 years relevant experience after registration with the HPCSA in the Speech Therapy or Audiology.

DUTIES : Render a Speech Therapy &/Audiology service in the assigned areas, that complies with the norms and standards of the Gauteng Department of Health Ensure adherence to all Government policies and guidelines Implementation of delegated responsibilities Compliance with clinical guideline and protocols Compliance with District Health Information Management policy Establish good working relationship with other stakeholders within the hospital and province Compliance with Labour Relations policies & procedures Ensure continuous professional development Participation in the promotion & marketing of Speech Therapy & Audiology profession Ensure proper utilization of financial and physical resources. Clinical involvement and training of students.

ENQUIRIES : Ms. T Jogianna Tel No: (011) 488 3108
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No 17 Jubilee Road, Parktown 2193.
NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability Applications must be submitted on a Z83 form with a C.V. Certified copies of HPCSA, I.D (for a smart card please make copies for both sides), and Qualifications to be attached Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and
previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

**CLOSING DATE**: 04 October 2019

**POST 34/115**: PROFESSIONAL NURSE GRADE 2 (GENERAL NURSING) REF NO: 3/3/1/14 (X2 POSTS)

Sub directorate: Nursing Unit

**SALARY**: R315 963 – R362 865 per annum

**CENTRE**: Dr Yusuf Dadoo Hospital

**REQUIREMENTS**: Basic R425 qualification (i.e Degree/ Diploma) in Nursing or equivalent qualifications that allows registration with the SANC as a Professional Nurse. Proof of current registration. A minimum of 10 years appropriate experience. Nursing Council in General Nursing.

**DUTIES**: Execute duties and functions with proficiency within the scope of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by holding the Batho Pele principles. Patient's rights and the value of nursing including the 6 priorities to ensure efficient and effective utilization of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of (PMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

**ENQUIRIES**: Ms D Ngwenya Tel No: (011) 951 6045

**APPLICATIONS**: Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.

**NOTE**: Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application. Failure to do so will lead to disqualification of your application.

**CLOSING DATE**: 04 October 2019

**POST 34/116**: ENGINEERING TECHNICIAN REF NO: NGTECH/001/CMJAH/2019

Directorate: Medical Workshop

**SALARY**: R311 859 per annum (plus benefits)

**CENTRE**: Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**: National Diploma in Engineering or relevant qualification with between 3 years’ post qualification technical experience (Engineering) in Health Technology. Compulsory registration with ECSA as a Professional Engineering Technician. Valid driver’s license. Problem solving and analysis, decision making, team work, creativity, customer focus and responsiveness, communication, people management, planning and organising and change management. Computer skills.

**DUTIES**: Manage and maintain all medical equipment as per manufacturer specification and health technology. Manage and maintain the medical equipment installed base, including demo and loan unit plan. Execute timely equipment services to comply with the manufactures specifications. Ensure the correct services intervals are adhered to, to create and maintain a services history database of all services. Oversee biomedical technicians and other maintenance staff. Ensure that medical equipment works effectively and safely. Perform in-house preventive maintenance, repairs and installation on all medical equipment where you have received factory training. Use test equipment to perform inspection and diagnose equipment failure and be able to differentiate to ensure that equipment returned from service providers has indeed been serviced or repaired, complete with accessories, functioning and ready to use. Management of staff development and overall supervision.

**ENQUIRIES**: Mr. L. van Rensburg Tel No: (011) 488 3531

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APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of ECSA, I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE: 04 October 2019

POST 34/117: CANDIDATE ENGINEERING TECHNICIAN REF NO: CAN/ENGTECH/002/CMJAH/2019
Directorate: Medical Workshop

SALARY: R268 713 per annum (plus benefits)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: National Diploma in Engineering or relevant qualification. Compulsory registration with ECSA as a Candidate Engineering Technician is compulsory upon appointment. Valid driver’s license. Problem solving and analysis, decision making, teamwork, creativity, self-management, customer focus and responsiveness, communication, people management, planning and organisating and change management skills.

DUTIES: Manage and maintain all medical equipment as per manufacturer specification and health technology. Manage and maintain the medical equipment installed base, including demo and loan unit plan. Execute timely equipment services to comply with the manufacturers specifications. Ensure the correct services intervals are adhered to, to create and maintain a services history database of all services. Overseer biomedical technicians and other maintenance staff. Ensure that medical equipment works effectively and safely. Perform in-house preventive maintenance, repairs and installation on all medical equipment where you have received factory training. Use test equipment to perform inspection and diagnose equipment failure and be able to differentiate to ensure that equipment returned from service providers has indeed been serviced or repaired, complete with accessories, functioning and ready to use. Management of staff development and overall supervision.

ENQUIRIES: Mr L. van Rensburg Tel No: (011) 488 3531

APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.

NOTES: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE: 04 October 2019

POST 34/118: ADMINISTRATION OFFICER (FMU) REF NO: LCOEC/ADM/03/2019

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

CENTRE: Lebone College of Emergency Care

REQUIREMENTS: Grade 12 with 10 years’ experience in Facility Management Unit or tertiary qualification with a minimum of 2-3 years of experience Computer literacy (Ms Word, Ms Excel and Power Point). Ability to work under pressure and good communication skills (written and verbal). Good administrative skills. Understanding of GPG E- Maintenance system. Sound knowledge of Public Service Act, PFMA Public Service Regulations, Occupational Health and Safety Act and other relevant prescripts. A valid driver’s license.
DUTIES: Monitor the implementation of maintenance and infrastructure projects in the institution, monitoring contractors from appointment date to completion date, plan and execute inspection on contractors’ projects (building, electrical and mechanical), implement facilities condition assessment, prepare and be able to analyze specifications, facilitate and resolve problems and be able to attend to facilities management emergencies Maintenance repairs or renovations of the main building and residence Ensure maintenance/service of Generator, Fire Extinguishers and water tank Reservoir Ensure that and air conditioners are in good working condition and serviced as per the SLA with DID Log calls on the E-Maintenance and make follow up on a regular basis Communicate with DID on identified defects and attend to emergencies with DID Ensure that pest control and fumigation is done according to Service Level Agreement Draft reports, memos, do presentation, and attend meetings internally and externally Monitoring of key register for the main building and residence, Supervision of staff.

ENQUIRIES: Ms SV Galeboe Tel No: (012) 356 8000

APPLICATIONS: Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road, Belvedere Street Road, Arcardia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

CLOSING DATE: 07 October 2019

POST 34/119: LOGISTICAL SUPPORT OFFICER REF NO: LCOEC/SCM/01

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

CENTRE: Lebone College of Emergency Care

REQUIREMENTS: Grade 12 with a minimum of 10 years’ experience in Supply Chain Management/Degree/Diploma/ in Supply Chain Management or equivalent tertiary qualification with a minimum of 2-3 years relevant experience or Sound knowledge of SAP/SRM system (SAP/SRM Certificate) Knowledge of PFMA Treasury regulations, SCM, stores and other related policies Problem solving and interpersonal skills Computer literacy Ability to work under pressure Good communication skills and a valid E/EB driver’s license.

DUTIES: Overall supervision of stores. Ensure safe keeping of all stock records and reliable filling system Monitoring of transactions for goods and services delivered on SAP Monitoring of GRV’s captured on SAP/SRM and the web cycle as required ensure that invoices are cleared on for payments on BAS Monitoring transactions on control card VA11, ensure adherence to stock level, ensure that outstanding deliveries and verification of transaction are done ensure that condemning is done in accordance with disposal procedure Manage and plan stock taking, Compiling monthly reports Attending and responding to queries from clients and Auditor General and all related procurement functions.

ENQUIRIES: Ms SV Galeboe Tel No: (012) 356 8000

APPLICATIONS: Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road, Belvedere Street Road, Arcardia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

CLOSING DATE: 07 October 2019

POST 34/120: ADMINISTRATION OFFICER REF NO: LCOEC/ADM/02/2019

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

CENTRE: Lebone College of Emergency Care

REQUIREMENTS: Grade 12 with 5-10 years relevant experience/tertiary qualification in Administration with 3-5 years relevant experience and must be computer literate (Word, Excel, outlook etc.) Good presentation and communication skills (written and verbal) Knowledge of Public Service Act, transport circular, PFMA, Treasury Instructions, Archives Act Knowledge of HPCSA Regulations, student affairs, and understanding of library procedures Ensure compliance with Procurement, HR and Finance Administration Good planning, Project Management, coordinating and analytical report writing skills Must be able to work under pressure and independently Valid driver’s license.

DUTIES: Ensure that College Administration is in line with HPCSA Regulations and SOP; serve as a Quality Controller and Internal Auditor of the College Administration tasks related to all programs and Response to auditing for internal compliance
providing support to HR, Finance, Procurement and students affairs related to internal Administration Implement and control proper management of documents i.e. certificates locked in the safe and allowing only authorized personnel access to archives, registry and the safe and that this is well monitored. Ensure that the submission of HPCSA forms is in line with requirements and procedures as stipulated by the College Management and HPCSA Requirements. Assist with Intake and registration of students, ensure proper management of fleet, proper and control over utilization of vehicles. Monitoring of inspection conducted on GG vehicles, capturing of fuel claims, ensure compliance with submissions of all reports pertaining to fleet and administration. Attend meetings (internally and externally) and provide advice to management and staff related to Transport and Administration. Supervision of staff dealing with transport and administration matters. Able to liaise with external and internal stakeholders. Assist in all related fleet, Administration and Quality control matters assigned by the College Management. Conduct committee/section meetings and keep record and minutes for these meetings including those assigned by College Management.

ENQUIRIES: Ms SV Galeboe Tel No: (012) 356 8000
APPLICATIONS: Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road, Belvedere Street Road, Arcardia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.
CLOSING DATE: 07 October 2019
POST 34/121: COMPUTER OPERATOR REF NO: COM-OP/01/CMJAH/2019
Directorate: Information communications & technology

SALARY: R257 508 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Grade 10/Grade 12 or equivalent with more than 10 years’ experience relevant tertiary qualification with 0 to 2 years’ experience. Must have knowledge of a wide range of work procedures such as Administration procedures relating to specific working environment including norms and standards. Computer and training knowledge. Ability to operate a computer (both hardware and software), maintaining discipline, problem solving and analytical thinking skill. Post matric ITC qualification and 2 to 3 years’ experience in VOIP telephony, advanced switchboard ICT technical experience will serve as added advantage. Client focus and sound interpersonal skills including conflict management. Experience in networking and switching. Sound telephone etiquette and superior listening with clients as all levels knowledge of Batho Pele principles. Time management skills. Ability to handle stressful situations and dealing with difficult clients/users. Due to nature of the work incumbents will be working 24/7 day & night shift (07h00=19h00) and/or 19h00-07h00 including public holidays as per the duty roster and work overtime whenever required.

DUTIES: Provide effective installation, maintenance and support for the hospital telephone system and IP network equipment. Communicate with management and other departments to handle any escalating issues in a timely manner. Communicate and maintain up to date, accurate documentation including equipment, wiring and network topology. Compile timely, comprehensive, and accurate reports for management decision making. Provide a switchboard service to all internal and external clients. Answer, transfer and direct incoming calls in a timely manner using an updated telephone list. Attend to emergency/high priority calls and forward calls to relevant business units or send the message through email/sms system. Provide highest level of prompt and friendly response related to switchboard queries. Update maintain accurate contacts and information lists of service, departments, staff members, and application requirements. Assist with any telephone related duties required by management.

ENQUIRIES: Mr T Twala Tel No: (011) 488 4664
APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No 17 Jubilee Road, Parktown 2193.
NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V. Certified copies of I.D (for smart card please make copies of both sides), and Qualifications to be attached
Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification)Suitable candidates will also be subjected to security clearance processes Suitable candidates will undergo a medical screening test.

**CLOSING DATE**: 04 October 2019

**POST 34/122**: **FOOD SERVICE MANAGER** REF NO: 3/3/1/4 (X1 POST)
Sub Directorate: Admin

**SALARY** : R257 508 – R303 339 per annum

**CENTER** : Dr Yusuf Dadoo Hospital

**REQUIREMENTS** : 3 years qualification (National Diploma or Degree) in Food Service Management
Computer literacy Ms word, PowerPoint and excel Supervisory skills, interpersonal relation and Communication Skills (verbal and written).

**DUTIES** : Direct, Control and supervise food service department and food production staff
The planning of menus for all diets Ordering of supplies and control of the storage and issuing there of The planning of the food budget and control of food expenditure by means of cost effective measures and the implementation of prescribed procedures
In service training of food service staff as well as performance management of staff members
Implementation knowledge of Act and regulation legislative framework in relation to food services
Stock Control Monitoring and managing food service activities
Liaise with the hospital dietician
Provide leadership to supervisors
Ensure cleanliness in the food area
Ensure effective security measures are implemented.

**ENQUIRIES** : GS Mazibuko Tel No: (011) 951 6036

**APPLICATIONS** : Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.

**NOTE** : Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application.

**CLOSING DATE** : 04 October 2019

**POST 34/123**: **PROFESSIONAL NURSE GRADE 1** REF NO: 3/3/1/9 (X4 POSTS)
Sub directorate: Nursing

**SALARY** : R256 905 – R297 825 per annum

**CENTRE** : Dr Yusuf Dadoo Hospital

**REQUIREMENTS** : Basic R425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and proof of current registration.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice
Perform a clinical nursing practice in accordance with the scope of practice and nursing standard as determined by the relevant health facility.
Demonstrate effective communication with patients, supervisors and other clinicians, including report writing
Work as part of the multidisciplinary team to ensure good nursing care
Work effectively, cooperatively amicably with persons of diverse intellectual, cultural, racial to plan or religious differences
 Able to plan and organize own work and that of support personnel to ensure proper nursing care.
Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele) Nursing values and 6 priority areas.
Willing to work shifts including night duty in different departments.

**ENQUIRIES** : Ms D Ngwenya Tel No: (011) 951 6045

**APPLICATIONS** : Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.

**NOTE** : Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application

**CLOSING DATE** : 04 October 2019
EMS LECTURER PARAMEDIC REF NO: LCOEC/ACADEMIC/01/2019

POST 34/124

SALARY : Grade 1 - 2: R254 382 – R318 042 per annum (Plus benefits)
CENTRE : Lebone College of Emergency Care
REQUIREMENTS : B-Tech Degree (ECP) or equivalent qualification in Emergency Medical Care that allows registration with the HPCSA as an Emergency Care Practitioner, with at least two (2) years post-graduation experience Current HPCSA registration Code C1 drivers license with valid PrDP Qualification Certificate, Grade 12, facilitator, assessor and moderator qualifications are beneficial Training experience is recommended Excellent communication and interpersonal skills Verbal/ written communication skills in English Computer literacy in MS Word, Excel and Power Point is essential. A valid code C1 driver’s license with PDP.
DUTIES : Involvement in all aspects of Education, Training and Development on the courses at the College including but not limited to facilitation, assessment, moderation and mentorship Participation in the shift work during practical phases of the course and EMS operational requests Ensure that all aspects of the course are aligned to the relevant Legislation, Regulations and Policies Participation in the formative and summative assessments processes Compile written reports and presentations as requested as requested by College Management.
ENQUIRIES : Ms I Mbedzi /Ms Du Plessis Tel No: (012) 356 8000

APPLICATIONS : Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road, Belvedere Street Road, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.
CLOSING DATE : 07 October 2019

ADMINISTRATION CLERK REF NO: LCOEC/ADM/01/2019

POST 34/125

SALARY : R173 703 per annum (Level 05) (plus benefits)
CENTRE : Lebone College of Emergency Care
REQUIREMENTS : Grade 12 with 2-5 years relevant experience Computer Literacy (Word, Excel, MS Outlook etc.).Good communication skills (written and verbal),Good customer service must be able to work under pressure and with minimal supervision Valid E/EB Driver’s License.
DUTIES : Ensure compliance with Procurement, Finance, HR and Administration (transport & library) Prescripts and Procedures General Office Administration that includes: opening of files, filing, typing and drafting of letters and submissions Must be able to multitask, assist with general office administration in Transport, Library and with intake and registration of new students Able to liaise with internal and external stake holders, compiling monthly statistics Relieving at reception, Principal Office and perform any other duty determined by the College Management.
ENQUIRIES : Ms R Letageng Tel No: (012) 356 8000
APPLICATIONS : Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road, Belvedere Street Road, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.
CLOSING DATE : 07 October 2019

MATERIAL RECORDING CLERK REF NO: LCOEC/SCM/01/2019

POST 34/126

SALARY : R173 703 per annum (Level 05) (plus benefits)
CENTRE : Lebone College of Emergency Care
REQUIREMENTS : Grade 12 certificate or equivalent qualification in Supply Chain Management, relevant experience of 1-2 years Knowledge of Policies and Procedures in Asset Management, good communication skill (verbal and written), computer literate and have knowledge of SAP system and a valid driver’s license.
DUTIES : To perform provisioning tasks in accordance with the regulatory framework and guidelines relating to asset functions i.e bar cording of new acquisition and replacement barcodes, conduct asset verification/stock take Monitor and identify assets that are due for disposal, do follow ups on outstanding orders and repairs Assist in the drafting of specifications and obtaining quotations, follow up on repairs with service providers, request technical reports for assets for condemnation Filing of documents, update all register Perform BAS/Asset register reconciliation, receiving of deliveries (transit), issuing of stock from the stores Posting requisition on the VA10/VA1 Card. Maintain and update database of service providers and attend any other related functions as requested by supervisor and College Management.
ENQUIRIES : Ms I Mbedzi /Ms Du Plessis Tel No: (012) 356 8000
APPLICATIONS: Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road, Belvedere Street Road, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

CLOSING DATE: 07 October 2019

POST 34/127: HUMAN RESOURCE CLERK REF NO: LCOEC/HRC/01/2019

SALARY: R173 703 per annum (Level 05) (plus benefits)

CENTRE: Lebone College of Emergency Care

REQUIREMENTS: Grade 12/equivalent qualification with 1-2 years relevant experience in Human Resource Knowledge of Human Resource Policies and Prescripts Must be computer Literate knowledge of PERSAL system is essential Good interpersonal and communication skills (verbal and written) A valid driver’s license will be an added advantage.

DUTIES: The successful candidate will be responsible for providing Human Resources Administrative support i.e Appointment, Transfer, Promotion, Service termination, PMDS, Procedure on Incapacity Leave an ILL Health Retirement (PILIR), Leave, Injury on duty, Overtime, filling of documents, OSD Translation, Coordination of training (internal and external), Recruitment and Selection and any other HR related matters as delegated by College Management.

ENQUIRIES: Ms SV Galeboe Tel No: (012) 356 8000

APPLICATIONS: Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road, Belvedere Street Road, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

CLOSING DATE: 07 October 2019

POST 34/128: ADMIN CLERK REF NO: 3/3/1/9 (X1 POST)

Sub Directorate: Patient Affairs

SALARY: R173 703 - R204 612 per annum

CENTRE: Dr Yusuf Dadoo Hospital

REQUIREMENTS: Grade 12/national certificate (NSC), Computer certificate (Ms word, power point & excel) Certificate or diploma in public management will be an added advantage. Shift work is compulsory.

DUTIES: Registration and admission of in-out patients Accurate completion of all admission and registration register, ensure that complete forms are signed off by admitting officers and patients Request and attach required documents Knowledge of record life cycle knowledge of Acts and regulations Ensure accurate completion of TPH 31 register, TPH14 and TPH31A Binding of patient’s records, implement and adhere to proper file plan Monitoring of patients record through file monitoring tool. Work as a sub-cashier, collect money, issue of receipt for cash payments and raising accounts Compile monthly statistics Conduct daily reconciliations with the supervisor and ensure proper handover During downtime use relevant register, relevant usage of GPF3,4,5 forms Capture patient’s information immediately when PAAB is back on line to ensure adherence to specific set time frame To rotate as ward clerk and ensure proper handling of telephone enquiries Handling of patient’s valuables and belongings using relevant documents (TPH60) utilization of TAS receipt book for collection of any revenue other than patient’s fees.

ENQUIRIES: GS Mazibuko Tel No: (011) 951 6036

APPLICATIONS: Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.

NOTE: Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application.

CLOSING DATE: 04 October 2019

POST 34/129: IT TECHNICIAN REF NO: TDH 0011/2019

SALARY: R173 703 - R204 612 per annum (Level 05)

CENTRE: Tshwane District Hospital

REQUIREMENTS: A+, N+ and MCSA or Diploma in IT with 2 years’ experience in IT Support.
**DUTIES**

Provide 1st and 2nd line support to end users, installing and configuring Computer hardware operating system and applications, setting up new users Profiles and dealing with password issues, Replacing parts, computers and Printers as required, Provide advice to users on IT related issues Maintenance of internet and security services (Proxy’s, DNS, and Mail). Remote access support by taking over the user’s computer remotely Upgrade network hardware and software components, Hospital background And call centre experience will be added as advantage, you must have a Knowledge of PAAB, CITRIX, Rx Solution, and RDM Systems.

**ENQUIRIES**

Mr. W.B Chauke, Tel No: (012) 354 7766

**APPLICATIONS**

should be submitted to: HR Department, Tshwane District Hospital Private Bag X179 Pretoria 0001.

**NOTE**

Applications should include Z83, CV, and certified copies of ID and Qualifications.

**CLOSING DATE**

11 October 2019

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**POST 34/130**

WARD CLERK REF NO: REFS/004604

**SALARY**

R173 703 per annum (Plus benefits)

**CENTRE**

Tara the H. Moross Centre, Sandton

**REQUIREMENTS**

Grade 12 or equivalent Must be computer literate and able to work with Ms Excel and Ms Word for patient statistics Ability to handle confidential information Good telephone etiquette, interpersonal and communication (written and verbal) skills. Must understand Batho Pele principles and Patients’ Rights Experience in a hospital environment will be an added advantage.

**DUTIES**

Collect all patient statistics (admissions, discharges, transfer in/out, absconds, RHTs and deaths) in the ward. Record and submit daily patient headcounts on manual registers. Ensure discharge forms and UPFS charge sheets are completed with correct ICD-10 codes and submit to the Admissions Unit for capturing timeously Submit MHCA forms to all relevant stakeholders Order stationery and other relevant consumables for the ward and follow up with Supply Chain Management Attend to administrative functions at ward level (i.e Photocopying, filing etc) Co-operate with team members and attend ward meetings Keep record of all received and delivered documents. Adhere to departmental policies and procedures. Perform other lawful duties as delegated by the supervisor.

**ENQUIRIES**

Mr. G. More Tel No: (011) 535 3063

**NOTE**

Applications must be submitted to: - Tara the H Moross Centre, P/Bag X7 Randburg 2125 or hand-delivered to: No.50 Saxon Rd, Hurlingham, 2196 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

04 October 2019

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**POST 34/131**

HUMAN RESOURCE CLERK REF NO: WRD005 (X2 POSTS)

Directorate: Human Resource

**SALARY**

R173 703 per annum (plus benefits)

**CENTRE**

Westrand District Health Region A

**REQUIREMENTS**

Grade 12 or equivalent NQF level 4 qualification and experience in Human Resource Environment within the public sector Sound knowledge of PERSAL system will be an added advantage Must be computer literate A good knowledge of Public Service Prescripts Good communication skills and ability to work under pressure Good interpersonal relation skills Ability to handle confidentiality.

**DUTIES**

Render effective and efficient management of Human Resource Administrative aspects: Appointments, Transfers, Service Termination, Salary administration and management of conditions of service, service benefits capturing of leave and incapacity application forms on PERSAL system Conduct recruitment and selection in line with relevant Acts and Policies Capturing of PMDS on PERSAL system Auditing of leave and verifying of qualifications controlling, verifying and mandating of documents to Gauteng Department of Finance Updating of database Administer Payroll and Payroll certificates filling of mandates, leave forms & PMDS.

**ENQUIRIES**

Mr. Mthethwa M.T/Ms Khoza E.L.C Tel No: (011) 953 4515

**APPLICATIONS**

must be submitted at HR in West Rand Districts Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.

**NOTE**

Applications must be submitted on a Z83 form, certified copies ID, Qualifications and CV to be attached. People with disability are encouraged to apply. The
incumbent will be subject to a pre-screening process NB: Only hand delivered and post mailed applications will be considered. Do not apply online.

CLOSING DATE : 04 October 2019 (12H00)

POST 34/132 : ADMINISTRATIVE CLERK SECRETARY REF NO: ACS/HR3/09/19

Directorate: Nursing.

SALARY : R173 703 - R204 612 per annum (Level 05) (Plus benefits)

CENTRE : Dr George Mukhari Academic Hospital

REQUIREMENTS : Grade 12 or equivalent qualification 3 years appropriate/recognizable experience as an administrative secretary Good communication and interpersonal skills Computer literacy A proficient user of Microsoft based programmes including power point be reliable, punctual and professional be creative and able to use own initiative be able to prioritise and have exceptional attention to detail.

DUTIES : Typing, preparing and collating reports maintain office records and invoicing Manage databases Organising and servicing meetings (producing agendas and taking minutes) Answering calls, taking messages and handling correspondences. Maintaining diaries and arranging appointments Accurate filing of correspondence and other documents including personnel records Retrieving personnel records on request Issuing salary advice photocopying, binding and scanning Prepare documents within required deadline Submiting statistic to HR Nursing. Communicate with office of CEO Attend to notice boards Mentoring interns. Relieve one another.

ENQUIRIES : Tel No: Mrs G.K Phalatse Tel No: (012) 529 3468

APPLICATIONS : All applications should be hand delivered or posted to Dr George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY) Documents to be attached are certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable) (Certification should not be more than three (3) months old.

CLOSING DATE : 04 October 2019

POST 34/133 : STAFF NURSE GRADE 1 REF NO: 3/3/1/13 (X3 POSTS)

Sub directorate: Nursing

SALARY : R171 381 - R192 879 per annum

CENTER : Dr Yusuf Dadoo Hospital

REQUIREMENTS : Qualification that allows registration with SANC as a Staff Nurse Current registration with SANC as a Staff Nurse.

DUTIES : Execute nursing care plans for patients Monitor vital signs and observe reactions to medication and treatments Promote and maintain hygiene, comfort and re-assurance of patient’s administration of oral medication and carry out other procedures according to scope of practice Supervise and maintain fluid balance, oxygen and sensory Promote healing of wounds, fractures and protection of the skin Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person Prepare for and assist with ward specific procedures and anaesthetic Work as part of the multidisciplinary team to ensure good nursing care Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences Display a concern for patients, promoting and advocating basic care including awareness and willing to respond to patient's needs, requirements and expectation Knowledge of Batho Pele, Nursing Values and six (6) ministerial priorities.

ENQUIRIES : Ms DS Ngwenya Tel No: (011) 951-6045

APPLICATIONS : Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.
NOTE: Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application. Failure to do so will lead to disqualification of your application.

CLOSING DATE: 04 October 2019

POST 34/134: STAFF NURSES REF NO: KPTH/SN/09/19
Directorate: Nursing

SALARY: Grade 1: R171 318 – R192 879 per annum (plus benefits)

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Grade 12 or equivalent qualification, Qualification that allows registration with the SANC as staff Nurse/Enrolled Nurse Registration with the South African Nursing Council (SANC) as Enrolled Nurse/Staff Nurse. Proof of SANC receipt (2019). Knowledge: Knowledge of Nursing care processes and procedures, nursing statute and other relevant legal framework such as: Nursing Act, health Act, Occupational Health and Safety Act, Batho Pele Principles, Patients’ rights Charter and Responsibilities, public Service Regulations, Labour Relations Act, disciplinary code and Procedure, Grievance Procedure etc Competency: Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by relevant health facility. Promote quality elementary nursing care as directed by relevant health facility. Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Skills: Good communication skills, Ability to function as part of a team, Good interpersonal skills, Team player, Initiative, Cooperation, Pro-activeness and responsiveness.


ENQUIRIES: Ms M.V Mathabatha Tel No: (012) 318-6622

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

NOTE: 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 copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE: 07 October 2019

POST 34/135: DRIVER - DANGEROUS GOODS REF NO: WRD006 (X1 POST)
Directorate: Admin & Support

SALARY: R145 281 per annum (plus benefits)
CENTRE : West Rand District Health- Region – A

REQUIREMENTS : Grade 10 or ABET or 2 years’ experience A valid code 11(EC1) driver’s license with dangerous goods certificate A valid PDP (willing to renew PDP at own expense) Knowledge of Government Fleet and transport policies Knowledge of prescribed legislation Excellent time management and ability to adhere to a schedule Good communication skills Candidates will be tested on the day of interview.

