



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 35 OF 2021

DATE ISSUED 08 OCTOBER 2021

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). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION: Kindly note that following post Director: State-Owned Property Management Ref No: PSVC Post 22/19 were advertise in PSVC 22 dated 18 June 2021, the requirements as been amended as follows: Applicants must be in possession of an undergraduate qualification (NQF level 7) or equivalent qualification in the Construction Industry Profession, i.e. Architecture, Engineering, Quantity Surveying, Construction Project Management or related fields At least five (5) years relevant experience on middle / senior managerial level. Closing Date: 22 October 2021 Candidates who previously applied for this post need not re-apply. We apologise for any inconvenience caused. For full details of the advertised post and how to apply and other relevant information, kindly visit the Department's website: www.dirco.gov.za (home page under "Employment Information"). Enquiries: Mr J Matji Tel No: (012) 301 8764 / 351 1576 / 351 1033

NATIONAL DEPARTMENT OF BASIC EDUCATION: Kindly note that the following post

was advertised in Public Service Vacancy Circular 34 dated 1 October 2021, the heading has been amended as follows: Assistant Director (learning and teaching support material provisioning, braille expert) Ref No: DBE/51/2021(one-year renewable contract) Branch: Delivery and Support Chief Directorate: Curriculum and Quality Enhancement Programmes Directorate: Enhancement of Programmes and Evaluation of Performance and LTSM Policy, Monitoring and Implementation The closing date has been extended to 29 October 2021. **EASTERN CAPE: DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 34 dated 01 October 2021, The Requirements are amended as follows: (1) Legal Administration Officer x2 (Head Office: Bhisho) with Ref No: DEDEA/2021/09/39; The correct number of years' experience for the above mentioned vacancies should be 8 years post qualification experience and not 3 years as stated in the advert. (The closing date remains the 15 October 2021

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DEPARTMENT OF DEFENCE

NOTE

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

OTHER POSTS

POST 35/01

- : **DEPUTY DIRECTOR CASH PAYMENTS REF NO: CFO 21/6/1**
Financial Management Division; Chief Director Accounting; Directorate Stores, Services, and Related Payments; Sub-Directorate Cash Payments,

**SALARY
CENTRE
REQUIREMENTS**

- : R733 257 per annum (Level 11) (all-inclusive salary package)
: Pretoria.
: Minimum requirements: Grade 12 Certificate plus a three year B Degree or National Diploma in Finance/Accounting with a minimum of 5 years relevant experience as Assistant Director or equivalent level in a financial environment. Knowledge: Good working knowledge of current government legislation. Ability to manage Human Resources, assets, expenditure and compliance. Knowledge of cash- and supply chain management processes. Experience in administration-related duties/functions. Understanding/interpretation of financial policies (e.g. PFMA, Treasury Regulations, State Tender Board Regulations and contract management) and related processes. Computer literate in MS Office software packages. Valid RSA driver's license. Team player, receptive to suggestions. Well-developed leadership skills. Well-developed verbal- and written communication skills. Very conscientious and motivated towards producing effective and correct work and aiming for zero-defect. Decisive and persevering regarding task finalisation and able to work under pressure. Personal profile must facilitate a confidential security clearance. Must be able to travel on short notice domestically and abroad. Skills: Managerial skills and capabilities at senior level. Ability to liaise and communicate at senior management level

DUTIES

- : Assist the Director, Stores, Services and Related Payments in providing a decentralised domestic- and foreign currency cash service, as well as a revenue financial accounting service, in compliance with prescripts and Departmental policies. Facilitate sufficient cash on hand in Advance Accounts and at Cash Offices (domestic and foreign). Monitor/ control/ report on the execution of the Cash, General Accounting and other management functions.

Continuously adapt Departmental Policy on Cash Management. Manage cash related Financial Misconduct incidents. Manage formal Cash Management-related training. Manage commercial bank accounts and advance accounts on the Financial Management System. Manage domestic and foreign cash payment transactions. Manage payments to the appointed travel agent. Manage the cash payments receipts and Sub-Systems of the Financial Management System. Manage cash-related suspense accounts in the books of the Department of Defence. Manage Financial Reporting at interim and financial year end. Manage accounting support to Foreign Operational deployments. Manage the foreign subsistence and travel advance function. Manage the Revenue Accounting function. Sign and countersign journals and telegraphic transfers, after confirming the correctness and validity thereof. Provide cash related advice and assistance to Finance and non-Finance clients on all organisational levels. Ensure effective information management, including the safekeeping of documentation, files and data. Provide strong and disciplined leadership to subordinates and train, guide and develop them. Ensure the effective, efficient and economic management/use of allocated resources (human, capital assets and material). Attend to all cash related audit matters.

**ENQUIRIES
APPLICATIONS**

: Mr T.T. Nyuswa, Tel No: (012) 392 2890
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number).

NOTE

: Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, Africans females, Indian males, Coloured females, Coloured males and Persons with Disabilities.

CLOSING DATE

: 22 October 2021.

POST 35/02

: **ASSISTANT DIRECTOR VETTING INVESTIGATION REF NO: DI/34/21/01 (X2 POSTS)**
Directorate: Defence Intelligence (Directorate Vetting)

**SALARY
CENTRE
REQUIREMENTS**

: R470 040 per annum
: Pretoria.
: Essential: BA Degree/(Hons) in human social science (NQF 06/07) preferable. Applicants in possession of a three (3) year Degree/Diploma recognised by SAQA in the Field of Social Sciences or related areas may also apply. Special requirements (skills needed): Computer literacy, Ability to analyse information in an objective and decisive manner. Communication skills. Valid code bravo drivers licence. Successful completion of a three (3) to four (4) month vetting course offered by SANDF, SSA or SAPS will be a recommendation. Essential Experience: Proficient in English (read, write, speak). Must be able to obtain a Top Secret Security Clearance before employment. MV. Defence Intelligence Division will not be held liable for any travel and accommodation arrangement for invited candidates.

DUTIES

: The applicant must be able to: Conducting of fieldwork interviews and documentary enquiries in all areas of vetting investigation (RSA) to collect all relevant information necessary to make vetting decisions. Process and reporting of all relevant information. Effective control of all vetting files. Must be able to provide assistance wrt training of new fieldworkers. Must be able to act as supervisor when required. Must be knowledgeable of general managerial principles. Must have knowledge of the policies of Department of Defence (Defence Intelligence Division) and the broader Intelligence community. Keep record of personal incidents for use in merit assessments. Co-ordinate routine vetting sessions and administrative arrangements. Assist and advice subordinates on analyses, interpretation and reporting. Give formal instruction on different fieldwork techniques, interviewing

**ENQUIRIES
APPLICATION**

: Ms E. Foster, Tel No: (012) 315-0175
: Department of Defence, Defence Intelligence, Private Bag x367, Pretoria, 0001. (278 Madiba Street, Liberty Building). For attention: Ms E. Foster

NOTE

: All applicants will be subjected to a security vetting process prior to employment/enrolment into the DOD &

<u>CLOSING DATE</u>	:	29 October 2021
<u>POST 35/03</u>	:	<u>SENIOR STATE ACCOUNTANT, REF NO: CFO 21/6/2</u> Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments, Sub-Directorate: Supplier Payments,
<u>SALARY</u>	:	R316 791 per annum (Level 8)
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	Minimum requirements: Grade 12 certificate plus a B Degree/three year National Diploma in Finance/Accounting with a minimum of three years relevant experience or Grade 12 certificate with finance/accounting related subjects with a minimum of seven years relevant experience. At least three years practical experience at a Finance Clerk Supervisor level or equivalent. Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Ability of understanding, interpreting and correctly applying financial policies and prescripts. Must be computer literate and have knowledge of Microsoft Packages. Understanding of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem solving ability. Ability to effectively compile and present reports. Must be knowledgeable with Human Resource Management (People Management) practices. Well-developed verbal, written communication skills with good interpersonal relations. Ability to effectively liaise and communicate with clients. Team-player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trust worthy. Decisive and persevering in respect of task finalization. Being in a possession of a valid RSA/Military vehicle driver's license would serve as an advantage.
<u>DUTIES</u>	:	Ensuring timely payment of all invoices. Assisting in the management of all supplier payment documentation so as to ensure that it is correct according to prescripts, regulations and policy, prior to payment being effected. Preparation of supplier accounts/invoices by verifying payment documents for anomalies, verifying payments on the FMS and registering and coupling invoices for payment. Reporting, investigating and following-up of all finance related irregularities. Compiling and submitting the prescribed management reports, information and statistics. Ensuring the safekeeping of all accounting and payment documentation, files and data for audit purposes in accordance with Treasury Regulations and the PFMA. Evaluating and maintaining the internal security measures at the section. Training, guiding and developing subordinate personnel. Budgeting and attending the Budget Control Committee. Facilitation of Staffing Boards, analyse and review documents for your manager/supervisor. Assisting in investigating, co-ordination and answering of audit queries. Managing of personnel and performance evaluation as required per prescripts, assets and materièl resorting under control of this post.
<u>ENQUIRIES</u>	:	Mr T.T. Nyuswa, Tel No: (012) 392 2890/2892
<u>APPLICATIONS</u>	:	Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not post number.
<u>NOTE</u>	:	Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, White females, Indian males, Coloured males and Persons with Disabilities.
<u>CLOSING DATE</u>	:	22 October 2021.
<u>POST 35/04</u>	:	<u>SENIOR STATE ACCOUNTANT, REF NO: CFO 21/6/3</u>
<u>SALARY</u>	:	R316 791 per annum (Level 8)
<u>CENTRE</u>	:	Finance Management Division, Chief Directorate Budget Management, Directorate: Budget Management Office SAMHS, SA Military Health Services, Pretoria.
<u>REQUIREMENTS</u>	:	Minimum requirements: Grade 12 certificate plus B Degree/three year National Diploma in Finance/Accounting with a minimum of three years relevant experience in Budget management or Grade 12 certificate with finance/accounting related subjects and a minimum of seven years relevant