DUTIES : 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.

ENQUIRIES : Mr Ramaota Tel No: (011) 953-4515

APPLICATIONS : must be submitted at HR in West Rand District Cnr Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.

NOTE : Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. People with disability are encouraged to apply. The incumbent will be subject to a pre-screening process.

CLOSING DATE : 04 October 2019 (12H00)

POST 34/136 : PROPERTY CARETAKER SUPERVISOR REF NO: TDH 0012/2019

SALARY : R145 281 - R171138 per annum (Level 04)

CENTRE : Tshwane District Hospital

REQUIREMENTS : ABET, at 4 years as a Property Caretaker Experience in Horticulture, waste management maintenance and Pest Control Must have good communication and interpersonal skills, Must have good leadership.

DUTIES : Control of garden tools in storage Maintenance at service of equipment, Planning and managing of movement of Furniture and equipment requested from various sections Ensure that all allocated Duties to property caretakers are completed almost daily Ensuring that replacement of damaged stock and material is reported and replaced in time Daily monitoring And cleaning of hospital inside and outside area Ensure checking of blocked sewerage drains and ensure everything in working condition To assist with fixing of minor maintenance services, e.g broken door locks and Handles, unblocking of zinks and toilets, basins etc Reporting and promote Health and Safety of staff, overall supervision of Property Caretakers including daily register and PMDS.

ENQUIRIES : Ms WM Matube Tel No: (012) 354 7604

APPLICATIONS : should be submitted to: HR Department Tshwane District Hospital Private Bag x179 Pretoria 0001

NOTE : Applications should include z83, CV certified copies of ID and Qualifications.

CLOSING DATE : 11 October 2019

POST 34/137 : DRIVER REF NO: 3/3/1/8 (X1 POST)

Salar y : R145 281 - R171 138 per annum

CENTRE : Dr Yusuf Dadoo Hospital

REQUIREMENTS : Grade 10/12 valid code 10 driver’s license and PDP.

DUTIES : Transport officials to and from various destinations Collect and deliver mail Deliver blood specimens to various destination Update log sheets and trip authority from on duty basis Conduct regular inspection of vehicles and report defects immediately Keep allocated vehicles neat and tidy at all times Submit petrol cards and receipts after every refil to the supervisor Work compulsory shifts and standby according to the rooster Ensure cleanliness of vehicle.

ENQUIRIES : Ms G.S Mazibuko Tel No: (011) 951 6036

APPLICATIONS : Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.
NOTE : Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application.

CLOSING DATE : 04 October 2019

POST 34/138 : HOUSE KEEPER REF NO: 3/3/1 (X1 POST)
Sub directorate: Nursing Unit

SALARY : R145 281 – R171 138 per annum
CENTRE : Dr Yusuf Dadoo Hospital
REQUIREMENTS : Grade 10 with 5 years’ experience in cleaning and knowledge of Hospital Environment Good personal relations and communication skills must be able to cope with physical demands of the position be able to work as a team and under pressure willing to work shifts and interact with nursing students.
DUTIES : Supervise, control, co-ordinate and inspect activities in student’s dormitories. Do requisition and monitor management of assets in nursing residence Ensure and secure environment for patients and personnel Clean floors, bathrooms, kitchen and windows Disposing of general waste and manage dirty linen Collect cleaning material and waste containers.

ENQUIRIES : Ms WM Moatshe Tel No: (011) 951 6189
APPLICATIONS : Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.

NOTE : Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application

CLOSING DATE : 04 October 2019

POST 34/139 : NURSING ASSISTANT GRADE 1 REF NO: 3/3/1/12 (X1 POST)
Sub directorate: Nursing

SALARY : R132 525 – R149 163
CENTRE : Dr Yusuf Dadoo Hospital
REQUIREMENTS : Grade 12 plus a qualification that allows registration with SANC as a nursing assistant Candidate must have current registration receipt as a Nursing assistant Candidate must have elementary communication and writing skills be able to function as part of team.
DUTIES : Demonstrate elementary understanding of nursing legislation and relate legal ethical nursing practices Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determine by the relevant health facility Demonstrate elementary communication with patients, Supervisors and other clinicians Work as part of multi-disciplinary team to ensure good nursing care Work effectively, cooperatively, amicably with person of diverse intellectual, cultural, racial or religious differences Display a concern for patients, promoting and advocating basic care including awareness and willing to respond to patient’s needs, requirements and expectations.

ENQUIRIES : Ms DS Ngwenya Tel No: (011) 951-6045
APPLICATIONS : Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.

NOTE : Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application

CLOSING DATE : 04 October 2019

POST 34/140 : ASSISTANT NURSES REF NO: KPTH/ENA/09/19
Directorate: Nursing

SALARY : Grade 1: R132 525 – R149 163 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
**REQUIREMENTS**

Grade 12 or equivalent, Qualification that allows registration with the SANC as Nursing Assistant Registration with South African Nursing Council (SANC) as Nursing Assistant Nurse Proof of SANC receipt (2019)

Knowledge: Knowledge of Nursing care processes and procedures, nursing statute and other relevant legal framework such as: Nursing Act, health Act, Occupational Health and Safety Act, Batho Pele Principles, Patients’ rights Charter and Responsibilities, public Service Regulations, Labour Relations Act, disciplinary code and Procedure, Grievance Procedure etc

Competency: Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by relevant health facility. Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices

Skills: Good communication skills, Ability to function as part of a team, Good interpersonal skills,

**DUTIES**

Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development

**ENQUIRIES**

Ms M.V Mathabatha, Tel No: (012) 318-6622

**APPLICATIONS**

Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001

Hand Delivery at Kalafong Security Gate and sign in register book

Please Note: The Public Service does not charge any fees for applying for posts Should you be asked for a fee, please let the authorities know.

**NOTE**

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 copies of ID and qualifications

Applicants must indicate the post reference number on their applications

Failure to submit the required documents will result in the application not being considered

Qualifications of candidates recommended for appointment will be verified

Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA)

Candidates will be subjected to security screening and vetting process

Applications received after closing date will not be accepted

The Department reserves the right to not make an appointment

Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

**CLOSING DATE**

07 October 2019

**POST 34/141**

**OPERATOR REF NO: 3/3/1/6 (X3 POSTS)**

Sub Directorate: Nursing

**SALARY**

R122 595 - R204 612 per annum

**CENTRE**

Dr Yusuf Dadoo Hospital

**REQUIREMENTS**

Grade 10 be able to read and write Good communication skills Experience in CSSD and theatre will be an added advantage. Be prepared to work under pressure Shift work compulsory.

**DUTIES**

Able to read infection prevention and control, knowledge of the principles of infection control in the working area and differentiate between a clean and a dirty area Be able to operate autoclaves Operating of instrument washer Packing of theatre packs and linen according to the principles Dispose waste according to internal policy Perform any other duties delegated by the supervisor.

**ENQUIRIES**

GS Mazibuko Tel No: (011) 951 6036
<table>
<thead>
<tr>
<th>POST 34/142</th>
<th>FOOD SERVICE AID REF NO: 3/3/1/1 (X3 POSTS)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R102 534 - R120 780 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Dr Yusuf Dadoo Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Abet/equivalent Ability to read and write Prepared to work under pressure Must have sound interpersonal relations Food service experience will be an added advantage.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Perform specific duties regarding receiving, preparation, cooking, dishing up, deliveries and serving of food snacks and beverage to patients Loading and unloading of food containers/plates from the food trolley Operate and care for equipment also report broken equipment Responsible for general neatness and hygiene with regards to cleaning tasks Wear appropriate uniform and protective clothing Work according to duty rooster and leave procedures Act as a Messenger when necessary Perform all general work related to food service as delegated by the supervisor expected to work in a team, work shifts and public holidays.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>GS Mazibuko Tel No: (011) 951 6036</td>
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</tbody>
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<thead>
<tr>
<th>POST 34/143</th>
<th>LAUNDRY AID REF NO: 3/3/1/16 (X2 POSTS)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R102 534 – R120 780 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Dr Yusuf Dadoo Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Basic numeric and literacy skills Communicate well with other people Laundry experience will be an added advantage.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Sort, count and record dirty linen Iron, fold, count and record laundry and seal linen bags Collect and deliver linen bags to and from all departments Load in and off load the linen bags Operate various laundry machines i.e washing, dryers, ironing and pressing Assist with mending clothes when needed.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms MM Jooste Tel No: (011) 951 6124</td>
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</tbody>
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<tr>
<th>POST 34/144</th>
<th>CLEANER REF NO: 3/3/1/10 (X6 POSTS)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R102 534 - R120 780 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Dr Yusuf Dadoo Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Basic literacy/Abet level 4 Knowledge in cleaning environment Good interpersonal skills, be reliable and able to work under pressure Have physical endurance to perform cleaning duties Provide excellent level of customer care to both internal</td>
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</tbody>
</table>
external customers Willing to take instructions from supervisor Proper application of OHS guidelines.

**DUTIES**: Clean and disinfect sinks, counter tops, toilets, mirrors, etc. Replenishes bathrooms suppliers Polish metalwork such as fixtures and fittings, sweep, mop, dump, dump dusting, scrubbing, waxing, polishing furniture’s, sluice dirty linen, floors and hanging curtains Wash windows, walls, door panel and handles Empty, wastebaskets and recyclable and transport to disposal area Do other additional tasks, which are given to you by the supervisor or those in authority.

**ENQUIRIES**: Ms G.S Mazibuko Tel No: (011) 951 6036

**APPLICATIONS**: Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.

**NOTE**: Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application.

**CLOSING DATE**: 04 October 2019
APPLICATIONS: To Be Posted To: The Chief Director, Human Resource Management and Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: 330 Langalibalele Street, Pietermaritzburg

FOR ATTENTION: Ms N Ngcobo

CLOSING DATE: 04 October 2019 (Applications received after this date will not be accepted).

NOTE: To Applicants: Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with originally certified copies of qualifications, driver's license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxeds or late applications will not be accepted. Should applicants not receive any response from us within three months of the closing date, please accept that your application was unsuccessful. 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 the technical exercise, the selection committee will recommend the 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.

MANAGEMENT ECHELON

POST 34/145: CHIEF DIRECTOR: FINANCE REF NO: 1/2019 (OCFO)

Chief Directorate: Finance

SALARY: R1 251 183 per annum (All Inclusive SMS Management Service Package)

CENTRE: Pietermaritzburg

REQUIREMENTS: The ideal candidate must be in possession of a minimum Bachelor's Degree or NQF level 7 as Recognized by SAQA in finance with majors in Financial Management and Accounting coupled with 5 years of experience at a senior managerial level in the financial management environment. Preference will be given to female candidates essential knowledge, skills and competencies required: The successful candidate must: - Demonstrate high level of competency in financial administration and financial accounting, Sound knowledge and understanding of relevant legislation, Knowledge of project management, public sector budget reform process, PFMA and financial practice notes, Good planning, decision making, and problem solving skills, Team development and strategic leadership skills, Good communication skills (written and verbal), Ms Office suite and a valid code 8 drivers license.

DUTIES: The successful candidate will be required to manage the finances of the Department efficiently and effectively in accordance with the prescripts of the PFMA with the following key responsibilities:- Manage and co-ordinate the department's budget, Manage and co-ordinate the financial planning of Traditional Councils (Tc's), Manage an integrated financial administration services, Manage
integrated supply chain management services for the Department, Manage the
effective and efficient
utilization of human resources.

ENQUIRIES
MR. BW Ndlovu at Tel No: (033) 395 2570

DEPARTMENT OF HEALTH
It is the Department's intension to promote equity (race, gender and disability) through the filing 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.

OTHER POSTS

POST 34/146
MEDICAL SPECIALIST – BREAST AND ENDOCRINE REF NO:
MEDSPECSPECBREAST&ENDOCRINE1/2019 (X1 POST)
Department: Specialised Surgery

SALARY
Grade 1: R1 106 040 per annum (all-inclusive Salary package) excluding commuted overtime
Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime
Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime

CENTRE
Inkosi Albert Luthuli Central Hospital

REQUIREMENTS
MBCHB, Registration with Health Professional Council of South Africa as Medical Specialist – Surgeon Current registration with the Health professions Council of South Africa Medical Specialist surgeon Experience: Grade 1: No experience required Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Grade 2: Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist Surgeon. Grade 3: Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist Surgeon Knowledge Skills, Training and Competencies Required: Sound knowledge of and experience in General Surgery Ability to teach and supervise junior staff Good communication, decision-making and clinical skills Research principles.

DUTIES
Control and management of clinical services as delegated in the Breast and Endocrine Unit Maintain satisfactory clinical, professional and ethical standards related to these services Maintain necessary discipline over staff under his/her control Attend to administrative matters as pertain to the unit Conduct, assist and stimulate research. Train undergraduate and postgraduate medical students and allied health personnel and participate in formal teaching as required by the department Promote community-oriented services Conduct outpatient clinics and provide expert opinion where required.

ENQUIRIES
Dr I Buccimezza Tel No: (031) 240 2365

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** : 04 October 2019

**POST 34/147** : MEDICAL SPECIALIST PAEDIATRICS REF NO: RKK M 20/2019 (X1 POST)

**SALARY** : Grade 1: R1 106 040 per annum (All-inclusive salary package) (Commuted overtime is compulsory)

Grade 2: R1 264 623 per annum (All-inclusive salary package) (commuted overtime is compulsory)

**CENTRE** : R. K Khan Hospital – Paediatrics

**REQUIREMENTS** : Grade 1: Minimum requirement appropriate qualification MBCHB Degree Plus current registration with HPCSA as a Specialist in Paediatrics Grade 12 certificate Registration certificate as Specialist with HPCSA. Grade 2: the minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Medicine Grade 12 certificate. Proof of current registration with HPCSA 2019 NB: Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa” Knowledge, Skills and Competencies Advanced clinical knowledge and expertise in Paediatrics and Neonatal care Good application of interpersonal skills and ability to work well with a team Ability to supervise, advise and teach junior staff in Paediatrics and Neonatal care including emergencies, high care, intensive care and general care Stress tolerance, self-confidence and the ability to build and maintain good relationships Good communication skills.

**DUTIES** : To provide effective and efficient specialist in-patient and ambulatory service with emphasis on clinical care of children and neonates served at R.K Khan Hospital and its catchment population To assist the Head Clinical Unit in the development of systems, management and administration, protocol development and implementation, clinical governance activities to ensure effective management of patients Participation in departmental academic programmes: teaching of undergraduate and postgraduate medical and nursing students, interns and support staff Participate in teaching and assessment activities within the Department of Paediatrics and Child Health – University of KwaZulu-Natal. Participation in Quality Improvement activities in the Paediatrics and Neonatology units including audit and development of relevant operational research in Paediatrics and Child Health Participation in the R.K Khan Paediatrics Outreach program in collaboration with the Metropolitan Outreach Team Will be required to work after-hours.

**ENQUIRIES** : Dr F Mamdooh Tel No: (031) 459 6209

**APPLICATIONS** : Human Resource Department, R K Khan Hospital Private Bag x 004 Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department Ground floor Recruitment Officer Room no. 35

**FOR ATTENTION NOTE** : Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified copies Current registration with HPCSA 2019 Updated Curriculum Vitae Certified copy of certificates of service endorsed by Human Resource The reference number must be indicated in the column provided on form Z83 e.g.HR 01/2019 Faxed documents will not be accepted NB: Failure to comply with the above instructions will result in disqualification Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful Every shortlisted applicant will be advised of the outcome of their application in due course Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening Due to financial constraints no S & T or relocation costs will be paid for attending interviews. NB: Relocation is at your own cost due to financial constraints- No S&T Claims or relocation cost to be paid

**CLOSING DATE** : 04 October 16:00 afternoon
MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 68/2019

General Surgery Department

Grade 1: R821 205 per annum (All inclusive salary packages)
Grade 2: R938 964 per annum (All inclusive salary packages)
Grade 3: R1 089 693 per annum (All inclusive salary packages)

(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department

CENTRE: Ngwelezana Tertiary Hospital

REQUIREMENTS: Tertiary qualification in the Health Science MBChB. Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Current ATLS Certificate OR proof of registration to attend ATLS course. Preference will be given to candidates who have passed the FCS Primary exam OR have proof of registration to write the exam.

Grade 1: No work experience,
Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of work experience endorsed by Human Resource Department,
Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of work experience endorsed by Human Resource Department

Sound clinical skills, Knowledge of acts, policies and regulations of the Department of Health and Concern for excellence.

DUTIES: Provision of quality patient centred care for all patients in the hospital and satellite clinics
Examine, investigate, diagnose and oversee the treatment of patients.
Provision of after-hours services in a form of commuted overtime as per the departmental needs
Provide medical related information to clinical staff as may be required
Undertake on-going care individuals' patients to allow for continuity of care including ward rounds and clinics visit
Maintain accurate health records in accordance with legal ethical considerations
Train and guide staff who are health professionals
Actively participate in morbidity and mortality reviews
Attend and participate continuous medical education and training
Participate in quality improvement programmes which includes clinical governance and national core standards
Ensure that cost-effective service delivery is maintained within the respective department. Attend to administrative matters as required. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning. Perform other duties as assigned by the Supervisor or other senior official.

ENQUIRIES: Dr G. Oosthuizen: Tel No: (076) 487 5998
George.Oosthuizen@kznhealth.gov.za/george.oost@gmail.com.

APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1sFloor Admin Block

FOR ATTENTION: Mr. M.P Zungu

NOTE: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications
Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications
This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department
The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications
Failure to comply with the aforementioned instructions wills 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.

CLOSING DATE: 04 October 2019 (Late applications will not be accepted)

POST 34/149: MEDICAL OFFICER REF NO: MOCARD/1/2019 (X1 POST)
Department: Cardiology

SALARY:
Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding Commuted Overtime
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding Commuted Overtime
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding Commuted Overtime

CENTRE: Inkosi Albert Luthuli Central Hospital and DFR

REQUIREMENTS:
MBCHB Degree Registration with the Health Professions Council of South Africa as Medical Practitioner. Current registration as Medical Practitioner with HPCSA Completion of Community Service Experience: Grade 1: No Experience required from South African qualified employees Must be registered as an independent medical practitioner with the HPCSA One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner Six years 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: 10 year’s appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner Eleven years 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.

Knowledge and skills in clinical medicine, including acute emergency medicine
Demonstrate the ability to work as part of a multidisciplinary team Sound communication, negotiating, and planning, organizing and interpersonal skills.

DUTIES:
Provision of Cardiology services based at IALCH. Management of patients in the Ward, CCU and Cardiac Clinics. Provision of afterhours (nights, weekends, and public holidays) call for the department at IALCH Manage designated areas of responsibility in the Cardiology Department Active involvement in the administration of Cardiac Clinics and Wards to optimize patient care. Assist in the implementation of guidelines, protocols and clinical audits Involvement in the teaching of Paramedical staff in the Department Participate in the academic programme, including research.

ENQUIRIES:
Prof DP Naidoo Tel No: (031) 240 2207/ (031)240 1910

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** : 04 October 2019

**POST 34/150** : MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 68/19
Component: Anaesthesia and 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 Rural Allowance is payable for periods of time working at Edendale Hospital only. Incumbents will be expected to work in the Department of Anaesthesia in Pietermaritzburg for at least one year During which time they will receive appropriate training to pass the Diploma in Anaesthesia, (if this qualification is not already held) Anaesthetic Medical Officers will also be able to apply for a three month rotation through the Intensive Care Units during this year In subsequent years it is anticipated that appropriate candidates will either commence specialising in anaesthesia or proceed to work in district and other regional hospitals providing high quality Medical Officer Anaesthesia

**CENTRE** : Greys Hospital

**REQUIREMENTS** :
- MBCHB Degree or Equivalent Qualification Plus Current Registration With The Health Professional Council Of South Africa As A Medical Practitioner NB Those candidates who are still in their community service year may apply for the post on the understanding that appointment to the post can only be made after they have received registration from the HPCSA as a medical practitioner NB Those candidates who hold a bursary that requires them to work outside of Pietermaritzburg must supply a letter from the Institution/District Office that holds their service obligation indicating that the bursary holder will be released to come to Pietermaritzburg for training Bursary holders who are unable to supply this authority will not be shortlisted. 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. DA will be an advantage Applicants who only complete Community Service time in August or September 2019 may apply on the understanding that they can only be appointed after receiving full registration as a Medical Practitioner with the HPCSA. 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 At least one year of this time must have been in a department of anaesthesia recognized for DA training by the Colleges of Medicine of SA. DA will be an advantage 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. 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 At least one year of this time must have been in a department of anaesthesia recognized for DA training by the Colleges of Medicine of SA. DA will be an advantage 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 to perform community service as required in South Africa. Recommendations: A Diploma in Anaesthesia (DA) is required for those candidates being appointed at Grade 2 level or higher Possession of the Fellowship of Anaesthesia Part 1 and or Part 2 examinations will be an advantage Work experience in a major hospital and/or in a registrar program
Knowledge, Skills, Training and Competence Required: Participation in the After Hours call system is essential Medical Practice as appropriate at post Community Service level Information management Current Health and Public service legislation, regulations and policy Medical ethics, epidemiology and statistics.

DUTIES:
Clinical responsibility including examine, investigate diagnose and oversee treatment of patients The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg To perform appropriate preoperative examination and optimisation of patients for planned surgery To provide safe and appropriate anaesthesia during surgery To participate in post-operative care of patients Anaesthetists must be prepared for early starts to the working day (07:15) and late, unpredictable finishes to the normal working day The nature of anaesthesia means that frequent weekend shifts are required inside the commuted overtime package Assist with human resource development for medical staff Conduct Orientation and Induction Programme for new Medical staff Provide guidance and advice to junior medical staff (interns/CsOs) Assist with the development of training programmes Participate in relevant 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 and study professional 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 To participate in Outreach services in the drainage area of Grey’s hospital as appropriate to their grade of qualification and experience To maintain a logbook of clinical duties.

ENQUIRIES: Dr Z. Farina Tel No: (033) 897 3412
APPLICATIONS: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
FOR ATTENTION: Mrs. M. Chandulal
NOTE: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants 2 The circular minute number reference must be indicated in the column provided on the form Z83 e.g GS 68/19 Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged Communication will only be entered into with candidates that have been short-listed If you have not heard from us two months after the closing date, please consider your application as being unsuccessful The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC) African Males are encouraged to apply.

CLOSING DATE: 04 October 2019
POST 34/151: MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 69/19 OPHTHALMOLOGY

SALARY:
Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R 1 089 693 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.

CENTRE: Greys Hospital, Pietermaritzburg
REQUIREMENTS: MBChB Degree equivalent qualification Plus Registration with the Health Professions Council of South Africa as a Medical Practitioner. Grade 1: Experience: Not Applicable Foreign qualified candidates require 1 year relevant
experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: Experience: 10 years’ experience after registration with the HPCSA as a Medical Practitioner Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa Recommendation: Diploma on Ophthalmology, FC Ophth(SA) Primary examinations or past experience Ophthalmology will be an advantage.

**DUTIES**

Although the post will be held at Greys Hospital the candidate may be employed at any or all of the hospitals in Pietermaritzburg and surrounding areas (Greys, Northdale, Edendale etc) Primarily responsible for the teaching programs for Ophthalmic Nurses, Medical Students and for the Diploma in Ophthalmology Attend to eye clinic patients in all three hospitals in Pietermaritzburg (Greys, Edendale and Northdale Hospitals) Recognize ophthalmic pathology and treat accordingly Must be able to perform minor surgical procedures To provide effective clinical ophthalmic service at primary and regional level in order to optimize health care Supervise and effective utilization of medical staff in the department Assist HOD to ensure smooth functioning of the department Participate in morbidity and mortality audits Maintain satisfactory clinic professional and ethical standards related to ophthalmic services.

**ENQUIRIES**

Dr C. Kruse Tel No: (033) 8973345

**APPLICATIONS**

Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION**

Mrs M Chandulal

**NOTE**

Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2 The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 69/19 Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged Communication will only be entered into with candidates that have been short-listed If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males Are encouraged to apply.

**CLOSING DATE**

04 October 2019

**OPERATIONAL MANAGER (SPECIALTY): PHC OR EMERGENCY AND TRAUMA REF NO: STC 04/2019 (X1 POST)**

Components: Emergencies, Minor ailments Child and Adult, Crisis Centre, MOU

Re-Advertisement those who applied previously are encouraged to re-apply

**SALARY**

R562 800 - R633 432 per annum Other Benefits: 13th Cheque Medical Aid (optional), Home Owner Allowance (subject to employee meeting prescribed requirements) plus 8% Rural Allowance

**CENTRE**

St Chads CHC

**REQUIREMENTS**

Grade 12 or Senior Certificate, Diploma/Degree in General Nursing plus Midwifery. One (1) year Post basic qualification in the relevant specialty i.e. Clinical Nursing Science Health Assessment Diagnosis Treatment and Care (PHC) or Trauma and Emergency Nursing Science accredited by the South African Nursing Council Proof of registration with the SANC as General Nurse and Midwifery for 2019. A minimum of 9 years appropriate/recognizable experience in nursing after registration as
Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post-basic qualification. Proof of current and previous experience; certificate of service endorsed by HR. Recommendations: Diploma in Nursing Administration, Computer literacy. The ideal candidate must possess: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework. Knowledge of policy directives information the provision of Primary Health Care. Good verbal and written communication. Decision making and problem solving skills. Conflict management and negotiation skills. Project management skills.

**DUTIES:**
- Provide comprehensive, quality nursing care to patients/clients in a specialty unit in a cost effective manner. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Work as part of multidisciplinary team to ensure good nursing care. Ensure compliance with all National, Provincial and professional rules and regulations and other prescripts in order to render a safe patient service and improve client satisfaction. Carry out EPMDS evaluation of staff; formulate training programs and participate in the training orientation and development of staff. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Attend different meetings as required. Provide for a safe, therapeutic and hygienic environment. Ability to recognize medical and surgical emergencies and refer appropriately. Analyze the operational imperatives set in the National PHC package service. Participate in outreach services/health promotions disease prevention and support Sukuma Sakhe initiative. Ensure establishment of highly motivated; well developed and adequate Health Care workforce and promote Nursing Ethics and Professionalism. Provision of quality comprehensive patient care in line with ideal clinic; realization NHL; NGS and Batho Pele principles. Ensure data management implementation and monitoring.

**ENQUIRIES:** Mrs C.I. Ndlou Tel No: (036) 6379600

**APPLICATIONS:** All applications should be forwarded to: The Human Resources Manager: St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370; OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381

**FOR ATTENTION NOTE:** Mr S.D. Mdletshe

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

**CLOSING DATE:** 10 October 2019
POST 34/153 : OPERATIONAL MANAGER-SPECIALTY: PHC (CHESTERVILLE CLINIC) REF NO: CL04/2019

SALARY : R562 800 – R633 432 per annum
CENTRE : Clairwood hospital
REQUIREMENTS : National Senior Certificate (Grade 12) or Standard 10 Diploma/degree in General nursing 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 and Midwifery and Primary Health Care plus, A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse and Midwifery with SANC in General Nurse of which 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care.

DUTIES : Implementation of Quality Improvement Plan Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget Supervise and monitor staff performance according to EPMDS Deal with disciplinary and grievance matters including monitoring and managing absenteeism Evaluate and monitor compliance with clinical protocols norms and standards within the clinic Facilitate the realization and maintenance of Ideal Clinic Programme and Core standards in the facility Conduct patients’ experience of care and develop quality improvement plans Ensure proper management of patients’ safety incidents and development of quality improvement plans thereof Work as part of the multidisciplinary team to ensure good nursing care Facilitate the attainment of Norms and Standards Demonstrate and understanding of Human Resource and Financial Management Policies and procedures Monitor and evaluate the care and management of all patients through clinical audits Supervise and Monitor implementation of PHC re-engineering Monitor implementation and performance on indicators on daily, weekly and monthly basis, provide feedback to management, analyze data and draw up quality improvement plan implementation plan Facilitate the planning, organizing and monitoring of objective of the facility Manage all resources within the unit effectively and efficiently to ensure optimum service delivery Develop and facilitate strategies to achieve targets for priority programs as set on indicators. Ensure proper management of complaints, compliments and suggestions and develop quality improvement plans thereof.