budget management experience. At least three years practical experience at a Finance Clerk Supervisor level or equivalent. Proficient in financial regulatory frameworks in the Public/Private sector, augmented with sound working knowledge of both finance and procurement policies, processes and procedures. Best practice budget management skills including the drafting of submission of decision briefs; estimates of expenditure, and revenue; cash flow plans presentations to and for clients; and providing sound financial advice to clients to ensure informed decisions. Proficient in Microsoft Office Excel, Word and Presentation. Ability to both lead a team and work as a team. Accuracy and an eye for detail. Abilities: Ensure, enhance and apply the department system of financial management and internal control, inclusive of budget preparation, budget control, and reporting and financial misconduct management. Demonstrate ability to write programme to extract management information from a central data repository in accordance with Clients reporting/information requirements. Emotional intelligence for problem management, responding appropriately under difficult situations towards senior and military personnel, negotiate and deal with Clients efficiently whilst functioning with little to no direct supervision. Must be in possession of valid RSA driver's license/military drivers licence and willing and able to travel as and when required. Minimum security clearance of confidential.

DUTIES : Ensure good financial management of the SAMHS Headquarters and its varied internal clients. Financial planning, forecasting, budgeting and costing. Financial control over expenditure. Financial decisions making, analysis and the evaluation of financial compliance and performance. Compile and present reports, presentations and submissions as required by external stakeholders or internal Clients. Assisting with formulation and monitoring of compliance to internal controls, policies and operating procedures. Assisting with budgeting and expenditure control as performed at level 4 as well as preparing budgeting and expenditure control documentation. Assisting with the financial authority process. Preparing monthly early warning report for C Fin. Assisting with onsite informal audit of Military Health Formation Budget Management Offices as to their compliance to prescripts. Participating in Expenditure Control Committee meetings. Assisting in the preparation of management reports for the client through development of information centre reports and graphic presentations. Assisting in executing of budgeting processes as and when required. Participating in preliminary investigations in regard to potential irregularities and compiling of required reports for submitting to GOC and SAMHS BM. Managing of all personnel, assets and material resorting under control of this post.

ENQUIRIES : Mr A.P. Du Pisani, Tel No: (012) 367-9075
APPLICATIONS : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not Post number)

NOTE : Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, White females, Indian males, Coloured males and Persons with Disabilities.

CLOSING DATE : 22 October 2021.