FOR ATTENTION : Human Resource
NOTE : The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place Directions to candidates, the following documents must be submitted: Application for Employment form (Z83), obtainable at any Government Department or from website – www.kznhealth.gov.za Certified copies of educational qualifications, Identity Documents - not copies of copies Curriculum Vitae, The reference number must be indicated in the column provided on the form Z83. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged However, should you not receive any response after two months after the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for the posts The appointment is 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 rom Employers and verification from the Company Intellectual Property Commission (CIPC).

CLOSING DATE : 04 October 2019

POST 34/154 : OPERATIONAL MANAGER NURSING- PHC REF NO: MBO 08/2019 (X1 POST)

SALARY : R562 800 – R633 432 per annum
Diploma or equivalent in General Nursing and Midwifery. Experience in clinical, administrative and management duties. Mainly with SANC registration.

**NOTE**

For attention: Enquiries and applications must be directed to Mrs. WN. Magagul Tel No: (035) 4766242 ext. 204.

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


The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The application form (Z83) which is obtainable from any Government Department or from the website - www.kznhealth.gov.za The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving License – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form.

NB: Failure to comply with the above instructions will be disqualifies applicants.

Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA. Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of selection.

**REQUIREMENTS**

Samungu Clinic

Senior certificate (Grade 12), Degree/Diploma in General Nursing and Midwifery. One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Current registration with SANC. A minimum of 6 (six) years experience in nursing. Recognizable experience in nursing after registration with SANC in General Nurse with SANC in General Nursing and Midwifery. Recognizable experience after obtaining one (1) year post basic qualification in Primary Health Care. Certificate of service stamped and signed by the Human Resource Department must be attached. A valid driver’s license must be attached. Proof of current and previous experience written by the Supervisor: Knowledge, Skills, Training and Competencies required: Knowledge and insight into nursing process and procedures. Knowledge of nursing statutes and other relevant Public Services Act/legislations. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implement Batho Pele principles. Supervisory and analytical thinking skills. Stress tolerance, flexibility, empathy and ability to communicate constructively. Disaster management skills.

**DUTIES**

Provide quality management and professional leadership ensuring that the clinic is organized and covered with professional staff to provide quality patient care. Provide effective supervision in the implementation of nursing standard, policies, SOPs and procedures. Manage utilization of resources including human material and financial to enhance service delivery. Exercise control of discipline, grievance and any other labour related issues of laid down procedures. Maintain client satisfaction through monitoring and setting of service delivery. Exercise control of discipline, grievance and any other labour related issues of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitoring National Core Standards. Ideal Clinic Implement EPMDS. Advocate for patients in facilitating proper treatment care and adherence to patient rights charter and Batho Pele principles. Ensure to keep accurate records. Compile unit statistics monthly. Attend OSS Work as a part of a multidisciplinary team to ensure good nursing care. Provide direct and indirect supervision of all staff within the clinic and give guidance. Demonstrate an understanding of Human Resource and Financial Management policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Monitor implementation and performance of indicators on daily, weekly and monthly basis, provide feedback to management. Analyse data and draw up quality improvement plan and implementation plans. Exercise control of discipline and any other labour related issues in terms of laid down procedures. Ensure complaint management is functional in the clinic. Ensure functionality of the clinic committee programme so that the community involvement and participation is achieved. Conduct clinic open days. Monitor and evaluate HR performance through EPMDS for all relevant staff. Implement 90 90 90 project. Monitor implementation of youth friendly services.

**APPLICATIONS**

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


The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The application form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving License – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualifies applicants.

Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA. Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of selection.
his/her application, in due course Please note that No Faxed, E-mailed or late applications will be accepted and considered

CLOSING DATE : 04 October 2019

POST 34/155 : OPERATIONAL MANAGER: NURSING (SPECIALTY) PHC REF NO: OTH- CHC 11/2019 (X1 POST)

SALARY : R562 800 per annum (OSD). Other Benefits: 13th Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

CENTRE : Othobothini Community Health Centre (Jozini)

REQUIREMENTS : Senior Certificate/STD 10/ Grade12 Basic R425 qualification (diploma/ degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care accredited with SANC A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing At least 5 years of the period referred to above must be appropriate experience after obtaining the one year post basic qualification in Primary Care, Proof of current registration with SANC (2019) Valid driving license C1 (Code 10) with PDP The Employment Equity Target for this post is African Male knowledge, skills, attributes and abilities: leadership, organization, decision making, supervisory and problem solving abilities within the limit of the Public sector and institution policy framework .Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework Ability to formulate patients care related policies, vision, mission and objective of the clinic Communication and interpersonal skills including Public relations, negotiating, coach, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to relevant resources under management Insight into procedures and polices pertaining care, computer skills in basic programmes Knowledge Human Resource Management policies and guidelines.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery Ensure the implementation and monitoring of all PHC programs including priority programs in the mobile clinic Manage and monitor proper utilization of human, financial, physical and material resources Participate in attainment of National Core Standards, realization of Ideal Mobile Clinic (ICRM), PSI and surveys on Patient Experience of Care and Waiting time Deal with disciplinary and grievance matters including managing and monitoring absenteeism Provision of administrative service by planning, organizing and ensure the availability of medication, medical supplies and essential equipment in mobile clinic Monitor and evaluate HR performance in terms of EPMDS for all relevant staff Ensure that all priority programmes are implemented and monitored Ensure that quality data management is implemented and monitored at the mobile clinic Maintain Intersectoral collaboration with other government structures and provide support to Sukuma Sakhe Activities Conduct quarterly clinical audits in accordance with National Clinical Audit guidelines Provide educational service to staff, patients, students, mobile unit Clinic Committee and Community Health Workers.

ENQUIRIES : Ms N.I Mthethwa Tel No: (083) 20432643

APPLICATIONS : Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.

NOTE : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za Certified copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV People with disabilities should feel free to apply Applicants in possession of foreign qualifications must attach an evaluation/ verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided Please note that appointment will be subject to positive outcome obtained from NIA on the following
checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

**CLOSING DATE**: 04 October 2019

**POST**: 34/156

**OPERATIONAL MANAGER NURSING (PHC)**

**REF NO**: NGWE 69/2019

Thokozani Clinic

**SALARY**: Grade 1: R562 800 per annum Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

**CENTRE**: Ngwelezana Tertiary Hospital

**REQUIREMENTS**: Diploma/Degree in General Nursing that allows registration with South African Nursing Council as a Profession Nurse in General Nursing One year post basic qualification in Primary Health Care Nursing Current registration with the SANC as a Professional Nurse A minimum of 9 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred above must be appropriate/recognizable experience in Primary Health Care Unit after obtaining post basic qualification in Primary Health Care Proof of working experience (certificate of service) endorsed by Human Resource Managerial skills Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework Ability to prioritize issues and other work related matters and to comply with time frames High level of accuracy Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care Basic computer skills.

**DUTIES**: Provide effective and professional leadership within the clinic Oversee a provide a safe therapeutic environment in the allocated clinic that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable Conduct compliance audits regularly Establish effective communication between clinic and hospital, other health professionals and relevant stakeholders Compile reports as means of reporting regularly Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Assist in the development and implementation quality assurance programs, policies, operational plan, standard operating procedures and guidelines for clinic Oversee the improve quality care through reduction of patient complaints Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies Develop/establish and maintain constructive working relationship with nursing and other stakeholders Ensure that infection control and prevention policies are implemented by clinic Management and supervise effective utilization of all the resources e. human, financial material Develop, monitor and evaluate staff in terms of EPMDS. Exercise control over discipline, grievance and all labour relations issues Attend to meetings and workshops as directed Adhere to correct channels of communication as per the hospital organogram Perform other duties as assigned by the supervisor and hospital management Ensure implementation of departmental initiatives including provincial priorities Design operational plan on implementation of CBM within given population Ensure implementation pf DHMIS and SOP in order to produce quality data.

**ENQUIRIES**: Mrs B.J Kubheka Tel No: (035) 901 7224

**APPLICATIONS**: Please forward application quoting the reference number to The Human Resource Department Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1sFloor Admin Block

**FOR ATTENTION**: Mr M.P Zungu

**NOTE**: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies Persons
with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result in your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE : 04 October 2019 (Late applications will not be accepted)

POST 34/157 : ASSISTANT MANAGER NURSING (PN-A7) (NIGHT DUTY) REF NO: ANM NIGHT DUTY/1/2019 (X1 POST)

SALARY : R562 800 per annum Plus 13th Cheque, Medical Aid (Optional), Housing allowance: Employee to meet prescribed requirements.

CENTRE : Inkosi Albert Luthuli Central Hospital (IALCH)

REQUIREMENTS : Degree/ Diploma in General nursing and Midwifery Proof of registration with South African Nursing Council A minimum of eight 8 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing At least 3 three years of the period must be appropriate/recognisable experience at management level Diploma/Degree in Nursing Administration will be an advantage. Knowledge, Skills, Training and Competencies Required: Leadership, management, planning, organizing and coordination skills Clinical competencies and policy formulation skills Knowledge of Nursing care delivery approaches Knowledge of relevant legislative framework governing the public service as well as Nursing Acts and Regulations Good verbal and written communication skills Conflict management, Mentorship and Supervisory skills.

DUTIES : Ensure effective management, supervision and utilization of human and material resources Ensure adherence to prescribed nursing policies and procedures. Ensure smooth running and co-ordinate hospital services during the night. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care at night Plan and create a clean and safe physical environment and exercise infection prevention and control measures Provide relevant health information to health care users to assist in achievement of optimal healthcare and rehabilitation of patients Deal with disciplinary and grievance matters in monitoring of absenteeism Evaluate and monitor compliance with clinical protocols, norms and standards of the hospital Display concern for patients Advocate treatment including awareness and willingness to respond to patients’ needs. Prepare duty rosters, control drugs, liaise with the multidisciplinary team, conduct rounds and prepare handover reports Participate in EPMDS management. Participate in implementation of National Core Standards Participate in nursing and clinical audits. Manage complaints and patient safety incidents.

ENQUIRIES : Ms NO Mkhize Tel No: (031) 2401063

CLOSING DATE : 04 October 2019

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 unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 04 October 2019

POST 34/158 : CHIEF RADIOTHERAPIST: THERAPY: (SUPERVISOR): RADIATION ONCOLOGY TREATMENT MACHINES /PLANNING REF NO: CHRAD/RADONC/2019

SALARY : R466 119 per annum

CENTRE : Addington Hospital: KwaZulu-Natal

REQUIREMENTS : Identity Document National Diploma/B Tech in Radiography (Therapy), Registration certificate with the HPCSA as a Radiographer (Therapy), Current annual fees registration renewal with HPCSA Certificates of service outlining employment history and supervisory experience if applicable. Verification of qualifications with SAQA if available from H.R Dept. Experience: 3 Years’ experience as a Radiographer (Therapy) after registration as a Radiographer (Therapy) with the HPCSA recommendation: Competencies in IMRT and VMAT planning will be an advantage At least 1-3 years Supervisory experience would be a recommendation Knowledge, skills training and competencies required: knowledge of radiotherapy treatment and planning principles of basic and advanced techniques Experience in independently performing complex radiotherapy plans and reliably delivering complex radiation treatments. Operation, monitoring of maintenance, record keeping, and care of all equipment and accessories Application of radiology principles in the treatment of cancer Knowledge of Radiation Control and safety Regulation Pattern recognition of cancer pathology relevant to the treatment field plans and placements Knowledge of departmental protocols, design and implementation of new protocols. Technical problem solving skill Basics supervisory and training skills Sound knowledge of Occupational Health and Safety Act, Infection Control and other relevant Acts.

DUTIES : Undertake all areas of basic radiation treatment planning and advanced planning, preparation, graphic planning, radiation dose calculation and treatment accessory production and supervision thereof Ensure that all planned directives in the delivery of the radiation of patients are undertaken. Undertake overall responsibility for the operation, care and maintenance of all major equipment and accessories used in radiation planning and treatment units. Undertake and ensure that all administrative duties related to the management of the division in the department, and that radiation record keeping is maintained. Perform quality control procedures. Liaise with Deputy Director, Assistant Director, Physicists, and Oncologists, Oncology nurses, patients and relatives in ensuring maintenance of patient care standard in the division. Ensure that client’s right and patient’s right as per National Patient’s Right Charter are respected and to implement National Core Standard principles. Updating treating protocols, policies and procedures. Undertake Quality Assurance of treatment folders at Planning & Treatment machines. Do EPMDS for staff in your division and other support staff in the Units. Collect Treatment machines & planning statistics as and when required. General administrative duties as allocated. If in planning, make sure you adhere to protocol that patients will commence treatment. At least two weeks after planning CT Scan. If on the Treatment machines, be able to maintain the patient numbers from 35-40 per day on each Linear Accelerator.

APPLICATIONS : All applications should be forwarded to: Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in Room 9, Human Resource Department, 1st Floor, and Addington Hospital.

FOR ATTENTION : The Human Resource Department

ENQUIRIES : Mr P P Mazibuko Tel No: (031) 327 2200/ 2197

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 (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.

**CLOSING DATE**
04 October 2019

**POST 34/159**
**CLINICAL PROGRAMME CO-ORDINATOR-CHW CO-ORDINATOR REF NO: UMZIN 08/2019**

**SALARY**
Grade 1: R444 276 per annum. Other Benefits 13th cheque Medical aid: Optional
Homeowner’s allowance: Employee must meet prescribed requirements rural allowance on claim basis

**CENTRE**
Umzinyathi Health District Office

**REQUIREMENTS**
Grade 12/ Matric certificate An appropriate B Degree/National Diploma or equivalent qualification in Nursing Plus Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing Current Registration with SANC Valid Driver’s License – Code 8 plus Proof of Computer Literacy: Ms Office (Word, Excel, Outlook & PowerPoint) Attach Proof of previous and/or Current Employment verified, signed and stamped by HR Department/ Employer Recommendations Experience in the CCG programme or related community work Knowledge, Skills and Competencies Required Project management Excellent management, facilitation, communication and interpersonal skills Report writing abilities Financial Management skills Empathy and counseling skills and knowledge Ability to make independent decisions Ability to priorities issues and other work related matters and to comply with timeframes Proven initiative, decisiveness and the ability to acquire new knowledge swiftly A clear understanding of challenges facing the Public Sector.

**DUTIES**
Co-ordinate and manage the Community Health Worker Programme Ensure that all resources for the CHW programme are available Strengthen community mobilization with the aim of creating community involvement and participation Ensure integration of services for CHW’s with all community based programs viz. Operation Sukuma Sakhe, Phila Mntwana Centers, War rooms etc Facilitate and support the Sub-Districts with the recruitment of all CHW’s with an aim of ensuring coverage of grey areas in the District Facilitate capacity building for all CHW’s and DSD fieldworkers Co-ordinate District meetings with DOH and DSD Community Care Health Workers/Fieldworkers Work with all relevant internal and external stakeholders to ensure implementation of priority programmes through the CHW program Monitor CHW targets and monitor the output at all facilities, Sub-Districts and District level Ensure that weekly facility and monthly Sub-District CHW meetings are conducted Compile monthly, quarterly and annual reports and submit to direct supervisor and Head office Ensure that verification of all CHW’s is done working closely with HR at District and Sub District Ensure that the community based model is implemented whilst providing clear direction for all CHW’s, Outreach Team Leaders and OM’s.

**ENQUIRIES**
Mrs S Sibiya Tel No: (034) 2999 114

**APPLICATIONS**
All applications should be forwarded to: The Human Resource Office, 34 Wilson Street, Umzinyathi Health District Office, Dundee, Private Bag X 2052, Dundee 3000

**FOR ATTENTION**
Ms. M Ngwenya

**CLOSING DATE**
04 October 2019
POST 34/160: OPERATIONAL MANAGER (MALE MEDICAL) REF NO: NKAH 05 2019

Department: Nursing Department

SALARY: Grade 1: R444 276 – R500 031 per annum. Other Benefits: 13th Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance.

CENTRE REQUIREMENTS: Nkandla District Hospital

Senior Certificate (Grade 12) Degree/National Diploma in nursing that allows registration with the SANC as a Professional Nurse and midwifery A minimum of seven (07) years appropriate recognizable experience in Nursing after registration as professional nurse with SANC in General Nursing. Current SANC receipt (2019) Proof of current and previous working experience endorsed by Human Resource Department (Certificate of Service) Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply Knowledge, Skills, Attributes and Abilities Ability to implement National Core Standards Excellent communication skills, human relations and ability to teach and train staff within a team Ability to work and maintain meaningful relationship within a diverse community Knowledge of health and public service legislation, regulations and policies Appropriate understanding of nursing scope of practice and nursing standards Basic computer literacy to enhance service delivery Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery Knowledge of labour relations and disciplinary procedures Basic understanding of HR and financial policies and practices Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and coordination skills.

DUTIES: Manage and monitor proper utilization of human, financial and physical resources Allocate nursing personnel in different units and implement EPMDs Deal with grievances and labour relations issues in terms of the laid down policies/procedures i.e manage workplace discipline Participate in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures Develop and implement Quality Improvement Plan Implement procedures that maintain effective infection control and occupational health and safety measures in accordance with Occupational Health and Safety Legislation Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care Actively participate in the provision of nursing care to patients Coordinate and monitor the implementation of nursing of nursing plan and evaluation thereof Supervise and evaluate the treatment of common and minor conditions Maintain constructive working relationship with nursing and other stakeholders i.e. inter-professional, intersectoral and multi-disciplinary teamwork. Participate in peer review based on the agreed upon quality assurance monitoring indicators and tools Provide relevant health information to health care and rehabilitation of patients Contribute to the education and professional development of students Conduct nursing staff meetings to disseminate information such as new developments on nursing, policies, circulars, etc.

ENQUIRIES APPLICATIONS: Mrs SJ Nguse Tel No: (035) 833 5047

Applications should be directed to: The Human Resource Manager, Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 or Hand Delivered to: Human Resource Department, Nkandla District Hospital, 491 Mbatha Lane, Nkandla, 3855

FOR ATTENTION NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's License (not copies of previously certified copies) The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form NB: Failure to comply with the above instructions will disqualify applicants Persons with disabilities should feel free to apply for the post The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal
clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.

**CLOSING DATE** : 04 October 2019

**POST 34/161** : CLINICAL PROGRAMME COORDINATOR (TRANSPLANT COORDINATOR) 
**REF NO:** CLINPROGCOORD (TRANSPLANT)/1/2019 (X1 POST)

Department: Nephrology Dept

**SALARY** : R444 276 Other Benefits: 13th cheque, Medical Aid: Optional and Housing Allowance: Employee to meet prescribed requirements

**CENTRE** : IALCH covering DFR

**REQUIREMENTS** : A Degree or National Diploma in the appropriate Health Science; Current Registration as a Professional Nurse with the South African Nursing Council. At least 7 years post registration experience as a Professional Nurse. Valid driver’s license. Knowledge, Skills, Training And Competence Required: Basic Nursing (General Nursing) Knowledge of or experience in Critical care or Trauma Nursing or Nephrology Nursing will be an added advantage. Leadership and management, motivation of members of staff and public, team player and decision making skills. Function objectively in an emergency and stressed situation.

**DUTIES** : Identification, assessment and management of a potential cadaver donor. Coordination of cadaver harvesting and transplant. Promote organ donation in clinical and public settings. Assessment and co-ordination of live related and unrelated kidney donors within the DFR for patients in the chronic haemodialysis and peritoneal units. Continuous education of ICU and Trauma Staff on potential cadaver donor identification and referral. Provide counseling to patients and relatives regarding organ transplantation. Active involvement in the provinces transplant outreach program. Maintaining and updating the renal registry for Kwa-Zulu Natal.

**ENQUIRIES** : Ms NO Mkhize Tel No: (031) 2401063

**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** : 04 October 2019
POST 34/162  :  CLINICAL PROGRAMME CO-ORDINATOR- HAST GR1 REF NO: ILE 03/2019 (X1 POST)
Component: HIV, AID, STI, ARV & VCT

SALARY  :  R444 276 per annum Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE :  ILembe Health District Office

REQUIREMENTS :  Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), B. Degree or National Diploma in General nurse & midwifery, Current registration with SANC, a minimum of 7 years appropriate/recognizable nursing experience after registration as Professional Nurse Valid Driver’s License (code 08) Report writing abilities, financial management skills, empathy and counseling skills, strong interpersonal, communication and presentation skills, project management skills, ability to make independent decisions, an understanding of the challenges facing the public health sector Ability to translate transformation objectives into practical plans, ability to prioritize issues and other work related matters and to comply with time frames, proven initiative, decisiveness and the ability to acquire new knowledge swiftly, computer literacy with a proficiency in MS Office Software applications NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached Recommendations: Previous work experience or training in Male Medical Circumcision N.B All successful candidates /applicants will be subject to driving competency assessment prior to appointment.

DUTIES :  Ensure implementation of HIV prevention programmes in the District (High Transmission Areas/Sexually Transmitted Infections/CONDOM distribution/MMC) in line with the District Health Plan Monitor indicators which measure HIV prevention practices in the District, provide support and report on findings to district health management, Network with other provincial department and NGO’S to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the District. Analyze emerging health practices and trends and introduce remedial action in conjunction with health care specialists Plan, organize and conduct community and events that convey health messages and practices which support health programme strategies Facilitate the contracting and functionality of traditional MMC coordinators and contracted condom distributors Participate in activities aimed at fully integrating HIV and AIDS prevention programmes to the main stream of health care services within the district.

ENQUIRIES  :  Ms. TM Banda: Deputy Manager Integrated Health service and development Tel No: (032) 4373524

APPLICATIONS  :  Please Forward Applications To: The Acting District Director, ILembe Health District Office, Private Bag x10820, KwaDukuza 4450

FOR ATTENTION :  Human Resource Section

NOTE :  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. ILE/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.

CLOSING DATE  :  04 October 2019
POST 34/163: RADIATION ONCOLOGY RADIOGRAPHER GRADE 1: (SPECIALTY) RADIATION ONCOLOGY DEPARTMENT REF NO: RORAD/RADONC/2019 (X1 POST)

SALARY: R395 703 per annum
CENTRE: Addington Hospital: KwaZulu-Natal
REQUIREMENTS: National Diploma/B Tech in Radiography (Therapy), Registration certificate with the Health Professions Council as a Radiographer (Therapy) Current annual fees registration renewal with HPCSA 2019/2020, In-Service applicants are required to obtain proof of SAQA verification from their Human Resource Department Updated Curriculum Vitae. Experience: Four (4) years appropriate experience after registration with the Health Profession Council of SA as a Radiographer In Radiation Oncology Department Recommendation: Competencies in IMRT and Rapid Arc would be an advantage Knowledge, Skills Training And Competencies Required: Knowledge of radiotherapy treatment and planning principles of basic and advanced techniques Operation, monitoring of maintenance, record keeping, and care of all equipment and accessories Application of radiology principles in the treatment of cancer Knowledge of Radiation Control and safety Regulation. Pattern recognition of cancer pathology relevant to the treatment field plans and placements Knowledge of departmental protocols, design and implementation of new protocols Technical problem solving skill Demonstration and teaching skills. Sound knowledge of Occupational Health and Safety Act, Infection Control and other relevant Acts

DUTIES: Undertake all areas of basic radiation treatment planning and advanced planning, preparation, graphic planning, radiation dose calculation and treatment accessory production Ensure that all planned directives in the delivery of the radiation of patient are undertaken Undertake overall responsibility for the operation, care and maintenance of all major equipment and accessories used in radiation planning and treatment Ensure there is maintenance of patient care standards in the division Undertakes and ensure that all administrative duties related to the management of the division in the department, and that radiation record keeping is maintained Perform quality control procedures Ensure that client’s right and patient’s right as per National Patient’s Right charter are respected and to implement the “Batho-Pele” Principles.

ENQUIRIES: MR P Mazibuko Tel No: (031) 327 2200
APPLICATIONS: All applications should be forwarded to: Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in Room 9, Human Resource Department, 1st Floor at Addington Hospital.
FOR ATTENTION: The Human Resource Department
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 (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.

CLOSING DATE: 04 October 2019

POST 34/164: CLINICAL NURSE PRACTITIONER (MOBILE CLINIC) GR 1 OR 2 REF NO: OTH-CHC 12/2019 (X1 POST)

SALARY: Grade 1: R383 226 per annum (OSD)
**CENTRE** : Othobothini Community Health Centre (Jozini)  
**REQUIREMENTS** : Senior Certificate/STD 10/ Grade12. Basic R425 qualification (diploma/ degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care accredited with SANC Proof of current registration with SANC (2019) Valid driving license C1 (Code 10) with PDP Proof of current and previous experience endorsed and stamped by HR (Certificate of Service).  
**Knowledge, Skills, Attributes** : A minimum of 4 years appropriate /recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing and Midwifery. **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 above must be appropriate recognizable experience after obtaining a 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, treatment and Care accredited with SANC the employment equity target for this post is African Male Knowledge, Skills, Attributes and Abilities: Knowledge of Nursing care and procedures Knowledge of SANC Rules and Regulations and other relevant legal Framework Knowledge of quality assurance programmes, Batho- Pele principles and patient rights charter human resource management and basic financial management skills leadership, supervisory and reporting writing skills. Good communication, counsel, interpersonal relations, conflict management, decision making and problem solving skills  
**DUTIES** : Promote preventive and promotive health for clients through outreaches and OSS Ensure efficient and effective utilization and control of surgical sundries, pharmaceuticals, equipment and miscellaneous stock assist in compiling and updating of procedural guidelines identify problems and areas of improvement and communicate with the operational manager deal with grievances and labour relations issues in terms of laid down procedures/policies provide direct and indirect supervision of junior staff and give guidance for quality patient care Implement infection control standards and practices to improve quality of health care Initiate treatment and ensure evaluation of patients’ clinical conditions Participate in Health Promotion activities in the mobile points and in the community Assess in-service training needs, plan and implement training Participate in data management processes Participate in attainment of National Core Standards, realization of Ideal Clinic (ICRM), PSI and surveys on PEC and waiting times.  
**APPLICATIONS** : Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.  
**NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za Certified copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV People with disabilities should feel free to apply Applicants in possession of foreign qualifications must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification Should you not hear from us three months after the closing date, please accept that your application was not successful.  
**CLOSING DATE** : 04 October 2019  
**POST 34/165** : **CLINICAL NURSE PRACTITIONER GR 1 OR 2 REF NO. OPHONDWENI CLINIC 01/2019 (X1 POST)**  
**SALARY** : Grade 1: R383 226 per annum (OSD)
Grade 2: R471 333 per annum (OSD)  
Other Benefits: 13TH Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

CENTRE REQUIREMENTS

Ophondweni Clinic (Jozini)
Senior Certificate / STD 10/ Grade12. Basic R425 qualification (diploma/ degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care accredited with SANC Proof of current registration with SANC (2019) Proof of current and previous experience endorsed and stamped by HR (Certificate of Service). Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in general nursing and midwifery. 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 above must be appropriate/recognizable experience after obtaining a 1 year post basic qualification in clinical nursing science, assessment, diagnosis, treatment and care accredited with SANC Employment Equity Target is African Male knowledge, skills, attributes and abilities: Knowledge of Nursing care and procedures Knowledge of SANC Rules and Regulations and other relevant Legal Framework Knowledge of Quality Assurance programmes, Batho- Pele principles and Patient Rights Charter Human Resource Management and basic financial management skills Leadership, Supervisory and reporting writing skills Good communication, Counsel, Interpersonal relations, Conflict Management, Decision making and Problem solving skills.

DUTIES

Promote preventive and promotive health for clients in the facility. Ensure efficient and effective utilization and control of surgical sundries, pharmaceuticals, equipment and miscellaneous stock. Maintain accurate and complete patients' records according to legal requirements. Plan and organise clinic. Assist in compiling and updating of procedural guidelines. Identify problems and areas of improvement and communicate with the Operational Manager. Deal with grievances and Labour Relations issues in terms of laid down procedures/policies. Provide direct and indirect supervision of junior staff and give guidance for quality patient care. Implement infection control standards and practices to improve quality of health care. Initiate treatment and ensure evaluation of patients' clinical conditions. Participate in Health Promotion activities in the clinic and in the community. Assess in-service training needs, plan and implement training. Participate in data management processes. Participate in attainment of National Core Standards, realization of Ideal Clinic (ICRM), PSI and surveys on PEC and waiting times.

ENQUIRIES APPLICATIONS

Ms N.I Mthethwa Tel No: (083) 2043264
Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department

NOTE

Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website www.kzhealth.gov.za Certified copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

CLOSING DATE

04 October 2019

POST 34/166

CLINICAL NURSE PRACTITIONER (PHC) REF NO: NKAH 06/2019 (X2 POSTS)
Department: Primary Health Care

SALARY

Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 330 – R579 696 per annum
DUTIES: Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Provide quality comprehensive community health care. Provide educational Services Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient’s clinical conditions. Promote scientific quality nursing care. Administer and control medication. Responsible for individual consultation sections and identification of community needs. Render ANC Services and conduct deliveries.

ENQUIRIES: Mrs. SJ Nguse Tel No: (035) 833 5047

APPLICATIONS: Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855

FOR ATTENTION: Applicants must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications.

NOTE: Other Benefits: 13th Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance.

CENTRE: Nxamalala Clinic
Chwezi Clinic

REQUIREMENTS: Senior Certificate (Grade 12) Degree/National Diploma in nursing that allows Registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care) Current SANC receipt (2019) Proof of current and previous work experience endorsed and stamped by Human Resource Department i.e (Certificate of Service) Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Grade 1: A minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Knowledge, Skills, Attributes And Abilities. Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

20/12/2023
Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.

**CLOSING DATE**: 04 October 2019

**POST 34/167**: CLINICAL NURSE PRACTITIONER (PHO) REF NO: NKAH 07/2019 (X1 POST)

**Department**: Primary Health Care: School Health Services

**CENTRE**: Nkandla Hospital

**REQUIREMENTS**: Senior Certificate (Grade 12) Degree/National Diploma in nursing that allows Registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care. Current SANC receipt (2019). Proof of current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply.

**Salary**: Grade 1: R383 226 – R44 276 per annum

Grade 2: R471 330 – R579 696 per annum

Other Benefits: 13th Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance.

**DUTIES**: Provide comprehensive Primary Health Care services to all learners in their catchment population. Attend to assessment and immunisation campaign required by the Department of Health. Treat and care for all learners accordingly Attend to administrative duties and supervision. Conduct programmes and monthly statistics. Responsible for smooth running of the programmes in the schools.

**ENQUIRIES**: Mrs SJ Nguse Tel No: (035) 833 5047

**APPLICATIONS**: Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855

**FOR ATTENTION NOTE**: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post.
appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview African males are encouraged to apply.

CLOSING DATE : 04 October 2019
POST 34/168 : CLINICAL NURSE PRACTITIONER [ARV/VCT CLINIC REF: NMH:CNP:2019 (X1 POST)
SALARY : Grade 1: R383 226 – R444 276 per annum Rural allowance 8%
          Grade 2: R471 333 – R579 696 per annum Rural allowance 8%
CENTRE : Niemeyer Memorial Hospital
REQUIREMENTS : Std 10 or Grade 12 certificate Registration with SANC as general nurse and primary care nurse Diploma in general and midwifery plus one year post basic qualification in clinical Nursing, health assessment treatment and care PHC plus 4 years appropriate recognizable experience as General Nurse Proof of current and previous work experience endorsed and stamped by Human Resources. **Grade 1**: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC on general nursing. **Grade 2**: Experience minimum of 14 years appropriate /recognizable experience in nursing after registration as professional nurse with SANC on general nursing of which at least 5 years must be appropriate /recognizable experience after obtaining the post basic qualification in primary health care Knowledge, Skills, Training And Competences Required: Nursing care processes and procedures nursing statutes and other related legal framework Knowledge and understanding of human right charter Batho pele principles and labour relations act Knowledge nursing act health act occupational health and safety act. Interpersonal skills Leadership communication both Zulu and English skills Decision making and problem solving skills.

DUTIES : Provision of health promotion and disease prevention strategies Provision comprehensive care management and treatment for chronic care clients Implement provider initiated counseling and testing client accessing service Integrate PICT with index testing to testing to increase finding Work – up eligible client in preparation for universal testing and treatment Ability to utilize tie Net ETR system to capture generate report and assist in the development quality improvement plans Identify and enroll clients qualifying for CCMDD Provision of clinical care management integrating women’s health TB/HIV, acute management of clients as per clinical guidelines Integrate HAST services with PHCWBOT Participate in the planned outreach campaigns Participate in the stakeholder meeting including OSS Implement efficient and cost effective utilization of resource Provision of educational service clinical teaching training and continuous evaluation Adhere with the DHIMS policies and guideline to achieve quality of Monitor progress and side effects of clients initiated on treatment Conduct adherence counseling to improve viral suppression maintain quality completion of patient information on the clinical stationery Implement patient planned visit and pre-retrieval of file to improve on waiting time and customer satisfaction Participate in the clinical auditing of patient records Participate in the generation and presentation of facility weekly nerve Centre reports Participate in the establishment sustainability of adherence chronic clubs.

ENQUIRIES : Mrs. KB Moloi Tel No: (034) 331 3011
APPLICATIONS: Should be delivered to: KwaZulu-Natal Department of Health, The Hospital CEO, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2880. Tel No: 0343313011

FOR ATTENTION: Mr. AN Mange

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

CLOSING DATE: 08 October 2019

POST 34/169: PROFESSIONAL NURSE: SPECIALTY – PAEDIATRICS REF NO: CL03/2019

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

CENTRE: Clairwood hospital

REQUIREMENTS: Grade 12, Diploma / Degree in General Nursing with Midwifery. Proof of current registration with SANC. 1 year post basic qualification in Child Nursing Science. Certificates of service endorsed by HR Department Must Be Attached. Grade 1: Minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. Grade 2: Minimum of 14 years appropriate recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in pediatrics.

DUTIES: Provide and manage all resources within the unit cost effectively and ensure optimal service delivery. Participate in the analysis, formulation and monitoring of objective policies and procedures including quality improvement programs. Participate in staff development using EPMD system and other work-related programs and training. Maintain professional growth, ethical standards through the code of conduct for Public Service and Professional body. Provide direct and indirect supervision of all nursing and to give guidance. Assist in orientation, induction and monitoring of all nursing staff. Demonstrate effective communication within patients, supervisors, multi-disciplinary team and other clinicians, including report writing when required and patient’s records. Provide comprehensive holistic specialized quality nursing care to patients as a member of the multi-disciplinary team according to the identified needs within the professional legal framework. Provide support to nursing service by assistant with relief duties of the supervisors acting as junior shift leader on both day and night duty as required. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. Encourage and support child survival programs e.g. IMCI, PMTCT, EPI, KMC. Assist Operational Manager by participating in NCS Programs.

ENQUIRIES: Mrs N Linda Tel No: (031) 451 5177
APPLICATIONS : Applications may be sent to: Clairwood Hospital, Private Bag X04, Mbeni 4060 or Hand deliver: 1 Higginson Mbeni 4060
FOR ATTENTION : Human Resource Department
NOTE : The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates, the following documents must be submitted: Application for Employment form (Z83), obtainable at any Government Department or from website – www.kznhealth.gov.za. Certified copies of educational qualifications, Identity Documents not copies of copies Curriculum Vitae. The reference number must be indicated in the column provided on the form Z83. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two months after the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is 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 rom Employers and verification from the Company Intellectual Property Commission (CIPC).

CLOSING DATE : 04 October 2019

POST 34/170 : ASSISTANT DIRECTOR: HRM REF NO: CTK 17/2019
Branch: Human Resources Management

SALARY : R376 596 per annum (Level 09) plus Other Benefits: 13th Cheque, Medical Aid and housing allowing (optional and provided the member meets the requirements).

CENTRE : Christ the King Hospital

REQUIREMENTS : Valid Grade 12/National Senior Certificate or equivalent plus An appropriate Bachelor's Degree/National Diploma in Public Admin or Public Management OR National Diploma in Human Resource Management Plus three (3) years supervisory Experience in HR component. Recommendation: Valid driver's license code B, Proof of experience endorsed by HR component (not certificate of service) Knowledge, skills, training and competencies required: Knowledge of finance as well as relevant acts and regulations. Sound management, negotiation, interpersonal and problem solving skills. Good verbal and written communication skills. Good planning and organizational skills Ability to make independent decisions. Extensive analytical skills and high levels of accuracy are required. PERSAL Knowledge.

DUTIES : Manage Human Resources Planning, Development and EPMDS in support of service delivery imperatives. Manage training needs analysis and develop training plans in respect of Human Resources. Manage Employees Health and Well ness Programme in order to enhance employee productivity, safety and morale. Manage the development, implementation and monitoring of a Human Resource Risk Management Plan in order to mitigate and eliminate risks. Manage Human Resource Provisioning and Practices in line with prevailing legislation. Manage Labour Relations matters ensure effective employment relations. Supervise Staff and manage day to day functioning of Human Resources Department in the institution to ensure the rendering of high quality services. Ensure effective, efficient and economical utilization of resources allocated to the institution including development of staff. Develop Human Resource Plan and Employment Equity Plan for the institution and ensure that they are put into practice. Advise Managers on all aspects of Human Resource Management.

ENQUIRIES : Mrs S.W Maseko Tel No: (039) 834 7500 EXT 7505
APPLICATIONS : The Chief Executive Officer, Christ the King Hospital, Private bag X542, Ixopo, 3276 or Hand delivered to: Christ the King Hospital, Human Resource Office, Peter Hauff Drive, Ixopo, 3276
NOTE : The following documents must be submitted: (a) Application for Employment Form (Z83), which is available from any Government, Department OR the website www.kznhealth.gov.za. Certified copies of highest educational qualifications- not
copies of certified copies Curriculum vitae, certified copy of Identity Document, Certified copies of Registration certificates, Reference number must be indicated in the column provided on the form Z83, This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the department Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful People with disability must feel free to apply The Employment Equity target preference is African Male NB: Failure to comply with the above instructions will disqualify applicants Due to financial constraints, No S&T claims will be compensated to shortlisted candidates The appointment is subject to the positive outcome obtained from the State Security Agency to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications).

**CLOSING DATE** : 07 October 2019

**POST 34/171** : PROFESSIONAL NURSE: GRADE 1: GENERAL STREAM REF NO: OTH- CHC 13/2019 (X1 POST)

**SALARY** : R256 905 per annum (OSD). Other Benefits: 13th Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

**CENTRE** : Othobothini Community Health Centre (Jozini) Primary Health Care Outreach

**REQUIREMENTS** : Senior Certificate/STD 10/ Grade12 Basic R425 qualification (diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife Proof of current registration with SANC (2019) Valid driving license C1 (Code 10) with PDP Proof of current and previous experience endorsed and stamped by HR (Certificate of Service). Recommendation: Computer skills (Microsoft Office) Knowledge, Skills, Attributes and Abilities: Knowledge of Nursing care and procedures Knowledge of SANC Rules and Regulations and other relevant Legal Framework Knowledge of Quality Assurance programmes, Batho- Pele principles and Patient Rights Charter, Human Resource Management and basic financial management skills Leadership, Supervisory and reporting writing skills Good communication, Counsel, Interpersonal relations, Conflict Management, Decision making and Problem solving skills Co-ordination and planning skills.

**DUTIES** : Implement and maintain clinical competence to ensure that scientific principles of nursing processes, policies, and standards are maintained Ensure control of discipline, grievance and labour relations issues in terms of laid down policies. Provide effective management and professional leadership within the outreach team Exercise control over expenditure and provision of cost effective health service delivery Actively participate in the implementation of service delivery programs and initiatives e.g Infection Prevention and Control policies, Quality Norms and Standards, Community Oriented Primary Care Demonstrate effective communication with patients, community and other members of the multi-disciplinary team Categorise clients according to individual needs and act accordingly Prioritise issues and other work related matters and comply with time frames Sustain all legal prescripts as laid down by the employee. Participate in Operation Sukuma Sakhe (OSS) and community based outreach activities Organise and co-ordinate community outreach events Support outreach teams Plan and develop health promotion and disease prevention strategies and interventions Organise and plan to undertake health interventions at household and community level Participate in the provision of chronic medication to people with well controlled diseases Ensure and facilitate development of capacity in communities which promote healthy behaviour, prevent diseases and limit disability, e.g support groups and adherence clubs Plan and organise Health Promotion by addressing individual, family and community health needs. Facilitate and monitor identification of common health risks and mobilise communities to prevent prevalent diseases e.g HIV, TB, diarrhoea, hypertension, malnutrition in children, through management of Family Health Team and their activities Ensure accurate community profiling in terms of health and appropriate health action plans Adhere to data management processes and guidelines, ensuring accurate and
timely reporting for program monitoring Verify data collected by team members and compile submission to the PHC Manager.

ENQUIRIES : Ms N.I Mthethwa Tel No: (083) 2043264
APPLICANTS : Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.

NOTE : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za Certified copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV People with disabilities should feel free to apply Applicants in possession of foreign qualifications must attach an evaluation/ verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification Should you not hear from us three months after the closing date, please accept that your application was not successful.

CLOSING DATE : 04 October 2019

DEPARTMENT OF TRANSPORT
The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200 Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

CLOSING DATE : 04 October 2019 (at 16h00) Applications received after the closing date and time will not be considered.

NOTE : Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record/statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), certified copies of identity document as well as valid driver’s license (where a driver’s license is a requirement) Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY Applications lacking evidence of relevant experience will not be considered Failure to comply with these instructions will lead to applications being disqualified Should an applicant wish to apply for more than one post, separate applications i.e all the documentation must be submitted for each post applied for Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application Under no circumstances will faxed or e-mailed applications be accepted Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial
competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill these post(s).

OTHER POSTS

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<th>POST 34/172</th>
<th>DEPUTY DIRECTOR: DEMAND MANAGEMENT REF NO: P 15/2019</th>
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<td>Supply Chain Management Directorate</td>
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<td>Re-advertisement</td>
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<td>Applicants who applied previously and who still wish to be considered are at liberty to re-apply.</td>
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SALARY : R733 257 per annum (all-inclusive remuneration package)

CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg


DUTIES : Research and development of procurement policy and procedures including the promotion of BEE and SMME’s and elimination of fraud/corruption errors. Analyse new policies for changes from legislation and identify applicability for revision of Departmental policies. Identify trends and develop strategies to reduce fraudulent activities. Provide advice on procurement. Supply Chain Management policies and procedures. Manage financial, human and logistical resources for the Sub-directorate. Perform Tender Evaluation Committee functions and provide support to the Tender Award Committee. Monitor and manage the Department’s Annual Procurement Plan and ensure timeous submission.

ENQUIRIES FOR ATTENTION : Mr NN Sangweni Tel No: (033) 355 8730

NOTE : It is the intention of this Department to consider equity targets when filling this position. Shortlisted candidates may be required to undergo a competency-based test.
ANNEXURE T

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is our intent to promote representativeness (race, gender and disability) in the Department through the filling of these posts. The candidature of persons whose transfer/promotion/appointment will promote representativeness, in line with the numeric targets as contained in the Department’s Employment Equity Plan, will receive preference. An indication of representativeness profile by the applicants will expedite the processing of applications.

APPLICATIONS: The Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X 9484 Polokwane, 0700. Hand delivered applications may be submitted at Evridiki Towers, Registry Office, 19 Biccard Street, Office B1-73, Polokwane.

CLOSING DATE: 11 October 2019

NOTE: Direct your application quoting the relevant reference number, position and management area on the Z83 Correspondence will be limited with the short-listed 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. 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. Shortlisted applicants should be willing to undergo normal vetting and verification process as well as other relevant security and pre-employment checks as prescribed by the Minimum Information Security Standards. Consequently, the appointment will be subject to positive outcomes on these processes, which includes amongst others security clearance, security vetting, qualification verification, criminal record verification and reference checks. Appointment to some of these posts will be provisional, pending the issue of a positive security clearance. Therefore, the appointment will be reconsidered/possibly terminated in case where the applicant failed to get a positive security clearance. Fingerprints will be taken on the day of the interviews.

The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts. All costs associated with an application will be borne by the applicant. For applications to be accepted, applications must be submitted on a Z83 form (Public Service Application form), obtainable from any Public Service Department, and must be completed in full and signed. Applications must be accompanied by a comprehensive CV, original certified copies of qualifications and ID with its certification being NOT older than three (3) months. An original certified copy of a valid driver’s license should be submitted if an advertisement states that a valid driver’s license is required. Should an advertisement states that a valid driver’s license is required. Failure to submit the requested documents will result in the application not being considered.

Applicants in possession of a foreign qualification must furnish this Department with the SAQA evaluation certificate. 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 considered. Candidates must comply with the minimum appointment requirements. CV’s should reflect one’s degree of compliance with the above mentioned requirements and responsibilities. It will be expected of candidates to be available for selection interviews on the date, time and place as determined by the Department. Applications must reach the Department before the closing date. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. Applications received after the closing date will not be considered. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. Note: The contents of the advertised posts will also be posted on the following websites: www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za.

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MANAGEMENT ECHELON

POST 34/173

DIRECTOR REF NO: C7/19/1

Directorate: Sector Development
Re-Advertisement: All applicants who previously applied need to apply again as the previous applications will not be considered.

SALARY

R1 057 326 – R1 245 495 per annum (Level 13) (An all-inclusive remuneration package) The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE

Head Office: Polokwane

REQUIREMENTS

An undergraduate qualification (NQF 7) in Economic Development / Business Management/Development/Entrepreneurship or equivalent as recognized by SAQA; Five (5) years' experience at middle/senior managerial level; A post graduate degree will be an added advantage; Five (5) to ten (10) years' experience of implementing industrial research within manufacturing and mining sector would be highly desirable; Experience in the development and implementation of sector support programmes; Valid vehicle driver's license (with exception of persons with disabilities) core and process competencies: Knowledge: National and provincial legislative framework; Industrial development policy direction; Project management and appraisal; Economic imperatives and realities; Management Skills: Policy formulation; Strategic thinking; Planning and organizing; Financial management; Performance management and measurement; Risk management; Negotiation skills; Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication.

DUTIES

Manage the implementation of the Limpopo Industrial Master Plan in advancing the objectives of the Limpopo Development Plan; Produce Industry leading proprietary research that generates investment views and ideas in the manufacturing sector; Research and analysis impact of current as well as evolving macro themes and trends on manufacturing sector; Develop sector support plans in various sectors of the economy; Develop industry leading knowledge on sectorial key value creation drivers and response to various macro environments; identify and generate sector, intra-sector and cross sector investable ideas in Limpopo; Monitor and evaluate the implementation of industrial catalytic projects; Oversee and contribute to policy development and strategic and business planning; Implement and oversee the mining development strategy; Implement and oversee the capital and allied services strategy; Implement and oversee the Agro-processing strategy; Implement strategies to enhance the contribution of the Construction industry to economic growth and development.

ENQUIRIES

Mrs S Pelser Tel No: (015) 293 8678

NOTE

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. Subsequent to 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 posts advertised The employment decision shall be informed by the Employment Equity Plan of the Department.
POST 34/174 : DIRECTOR REF NO: C7/19/2
Directorate: Legal Administration
Re-Advertisement: All applicants who previously applied need to apply again as the previous applications will not be considered.

SALARY : R1 057 326 – R1 245 495 per annum (Level 13) (An all-inclusive remuneration package): The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals’ personal needs.

CENTRE : Head Office: Polokwane
REQUIREMENTS : An undergraduate qualification (NQF 7) in Law or equivalent as recognized by SAQA; Five (5) years’ experience at middle/senior managerial level; Valid vehicle driver’s license (with exception of persons with disabilities) core and process competencies: Knowledge in Constitutional Law; Administrative and Procedural Law; Interpretation of Statutes, Law of Contracts; Civil and Criminal Procedure; Public Sector legislation and legislative processes; Demonstrable understanding of public service legislation, its application and policy development in the public service, labour law and legal practices; Labour/Employee relations; Computer literacy; Driving skills; Project management; Strategic planning; Language skills; Problem solving; Report writing; Conflict management; Statistical analysis; Adaptability; Communication and negotiation skills; Policy formulation Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus.

DUTIES : Provide legal administrative services; Provide legal advice and guide litigation on behalf of the Department; Draft and oversee drafting of agreements and contracts; Manage employee relations; Advise MEC on matters of appeal.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678
NOTE : 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. Subsequent to 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 posts advertised The employment decision shall be informed by the Employment Equity Plan of the Department.

POST 34/175 : DIRECTOR REF NO: C7/19/3
Directorate: Supply Chain Management
Re-Advertisement: All applicants who previously applied need to apply again as the previous applications Will Not be considered.

SALARY : R1 057 326 – R1 245 495 per annum (Level 13) (An all-inclusive remuneration package): The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals’ personal needs.

CENTRE : Head Office: Polokwane
REQUIREMENTS : An undergraduate qualification (NQF 7) in Supply Chain Management/Finance/Accounting/Public Administration/Logistics/Purchasing or equivalent as recognized by SAQA; Five (5) years’ experience at middle/senior managerial level; Valid vehicle driver’s license (with exception of persons with disabilities).core and process 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, Public Service, Supply Chain Management Legislative Framework and LOGIS, Knowledge, Negotiations, Policy formulation.
and Analytical thinking; Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBEEE and Treasury Regulation; Computer literacy; Excellent verbal and written communication skills; Problem solving, analytical skills and computer literacy; Knowledge of LOGIS and BAS; Strong planning and coordination abilities; Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects.

DUTIES

: Manage the procurement of goods and services within the department (provide demand, acquisition, contract and logistics management); Manage the implementation of the Departmental Annual Procurement Plans; Ensure compliance with Supply Chain Management Legislative Framework; Prepare management reports on procurement; Management of the Directorate staff and budget; Management of the Departmental Asset Register (including all the State Owned Nature Reserves); Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services; Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations; Prepare monthly management reports on SCM Performance and provide early warning signs to management; Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan; Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action; Monitor SCM supplier performance and complaints register.

ENQUIRIES

: Mrs S Pelser Tel No: (015) 293 8678

NOTE

: 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. Subsequent to 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 posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

POST 34/176

: DIRECTOR REF NO: C7/19/4

Directorate: Security and Investigation Services

SALARY

: R1 057 326 – R1 245 495 per annum (Level 13) (An all-inclusive remuneration package); The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals’ personal needs

CENTRE

: Head Office: Polokwane

REQUIREMENTS

: An undergraduate qualification (NQF 7) in either Policing/Investigation Management/Criminal Justice & Forensic Investigation/ Risk Management or equivalent as recognized by SAQA; Five (5) years’ experience at middle/senior managerial level in the Security Services; Extensive knowledge in Minimum Information Security Standards (MISS); Successful completion of six (6) months Security Management Course at State Security Agency; Valid vehicle driver’s license (with exception of persons with disabilities). Core And Process Competencies: Knowledge: Promotion of Access to Information Act; Physical Security; Personnel and Document Security; Communication Security; Security Investigation; Protection of Information Act; Access to Public Premises and Vehicles; Financial management Skills: Leadership; Good written and verbal communication; Conflict management and advance negotiation; Interpersonal relations, Investigative analysis; Analytical thinking; Time management; Project management; Change Management; Computer Literacy; Knowledge Management,
Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus.

**DUTIES:**
- Initiate and contribute to policy development and strategic and operational planning; Manage implementation and adherence to the Minimum Information Security Standards (MISS);
- Manage and co-ordinate misconduct and criminal conduct investigations; Manage physical security and access control services; manage the departmental firearm administration system; Manage consultative and delegated commitments emanating from security management.

**ENQUIRIES:**
Mrs S Pelser Tel No: (015) 293 8678

**NOTE:**
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 departments. Subsequent to 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 posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

**POST 34/177**
**DIRECTOR REF NO: C7/19/5**
**Directorate: Limpopo Wildlife Resorts: Commercial Development and Operations**

**SALARY:**
R1 057 326 – R1 245 495 per annum (Level 13) (An all-inclusive remuneration package): The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals’ personal needs

**CENTRE:**
Head Office: Polokwane

**REQUIREMENTS:**
- An undergraduate qualification (NQF 7) in Natural Science/Tourism/Environmental Management or equivalent as recognized by SAQA; A Masters degree/MBA will be an added advantage; Five (5) years’ experience at middle/senior managerial level; Valid vehicle driver’s license (with exception of persons with disabilities).

**Core and Process Competencies:**
- Knowledge: Interpret and implement environment related legislations; Policy and legislation development and analysis; Conservation issues; Project management; Firearm management; Environmental law and enforcement; Environmental management; Labour relations Skills: Ability to work under pressure; Business management and negotiation skills; Strategic and analytical thinking; Strategy and policy formulation skills; Conflict management and problem solving; Report writing; Planning and organizing; Delegation and leading; Communication skills (written and verbal); Computer literacy; Human Resource Management; Budget and financial management; Community relations and labour relations; Leadership skills; Presentation skills; Change Management; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus

**DUTIES:**
- Oversee and contribute to policy development and strategic and business planning; Manage planning and development of Limpopo Wildlife Resorts; Monitor and co-ordinate business improvement and facilities utilisation and maintenance; Manage and co-ordinate community partnership, agreements and contracts pertaining to Limpopo Wildlife Resort activities; Manage business operations within Limpopo Wildlife Resorts.

**ENQUIRIES:**
Mrs S Pelser Tel No: (015) 293 8678

**NOTE:**
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. Subsequent to 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 posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

### OTHER POSTS

#### POST 34/178: DEPUTY DIRECTOR REF NO: C7/19/6
Directorate: Tourism; Tourism Registration and Compliance

**SALARY**
- R869 007 – R1 023 645 per annum (Level 12) (All-inclusive remuneration package)

**CENTRE**
- Head Office: Polokwane

**REQUIREMENTS**
- A NQF 6 qualification in the Tourism field as recognized by SAQA;
- Three (3) – five (5) years’ relevant experience of which three years must be at Junior/ Lower Management level;
- Experience in Tourism Research, knowledge management and database development;
- Experience in tourism concepts including grading, customer service/service excellence and guiding unit standards;
- Extensive experience on working with communities;
- Valid vehicle driver’s license (with exception of persons with disabilities);

**Core And Process Competencies**
- Knowledge: Registration regulations for tourism amenities and services (tourist guides, products and services);
- Limpopo Tourism Act (2018), Limpopo Tourism Growth Strategy, National Tourism Sector Strategy and National Tourism Act, 3 of 2014;
- Planning and organizing;
- Managerial; Computer literacy

**Skills**
- Strategic and analytical thinking;
- Tourism research and knowledge management;
- Database development and management;
- Strategy and policy formulation;
- Conflict management and problem solving;
- Report writing;
- Management;
- Communication and negotiation;
- Adaptability; Administrative; Delegation and leading.

**DUTIES**
- Develop and manage tourism knowledge services in the province;
- Develop and manage registration systems and standards for tourism amenities, services and tourist guides;
- Manage the development of communication and marketing strategies for tourism stakeholders, registered amenities, services and tourism guides;
- Manage compliance to the tourism amenities, services and tourism guides Act and regulations;
- Ensure the establishment of guide associations;
- Ensure enterprise promotion and quality assurance for all registered amenities, services and tourism guides;
- Develop and manage the tourism database in the province;
- Manage transformation of the tourist guides fraternity.