POST 35/05 : **SENIOR STATE ACCOUNTANT, REF NO: CFO 21/6/4**
 Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments (Final Payments)

SALARY : R316 791 per annum (Level 8)
CENTRE : Pretoria.
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus a B Degree/three year National Diploma in Finance/Accounting with a minimum of three years relevant experience or Grade 12 certificate with finance/accounting related subjects with a minimum of seven years relevant experience. At least three years practical experience at a Finance Clerk Supervisor level or equivalent. Knowledge sound reasoning, mathematical, accounting and problem solving ability with strong supervisory skills. Knowledge of computer systems in the DOD/Public Service/Private Sector, including Persol/Persal, MS Word and

	Excel. Well-developed verbal and written communications skills, very conscientious and motivated towards producing effective, efficient and correct work and always aiming for a zero defect environment. Ability to effectively function as part of a team, receptive to work-related suggestions and ideas. Decisive/persevering regarding task finalisation and able to effectively function under pressure.
<u>DUTIES</u>	: Ensuring effective execution of prescribed accounting processes related to the payments of financial benefits to ex-employees of the Department of Defence (DOD). Ensuring that calculation of the leave payments, pro-rata service bonus and accounting of overpaid amounts to be recovered from ex-employees are correct and in accordance with prescripts. Constant collaboration and communication with the Assistant Director regarding all functions and tasks coupled to the post. Assist and coordinating of related administrative tasks. Supervision, guiding and training of Finance Clerk Supervisor and Finance Clerks, resorting under the control of this post. Capturing/authorise and approve of all final payments related transactions on Persol and on the Financial Management System (FMS). Ensuring that all accounting records, documentation, statistics and files are safeguarded and readily available for audit purposes. Assisting in handling ministerial and audit general enquiries concerning final payments. Looking-up and printing final payments related management information and statistics from the Persol and FMS. Effectively supervision all personnel, assets, information and material under his/her control.
<u>ENQUIRIES</u>	: Ms T.T. Tshioma, Tel No: 012 392 2245
<u>APPLICATIONS</u>	: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
<u>NOTE</u>	: Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, White females, Indian males, Coloured males and Persons with Disabilities.
<u>CLOSING DATE</u>	: 22 October 2021.
<u>POST 35/06</u>	: <u>FINANCE CLERK SUPERVISOR REF NO: CFO 21/6/5</u> Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments, Salaries
<u>SALARY</u>	: R257 508 per annum (Level 7)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Minimum requirements: Grade 12 certificate plus B Degree or three years National Diploma in Finance/Accounting with a minimum of two years relevant experience or Grade 12 with finance related subjects with a minimum of three years relevant experience. Knowledge in MS Office applications (MS Word and MS Excel). Knowledge of the effective utilization of the PERSOL/PERSAL mainframe in the Department of Defence (DOD)/Public Service or other similar system used in the Private Sector. Sound reasoning, mathematical and problem solving ability. Well-developed verbal and written communication skills and ability to effectively render quality service to military (DAP) as well as civilian (PSAP) clients and to answer enquiries in a professional manner. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive/persevering in regard to task finalization and able to effectively function under pressure. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects. More working relevant years of experience as Finance Clerk will be an added advantage.
<u>DUTIES</u>	: Executing, controlling, accounting and managing of salary and allowance payments to members/employees of the Department of Defence (DOD). Supervising, training and guiding of Finance Clerks who resort under the control of this post at the Directorate Personnel Payments (DPP). Constant collaboration and communication with the Senior State Accountant Salaries regarding all functions coupled to the post. Coordinating administering related tasks
<u>ENQUIRIES</u>	: Ms T.T. Tshioma, Tel No: 012 392 2245