**ENQUIRIES**
- Mrs S Pelser Tel No: (015) 293 8678

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#### POST 34/179: DEPUTY DIRECTOR REF NO: C7/19/7
Directorate: Employee Relations

**SALARY**
- R733 257 – R863 748 per annum (Level 11) (All-inclusive remuneration package)

**CENTRE**
- Head Office: Polokwane

**REQUIREMENTS**
- A NQF 6 qualification in Labour Relations/Human Resource Management/Employee Relations/Labour Law or equivalent as recognized by SAQA;
- Three (3) – five (5) years’ relevant experience of which three years must be at Junior/ Lower Management level;
- Valid vehicle driver’s license (with exception of persons with disabilities);
- Core and process competencies:
  - Knowledge: Relevant Acts, directives and resolutions; Training; HR matters; Performance Management and Development Systems; Labour relations; Finance; Technical procedures; Planning and organizing; Managerial; Computer literacy Skills: Analytical thinking; Communication and negotiation; Policy formulation; Conflict management and problem solving; Financial management; Strategic thinking; Adaptability; Administrative; Management; Planning and organization; Delegation and leading.

**DUTIES**
- Key Performance Areas: Administer, coordinate and initiate disciplinary hearings;
- Administer employee complaints, grievances and disputes;
- Manage and facilitate workshops in all labour relations activities.

**ENQUIRIES**
- Mrs S Pelser Tel No: (015) 293 8678
POST 34/180 : CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C7/19/8 (X2 POSTS)
Directorate: State Owned Nature Reserves

SALARY : R495 219 – R566 220 per annum (OSD)
CENTRE : Letaba Nature Reserve (X1 Post)
Makuya Nature Reserve (X1 Post)

REQUIREMENTS : A NQF 6 qualification in Environmental Management/Natural Sciences or equivalent as recognized by SAQA; Three (3) to five (5) years’ experience in the biodiversity/conservation/environmental field; Environmental Management Inspectorate (EMI) qualification; Valid firearm competency certificate; Valid vehicle driver’s license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge of nature reserve management and nature conservation legislations an policies (national and provincial); Management background; Ability to interpret and apply policy; Managerial skills; Policy formulation; Financial management; Knowledge on planning and organizing; Compiling reports; Knowledge to develop strategies related to protected areas; Computer literacy; Ability to use a firearm; Problem solving and conflict management skills; Communication skills; Change and diversity management skills.

DUTIES : Manage the infrastructure to ensure the functional utilization, maintenance and development thereof; Implement nature reserve management policies and guidelines; Preserve the biodiversity of the reserve to ensure the continued livelihood thereof; Provide environmental education to promote environmental awareness; Manage risk security aspects on the reserve; Manage internal and external relationships with all interested and affected stakeholders to the reserve; Perform and manage administrative and related functions; Manage short-term projects in provincial reserves.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

POST 34/181 : ASSISTANT DIRECTOR REF NO: C7/19/9
Directorate: Tourism: Tourism Planning, Destination Development and Promotion

SALARY : R470 040 – R553 677 per annum (Level 10)
CENTRE : Mopani District: Giyani

REQUIREMENTS : A NQF 6 qualification in Tourism and Hospitality or equivalent as recognized by SAQA; Three (3) – five (5) year’s relevant working experience of which three years must be at supervisory level/at Administrative Officer or equivalent level; Experience in spatial development planning and infrastructure development processes; Experience in community participation process will be a strong recommendation; Valid vehicle drivers license (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES: Knowledge: Business development; Tourism and environmental legislations and policies; Eco-tourism development principles; Signage policies; Project management; Performance Management System; Labour relations; Managerial; Computer literacy; Relevant acts, directives and resolutions

SKILLS: Strong verbal and written communication; Analytical thinking; Communication and negotiation; Policy formulization; Conflict management and problem solving; Financial management; Adaptability; Administrative; Management; Planning and organizing; Delegation and leading.

DUTIES : Develop and co-ordinate implementation of destination development and ecotourism strategies and plans in the province; Development and management of a provincial tourism spatial plan; Development of a provincial tourism infrastructure plan including signage; Manage route and icon development in support of Tourism Growth Strategy in the district; Management of regional services; Coordinate tourism events in the district; Coordinate stakeholder relations in the district; Implement rural tourism; culture and heritage and mass tourism strategies in the district.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

POST 34/182 : ASSISTANT DIRECTOR REF NO: C7/19/10
Directorate: Consumer Affairs: Consumer Protection And Secretariat

SALARY : R470 040 – R553 677 per annum (Level 10)
CENTRE: Mopani District: Giyani

REQUIREMENTS:

DUTIES:
Receive and record complaints of unfair business practices from consumers. Conduct investigation of allegations of unfair business practices. Mediate between consumers and service providers. Prepare files for presentation before the Consumer Affairs Court.

ENQUIRIES:
Mrs S Pelser Tel No: (015) 293 8678

POST 34/183:
ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: C7/19/11
Directorate: Environmental Compliance and Enforcement

SALARY: R402 045 – R557 856 per annum (OSD)
CENTRE: Mopani District: Klaserie Service Centre
REQUIREMENTS:
A NQF 6 qualification in Nature Conservation/Natural Science/Environmental Science / Policing as recognized by SAQA. Three (3) to Five (5) years’ experience in biodiversity, stock theft investigation or related fields; Valid firearm competency; Valid vehicle driver’s license (with exception of persons with disabilities). Core and Process Competencies: Knowledge of environmental wildlife facility inspection/auditing, monitoring procedures and methodologies; A good knowledge and exposure to the Criminal Procedures Act and good understanding of environmental legislation and knowledge of government standard administrative procedures and policies will be essential. Skills required: Good communication skills (written and verbal); Project management; Conflict management; Ability to write a communicative report; Ability to interpret and apply environmental legislations; Good interpersonal relations; Good organization and planning management; Completion of the Environmental Management Inspectors (EMI) course and detective experience will be an added advantage.

DUTIES:
Administer compliance monitoring in accordance with the Record of Decision (ROD), Environmental Management Plan (EMP) and permit applications; Undertake compliance enforcement operations (biodiversity conservation matters outside protected areas); Coordinate and participated in compliance promotion/awareness; Perform and manage administrative and related functions; Develop and implement procedural systems, manuals and inspection guidelines to carry out pro-active and reactive inspections; To record and respond to public complaints of non-compliance with Provincial and National Environmental legislations; Plan and conduct environmental compliance inspections in response to public complaints of non-compliance to legislation; Report on the environmental compliance status on all ad-hoc inspections and make recommendations for compliance orders and investigation or prosecute criminal offences in respect of environmental legislations; Provide support to national and local government compliance inspection structures with a view to ensure government’s efficient and effective compliance inspections with all wildlife protection legislation, regulations, authorizations and applied enforcement instruments including notices, court orders, directives, interdicts, etc; Investigate and open cases and case dockets relating to any environmental crime negatively impacting Biodiversity in Limpopo Province; Participate and co-ordinate counter poaching operations.

ENQUIRIES:
Mrs S Pelser Tel No: (015) 293 8678

POST 34/184:
ASSISTANT DIRECTOR REF NO: C7/19/12

SALARY: R376 596 – R443 601 per annum (Level 09)
CENTRE: Head Office: Polokwane
REQUIREMENTS:
A NQF 6 qualification in Finance Management/Administration/Accounting or equivalent as recognized by SAQA. A minimum of three (3) – five (5) year’s relevant working experience of which three years must be at supervisory level in Payroll
Management/Salary Administration; Valid vehicle driver’s license (with exception of persons with disabilities).

Core And Process Competencies: Knowledge of Public Financial Management Act (PFMA), Treasury Regulations (TRs), Public Service Act and other related prescripts; Good working knowledge of Financial Management Systems (FMS), BAS and PERSAL; Ability to analyse and interpret Policies, Instruction Notes and Regulations; Ability to work under pressure and meet deadlines; Ability to effectively function as part of the team; Computer literacy (MS Excel, Word and PowerPoint); Ability to analyse and solve problems; Communication skills.

DUTIES:
- Ensure that employee’s salaries, deductions and salary claims are timeously paid;
- Perform departmental tax reconciliation;
- Clear and reconcile all salary related suspense accounts;
- Check the accuracy of various salary related allowances;
- Authorise transactions on Personnel and Salary Administration System (PERSAL);
- Authorise transactions on BAS system (i.e. journals and sundry payments, etc);
- Perform monthly reconciliation between PERSAL and BAS;
- Manage the distribution of payroll and IRP5;
- Attend to all salary related queries;
- Supervise all the resources resorting under control of this post;
- Attend to internal and external audit queries.

ENQUIRIES:
Mrs S Pelser Tel No: (015) 293 8678

POST 34/185:
ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C7/19/13
Directorate: Community Environmental Development: Environmental Awareness & Capacity Building

SALARY:
R272 739 – R302 691 per annum (OSD)

CENTRE:
Sekhukhune District: Lebowakgomo

REQUIREMENTS:
A NQF 6 qualification (Degree/National Diploma) in Environmental Management/Natural Sciences or equivalent as recognized by SAQA; Zero (0) to two (2) years’ appropriate/recognizable experience in an area after obtaining the relevant qualification; Valid vehicle driver’s license (with exception of persons with disabilities).

Core And Process Competencies: Knowledge: Relevant acts, directives, resolutions, protocols and treaties; Conservation development, management and biosphere reserve; Environmental planning, auditing and organizing; Community based natural resources management; Stakeholder engagement; Knowledge of EPWP; Computer literacy; Financial management; Training; Technical procedures; Managerial Skills: Analytical thinking; Communication and negotiation; Policy formulation; Conflict management and problem solving; Financial management; Strategic thinking; Adaptability; Administrative; Delegation and leading; Facilitation.

DUTIES:
- Ensure the implementation of Social responsibility projects, EPWP and environment special programmes;
- Coordinate implementation of Man and Biosphere Reserve activities in the district;
- Identify and implement community based natural resources management projects;
- Facilitate development and implementation of stakeholder’s environmental management programmes;
- Coordinate implementation of environmental management and conservation transformation programmes (women, youth and people living with disabilities);
- Facilitate identification and access to funding for community based environmental projects;
- Develop and implement district trees planting program;
- Represent the department in district environmental management stakeholder’s forum meetings.

ENQUIRIES:
Mrs S Pelser Tel No: (015) 293 8678

POST 34/186:
ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C7/19/14
Directorate: Wildlife Trade and Regulations

SALARY:
R272 739 – R302 691 per annum (OSD)

CENTRE:
Vhembe District: Thohoyandou

REQUIREMENTS:
A NQF 6 qualification in Environmental Management / Natural Sciences or equivalent as recognized by SAQA; Zero (0) to two (2) years’ appropriate / recognizable experience in an area after obtaining the relevant qualification; Environmental Management Inspectorate (EMI) course will be an added advantage; Valid firearm competency certificate (rifle and shotgun); Valid vehicle driver’s license (with exception of persons with disabilities).
Competencies: Knowledge of environmental legislations and multilateral environmental agreements; Computer literacy; Ability to work overtime; Leadership skills; Wildlife and trade skills; Investigation skills; Presentation skills; Communication skills; Conflict management; Monitoring and evaluation; People management.

**DUTIES**

Regulate the wildlife industry; Training and monitor the training of previously disadvantaged individuals to enter the hunting industry; Monitor and regulate taxidermists; Investigate cases where Professional Hunters and Hunting Outfitters are involved; Liaison with other institutions regarding the hunting industry; Regulate and monitor the Game Translocation and reduction activities; Management of damage causing animals; Regulate the establishment and functioning of wildlife centres; Implement the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES); Processing of permit applications for the use of natural resources; Maintenance of database; Report writing (monthly, quarterly and annual reports).

**ENQUIRIES**

Mrs S Pelser Tel No: (015) 293 8678

**POST 34/187**

**REVENUE OFFICER** REF NO: C7/19/15

**SALARY**

R257 508 – R303 339 per annum (Level 07)

**CENTRE**

Mopani District: Lenyenye Service Centre

**REQUIREMENTS**

A NQF 6 qualification in Financial Management/Accounting/Management Accounting or equivalent as recognized by SAQA; One (1) to two (2) years’ experience in Revenue Management; Valid vehicle driver’s license (with exception of persons with disabilities) core and process competencies: Knowledge of PFMA; DORA and Treasury Regulations; Knowledge of BAS; Computer literacy; People management and communication skills; Interpersonal relations and analytical skills.

**DUTIES**

Implement an effective, efficient and transparent system of revenue management; Clearing of exceptions in financial accounting; Manage the requisition, recording, safeguarding, issuing and reconciliation of revenue stock registers; Ensure that revenue is collected and banked as prescribed in the revenue policy and procedure manual; Ensure proper safe keeping of captured batches, journals and that supporting documents is attached; Compile monthly revenue management reports.

**ENQUIRIES**

Mrs S Pelser Tel No: (015) 293 8678

**POST 34/188**

**FINANCIAL ADMINISTRATIVE OFFICER** REF NO: C7/19/16

**SALARY**

R257 508 – R303 339 per annum (Level 07)

**CENTRE**

Head Office: Polokwane

**REQUIREMENTS**

A NQF 6 qualification in Financial Accounting or equivalent qualification in Supply Chain Management as recognized by SAQA; One (1) to two (2) years’ experience within Supply Chain Management; Valid vehicle driver’s license (with exception of persons with disabilities). Core And Process Competencies: Knowledge: Supply Chain Management Legislation; Public Finance Management Act; Treasury Regulations; Preferential Procurement Policy Framework Act and Regulations; Departmental SCM Policies; Broad Based Black Economic Empowerment Act; Computer literacy Skills: Communication skills (written and verbal); Conflict management; Problem solving and presentation skills; Time management; Strategic thinking; Adaptability; Administrative; Management; Planning and organization; Delegation and leading.

**DUTIES**

Ensure that procurement procedures are adhered to and the correctness of all submissions; Request goods and services quotations and ensure that all processes are followed; Ensure that requisitions are well recorded and captured; Register entities; Accurately register, distribute and file orders; Handle all enquiries related to quotations and requisitions.

**ENQUIRIES**

Mrs S Pelser Tel No: (015) 293 8678

138
POST 34/189 : PERMIT OFFICER REF NO: C7/19/17 (X2 POSTS)
Directorate: Wildlife Trade and Regulations

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Head Office: Polokwane
REQUIREMENTS : A NQF 6 qualification in Public Administration/Management/Office Management as recognized by SAQA; One (1) to two (2) years’ experience; Valid vehicle driver’s license (with exception of persons with disabilities). Core and Process Competencies: Knowledge: Computer literacy; Administrative; Record keeping; Relevant acts, directives and resolutions Skills: Good communication skills; Interpersonal relations; Report writing; Analytical thinking; Conflict management and problem solving; Adaptability; Stress management.
DUTIES : Deal with permit applications for biodiversity conservation issues; Perform administrative and related functions; Records management; Maintenance of stationary; Report writing.
ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

POST 34/190 : FIELD RANGER REF NO: C7/19/18 (X4 POSTS)
Directorate: Wildlife Trade and Regulations

SALARY : R145 281 – R171 138 per annum (Level 04)
CENTRE : Mopani District: Tzaneen Service Centre (X1 Post)
Vhembe District: Malamulele Service Centre (X1 Post)
Vhembe District: Musina Service Centre (X1 Post)
Vhembe District: Thohoyandou Service Centre (X1 Post)
REQUIREMENTS : A NQF 4 qualification (Grade 12) as recognized by SAQA; Game ranging certificate; A NQF 6 qualification in Nature Conservation will be an added advantage; Valid firearm competency certificate (handgun, rifle, shotgun); Valid vehicle driver’s license (with exception of persons with disabilities).core and process competencies: Knowledge in tracking and firearm handling; Verbal and written communication skills; Be able to work irregular hours (weekends, public holidays); Be able to travel as and when required.
DUTIES : Regulate the wildlife industry; Monitor and regulate taxidermists; Investigate cases where Professional Hunters and Hunting Outfitters are involved; Regulate and monitor the Game Translocation Industry; Monitor game reduction process in protected areas managed by the Limpopo Tourism and Parks; Management of damage causing animals; Processing of damage causing animal’s carcasses; Field patrol; Regulate and monitor wildlife centres; Monitor hunting activities; Conduct game farm inspections; Monitor game capture operations; Liaise with stakeholders and clients.
ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

POST 34/191 : CLEANER REF NO: C7/19/19 (X2 POSTS)
Directorate: State Owned Nature Reserves

SALARY : R102 534 – R120 780 per annum (Level 02)
CENTRE : Doorndraai Dam Nature Reserve (X1 Post)
Modjadji Nature Reserve (X1 Post)
REQUIREMENTS : A Grade 10 certificate; Qualification in AET will an added advantage; No experience needed core and process competencies: Understanding of basic hygiene practices; chemical handling skills, operating cleaning machinery; Knowledge of use and application of cleaning products and chemicals; Ability to follow instructions and communication skills.
DUTIES : Provision of cleaning services; Clean offices daily by: Dusting and waxing office furniture, sweeping tiled floor, vacuuming and shampooing carpeted floor, scrubbing floors, cleaning walls and glass doors, emptying and cleaning of dirty bins, removing of waste papers, freshen the office areas; Collect waste papers; Clean office windows; (Kitchen) clean basins, wash and keep stock of kitchen utensils, filling of aqua cooler; (Toilets) clean toilets daily, refill hand wash liquid, re-place toilet papers and hand towels, empty and wash waste bins; (Corridors, Passes and Elevator) sweeping of floors every morning, scrubbing and waxing of
floors and stairs, remove stains, open and close corridor windows at least once a month, clean elevator floor, clean mirror and elevator walls.

ENQUIRIES
Mrs S Peiser Tel No: (015) 293 8678

NOTE
Preference will be given to candidates from a local area adjacent to the protected area they will be based this requires proof of residence.

PROVINCIAL TREASURY
The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998.

APPLICATIONS
should be submitted to: Director: Human Resource Management, Private Bag X 9486, Polokwane, 0700 OR Hand delivered to: Ismini Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Ransburg Street, Polokwane, 0700.

CLOSING DATE
04 October 2019 at 16H00. Late applications, emails or faxed applications will not be considered

NOTE
Applications must be submitted on Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. Applications must be completed in full, accompanied by not more than three months certified copies of educational qualifications, identity documents, a Comprehensive Curriculum Vitae or Resume and a Valid Code EB vehicle driver’s License (where required) and exempting applicants with disabilities. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83 NB: You Are Kindly Requested To Complete A, B And C Of The Z83 Form In Full Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must attach certified copies of certificates of evaluation by the SAQA Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations All shortlisted candidates for Senior Management Services (SMS) posts will be subjected to 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 All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interviews for verification purposes The recommended candidates for appointments will be subjected to Personnel Suitability Check (criminal records, credit records check and security reasons) Please note that for re-advertised post, applicants who applied previously for the same post are advised to re-apply if they are still interested Late applications, emails or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to shortlisted candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Failure to comply with the above requirements will result in the disqualification of the application.
MANAGEMENT ECHELON

POST 34/192

CHIEF DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT REF NO: LPT/337

Branch Assets, Liabilities & Supply Chain Management
Re-advertisement

SALARY

R1 251 183 per annum (Level 14) (all-inclusive package which can be structured according to the individual’s needs)

CENTRE

Head Office - Polokwane

REQUIREMENTS

An undergraduate qualification (NQF level 7) as recognized by SAQA in Accounting/Legal/Supply Chain Management/Financial Management/Strategic Management or related field 5 years’ working experience at a senior management level Experience within Public Sector Supply Chain Management environment at Senior Management Level will be an added advantage Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities) Competencies: Strategic Capability and Leadership Programme and Project Management Financial Management People Management and Empowerment Honesty and Integrity Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Ability to manage and oversee project implementation processes and activities The ability to work successfully under pressure and to partner with a dynamic leadership team Problem-solving skills and innovative capabilities Knowledge and sound understanding of HR practices. People management skills Results-driven and service-oriented The ability to liaise with internal and external stakeholders and network widely Exceptional ability to apply innovative thought, vision, drive and strong leadership Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.

DUTIES

Ensure compliance on SCM Regulatory Framework Develop policy, norms and standards Monitor and provide support on implementation of SCM policy, norms and standard Establish and oversee the governance mechanisms Monitor, evaluate and report on system, supplier performance and contract management. Monitor, evaluate and report on contract management Manage transversal and term contracts for common goods and services Manage vendor selection, product selection, vendor management tender processing and management, catalogues/vendor bulletin database management, management information monitor and provide support on transversal term contracts Ensure reporting on the state of contract management in the province Ensure development of Black Economic Empowerment. Support SMME development Identify new opportunities for transversal contracts. Manage and share contract management knowledge and information. Ensure management and monitoring of supplier performance Provide SCM Client support and develop SCM Capacity Provide client support on SCM strategies and SCM information management Ensure the implementation of provincial strategies for SCM ICT operations support and advisory services Ensure the engagement with government stakeholders and external stakeholders to support the development and implementation of Provincial SCM strategies and plans for improved SCM capacity, capability and performance Manage and support the implementation and provision of the SCM advisory services framework. Develop and implement monitoring and evaluation systems for SCM operations support and advisory services Manage and perform research on SCM operations support and advisory services good practices Ensure SCM operations support and advisory services-related knowledge and information Enhance compliance with infrastructure procurement framework Provide advice on the development of policies regarding infrastructure procurement. Monitor, evaluate and report on infrastructure procurement in the provincial administration Manage the development and review risk profile infrastructure procurement Ensure the enhancement of transparency and compliance with SCM processes Manage research conduct for best practices and new alternative solutions.

ENQUIRIES

Ms Kgadima Conny at Tel No: (015) 298 7000
POST 34/193 : DIRECTOR: EMPLOYEE UTILIZATION & CAPACITY BUILDING REF NO: LPT/46
Chief Directorate Corporate Services

SALARY : R1 057 326 per annum (Level 13) (all-inclusive package which can be structured according to the individual’s needs)

CENTRE : Head Office - Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Management/Development or related field. 5 years’ working experience at a middle / senior management level. Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management Financial Management. People Management and Empowerment Honesty and Integrity Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills audit. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource Management and Development policies and prescripts.


ENQUIRIES : Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/194 : DIRECTOR: TRANSVERSAL RISK MANAGEMENT REF NO: LPT/381
Branch Financial Governance

SALARY : R1 057 326 per annum (Level 13) (all-inclusive package which can be structured according to the individual’s needs)

CENTRE : Head Office - Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Commerce/Auditing/Internal Audit/Risk Management or related field. 5 years’ working experience at a middle/senior management level. A postgraduate qualification in the mentioned fields and/or registration with a relevant professional body will be an added advantage. Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management Financial Management. People Management and Empowerment Honesty and Integrity Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving
and Analysis; Client Orientation and Customer Focus; Communication Ability to Manage and oversee project implementation processes and activities the ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities Knowledge and sound understanding of HR practices People management skills Results-driven and service-orientate The ability to liaise with internal and external stakeholders and network widely Exceptional ability to apply innovative thought, vision, drive and strong leadership Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Public Service Act and its Regulations and other relevant public sector Human Resource policies and prescripts.

**DUTIES**

Ensure the development and implementation of provincial risk management frameworks, guidelines and procedures. Regular review of provincial risk management frameworks. Development and communication of risk management guidelines and procedures. Ongoing research with regards to risk management best practices. Ensure standardization in the implementation of risk management processes across votes and public entities. Monitor the implementation of enterprise risk management within votes and public entities. Development of risk management maturity assessment tools. Site visits to allow engagement with votes and public entities. Attendance of votes and public entities risk management committees. Coordination of Provincial Risk Management Forum. Assist with risk management capacity building within votes and public entities. Ongoing skills assessments as it relates to risk management capacity within votes and public entities. Recommendation and coordination of risk management training to address skills gaps. Recommendations for the appointment to boost risk management capacity where gaps exist. Establishment and enhancement of effective functioning of risk management governance structures with votes and public entities. Ensure ongoing training for the risk management committees. Development and monitoring of a provincial risk profile. Consultation with various stakeholders such as Provincial EXCO, National Treasury, boards of public entities, audit committees and external stakeholders affected by the operations of the provincial government. Facilitate risk identification processes and risk evaluation within the Province. Facilitate identification of risk treatment options and mitigation strategies. Monitoring and reporting to the various provincial cluster committees including EXCO. Enforce compliance with regulations as it relates to risk management. Engage Accounting Officers and Accounting Authorities to improve buy in. Ongoing consultations to enhance relationships in order to improve compliance. Issuing of recommendations to address identified gaps. Escalation of non-compliance to relevant structures.

**ENQUIRIES**

Ms Kgadima Conny at Tel No: (015) 298 7000

**POST 34/195**

**DIRECTOR: MUNICIPAL FINANCE & GOVERNANCE**

**REF NO: LPT/272**

Chief Directorate Municipal Finance & Governance

**SALARY**

R1 057 326 per annum (Level 13) (all-inclusive package which can be structured according to the individual’s needs)

**CENTRE**

Head Office - Polokwane

**REQUIREMENTS**

An undergraduate qualification (NQF level 7) as recognized by SAQA in Financial Management or related field 5 years’ working experience at a middle/senior management level. Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Ability to Manage and oversee project implementation processes and activities the ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.
DUTIES: Provide strategic expertise in Municipal Supply Chain Management at a provincial level (municipalities) and implementation of all Municipal Finance Management Act (MFMA) related functions at the allocated district. Monitor and review municipalities' compliance with Municipal Supply Chain Management Regulatory Framework and the roll out of SCM reforms. Provide guidance on the alignment of SCM process to the budget processes. Design assessment tools for monitoring SCM Advice municipalities on the interpretation of SCM legislative prescripts, regulations and related circulars. Monitor that the budget time-table is prepared and tabled within the regulated time frame. Assist municipalities in preparation of budgets in the regulated formats. Monitor and support municipalities on municipal budget planning and implementation. Risk Management, Internal Audit, Revenue and debt management, SCOA, Accounting related functions, Municipal Internship Programme and general compliance with MFMA, its related regulations and circulars. Manage human resources, financial resources and administrative activities relating to the allocated district.

ENQUIRIES: Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/196: DIRECTOR: SYSTEMS ADMINISTRATION REF NO: LPT/444
Chief Directorate System Administration

SALARY: R1 057 326 per annum (Level 13) (all-inclusive package which can be structured according to the individual's needs)

CENTRE: Head Office - Polokwane

REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in Accounting / Financial Management / Financial Information Systems or related field. 5 years' working experience in Financial Information Systems at a middle/senior management level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Extensive knowledge of government systems such as BAS, PERSAL & LOGIS will be an added advantage. Membership of relevant professional body will also be an additional advantage. Competencies: Strategic Capability and Leadership Programme and Project Management. Financial Management People Management and Empowerment. Honesty and Integrity. Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. People management skills. Results-driven and service-oriented. The ability to liaise with internal and external stakeholders and network. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations.

DUTIES: Manage the provision of End-User support on financial systems. Define level of service to users in a documented service standard (information requirements, application uptime and response time). Ensure that all incidents reported by users are analysed and allocated to relevant resources for resolution. Ensure that second level operations support is provided to all users according to the service standards. Manage the escalation to National Treasury and Service Providers to minimise delays and cost escalations. Manage adherence to access management processes. Develop and guide the implementation of access management policies. Monitor the implementation of practices to control access to information. Ensure systems availability to support service delivery. Ensuring effective maintenance, support and security of systems and resources including networks, storage for the systems hosted in the province. Ensure that back-ups and disaster recovery function is in place, tested and are fully functional at all times. Manage the service level agreements with the service providers to ensure that the systems are available as per agreed standards. Manage the utilisation of applications and data. Develop and guide the implementation of financial systems policies. Monitor the implementation of system utilisation policies. Continuous audits and analysis of systems data to check the inappropriate utilisation of systems and identify breaches of policy by departments. Coordinate user and system controller for share systems information with the departments. Responsible for hands-on training on new functionality of
systems Develop and implement checklists to monitor adherence to agreed system utilization standards and processes. Manage the analysis and production of management information Determine the current data and information needs of users, management, operations and regulatory reporting requirements Ensuring the production and timely distribution of various required information analysis and reports to improve financial management and decision making Develop and manage service level protocols with clients.

DUTIES

Ensure that contractors perform in accord with contracted service providers with regard to compliance with tender terms and conditions监督 contractors to ensure that price and payments terms are adhered to by end user departments towards ensuring Contractors are meeting their obligations in terms of transversal contracts and term contracts Manage need analysis of common commodities from provincial departments and management information management and decision making.

REQUIREMENTS

An undergraduate qualification (NQF level 7) as recognized by SAQA in Financial Management or related field. 5 years’ working experience at a middle/senior management level Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities) Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, People Management and Empowerment, Honesty and Integrity, Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Ability to Manage and oversee project implementation processes and activities The ability to work successfully under pressure and to partner with a dynamic leadership team. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.

ENQUIRIES

Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/197

DIRECTOR TRANSVERSAL CONTRACTS MANAGEMENT REF NO: LPT/352

Chief Directorate Provincial Supply Chain Management

SALARY

R1 057 326 per annum (Level 13) (all-inclusive package which can be structured according to the individual’s needs)

CENTRE

Head Office - Polokwane

REQUIREMENTS

Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities) Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.

DUTIES

Manage the arrangement of transversal term contracts Manage transversal and term contracts for common goods and services Manage transversal and term contracts for critical material and resources Manage vendor selection, product selection, vendor management, tender processing and management thereof. Manage need analysis of common commodities from provincial departments and public entities Manage commodity and industry market analysis Manage the development of terms of reference/specification for transversal contracts. Manage the appointment of transversal bid specification, evaluation and adjudication committee members Manage the development of business case for transversal commodities Ensure the provision of secretariat services to transversal bid committee Manage the development and signing of contracts and services level agreements. Development and monitoring process strategies to ensure that desired objectives are achieved. Manage the development and monitoring process strategies to ensure that desired objectives are achieved. Render advice on transversal contracts to internal and external clients. Develop risk management strategy for transversal contracts. Monitor and support implementation of the Contract Management Framework Monitor and support implementation of the Contract Management Procedures Provide input on the review of SCM policy with regards to contract management Manage supplier performance for transversal term contracts. Rolling out of all awarded transversal contracts Development and maintenance of contract register for transversal contracts Development of monitoring tools for supplier performance on transversal contracts Development of monitoring tools for compliance with transversal contracts by departments and public entities. Monitor compliance by departments and public entities on transversal contract with SCM processes. Development of feedback mechanisms to contracted service providers with regard to compliance with transversal contracts. Ensure that contractors perform in accordance with the industry standards. Ensure that Contractors are meeting their obligations as stipulated in the contract. Ensure that price and payments terms are adhered to by end user departments towards the service providers.
ENQUIRIES:
Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/198:

DIRECTOR: PROVINCIAL INFRASTRUCTURE PERFORMANCE & PUBLIC
PRIVATE PARTNERSHIP REF NO: LPT/258
Chief Directorate: Infrastructure Management & Public Private Partnership

SALARY:
R1 057 326 per annum (Level 13) (all-inclusive package which can be structured
according to the individual’s needs)

CENTRE:
Head Office – Polokwane

REQUIREMENTS:
An undergraduate qualification (NQF level 7) as recognized by SAQA in Financial
Management/Public Finance/Built Environment or related field. 5 years’ working
experience at a middle/senior management level. Valid vehicle (Code EB) driver’s
license (with exception of persons with disabilities) Competencies: Strategic
Capability and Leadership Programme and Project Management Financial
Management People Management and Empowerment Honesty and Integrity,
Change Management; Computer Literacy; Knowledge Management, Service
Delivery Innovation; Problem Solving and Analysis; Client Orientation and
Customer Focus; Communication Ability to Manage and oversee project
implementation processes and activities The ability to work successfully under
pressure and to partner with a dynamic leadership team Problem-solving skills and
innovative capabilities Knowledge and sound understanding of HR practices.
People management skills Results-driven and service-orientated The ability to
liaise with internal and external stakeholders and network widely Exceptional ability
to apply innovative thought, vision, drive and strong leadership Knowledge of the
Public Finance Management Act (PFMA), Public Service Act and Regulations and
other relevant government Human Resource policies and prescripts.

DUTIES:
Manage infrastructure funding frameworks, long term planning and expenditure in
the province. Ensure the conducting of studies /research and benchmarking of
service delivery with other institutions within the public and private sector. Ensure
the conducting of preliminary evaluations of the model to identify the most suitable
model for the Limpopo Provincial Government Ensure development of financial and
economic appraisal models. Look at Interest Power Parity (IPPs), Nett Present
Value (NPVs) and Cost Benefit Analysis (CBAs) as different assessment models.
Monitor provincial infrastructure plans, budget and provide experts inputs to
provincial departments and public entities. Ensure the assistance of departments
in developing shareholder compacts for all public entities Ensure the conducting of
research on the performance of the public entities and identification of areas of
bottleneck or improvement Recommend best management practices for the public
entities Ensure the development appropriate restructuring model of non-core
functions for implementation Ensure the development, implementation and
monitoring of plan for proposed restructuring models. Develop and manage project
plans. Ensure the provision of administrative support for the execution of the plans
in the restructuring projects Ensure the development of terms of reference for the
appointment of transactional advisor Manage all relevant stakeholders including
transactional advisors ensure that all necessary resources required for the
implementation of the restructuring projects are mobilized and made available
Ensure that appropriate mandates and approvals are obtained during inception
stage and as well as during execution Communicate effectively with all relevant
stakeholders Manage the optimal utilization and maintenance of infrastructure by
provincial and municipal custodians Ensure the identification and analysis of
projects that have a potential for restructuring in order to improve service delivery.
Ensure analysis of various restructuring models in terms of its financial, legal and
social impacts and advice accordingly. Ensure the collating and analysis of raw
data for pre-feasibility studies Ensure analysis of risk matrix of restructuring models
Manage the use of alternative service delivery funding options for infrastructure for
provincial departments Advise accounting officers on various options for service
delivery improvement Identify and advise accounting officers on projects that need
to be restructured Advise project steering committee of the restructuring process to
ensure compliance with the PFMA and other public sector regulations. Monitor
technical assistance, advice and support on Provincial Infrastructure Performance
projects. Ensure the provision of assistance with project inception register Ensure
the assessment of capacity at institutions Ensure the identification and

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development of PPP’s projects Ensure the development of procurement documents of Request for Qualification (RFQ’s), Request for proposal (RFP’s) and Public Private & Partnership (PPP’s) agreements Assess value for money criterion. Manage all stakeholders including Transaction Advisor (TA’s). Negotiate Public Private & Partnership (PPP’s) agreements Ensure assistance with line Departments and Municipalities regarding implementation of contract management.

ENQUIRIES : Ms Kgadima Conny at Tel No: (015) 298 7000

OTHER POSTS

POST 34/199 : DEPUTY DIRECTOR: MUNICIPAL FINANCE GOVERNANCE: (REVENUE & DEBT MANAGEMENT) REF NO: LPT/302-306 (X5 POSTS)

Directorate Municipal Finance & Governance

ENQUIRIES : Ms Kgadima Conny at Tel No: (015) 298 7000
POST 34/200: DEPUTY DIRECTOR: MUNICIPAL FINANCE GOVERNANCE (FINANCIAL PLANNING & BUDGET) REF NO: LPT/282/283/289/290/291/295/296 (X7 POSTS)

Directorate Municipal Finance & Governance

SALARY: R733 257 per annum (Level 11) (all-inclusive package which can be structured according to the individual’s needs)

CENTRE: Head Office - Polokwane

REQUIREMENTS: An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Financial Management/Accounting/Economics/Auditing or related field. A postgraduate degree or registration with a professional body will be an added advantage. 3 – 5 relevant years’ experience of which three years must be at Junior Management level within Financial Management/Accounting. Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities).

Competencies: Strategic Capability and Leadership Programme and Project Management Financial Management People Management and Empowerment. Honesty and Integrity Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource Policies and Prescripts.

DUTIES: Manage municipal budget planning and implementation. Monitor the budget time table within the regulated time frames. Analyze tabled budgets and review final budgets, provide feedback and support to municipalities. Participate in tabled budget and midyear engagement sessions. Analyze mid-year reports, perform project site visits, give inputs to the adjustment budget, provide feedback and support to municipalities and municipal entities. Analyze the adjustment budget, provide feedback and support to municipalities and municipal entities. Analyse, provide feedback and support municipalities and municipal entities. Perform budget verification and s71 reports verification. Obtain and perform roll-over assessments and conduct consultative sessions. Monitor and support municipalities and municipal entities in the implementation of Municipal Standard Chart of Accounts (MSCOA). Provide feedback on MFM status to National Treasury and other stakeholders.

ENQUIRIES: Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/201: DEPUTY DIRECTOR: MUNICIPAL FINANCE GOVERNANCE: (ACCOUNTING AND REPORTING) REF NO: LPT/274-276 (X3 POSTS)

Directorate Municipal Finance & Governance

SALARY: R733 257 per annum (Level 11) (all-inclusive package which can be structured according to the individual’s needs)

CENTRE: Head Office - Polokwane

REQUIREMENTS: An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Financial Management/Accounting/Economics/Auditing or related field. A postgraduate degree or registration with a professional body will be an added advantage. 3 – 5 relevant years’ experience of which three years must be at Junior Management level within Financial Management/Accounting. Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities).

Competencies: Strategic Capability and Leadership Programme and Project Management Financial Management People Management and Empowerment. Honesty and Integrity Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource Policies and Prescripts.

DUTIES: Manage municipal budget planning and implementation. Monitor the budget time table within the regulated time frames. Analyze tabled budgets and review final budgets, provide feedback and support to municipalities. Participate in tabled budget and midyear engagement sessions. Analyze mid-year reports, perform project site visits, give inputs to the adjustment budget, provide feedback and support to municipalities and municipal entities. Analyze the adjustment budget, provide feedback and support to municipalities and municipal entities. Analyse, provide feedback and support municipalities and municipal entities. Perform budget verification and s71 reports verification. Obtain and perform roll-over assessments and conduct consultative sessions. Monitor and support municipalities and municipal entities in the implementation of Municipal Standard Chart of Accounts (MSCOA). Provide feedback on MFM status to National Treasury and other stakeholders.

ENQUIRIES: Ms Kgadima Conny at Tel No: (015) 298 7000

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project implementation processes and activities The ability to work successfully under pressure and to partner with a dynamic leadership team Risk Management Policies and practices Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices People management skills. Results-driven and service-orientated The ability to liaise with internal and external stakeholders and network widely Exceptional ability to apply innovative thought, vision, drive and strong leadership Knowledge of the Municipal Finance Management ACT (MFMA), the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource Policies and Prescripts.

DUTIES: Conduct monthly cash flow assessment and provide feedback to municipalities and municipal entities. Monitor and support municipalities in the development and implementation of financial recovery plans Support municipalities and municipal entities in the implementation of Municipal Standard Chart of Accounts (MSCOA) project Manage municipal accounting, reporting assets and liability management Monitor S41 reports, follow up and facilitate payments of outstanding balances Analyse plan of action for the preparation of the Annual Financial Statement (AFS). Monitoring and review of the In-year accounting related reports Participate in the audit steering committee meetings and Audit committee meetings for review of Annual Financial Statement (AFS) Analyse in year reports, give feedback and support to municipalities and entities. Support municipalities and municipal entities in the implementation of Municipal Standard Chart of Accounts (MSCOA) project Monitor and support on the submission of the consolidated AFS Provide support to municipalities by assisting in the development Audit Action Plan Monitor implementation of the Audit Action plans Participate in tabled budget and mid-year engagement sessions. Provide accounting related inputs into the budget process. Participate in IGR structures. Participate in tabled budget and midyear engagement sessions. Provide feedback on MFM status to National Treasury and other stakeholders.

ENQUIRIES: Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/202: DEPUTY DIRECTOR: PROVINCIAL INFRASTRUCTURE PERFORMANCE & PUBLIC PRIVATE PARTNERSHIP REF NO: LPT/261

Salary: R733 257 per annum (Level 11) (all-inclusive package which can be structured according to the individual’s needs)

CENTRE: Head Office - Polokwane

REQUIREMENTS: An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Built Environment /Financial Management or related field. A postgraduate degree will be an added advantage. 3 – 5 relevant years’ experience of which three years must be at Junior Management level in Built Environment or Financial Management Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities) Competencies: Strategic Capability and Leadership. Programme and Project Management Financial Management People Management and Empowerment Honesty and Integrity Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Ability to Manage and oversee project implementation processes and activities The ability to work successfully under pressure and to partner with a dynamic leadership team Risk Management Policies and practices. Problem-solving skills and innovative capabilities Knowledge and sound understanding of HR practices People management skills Results-driven and service-orientated The ability to liaise with internal and external stakeholders and network widely Exceptional ability to apply innovative thought, vision, drive and strong leadership Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.

DUTIES: To manage the performance of infrastructure delivery by Sector Departments. Provide assistance to infrastructure funding frameworks, long term planning and expenditure in sector departments Develop the infrastructure budget against work in progress, commitments and cost norms if applicable Develop the pre-feasibility studies. Develop the business plans for Sector Departments Infrastructure Grants

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Develop the financial roll in line with sector specific criteria. Facilitate the review of minimum of 5% of all infrastructure projects where spending exceeded 20% of the contract value and express an opinion on whether the spending was justified. Assess the pre-feasibility studies. Assess provincial infrastructure plans, budgets and provide expert inputs to provincial departments. Assess the integrated development plans and sector plans. Develop the infrastructure procurement strategies/plans prepared by Sector Department. Analyse the infrastructure procurement delivery management arrangement including capacity of implementing agents, contracts and professional service providers to implement their own projects and make recommendations. Consolidate the progress of project/programme of infrastructure Plans, SDBIPs and related information sources. Provide support to enforce the optimal utilization and maintenance of infrastructure by Sector Departments. Develop the maintenance plans and budgets for immovable assets by Sector Departments. Assess that the immovable assets transferred to Sector Departments are budgeted for and operated effectively and efficiently. Provide promotion of alternative service delivery funding options for infrastructure for Sector Department. Conduct studies/research and benchmark of service delivery with others institutions within the public and private sector. Conduct preliminary evaluations on models to identify the most suitable model for Limpopo Provincial Government. Provide support on PPP projects. Provide assistance with project inception register. Assess capacity at institutions. Identify and develop PPP's projects. Develop the procurement documents of RFQ's, RFP's and PPP's agreements. Provide assistance in line with Departments and municipalities regarding implementation of contract management.

**ENQUIRIES**
Ms Kgadima Conny at Tel No: (015) 298 7000

**POST 34/203**
DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE & PUBLIC PRIVATE PARTNERSHIP REF NO: LPT/265
Directorate Infrastructure Management & Public Private Partnership

**SALARY**
R733 257 per annum (Level 11) (all-inclusive package which can be structured according to the individual's needs)

**CENTRE**
Head Office - Polokwane

**REQUIREMENTS**
An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Financial Management / Accounting / Built Environment or related field. A postgraduate degree will be an added advantage. 3 – 5 relevant years' experience of which three years must be at Junior Management level within Financial Management/Accounting/Built Environment. Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership Programme and Project Management. Financial Management People Management and Empowerment Honesty and Integrity Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.

**DUTIES**
To manage the performance of infrastructure delivery by Municipalities. Manage the contribution of infrastructure funding frameworks. Long term planning and expenditure in the Province. Assess the infrastructure budget against work in progress, commitments and cost norms if applicable. Assess the pre-feasibility studies, assess the business plans for Municipal Infrastructure Grants in collaboration with National Treasury and relevant National Sector Departments. Assess the infrastructure budgets in line with sector specific criteria. Manage the review of a minimum of 5% of all infrastructure projects where spending exceeded.
20% of the contract value and express on option on whether the spending was justified Manage the municipal infrastructure plans, budgets and provide expert inputs to municipalities and public entities Assess the integrated development and sector plans. Assess the infrastructure procurement strategies / plans prepared by Municipalities and Municipal Public Entities Assess the infrastructure procurement delivery management arrangement including capacity of implementing agents, contracts, professional service providers and municipalities to implement their own projects and make recommendation Provide progress with projects/programmes against updated Consolidated Infrastructure Plans, SDBIPs and related information sources Manage optimal utilization and maintenance of Infrastructure by provincial and municipal custodians Facilitate the development of maintenance plans and budgets for immovable assets by Municipalities in collaboration with Provincial Local Government Departments Manage the assessments to ascertain that immovable assets transferred to Municipalities are budgeted for and operated effectively and efficiently Manage the alternative service delivery funding options for infrastructure for municipalities Conduct studies/research and benchmark of service delivery with others institutions within the public and private sector Conduct preliminary evaluations on models to identify the most suitable model for Limpopo Provincial Government. Provide technical assistance, advice and support on PPP projects Provide assistance with project inception register Assess capacity at institutions Identify and develop PPP’s projects Develop the procurement documents of RFQ’s, RFP’s and PPP’s agreements Provide assistance in line with Departments and municipalities regarding implementation of contract management.

ENQUIRIES : Ms Kgadima Conny at Tel No: (011) 298 7000

POST 34/204 : DEPUTY DIRECTOR: FISCAL POLICY ANALYSIS (REVENUE) REF NO: LPT/231

Salary : R733 257 per annum (Level 11) (All-inclusive package which can be structured according to the individual’s needs)

CENTRE : Head Office - Polokwane

REQUIREMENTS : A postgraduate degree will be an added advantage 3 – 5 relevant years’ experience of which three years must be at Junior Management level in Revenue Management Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities). Competencies: Knowledge of the Medium-term Expenditure Framework as well as legislation governing budgets within the Public Sector, such as the PFMA and Treasury Regulations Sound knowledge of provincial treasury functions and an understanding of fiscal framework and government priorities. Proficiency in the in-year monitoring and quarterly reportin Computer literacy, research and presentation skills Analytical skills Deadline-driven Reliable and dependable. Strategic Capability and Leadership Programme and Project Management. People Management and Empowerment Honesty and Integrity Ability to manage and oversee project implementation processes and activities the ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities Results-driven and service-orientated the ability to liaise with internal, external stakeholders and network widely.

DUTIES : Benchmarking on revenue enhancement best practices Contribute to the development and review of revenue enhancement strategies Ensure development of revenue enhancement strategies by departments and entities in alignment of the Provincial Strategy Contribute to discussions regarding an equitable division of revenue on revenue enhancement allocation Coordinate revenue enhancement bilateral meetings to unearth own revenue collection potential Facilitate the identification of new sources of revenue and revenue enhancement projects. Promote and enforce transparent and effective revenue management Ensure the development and implementation of revenue management policies, procedures and processes (internal control systems) by provincial government in alignment of the provincial policy Analyze and report on revenue collection performance

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Monitoring (IYM) Conduct site visits on various revenue collecting institutions. Provide inputs to the development of treasury circulars, guidelines and instruction notes on revenue matters. Analyze refunds out of provincial revenue in line with relevant prescripts. Provide support on recovery of revenue debts and produce reports. Coordinate the determination of own revenue budget estimates. Interacts with other Directorates that impact on revenue generation and budget planning. Provide revenue budget analysis reports for Medium Term Expenditure Committee (MTEC) hearings; bilateral meetings and benchmark exercises. Coordinate inputs to the determination of tariff guidelines and revenue forecasting capacity. Assess and recommend on revenue tariffs proposals from the departments. Maintain tariff database/register and ensure implementation of such tariffs. Coordinate training on revenue matters. Provide advice on the identified risks relating to revenue collection/generation and ensure corrective measures are implemented. Participate in the development of Directorate’s financial and administration frameworks. Provide inputs on the development of directorate operational plans activities and implementation thereof.

ENQUIRIES : Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/205 : DEPUTY DIRECTOR: FINANCIAL MANAGEMENT CAPACITY BUILDING REF NO: LPT/426

Salary : R733 257 per annum (Level 11) (all-inclusive package which can be structured according to the individual’s needs)

CENTRE : Head Office - Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA Qualifications in Financial Management/Information System/Public Finance/Training Management/Public Administration or related field. A postgraduate degree will be an added advantage. 3 – 5 relevant years’ experience of which three years must be at Junior Management level in Financial and Development Environment/Public Finance. Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities). Competencies: Knowledge of the Medium-term Expenditure Framework as well as legislation governing budgets within the Public Sector, such as the PFMA and Treasury Regulations. Sound knowledge of Provincial Treasury functions and an understanding of fiscal framework and government priorities. Proficiency in the in-year monitoring and quarterly reporting. Computer literacy, research and presentation skills. Analytical skills. Deadline driven. Reliable and dependable. Strategic Capability and Leadership Programme and Project Management. People Management and Empowerment. Honesty and Integrity. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. People management skills. Results-driven and service-orientated. The ability to liaise with internal, external stakeholders and network widely.

of subordinates Monitor individual performance of each official Promote Team Work Coordinate Information Sharing Sessions Problem solving.

ENQUIRIES : Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/206 : DEPUTY DIRECTOR: GOVERNANCE, MONITORING & COMPLIANCE (AUDIT COMMITTEE AND OTHER GOVERNANCE STRUCTURES) REF NO: LPT/395
Directorate: Governance, Monitoring & Compliance

SALARY : R733 257 per annum (Level 11) (all-inclusive package which can be structured according to the individual’s needs)

CENTRE : Head Office - Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Commerce/Internal Auditing / Public Administration or related field. A postgraduate degree will be an added advantage 3 – 5 relevant years’ experience of which three years must be at Junior Management level within Governance and Compliance Monitoring, Auditing, Coordination of Governance Structures such as Audit Committees and SCOPA Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities) Competencies: Networking and building bonds Customer service orientation Decision making Organizational communication effectiveness Self-management Strategic Capability and Leadership Programme and Project Management Financial management. People Management and Empowerment Honesty and Integrity Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Ability to Manage and oversee project implementation processes and activities The ability to work successfully under pressure and to partner with a dynamic leadership team Risk Management Policies and practices Problem-solving skills and innovative capabilities Knowledge and sound understanding of HR practices People management skills Results-driven and service-oriented the ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource.

DUTIES : Ensure that Audit Committee is used effectively and efficiently as a tool to improve Governance and Performance in Limpopo Provincial Government Facilitate amendment of the Audit Committee Charter for approval and implementation. Develop related party transactions for all 12 Departments on a quarterly basis and circulate annual transaction database to the Auditor General Coordinate, arrange and attend Audit Committee Cluster and Central Audit Committee Meetings. Review all the Minutes and ensure distribution to Members and relevant Stakeholders within turnaround time Ensure that the Provincial Technical Committee on Finance / Chief Financial Officer’s Forum Meetings are taking place. Conduct Benchmarking Exercises to improve operational Efficiencies within CFO Forums, PTCF, and Audit Committees.

ENQUIRIES : Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/207 : DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: LPT/55
Directorate: Employee Utilization and Capacity Building

SALARY : R733 257 per annum (Level 11) (all-inclusive package which can be structured according to the individual’s needs)

CENTRE : Head Office – Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Human Resource Management/Personnel Management or related field A postgraduate degree will be an added advantage 3 – 5 relevant years’ experience of which three years must be at Junior Management level in Performance Management Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities) PERSAL Training (Attach the PERSAL Training Certificate/Results) Competencies: Strategic capability and Leadership. Programme and Project Management Financial Management Change Management Knowledge Management Service Delivery Innovation Problem-solving and Analysis People Management and Empowerment Planning and
**DUTIES:**

Develop, manage and monitor the implementation of Performance Management and Development System. Advice line managers and staff on the implementation of departmental recognition and reward framework. Coordinate moderation process and provide technical support. Monitor quality assurance. Ensure service delivery by measuring performance. Facilitate the HOD’s PMDS/Contracting review. Facilitate a joint departmental moderation committee and the branch moderation committee. Ensure synergy and co-ordination of the PMDS with other HR programs, e.g. HRD. Develop systems and processes for the attainment of a performance management culture in the Department Design, develop and facilitate capacity building program on performance management within the Department. Manage and monitor the Senior Management Services performance agreements. Continuously ensure service delivery by measuring performance. Manage and ensure the implementation of the PMDS Policies applicable in the public service for all categories of employees. Manage and ensure compilation of seniority list and long term service awards. Ensure linkages of the PMS with the strategic objectives of the department. Manage payment of performance bonuses and pay progression. Facilitate implementation of performance management systems. Coordinate moderation process and provide technical support. Ensure compliance to Provincial PMDS Policy. Advice management and staff on policy matters with specific reference to PMDS. None compliance. Advice both line managers and staff on the developments of performance agreements and performance instruments to ensure that these are in line with the departmental strategic goals and the unit operational plans. Organize awareness and facilitate capacity building program on performance management. Submit PMS improvement plan in order to ensure effectiveness and efficiency of the system. Facilitate grievances related to PMDS. Monitor and evaluate the effectiveness of the system and provide regular reports. Submit proposals where changes are necessary and to ensure the effectiveness and efficiency of the system. Conduct research, audits and analysis of the system. Develop performance improvement programs. Advise management and the department on performance management practices, procedures, guidelines and policies. Conduct research and impact analysis pertaining to performance management practices, procedures, processes and policies in the Department. Monitor PMDS practices, policies and procedures and ensure compliance with legislation. Make recommendations on areas affecting service delivery with an aim of improvement. Manage Resources (Physical and Human). Development of operational and business plan. Compile Job Descriptions for the subordinates. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Assess subordinate on quarterly basis. Control leave register. Maintain and update the inventory list. Ensure proper utilization of equipment.

**ENQUIRIES:**

Ms Kgadima Conny at Tel No: (015) 298 7000

**POST 34/208:**

**ASSISTANT DIRECTOR: REVENUE, DEBT & BANK RECONCILIATION (SYSCON) REF NO: LPT/179**

Directorate: Financial Accounting

**SALARY:**

R376 596 per annum (Level 09)

**CENTRE:**

Head Office – Polokwane

**REQUIREMENTS:**

An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/Financial Accounting or related field. 3 - 5 year’s relevant working experience of which three years must be at supervisory level in Financial Accounting/Financial Systems. BAS and LOGIS System controller’s course certificates are essential. Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities). Competencies: Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Economic Reporting Framework, Standard Chart of Accounts, Government Accounting Standards (GRAP), Departmental policies and procedures, Planning and Organizing. Client service orientation. Organizational communication effectiveness. Self-management. Team leadership. Change management.
DUTIES: Systems effectively maintained, including, transaction processing rules, item processing rules, item function rules, parameters and linking printers to users, and the facilitation of 3rd party interfaces. Identify, implement and maintain workflow groups and workflows. Create and maintain user accounts. Monitor and facilitate the clearing of interface exceptions, control and suspense accounts. Provide system, technical, functional and other support to users, investigating issues experienced and consult national treasury or provincial help desk where required. Support the system provider in user acceptance testing. Identify and provide both informal and formal training of users. Provide support in the compilation and maintenance of departmental procedure manuals. Report on system controller activity. Ensure monthly, year-end closure and clearing of suspense accounts. Monitoring user activities daily. Prepare financial reports assist with all bookkeeping functions.

ENQUIRIES: Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/209: ASSISTANT DIRECTOR: PUBLIC FINANCE & DATA MANAGEMENT (ALL VOTES) REF NO: LPT/255
Directorate: Public Finance and Data

SALARY: R376 596 per annum (Level 09)
CENTRE: Head Office - Polokwane
REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA Qualification in Accounting/Statistical analysis/Economics or related field. 3 - 5 year's relevant working experience of which three years must be at supervisory level in government financial modelling, financial data manipulation, models development, financial management and reporting. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Competencies: Microsoft Office Suite (MS Office Package), Spreadsheet Modelling and Forecasting techniques Planning and Organizing, Data mining techniques including the ability to perform relational data mining between various data sources such as SQL, PERSAL, BAS, SAP and Vulindlela Networking and building bonds. Financial management. Information Technology Systems and support, Conversant with PFMA, Treasury Regulations, Division of Revenue Act and Budget processes. Report evaluation and writing skills Programme and Project Management. Financial Management. Change Management. Technical Proficiency. Service Delivery. Innovation. Problem-solving and Analysis. Client Orientation and Customer Focus. Communication. Honesty and Integrity.

DUTIES: Prepare analysis tools to analyse budget inputs and update analysis tools with recent data. Prepare analysis tools and tables for monthly reporting. Development and maintenance of financial and reporting models. Formatting documents (tables)/presentations including inserting tables/charts for budget analysts. Ensure credibility of budgets and revenue and expenditure are a true reflection of information recorded on BAS and related systems. Ensure that inputs are provided promptly for consolidation of IYM and other reports. Preparation of tools used during annual MTEC discussions, benchmark and bilateral meetings engagements. Provide technical support in drafting of annual provincial budget guidelines in line with provincial budget reforms and formats. Provide data with regard to the provincial adjusted estimates process, preliminary to final provincial MTEF estimates. Consolidation of budget inputs of departments for contribution to the tabling of provincial estimates of Provincial Revenue and Expenditure and Appropriation Act. Provide financial management support to the departments in respect of planning, budgeting, reporting application of relevant legislations, policies and other financial processes. Maintain and ensure proper management of financial records. Participate in the development of Directorate's financial and administration frameworks.

ENQUIRIES: Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/210: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT CLIENT SUPPORT REF NO: LPT/377
Directorate: Supply Chain Management Client Support

SALARY: R376 596 per annum (Level 09)
**CENTRE** : Waterberg District  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Supply Chain Management/Financial Management or related field. 3 - 5 year’s relevant working experience of which three years must be at supervisory level in Supply Chain Management/Financial Management or related field. Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities). Competencies: Microsoft Office Suite (MS Office Package), Spreadsheet Modelling and Forecasting techniques, Networking and building bonds, Supply Chain Management and practices. Information Technology Systems and support. Programme and Project Management, Financial Management, Change Management, Networking and building bonds, Technical Proficiency, Service Delivery, Innovation, Problem-solving and Analysis, Planning and Organizing, Client Orientation and Customer Focus. Communication, Honesty and Integrity.

**DUTIES** : To provide SCM client support to government stakeholders and external stakeholders. Provide SCM capacity building for suppliers. Conduct workshops and awareness roadshows with suppliers and communities on public sector SCM policies and procedures. Conduct workshops on awareness roadshows with suppliers on existing SCM ICT platforms. Provide stakeholder support. Support to government stakeholders and external stakeholders to support the development and implementation of provincial SCM strategies and plans for improved SCM capacity, capability and performance. Provide support on the implementation of SCM knowledge and information strategy. Provide support on supplier registration into the government supplier database and updates of supplier information into the central supplier database. Provide support to suppliers on the usage of existing government SCM ICT platforms. Develop SCM operation support and advisory service related knowledge and information. Manage subordinate. Monitor sick/annual leave. Monitor performance. Develop job description for subordinates.

**ENQUIRIES** : Ms Kgadima Conny at Tel No: (015) 298 7000

**POST 34/211** : ASSISTANT DIRECTOR: PROVINCIAL ASSETS MANAGEMENT REF NO: LPT/327  
Directorate Provincial Assets Management

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Head Office - Polokwane  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/Accounting/Commerce or related field. 3 - 5 year’s relevant working experience of which three years must be at supervisory level in Asset and Inventory Management. Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities). COMPETENCIES: Microsoft Office Suite (MS Office Package), Spreadsheet Modelling and Forecasting techniques, Networking and building bonds, Supply Chain Management and practices. Financial Accounting, Risk Management policies and practices. Information Technology Systems and support. Programme and Project Management, Financial Management, Change Management, Networking and building bonds, Technical Proficiency, Service Delivery, Innovation, Problem-solving and Analysis, Planning and Organizing, Client Orientation and Customer Focus. Communication, Honesty and Integrity.

**DUTIES** : Provide support on Provincial Assets Management Policies and guidelines. Development and review of Policies, guidelines, practice notes and facilitate training on policies. Provide support on Inventory Management. Facilitate inventory registers, stock-taking, techniques (ROL, EOQ, and Valuation), warehousing. Compile financial reports on assets. Provide support on the maintenance of Asset Registers. Provide support to departments and entities on Asset Verifications, Safeguarding of assets, Assets Disposals, Asset Transfers, Assets Valuations and compile reports on assets. Facilitate transparent and economic practices to deal with asset disposal in the provincial administration. Facilitate the capacitation of asset and inventory management section in the departments and entities. Identify Asset and Inventory Management capacity gaps and coordinate strategies to address the capacity gaps.
ENQUIRIES: Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/212: ASSISTANT DIRECTOR: BANKING SERVICES REF NO: LPT/334
Directorate: Banking, Cash and Liabilities Management

SALARY: R376 596 per annum (Level 09)
CENTRE: Head Office – Polokwane
REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Banking / Financial Management or related field 3 - 5 year’s relevant working experience of which three years must be at supervisory level in supervisory level in Banking or Cash Management Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities). Competencies: Knowledge of Government Financial Systems (PERSAL, BAS, LOGIS or any other government procurement system) Knowledge of PFMA, DoRA, Treasury Regulations, Borrowing Powers Act and other relevant government regulations and policies. Advanced computer skills (Microsoft Word, Excel & PowerPoint) coupled with good presentation skills and interpersonal relations. Ability to enforce compliance to ensure sound administration and management.

DUTIES: Maintenance of signing profiles in the PMG accounts of all 12 departments. Maintenance of banking online system-user profiles Maintenance of ACB limits for payments (BAS and PERSAL) Reconciliation of provincial bank charges. Reconciliation of interests received against the contracted rates. Handling of banking queries and providing technical support Preparing inventory plans for face value documents used by all provincial departments Ordering and issuing of face value document to departments. Storage and retrieval of used face value documents Disposal of obsolete face value documents.

ENQUIRIES: Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/213: ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT CAPACITY REF NO: LPT/427 - 428 (X2 POSTS)
Directorate: Financial Management Capacity Building

SALARY: R376 596 per annum (Level 09)
CENTRE: Head Office - Polokwane
REQUIREMENTS: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/Public Finance/Training Management/Public Administration or related field 3 - 5 year’s relevant working experience of which three years must be at supervisory level in Financial Management, Training, Development and Public Finance Environment Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities). Competencies: Microsoft Office Suite (MS Office Package) Spreadsheet Modelling and Forecasting techniques. Networking and building bonds Supply Chain Management and practices Financial Accounting. Risk Management policies and practices Information Technology Systems and support Programme and Project Management Financial Management Change Management Networking and building bonds Technical Proficiency Service Delivery Innovation Problem-solving and Analysis Planning and Organizing Client Orientation and Customer Focus. Communication Honesty and Integrity.

DUTIES: Provide short financial management training interventions to provincial departments and public entities. Identification of relevant short and long-term financial management capacity building training programmes Facilitate request for nominations from provincial departments and public entities Screen nomination forms and scheduling of nominated officials Prepare and submit financial management course specificaiton to Supply Chain Management Monitor regular attendance of contact sessions by nominated officials Screen new intakes nominations from provincial departments Facilitate internal and external logistical arrangements on financial management
capacity building assessment Assist in the development of Terms of References for impact evaluation Attend quarterly meetings and forums with relevant stakeholders Liaise with appointed service provider on regular basis and provide feedback Provide administrative support functions Provide regular communication with relevant stakeholders Issue confirmation letters to nominated officials to provincial departments and public entitle Distribute results and certificates to officials. Arrange venue, facilities and catering for financial management training programmes.

ENQUIRIES : Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/214 : NETWORK CONTROLLER REF NO: LPT/95-96 (X2 POSTS)
Component: HOD’s Office

SALARY : R316 791 per annum (Level 08)
CENTRE : Head Office – Polokwane

REQUIREMENTS :
- NQF Level 6 (3-year tertiary qualification) as recognized by SAQA Qualification in Information Technology/Computer Science or related field 2 years’ relevant working experience in ICT network and server administration ICT security training, experience in Cisco products and Microsoft System Centre Configuration Manager (SCCM) environment will be an added advantage A valid vehicle (Code EB) driver’s license (with exception of persons with disabilities) Competencies: Windows Server Microsoft exchange, Microsoft SharePoint, ITIL, ICT Networks ICT security ICT Governance Programme and Project Management Financial Management. Change Management Technical Proficiency Service Delivery Innovation Problem-solving and Analysis Planning and Organizing Client Orientation and Customer Focus Communication Honesty and Integrity.

DUTIES : To facilitate information communication technology operations. Provide end user and network technical support. Provide assistance to end users with their ICT challenges. Provide secure windows domain and secure server application environment Provide and manage LAN services Ensure efficient, reliable and secured network environment Monitor network performance and test vulnerabilities Provide ICT infrastructure capacity monitoring and planning. Provide and maintain a reliable systems and data backup and restore service. Implement ICT infrastructure Change Request. Plan and implement ICT infrastructure changes efficiently.

ENQUIRIES : Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/215 : SENIOR ADMINISTRATIVE OFFICER: HOD SUPPORT REF NO: LPT/10
Component: HOD’s Office

SALARY : R316 791 per annum (Level 08)
CENTRE : Head Office – Polokwane

REQUIREMENTS :
- NQF Level 6 (3-year tertiary qualification) as recognized by SAQA Qualification in Public Management/Office Management or related field 2 years’ relevant working experience in Office Management Competencies: Networks and building bonds. Planning and Organizing Problem-solving and decision-making Customer service orientation Diversity citizenship Organizational communication effectiveness. Problem analysis Microsoft Office Suite (MS Office Package) Windows Server. Programme and Project Management Financial Management Change Management Networking and building bonds Technical Proficiency Service Delivery Innovation Planning and Organizing Client Orientation and Customer Focus Honesty and Integrity.

DUTIES : Render a professional and efficient administrative support to the office Arrange meetings, take minutes during meetings and distribution (as Secretary) Order and issue stationery, equipment and furniture and ensure effective functioning of the same Dealing with S & T claims Logistical support during meetings (arrange the venue, refreshments, technological support, etc. Retrieval of e-mails Maintain a data-base of contact numbers and addresses. RSVP to invitations to the Deputy Director. Provide support by co-ordination of documents within the office Attend to all correspondences timeously and draft correspondences, i.e. memos, letters, minutes, etc. Assist the HOD’s Office with discussion documents, presentations and documentation of meetings Communicate verbally and in writing to relevant
stakeholders Ensure the security profile and classification of documentation and information related to the office Developing and administering an effective electronic document management system. Facilitate the existence of a functional corporate management system Effective and efficient co-ordination of regular/periodic management meetings Act as secretariat during EXCOM and other important departmental meetings Assist in the consolidation of office strategies documents such as strategic plans, operational, quarterly and annual reports Ensure appropriate support to all departmental employees needing assistance in the HOD’s office. Keeping abreast of all current functional of the department for proper advice. Support the department in projecting positive image. Perform ad hoc duties Control leave register Assist in the development of operational business plan Maintain and update the inventory list Ensure proper utilization of equipment.

ENQUIRIES
Ms Kgadima Conny @ (015) 298 7000

POST 34/216
LOGISTICS PRACTITIONER REF NO: LPT/201
Directorate: Supply Chain Management

SALARY: R257 508 per annum (Level 07)
CENTRE: Head Office – Polokwane
REQUIREMENTS: NQF Level 6 (3-year tertiary qualification) as recognized by SAQA. Qualification in Logistics/Supply Chain Management or related field 2 year’s relevant working experience in Supply Chain Management Competencies: Planning and Organizing. Customer service orientation Organizational communication effectiveness Self-management Team membership Legislation, regulations and policies Supply Chain Management policies and practices. Stores and Asset management policies and practices. Corporate communication Computer Literacy (MS Office Package).

DUTIES: Capture information on the memorandum of goods and services Check three quotations or attach letter of award to the memorandum of goods and services. Check supporting documents attached to the memorandum before capturing. Check budget allocation Check specimen signatures Check if ICN captured are correct Capturing of orders Capture information from requisition on the LOGIS system Verify captured information and modify quotations Link quotations on the LOGIS system Capture procurement advice Approve procurement advices. Administrative duties Fax, email orders to service providers and confirm services with the service providers Capture simultaneous receipt Communicate with suppliers and end users on daily basis Entering accounts copies in the prescribed register and submit to accounts division File copies of orders in the relevant files. Clearing of outstanding commitments Cancel orders Modify orders and make enquiries on outstanding orders.

ENQUIRIES: Ms Kgadima Conny at Tel No: (015) 298 7000
ANNEXURE U

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
PROVINCIAL TREASURY

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer It is our intention to promote representivity (race, gender and disability) through the filling of these posts, and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

APPLICATIONS: Applications quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resource Management, Department of Provincial Treasury, Private Bag X5054, Kimberley 8300 or delivered to at the Metlife Towers Building, Cnr Knight & Stead, 5th Floor, Post Office Building, Kimberley.

FOR ATTENTION: Ms. D Barnett

CLOSING DATE: Must be submitted on form Z83, obtainable from any Public Service department, which must be originally signed (an unsigned or scanned Z83 form will disqualify an application) The application should be accompanied by a recently updated comprehensive CV as well as originally certified copies of all qualifications (matric certificate must also be attached) as well as an ID Document and Driver’s license. Non-RSA citizens/Permanent resident permit holders must attach a copy of their Permanent Residence Permit to their application Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) The specific reference number of the post must be quoted; Failure to submit all the requested documents will result in the application not being considered All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The department reserves the right not to make appointments to the advertised posts. Please note suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON

POST 34/217: DIRECTOR: ECONOMIC ANALYSIS REF NO: NCPT/2019/14

Re-advertisement and candidates who previously applied are encouraged to re-apply.

SALARY: R1 057 326 per annum (Level 13) (TCE Package)

CENTRE: Kimberley Office

REQUIREMENTS: An appropriate post graduate qualification (Hons/ Master’s Degree: NQF: 8 as recognized by SAQA) in Economics A minimum of 5 years Middle Management level experience within an Economic Research environment A valid driver’s license Sound Knowledge of Macroeconomic, applied economics and quantitative tools (such as econometrics or economic modeling) Knowledge of Financial Norms and Standards (PFMA, MFMA, Treasury Regulations, Provincial Treasury Directives) Knowledge of the Medium Term Expenditure Framework Budget Knowledge of legislation, Directives, and procedures with regards to Financial Management (Division of Revenue Act, Appropriation Act, Intergovernmental Fiscal Relations Act Policy Analysis and development, Planning and organizing skills, Strategist, analytical Decision Making, Problem Solving, Facilitation skills, conflict management, Computer Literacy, analytical thinking, teamwork and team leadership.

DUTIES: Oversee and manage the collection, analysis of Social and Economic statistics at Provincial and Municipalities for growth and developmental purposes. Oversee the construction of the Provincial Socio-Economic demographics and Fiscal database Advise SMS, HOD on the implications of Macro-Economic and Micro-Economic
variables on the MTEF, and represent the Northern Cape Provincial Treasury on any economic and/or Statistical forum, including the Economic Cluster, and Social Cluster. Oversee and manage the Provincial publications undertaken in the Economic Analysis Directorate Management and supervision of the Directorate staff members Training and development of officials, Performance Management, Work Allocation and Asset Management Conduct research and prepare policy papers on the impact that government program has on the people of the Northern Cape.

**ENQUIRIES**

Mr. B Moea Tel No: (053) 830 8408

**NOTE**

Please note successful candidates will be required to sign a performance agreement and will be subjected to a technical and competency assessment.
ANNEXURE V

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, Mmabatho, 2735 Office No 136, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr James Moroka Drive.

FOR ATTENTION: Gadifele Noge

CLOSING DATE: 11 October 2019 at 15H30

NOTE: Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID-document/National Identity card Failure to submit the requested documents will result in the application not being considered All qualifications will be verified Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA) Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/ transcript(s) Candidates must indicate the number of the post/reference number in their applications Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted Faxed and emailed applications are not accepted It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only Previous employment records will be verified All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting SMS appointments are also subjected to SMS competency assessment as a DPSA requirement All shortlisted candidates for SMS Posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

MANAGEMENT ECHELON

POST 34/218: DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 11/2019/20
Chief Directorate: Corporate Services

SALARY: R1 057 326 per annum (Level 13) The inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, medical aid fund and a flexible portion in terms of applicable rules.

CENTRE: Head Office- Mahikeng

REQUIREMENTS: Grade 12 Certificate or equivalent A relevant undergraduate qualification (NQF level 7) in Human Resource Management/Public Administration/Management recognised by SAQA coupled with five (5) years’ experience at Middle Management within the Human Resource Environment Valid Driving License Computer Literacy Project Management will be a strong recommendation Knowledge: Knowledge of Public Service Act, Regulations and Frameworks. Knowledge of Treasury Regulations and Public Finance Management Act. Knowledge of Human Resource Management Policies Knowledge of Supply Chain Management Knowledge of Government transversal systems (Persal etc) Be able to demonstrate sufficient knowledge of Human resource management in the Department Capabilities: Strategic capability and leadership Programme and Project management Financial Management Service delivery innovation Analytical skills, problem solving and ability to work independently and under pressure People management and empowerment Verbal and written communication skills at a high level Willingness to travel and work irregular hours Have the ability to generate new ideas and improve where circumstances require. Be able to plan, organize,
formulate, write reports and communicate at the highest level. Must have good interpersonal skills, and able to maintain a positive interpersonal relations and be able to work as part of team, and as an individual.

**DUTIES**

- Manage and provide Human Resource Administration Services.
- Manage and provide Organisational Development and service delivery improvement services.
- Manage and Provide Human Resource Planning and Information Management Services.
- Manage and provide Human Resource utilization and development programmes.
- Manage and provide Labour Relations services.
- ManageODE and provide effective guidance on implementation of Government Policies and Regulations. Ensure the proper implementation of Human Resource Policies and provide Strategic Leadership.

**ENQUIRIES**

Ms Sizile Mpolokeng
Tel No: (018) 200 8022/23
PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF AGRICULTURE

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE: 07 October 2019

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 34/219: DISASTER MANAGER: DISASTER RISK MANAGEMENT  REF NO: AGR 2019-48

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ administrative experience. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002 as amended) and related policies and guidelines; Good understanding of Disaster Risk Management projects and services offered; Project planning, management and coordination; Audit principles and the PFMA; Communication (written and verbal) skills; Computer proficiency in MS Word, Excel and PowerPoint; Ability to work under pressure (in emergency or disaster situations); Ability to manage/lead people; Decisiveness; Ability to work independently and within a team.

DUTIES: Coordinate and facilitate agricultural disaster risk management service; Promote Cooperative; Governance; Policy Planning; Agricultural Disaster Risk Preparedness.

ENQUIRIES: Ms A Petersen at Tel No: (021) 808 5010

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 34/220: MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDIC SURGERY)
Chief Directorate: Rural Health Services

SALARY: Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum
(A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE: Worcester Regional Hospital

REQUIREMENTS: minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Specialist in Orthopaedic Surgery Registration with a professional council: Registration with the
HPCSA as a Medical Specialist in Orthopaedic Surgery

Experience:

Grade 1: None after registration with HPCSA as a Medical Specialist in Orthopaedic Surgery.

Grade 2: A minimum of 5 years appropriate experience after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedic Surgery.

Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedic Surgery.

Inherent requirement of the job: Valid Good Clinical Practice (GCP) certificate to conduct research. Valid SA driver’s (code B/EB) license. Ability to work 13 – 20 hours commuted overtime (after-hours). Competencies (knowledge/skills): Leadership, interpersonal and organisational skills, as well as computer literacy (MS Word, Excel and Powerpoint). Ability to communicate effectively in at least two of the three official languages of the Western Cape. Published research in an accredited Orthopaedic Journal. Ability to manage all orthopaedic cases comprehensively.

DUTIES:
Clinical service delivery - Evaluation, diagnosis and optimal management of all patients that presents to the Orthopaedic Department. Corporate Governance - Adherence to the Batho Pele Principles, Patient Rights Charter and requirements of Access to Information Act and HR regulations. Clinical governance - Responsible & knowledgeable medical practitioner, maintain good quality clinical records and supply ICD-10 codes and medicolegal reports as required, as well as research and audits as required Efficient use of resources - Rational use of resources (implants, Lab investigations, radiological investigations, blood products) according to best practice principles. Human resource management - Training of junior doctors and students and attend courses to improve one’s own knowledge and skills.

ENQUIRIES:
Dr AJ Troskie Tel No: (023) 348-1100

APPLICATIONS:
Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE:
No payment of any kind is required when applying for this post. You may be required to go through psychometrical testing to confirm your suitability for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE:
04 October 2019

POST 34/221:
OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE)

SALARY:
R562 800 per annum

CENTRE:
Groot Schuur Hospital, Observatory

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recongnisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management,
including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Speciality.

**DUTIES**

- Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in the formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department.
- Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles.
- Manage staff performance, training and personal development of self and subordinates, including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery.
- Participate in and encourage nursing research.

**ENQUIRIES**

Mr A Mohamed Tel No: (021) 404-2071

**APPLICATIONS**

Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE**

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

**CLOSING DATE**

04 October 2019

**POST 34/222**

**OPERATIONAL MANAGER NURSING (SPECIALTY: ANTENATAL CLINIC)**

Chief Directorate: Metro Health Services

**SALARY**

R562 800 per annum

**CENTRE**

Mitchell’s Plain District Hospital

**REQUIREMENTS**

- Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Ability and willingness to work shifts which includes after hours’ hospital cover including weekends, public holidays, night duty relief and overtime should the need arises. Ability to work under pressure and in a multi-disciplinary team context Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills; ability to facilitate training Excellent communication (written and verbal) in at least two of the three languages of the Western Cape. In depth knowledge and understanding of legal and ethical legislations, Nursing and Child Act, Regulations and policies related to Nursing practices, Mother and Child Health, National Core Standards and the Public service code of conduct Basic computer literacy (MS Word, Excel and PowerPoint).

**DUTIE**

- Clinical governance - Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance – develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilization of information technology – data collection and analysis. Service delivery – facilitate effective unit management to achieve client’s healthcare needs and service delivery targets as per Department, institution and Unit Annual Operational plans: Health education and promotion: Promote and maintain constructive working relationships with all stakeholders.

**ENQUIRIES**

Ms A Brown Tel No: (021) 377-4410

**APPLICATIONS**

Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE**

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

**CLOSING DATE**

11 October 2019
POST 34/223: QUALITY ASSURANCE MANAGER: REGIONAL HOSPITAL
Chief Directorate: Rural Health Services

SALARY: R470 040 per annum
CENTRE: George Hospital
REQUIREMENTS:
Minimum educational qualification: Appropriate 3-year Health related National Diploma/Degree registrable with a South African Statutory Health Professions Council or South African Nursing Council Experience: Appropriate work experience in a Hospital environment Appropriate experience in quality improvement projects Inherent requirement of the job: Valid (code B/BE) driver’s license. Competencies (knowledge/skills): Knowledge of Clinical Governance and Quality Assurance frameworks and project management Understanding of Healthcare legislation and related legal and ethical healthcare practices Ability to communicate in at least two of the three official languages of the Western Cape Excellent computer literacy (Excel, Word and PowerPoint), data analysis, interpretation, report writing skills.

DUTIES:
Provide leadership in all aspects of quality assurance and risk management Manage, evaluate and report on all aspects of the quality assurance program Lead and support quality improvement/health system strengthening initiatives in the hospital Facilitate the development and distribution of information and educational resources for patients Facilitate the development, implementation and monitoring of guidelines and standard operating procedures to improve quality of care.

ENQUIRIES:
Mr M Vonk Tel No: (044) 802-4534 or e-mail: Michael.vonk@westerncape.gov.za

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

NOTE:
No payment of any kind is required when applying for this post Short-listed candidates will be subjected to a competency test.

CLOSING DATE:
04 October 2019

POST 34/224: OPERATIONAL MANAGER NURSING (GENERAL)
West Coast District

SALARY: R444 276 per annum
CENTRE: West Coast TB Centre (Stationed at ID Hospital)
REQUIREMENTS:
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 Professional Nurse and Midwife Registration with a professional council: Registration with the SANC as Professional Nurse and midwife and proof of current registration (i.e. annual licensing receipt of 2019). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery Inherent requirements of the job: A valid code B/EB driver’s licence. Willingness to work shifts, overtime, weekends and public holidays on day and night duty depending on operational requirements Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards and knowledge and insight of relevant legislation and policies related to nursing within the public sector e.g Labour Relations, disciplinary codes, etc Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Basic computer literacy – MS Word, MS Excel, Outlook. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES:
(key result areas/outputs): Supervise and delegate effective and efficient quality patient care through quality nursing care within set standards and legal framework by monitoring the implementation of nursing care plans and evaluation there-of Participate in training, research and information management Support and implement quality assurance programmes, initiatives, nursing guidelines, standards and procedures, adhere to National and Provincial policies and Core Standards (NCS, OHS, IPC, M&M) Efficient and effective Management and monitoring of financial, human and physical resources Render support to the Nursing Manager and colleagues Ensure sound Labour Relations.

ENQUIRIES:
Ms M Sedeman Tel No: 022-487 3294

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

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NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 October 2019

POST 34/225 : CLINICAL PROGRAMME COORDINATOR
Chief Directorate: Metro Health Services

SALARY : R444 276 (PN-A5) per annum
CENTRE : Mitchell’s Plain District Hospital

REQUIREMENTS :
Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC) Registration with a professional council: Registration with the SANC as Professional Nurse
Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to assist accredited Training schools with external practical examination assessment of students as required Willingness to work overtime and after hours to assist with hospital cover which may include (Public Holidays); weekend and night duty relief should a critical need arises.) Valid drivers' license (code B/EB Competencies (knowledge/skills): Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape Computer literacy (MS word; Excel; PowerPoint presentation) Ability to facilitate training, critical and analytical thinking, reasoning and excellent interpersonal and leadership skills Knowledge and understanding of the SANC Education and Training regulations as stipulated in the Nursing Act 33 of 2005; New Nursing Qualifications as per the National Qualifications Framework; Skills Development Act; Department of Health Training policies and procedures ie Study by Assignment; Community, Problem and Outcome Based Education.

DUTIES :
Management of the Clinical Training Unit – Effective supervision and leadership Strategic and annual operational planning; Implement advance technology (Multi - media training modules) Ensure the unit meet the regulatory SANC accreditation and Office of Health Standards Compliance for training Clinical training program coordination - facilitate informal nurse education and in - service training; induction and orientation; manage basic and post basic course programs and accompaniment; Coordinate formal training processes; Liaise with relevant stakeholders, nursing colleges and Higher Educational Institutions regarding student matters Resource management – Student coordination and internal placement; Performance evaluation; Discipline and conflict management. Equipment and Financial management. Quality assurance - Skills audits, training impact analysis; nursing education surveys and research; information management; Monitor and evaluate ward training programs, service quality, standard operating procedures and quality improvement programs

ENQUIRIES:
Ms A Brown Tel No: (021) 377-4410

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

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 October 2019

POST 34/226 : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY PSYCHIATRY – CLINICAL NURSE TRAINING)
Chief Directorate: Metro Health Services

SALARY : Grade 1: R383 226 per annum
CENTRE : Stikland Hospital

REQUIREMENTS :
Minimum educational qualification: Basic R425 qualification (i.e degree/diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse A post basic nursing qualification with a duration of at least one year accredited with the SANC in Advanced Psychiatric Nursing Science Registration with a professional council: Current registration with the SANC as Professional Nurse Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as
Professional Nurse with the SANC in General Nursing Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the relevant specialty Inherent requirement of the job: Willingness to work shifts, weekends and public holidays, when required Drivers license (Code B/EB) Competencies (knowledge/skills): Computer literacy Ability to communicate in at least two of the three official languages of the Western Cape Knowledge of relevant legislation and policy related to Nursing training and skills development Ability to promote quality patient care through the setting, implementation and monitoring of standards Good organisational skills and the ability to function under pressure Ability to function independently as well as part of a multi-disciplinary team.

DUTIES
Maintain ethical standards and promote professional growth and self-development Develop and facilitate all relevant training and development programmes of the nursing and support personnel in the Nursing Component as well as other departments as required Responsible for orientation, induction, mentoring and continuous education processes of nursing personnel including students in the Nursing department Initiate and participate in in-service training, development and research Facilitate and assist with the management of study leave, internal and external course allocation Ensure effective implementation and compliance with relevant legislation/policies and procedures to maintain a high standard of nursing care.

ENQUIRIES
Ms S Fredericks Tel No: (021) 940-4424

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

NOTE
No payment of any kind is required when applying for this post. “Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time Candidates without the required post-basic qualifications can only be appointed if suitable candidates with the required educational qualifications could not be found “Candidates who are not in possession of the stipulated registration requirements, may also apply Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).”

CLOSING DATE
04 October 2019

POST 34/227
PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ORGAN TRANSPLANT COORDINATOR)

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

CENTRE
Tygerberg Hospital, Parow Valley

REQUIREMENTS
Minimum educational qualification: Basic R425 qualification (i.e degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General Registration with a professional council: Registration with the 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 Inherent requirement of the job: Must be prepared to work shifts, weekends and public holidays Competencies (knowledge/skills): Basic Computer
literacy Ability to communicate in at least two of the three official languages of the Western Cape Knowledge and insight related Organ transplant coordination. Knowledge of relevant legislation and policy related to organ transplant coordination Ability to promote quality patient care through the setting, implementation and monitoring of standards Ability to function independently as well as part of a multi-disciplinary team Effective communication, interpersonal, leadership, decision making, and conflict resolution skills Good organizational

DUTIES:
Identify and co-ordinate learning opportunities for all nursing and related staff as well as students in the Organ transplant unit Effective management of cadaver and familial organ donor patients Effective liaising with families and all relevant stakeholders within the organ transplant team Effective management and utilisation of human and financial Resources to ensure optimal operational function in the area. Deliver a support service to the Nursing Service and the institution Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES:
Ms F Marthinus Tel No: (021) 938-4055

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

NOTE:
No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test “Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time Candidates without the required post-basic qualifications can only be appointed if suitable candidates with the required educational qualifications could not be found.” Candidates who are not in possession of the stipulated registration requirements, may apply Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).”

CLOSING DATE:
04 October 2019

POST 34/228:
CONTROL LAUNDRY MANAGER
Head Office, Cape Town

SALARY:
R376 596 per annum

CENTRE:
Facilities Management Hub, Tygerberg Laundry

REQUIREMENTS:
Minimum educational qualification: A relevant B-degree or National Diploma or equivalent qualification Experience: Appropriate management experience in processing in a hospitality environment Management experience in the laundry and linen environment will be to your advantage. Inherent requirement of the job: Valid (Code B/EB) driver’s licence Competencies (knowledge/skills): Excellent verbal and writing communication skills in at least two of the three official languages of the Western Cape Motivational and leadership skills The ability to mentor, support and encourage people Good understanding of the production or processing environment Sound knowledge and understanding of the Public Finance Management Act and Public Procurement procedures.

DUTIES:
Manage the provision of an effective and efficient laundry services at Tygerberg Laundry Manage the technical work performance and staff training Ensure cost effective in-house laundry services Monitor and control expenditure of the laundry Monitor the control of linen stocks at the laundry Provide technical input and advice management.

ENQUIRIES:
Mr A Jantjies Tel No: (021) 918-1702

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

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

CLOSING DATE:
04 October 2019
POST 34/229: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT
Head Office, Cape Town

SALARY: R376 596 per annum
CENTRE: Directorate: Supply Chain Management Governance (Policy and Processes)
REQUIREMENTS: Minimum educational qualification: Appropriate 3-Year National Diploma or Degree
Experience: Extensive experience in Supply Chain Management policy formulation
Inherent requirement of the job: Valid (Code B/EB) drivers licence Competencies (knowledge/skills): Public Finance Management Act, National Treasury Regulations, Preferential Procurement Regulations, Provincial Treasury Instructions and the Departmental delegations and procedures
Advanced computer literacy in Microsoft Office applications (Word, Excel) Strong managerial, organisational, strategic, operational, project management, report writing skills
Proven knowledge of procurement and related systems
Knowledge of a Supply Chain Management environment.

DUTIES: Maintain/develop SCM policies, delegations and give inputs on proposed SCM legislation and procedures. Maintain and update the Department’s AOS Compliance monitoring and evaluation of departmental institutions Report on non-compliance on SCM prescripts. Provide sufficient and appropriate training and support to institutions Investigate complaints from suppliers and give feedback to suppliers and Institutions Overall Human Resource Management of Sub-directorate’s staff.

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

NOTE: No payment of any kind is required when applying for this post a competency test will form part of the interview process.

CLOSING DATE: 04 October 2019

POST 34/230: SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS
Chief Directorate: Rural Health Services

SALARY: R316 791 per annum
CENTRE: Worcester Regional Hospital
REQUIREMENTS: Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Labour Relations Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Ability to communicate effectively (verbal and in written) in at least two of the three official languages of the Western Cape Knowledge and understanding of Labour Law and applicable common law principles Computer literacy in MS Word, Excel and PowerPoint Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills.

DUTIES: (key result areas/outputs): Provide departments with advice on all Labour issues. Facilitate Labour Relations training and staff wellness Promote sound Labour Relations in the Institution Monitor and co-ordinate all Labour Relations activities Case management with regards to disciplinary and grievance matters. Facilitate the effective functioning of the IMLC.

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

NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

CLOSING DATE: 04 October 2019

POST 34/231: ARTISAN PRODUCTION GRADE A TO C

SALARY: Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum educational qualification: Appropriate Trade Test Certificate. Experience:
Grade A: No experience required
Grade B: At least 18 years
appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate Grade C. At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate

DUTIES: Repair and install systems in the plumbing field. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for the necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to supervisor on service and maintenance issues. Exercise control over tools and materials. Attend to emergency breakdowns after hours and stand in when Artisan Foreman is off duty.

ENQUIRIES: Mr AK Mgcodo Tel No (021) 404-6314

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

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

CLOSING DATE: 11 October 2019

POST 34/232: ADMINISTRATION CLERK: SUPPORT SERVICES (PUBLIC PRIVATE PARTNERSHIPS – CONTRACT MANAGEMENT)
Chief Directorate: Metro Health Services

SALARY: R173 703 per annum

CENTRE: Based on the Premises of Lentegeur Hospital and Western Cape Rehabilitation Centre in Mitchell’s Plain

REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent) Experience: Appropriate experience in a Health environment. Appropriate experience in Secretarial and Office Administration. Inherent requirements of the job: A valid code B/EB driver’s licence. Competencies (knowledge/skills): High numerical literacy, data management and good computer literacy (proficiency in Excel, Windows, PowerPoint, MS-office Suite and emails). Excellent communication and interpersonal skills. Ability to communicate fluently in at least two of the three official languages of the Western Cape.


ENQUIRIES: Ms C Faulmann Tel No: (021) 370-2420.

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

CLOSING DATE: 04 October 2019

POST 34/233: STERILISATION OPERATOR
Chief Directorate: Metro Health Services

SALARY: R122 595 per annum

CENTRE: Mitchell’s Plain District Hospital

REQUIREMENTS: Minimum educational qualification: General Education and Training Certificate (GETC)/grade 9 (Std 7). Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shifts including weekend, public holidays and night duty. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal relations skills. Ability to work in a co-operative way within a team context.

DUTIES: Effective application of sterilisation processes and techniques and promote/ adhere to infection control as well as health and safety regulations. Decontamination, packing and sterilisation of instruments, linen and supplies. Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves. Maintain equipment in an optimum working condition and utilisation of resources.
autoclaves, washing machines and equipment/consumables in a cost effective manner. Monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments/equipment.

ENQUIRIES: Ms A Brown Tel No: (021) 377-4410
APPLICATIONS: The Chief Executive Officer: Mitchell’s Plain Hospital, Private Bag X9, Mitchell’s Plain, 7789.
FOR ATTENTION: Ms CC Johnson
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 11 October 2019
POST 34/234: PORTER

SALARY: R102 534 per annum
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work shifts, weekends and on public holidays. Ability to perform tasks such as lifting patient’s from/onto beds, trolleys and wheelchairs. Willingness to work in a team. Must be of sober habits. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills.

DUTIES: Safe transport of patients on trolleys and wheelchairs, within various areas in the hospital. Check and replace gas cylinders in wards. Assist with shifting of medical equipment. Ensure a safe and hygienic work environment as well as collecting and cleaning of equipment. Assist with the removal of bodies from wards and perform relevant duties. Respond to requests from wards and departments. Assist with ambulatory and walking patients as well as greeting and directing patients to various areas in the hospital.

ENQUIRIES: Mr E Cassiem Tel No: (021) 404-3237
APPLICATIONS: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION: Ms N Mbilini
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 11 October 2019
POST 34/235: FOOD SERVICE AID

Chief Directorate: West Coast District

SALARY: R102 534 per annum
CENTRE: Vredenburg Hospital
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day in a high stress environment. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

DUTIES: Render an effective food service – Pre-prepare, weigh, dish and produce all normal and therapeutic diets for patients and assist with stock control. Applying and maintaining quality and reducing risks – Maintain food hygiene, other hygiene and reduce risk within the department. Support the Human Resource function – Assist in in-house training and follow and adhere to Occupational Health and Safety prescripts. Render Support to supervisor and colleagues. Personal development and Quality assurance – ensuring a patient centered experience by high quality of work performance.

ENQUIRIES: Ms F Janse van Rensburg Tel No: (022) 814-0032
APPLICATIONS: The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380
FOR ATTENTION: Mr MZ Emandien
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 11 October 2019
DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE: 07 October 2019

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 34/236: ASSISTANT DIRECTOR: ADMINISTRATIVE AND SECRETARIAT SUPPORT

REF NO: HS 2019-61

SALARY: R376 596 per annum (Level 09)

CENTRE: Department of Human Settlements, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/ Bachelor’s Degree/ Advanced Diploma); A minimum of 3 years relevant experience in a rental housing tribunal/ court/ legal or related environment; A valid driver's licence. Recommendation: A relevant 4-year tertiary qualification in Law. Competencies: Extensive working knowledge and understanding of the the following Rental Housing Act (Act 50 of 1999); Labour Relations Act; Public Finance Management Act (PFMA), National and Provincial Treasury Regulations and Provincial Instructions; Property management and maintenance; Public service procedures, property management and maintenance from a rental perspective; Public finance, human resources and discourse management processes. Good communication (written and verbal) skills; Proven computer literacy skills in MS Office, Intranet and Internet; Problem solving as well as dispute resolution/conflict management skills; Legal interpretation skills; Planning, organising, time and people management skills; Conceptual and formulation skills; Team building, strong interpersonal and mediation skills; Ability to formulate relevant policy and to interpret legislation; Ability to forge sustainable relationships and utilize resources effectively and economically to achieve key deliverables; Self-confident, motivated, innovative, pro-active, creative and disciplined.

DUTIES: Complaints Administration Service; Strategic Management; Financial Management; People Management.

ENQUIRIES: Mr NB Adriaanse at Tel No: (021) 483 2868

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS: Only applications submitted online will be accepted to apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE: 07 October 2019

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS
POST 34/237: PROFESSIONAL ENGINEER (PRODUCTION LEVEL): MUNICIPAL INFRASTRUCTURE REF NO: LG 2019-30 (X5 POSTS)
(12-Month Contract Period)

SALARY: Grade A: R718 059 per annum (All-inclusive salary package) (OSD as prescribed)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA (Engineering Council of South Africa as a professional Engineer; A valid code B (or higher) driving licence. Recommendations: Experience in the following: Project and Programme Management; Water sector; Drafting tender specification and general conditions of contract Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Decision making skills; Financial management skills; Technical communication Research and Development Technical consulting Engineering and professional judgement Decision making; Team leadership; Analytical Skills; Creativity Customer focus and responsiveness; Proven computer literacy (MS Office, Project, AutoCAD, Procon and other design programmes); Planning and organising; People Management; Negotiation; Conflict Management; Innovation; Project Management.

DUTIES: Support the Chief Engineer with the following: Development of integrated drought response action plans and report on progress; Support the municipalities with development of business plans; Drafting of tender documents for appointment of consultants and contractors; Project management and unlocking of any stumbling blocks in the execution of the project where required; Compliance with the stipulation of the transfer agreements.

ENQUIRIES: Mr M Brand at Tel No: (021) 483 4047

POST 34/238: ASSISTANT DIRECTOR: TRAINING CO-ORDINATION REF NO: LG 2019-26
(12-Month Contract Position)

SALARY: R376 596 per annum (Level 09) plus 37% in lieu of service benefits
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/ Bachelor’s Degree/ Advanced Diploma); a minimum of 3 years relevant experience in training and coordination within a local government or related environment Recommendation: Btech in Human Resource Development Competencies: Knowledge of the the following: Local Government mandate; Legislation and policy framework applicable to Skills Development; Monitoring and reporting procedures; Municipal training and capacity building environment; Functioning of SETA’s; Written and verbal communication skills; Proven computer literacy; Conflict management skills; Management and leadership skills; Presentation skills.

DUTIES: Plan and coordinate training initiatives for the department; Coordinate multi-stakeholder participation in implementing national capacity building framework; Evaluate training interventions; Liaise with relevant stakeholders on training and development interventions for the department.

ENQUIRIES: Ms Z Mtyoko at Tel No: (021) 483 3565

POST 34/239: PERSONAL ASSISTANT: DISTRICT AND LOCAL PERFORMANCE MONITORING REF NO: LG 2019-31

SALARY: R257 508 per annum (Level 07)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years’ relevant experience in office administration and rendering support services to Senior Management. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Financial administration; Good interpersonal and decision-making skills; Communication (written and verbal) skills; Advanced computer literacy skills; Customer service orientation; Office management; Organising and planning skills;
Problem solving skills; High level of reliability; Ability to work under pressure and meet deadlines; Ability to work independently and within a team.

DUTIES: Provide a secretarial/receptionist support service to the manager; Render administrative support services; Provide support to the manager regarding meetings; Supports the manager with the administration of the manager’s budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is properly understood.

ENQUIRIES: Mr N Rylands at Tel No: (021) 483 0646

DEPARTMENT OF THE PREMIER

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE: 07 October 2019

NOTE: Only applications submitted online will be accepted Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 34/240: SERVICE MANAGER: ECONOMIC GOVERNANCE AND ADMINISTRATION REF NO: DOTP 2019-84

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

CENTRE: Department of the Premier, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-degree); A minimum of 6 years’ experience in the ICT Service Management field of which 3 years must be management experience; A valid code B driving licence. Competencies: Knowledge of the following: Public Service Acts, policies and regulations; ICT Training, Infrastructure and Security; HR matters; Finance; Business and Systems analysis; Technical standards and procedures; Project Management; Strategic Planning and co-ordination skills; Excellent communication (verbal and written) skills; Report writing skills.

DUTIES: Manage a team of professionals and service providers, directly or indirectly, that are necessary to perform and deliver services in accordance with the approved requirements; Provide inputs to the development and planning of provincial ICT policy and strategy; Maintain Departmental MSP; Manages data-modelling; Act as e-Government champion; Coordinates all aspects of e-Government service delivery and operational support; Develop and manage appropriate departmental service level agreements and contracts; Manage client services; Provide inputs into the budget and fiscal process; Participating in the Chief Directorates and own components strategic planning process.

ENQUIRIES: Ms E De Bruyn at Tel No: (021) 483 6634/ 3816

POST 34/241: DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DOTP 2019-86

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

CENTRE: Department of the Premier, Western Cape Government

REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree qualification; A minimum of 5 years’ experience in an Internal Audit and Governance environment of which 3 years must be management experience. Recommendations: Certified Internal Auditor (CIA) - IIA; A valid code B driving license Competencies: Knowledge of the following: Delegations in terms of the Public Service Act 1994, as amended and the Public Regulations, 2001 regarding staff matters; Public Finance Management Act, 1999 (PFMA) for financial matters; National Treasury Regulations; Provincial Treasury Instructions; Audit Practices: Strategic Planning and Management,
Engagement Planning and Execution; Reporting and Progress Monitoring; International Standards for the Professional Practice of Internal Auditing (ISPPIA); Government Principles; Risk Management; Internal Control System; Analytical thinking; Client focus; Continuous learning; Developing others; Information gathering; Communication (written and verbal) skills; Ability to work independently and within a team.

**DUTIES**

- Develop an approved risk based Rolling 3 year Strategic and 1 year operational plan for the allocated provincial departments and/or public entities, including resource allocation; Develop engagement work program which includes control adequacy assessment and test procedures; Ensure quality on the entire audit process and delivery of the operation plans in line with stringent deadlines; Preparation and presentation of final report to W executive management; Maintenance of good client relations and effective communication of audit results; Effective scheduling of staff and monitoring productivity levels.

**ENQUIRIES**

Mr S Malan at Tel No: (021) 483 9962

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

**CLOSING DATE**

07 October 2019

**NOTE**

Only applications submitted online will be accepted Shortlisted candidates will be required to submit copies of their documentation for verification purposes These candidates will be required to attend interviews on a date and time as determined by the department Please ensure that you submit your application before the closing date as no late applications will be considered Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**OTHER POSTS**

**POST 34/242**  SOCIAL WORK POLICY MANAGER: CHILD PROTECTION REF NO: DSD 2019-102

**SALARY**

R794 889 per annum (All-inclusive salary package ) (OSD as prescribed)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

- Formal Tertiary Qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable 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 Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); People Management; Supervision Framework for Social Work professions; Social Welfare and Community Development legislation related to programs; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Organising and planning; Project planning; Networking; Communication (written and verbal) skills; Proven computer literacy; Presentation skills; Ability to compile complex reports; Financial management; Monitoring and evaluation skills; Problem solving and analytical; Client orientation and customer focus.

**DUTIES**

- Develop and facilitate the development of policies for rendering a social work service in departments; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Appeal process regarding UFC; Manage quality assurance and monitoring framework processes of funded and unfunded Non Profit Organisations (inclusive of cluster foster care schemes); Manage the registration process of facilities in terms of the relevant legislation; Manage the monitoring of service activation in relation to a victim of crime as per relevant legislation; Appeal process; Information Management System; Stakeholder Management/Relationship Management (International/ National/ Provincial/Local/Regional); Manage a social
work policy and Monitoring and Evaluation Unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources; Keep up to date with new developments in the social welfare, and the community development management fields; Research; Plan and ensure that social work policy research and development are undertaken; Undertake complex social work research; Supervise all the administrative functions required in the programme/unit and undertake the higher level administrative functions.

ENQUIRIES
Mr CE Jordan at Tel No: (021) 483 4991

POST 34/243
SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (BREEDE VALLEY) REF NO: DSD 2019-106

SALARY
Grade 1: R384 228 per annum (OSD as prescribed)

CENTRE
Department of Social Development, Western Cape Government

REQUIREMENTS
Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence.

Competencies: Knowledge of the following: Social work services and human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Organising and planning skills; Project planning skills; Psycho social intervention skills; Communication skills and language; People Management practices; Conflict management skills; Interpersonal skills; Report-writing skills; Proven computer literacy (MS office) skills; Presentation and facilitation skills; Problem solving and analytical skills; Client orientation and customer focus.

DUTIES
Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES
Mr D Eland at Tel No: (023) 348 5300

POST 34/244
SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (MILNERTON) REF NO: DSD 2019-107

SALARY
Grade 1: R384 228 per annum (OSD as prescribed)

CENTRE
Department of Social Development, Western Cape Government

REQUIREMENTS
Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence.

Competencies: Knowledge of the following: Social work services and human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Organising and planning skills; Project planning skills; Psycho social intervention skills; Communication skills and language; People Management practices; Conflict management skills; Interpersonal skills; Report-writing skills; Proven computer literacy (MS office) skills; Presentation and facilitation skills; Problem solving and analytical skills; Client orientation and customer focus.

DUTIES
Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and
advise social workers, social auxiliary workers and volunteers to ensure an 
effective social work service; Keep up to date with new developments in the social 
work field; Supervise all the administrative functions required in the unit and 
undertake the higher level administrative functions.

ENQUIRIES : Ms S Abrahams at Tel No: (021) 483 7672

POST 34/245 : SOCIAL WORK POLICY DEVELOPER: CHILD PROTECTION REF NO: DSD 2019-103

SALARY : Grade 1: R363 801 - R407 625 per annum (OSD as prescribed)
           Grade 2: R432 459 - R581 178 per annum (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP Competencies: Advanced knowledge of applicable social work and related policies and prescripts; Knowledge of the following: Field of child care and protection; Current legislation, international instruments, policies and procedures impacting on the child care and protection field; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the SA public sector; Project Management skills; Planning and organising skills; Communication skills (written and verbal); Policy analysis and development skills; Presentation skills; Writing skills; Proven Computer literacy.

DUTIES : Develop, implement and maintain social work policies aimed at ensuring and contributing towards services to families; Develop services to family programmes to ensure the effective and efficient implementation of the relevant policies guiding services to families; Keep up to date with new developments in the social work field; Conduct the evaluation and implementation of services to family programmes; Perform the administrative functions required in the unit; Monitoring and evaluate NPO's compliance against signed transfer payment agreements and compliance against legislative, programme specific norms and standards.

ENQUIRIES : Dr L Corrie at Tel No: (021) 483 3519

POST 34/246 : PERSONAL ASSISTANT: BUSINESS PLANNING AND POLICY ALIGNMENT REF NO: DSD 2019-105

SALARY : R257 508 per annum (Level 07)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years’ relevant experience in office administration and rendering support services to Senior Management. Competencies Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Financial administration; Good interpersonal and decision-making skills; Communication (written and verbal) skills; Advanced computer literacy skills; Customer service orientation; Office management; Organising and planning skills; Problem solving skills; High level of reliability; Ability to work under pressure and meet deadlines; Ability to work independently and within a team.

DUTIES : Provide a secretarial/receptionist support service to the manager; Render administrative support services; Provide support to the manager regarding meetings; Supports the manager with the administration of the manager’s budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.

ENQUIRIES : Ms M Johnson at Tel No: (021) 483 3781

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE : 07 October 2019

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes These
candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**OTHER POSTS**

**POST 34/247**  
CHIEF ENGINEER (ELECTRICAL): PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY (HEALTH) - HOSPITALS METRO EAST/WEST  
REF NO: TPW 2019-169

**SALARY**  
Grade A: R1 042 827 per annum (All-inclusive salary package) (OSD as prescribed, based on recognisable prior experience).

**CENTRE**  
Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**  
Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Electrical Engineering; A minimum of 6 years post qualification experience required as a registered professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving license. Competencies: Knowledge of the following: Medium and low voltage electrical distribution in buildings and medical locations, emergency power supply systems, lighting design and applications, electronic services such as CCTV, access control and fire detection; Built environment especially regarding engineering design and analysis in the construction of health facilities; Contract documentation and administration, act/regulations of Occupational Health and Safety Act, National Building Regulations, SANS regulations and all relevant built environment legislation; Public sector procurement; Programme and Project Management; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Research and development; Computer support design of building and formulation of policies in a multi-disciplinary professional environment; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial Management; Written and verbal communication skills; Proven computer literacy.

**DUTIES**  
Design and installation of electrical engineering works for health facilities in conjunction with other professional disciplines and consulting engineering firms; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Co-ordinate tender procedures; Undertake project leading and investigations; Report on and plan the maintenance of mechanical engineering works; Supervise technical personnel; Ensure training and development of staff; Implement legal control expenditure and report on expenditure and service delivery; Continuous and professional development to keep up with new technologies and procedures; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development.

**ENQUIRIES**  
Mr Y Jacob at Tel No: (021) 483 8514

**POST 34/248**  
PROGRAMME MANAGER: PROGRAMME/ PROJECT INFRASTRUCTURE DELIVERY: GENERAL (CHIEF ENGINEER/ CHIEF ARCHITECT/ CHIEF QUANTITY SURVEYOR/ CHIEF CONSTRUCTION PROJECT MANAGER) REF NO: TPW 2019-164

**SALARY**  
Grade A: Chief Engineer: R1 042 827 per annum (All-inclusive salary) (OSD as prescribed)
Grade A: Chief Construction Project Manager: R1 042 827 per annum (All-inclusive salary package) (OSD as prescribed)
Grade A Chief Architect: R898 569 per annum (All-inclusive salary package) (OSD as prescribed)
Grade A Chief Quantity Surveyor: R898 569 per annum (All-inclusive salary package) (OSD as prescribed)

**CENTRE**  
Department of Transport and Public Works, Western Cape Government
REQUIREMENTS:

Engineering degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 6 years post qualification experience required as a registered professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid driver’s licence Or B degree in Architecture or relevant qualification; A minimum of 6 years post qualification architectural experience; Compulsory registration with SACAP as a professional Architect; A valid driver’s licence Or Degree in Quantity Surveying or relevant Qualification; A minimum of 6 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid driver’s licence Or BTech or higher qualification (Built Environment field) with a certificate in Project Management as recognised by SACPCMP; A minimum of 6 years’ experience as a registered Professional Construction Project Manager with the SACPCMP; Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment; A valid driver’s licence. Recommendation: Experience in Project Management in the Built Environment. Competencies: Working knowledge of the following: Contract documentation and administration; Relevant built environment legislation including Occupational Health and Safety (OHS-Act), National Building Regulations, SANS 10400; Programme and Project Management; Research and planning procedures for projects; Financial Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Leadership, teamwork and organising skills; Conflict Management skills and the ability to work under pressure and meet strict deadlines.

DUTIES:

Manage professional in-house project teams and relevant committees for a particular project or suite of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.

ENQUIRIES:

Ms C Skillicom Tel No: (021) 438 4605

POST 34/249:

ADMINISTRATION CLERK: TRAFFIC LAW FEES COLLECTION AND DISBURSEMENT REF NO: TPW 2019-168

REQUIREMENTS:

Grade 12 (Senior Certificate or equivalent qualification) Recommendation: Appropriate administrative experience Competencies: A good understanding of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Public Finance Management Act 1999 (Act 1 of 1999); Basic Accounting System (BAS); Communication (written and verbal) skills; Proven computer literacy in MS Office; Ability to work under pressure and meet deadlines; Planning and organising skills; Ability to work independently and within a team.

DUTIES:

Reconciliation of registration, license and other miscellaneous fees collected by Registering Authorities, Driving License Testing Centres and Vehicle Testing Stations on behalf of the Department, RTMC and Road Traffic Infringement Agency; Verify reconciliations of motor vehicle license fees, driving license fees and vehicle testing fees collected by municipal agents; Verify and authorise reconciliations of fees received and paid over to the Department by the municipalities for DLCA (driving license card account), RTMC, RTIA and SABS, as well as pay-overs of these fees to the relevant institutions; Identifying and addressing cases of over-and-under payments; Liaison and communication with various clients/ stakeholders; Administer payments of the National Traffic Information System (eNaTIS) related and other accounts/invoices.

ENQUIRIES:

Mr ES Lotriet at Tel No: (021) 483 8526
### POST 34/250: ACCOUNTING CLERK: FINANCIAL REPORTING REF NO: TPW 2019-163

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

**CENTRE**: Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**: Senior Certificate (Grade 12 or equivalent qualification) with Accounting as a passed subject; a valid code B driving license. Recommendations: A relevant 3-year tertiary or higher qualification in finance; appropriate experience in a financial reporting environment pertaining to Accounting Practice (GRAP) Accounting. Competencies: A good understanding of the following: GRAP; PFMA Act; National Treasury Regulations; Provincial Treasury Instructions; Trading Entity: Financial procedures, delegations and instructions; Personnel Management, Disciplinary and grievance procedures; Oracle financials; Proven computer literacy in MS Office (Excel, Word and Outlook); Strong communication and knowledge sharing skills; Self-motivated; Good problem solving abilities; Ability to work under pressure and meet stringent/prescribed deadlines.

**DUTIES**: Assist with the following duties: Asset Register; Intangible Asset Register; Month end and year end processes and reconciliations; Document control; Audit and year end.

**ENQUIRIES**: Mrs Proctor-Fourie at Tel No: (021) 467 4792

### POST 34/251: ADMINISTRATION CLERK: CONTRACT MANAGEMENT REF NO: TPW 2019-167

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

**CENTRE**: Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**: Grade 12 (Senior Certificate or equivalent qualification) Recommendations: Working knowledge or experience in office administration and finance; Transport Monitoring Competencies: A good understanding of the following: All legislation, regulations and policies impacting on public transport activities and National and Provincial Treasury Regulations and Directives; Communication (written and verbal) skills; Proven computer literacy skills in MS Office, Intranet and Internet; Good record-keeping skills; Ability to work under pressure and meet tight deadlines.

**DUTIES**: To provide administrative support to the Contract Monitoring manager and his team; Responsible for all financial and procurement issues; Personnel administration; Draft letters, memo’s and reports; Record, type and distribute minutes; Processing of contract claims; Registration and filing systems.

**ENQUIRIES**: Mrs G Kinniburgh at Tel No: (021) 483 9215