<u>APPLICATIONS</u>	:	Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception.
<u>NOTE</u>	:	(Please use reference number not post number) (Please use reference number not Post number) Notes: Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, White females, Indian males, Coloured males and Persons with Disabilities.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/07</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: DI/34/21/02</u> Directorate: Defence Intelligence (Directorate Vetting)
<u>SALARY</u>	:	R257 508 per annum (Level 7)
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	Essential: Degree/Diploma/Certificate in Administration. (NQF Level 4/5). Grade 12 with prior learning either by means of 5 /6 years relevant administration experience as well as alternative vetting courses may also apply. Special requirements (skills needed): Controlling and maintaining a vetting administration registry to accommodate confidential, secret and top secret files including the administration of electronic data. Essential Experience: Proficient in English (read, write, speak). Computer Mainframe and Microsoft Office. Must be able to obtain a Top Secret Security Clearance within a year.
<u>DUTIES</u>	:	The applicant must be able to: Capturing of data obtained from vetting application forms. Assist with supervision in the absence of the supervisor of the personnel (subordinates) of the section as well as any personnel requirements. Coordinate verification of applications wrt criminal histories of applicants. Must be able to execute an efficient control over the receiving and distribution of security clearance certificates. Maintenance of the EKKA system and the register for security clearance certificates. Sending and receiving of fingerprints and indemnity forms to and from criminal record centre. Coordinate the scheduling of courses and arrangement for attendance and payments. Act as nodal point for control over S & T claims, leave administration and attendance registers.
<u>ENQUIRIES</u>	:	Ms E. Foster, Tel No: (012) 315-0
<u>APPLICATIONS</u>	:	Department of Defence, Defence Intelligence, Private Bag X 367, Pretoria, 0001. (278 Madiba Street, Liberty Building). For attention: Ms E. Foster,
<u>NOTE</u>	:	All applicants will be subjected to a security vetting process prior to employment/enrolment into the DOD & MV. Defence Intelligence Division will not be held liable for any travel and accommodation arrangement for invited candidates
<u>CLOSING DATE</u>	:	29 October 2021
<u>POST 35/08</u>	:	<u>FINANCE CLERK, REF NO: CFO 21/6/6</u> Finance Management Division. Chief Directorate Budget Management, Sub-Directorate: Chief Central Staff, DHQ
<u>SALARY</u>	:	R173 703 per annum (Level 5)
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	Minimum requirements: Grade 12 certificate with finance related subjects. Thorough knowledge of the Budget and Budget control expenditure control process and related transactions. Computer literacy, MS Word, Excel and Power Point. Sound mathematical and problem solving ability. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills. Effective HR and management skills. Ability to draft complex programs. Ability to effectively function as part of a team. Receptive to work-related suggestions/ideas and decisive/persevering regarding task finalisation. Added advantage: Post matric qualification in Finance/Accounting. Minimum of one year relevant experience. A valid RSA/Military driver' license. Assisting with formulation, and monitoring of compliance to internal controls, policies and operating procedures. Assisting with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. Assisting with the Financial Authority (FA) process.
<u>DUTIES</u>	:	

Preparing cash flow. Assist in the re-allocation of funds. Participate in the Budget Control Committee (BCC) meetings. Preparing of management reports for the Client through development of IC reports and graphic presentations. Assisting in executing of budgeting processes as and when required.

ENQUIRIES
APPLICATIONS

- : Ms E.J. van Vuuren, Tel No: (012) 335 5805
- : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Note: (Please use reference number not Post number)

NOTE

- : Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and Persons with Disabilities.

CLOSING DATE

- : 22 October 2021

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE

: 25 October 2021

NOTE

: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) NB: All attachments for on line application must including Z83 be in PDF and in one (1) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified.

OTHER POSTS**POST 35/09**: **ASSISTANT DIRECTOR UI OPERATIONS: BENEFICIARY SERVICES REF NO: HR4/4/1/20****SALARY CENTRE**: R470 040 per annum
: Provincial Office Eastern Cape

<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualifications in Administration/Public Management/ equivalent qualifications. Two (2) years supervisory experience and Two (2) years functional experience in Unemployment Insurance Operations plus a valid driver's licence. Knowledge: Unemployment Insurance Act (UICA), Public Financial Management Act, Unemployment Insurance Act and Regulations, Treasury Regulations, Batho Pele Principles, Basic Conditions of Employment Act, Labour Relations Act, Operational Systems, Public Service Act, Public Service Regulations. Skills: Communication (both verbal & written), Management, Listening, People management, Numeracy, Computer literacy, Time Management, Customer relations, Report writing, Planning and Organizing, Interpersonal.
<u>DUTIES</u>	:	Manage employer's Declarations & maintain the database, Monitor the provisioning of assessment, validation and adjudication of claims, manage registry services for beneficiary services, Monitor and ensure that all appeals are processed effectively and efficiently in the province, Manage and ensure the provision of support and training services to the business unit, Manage resources (Human, Financial, Equipment/ Assets) in the section.
<u>ENQUIRIES</u>	:	Mr VV Macleod Tel No: (043) 701 3000
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201 Or hands deliver at No. 3 Hill Street, East London, 5201. Email: Jobs-EC@labour.gov.za
<u>POST 35/10</u>	:	<u>ASSISTANT DIRECTOR UI OPERATIONS REF NO: HR 4/4/10/372</u>
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification in Administration/Public Management / Business Administration / Operations Research / Finance. Valid Driver's Licence. Two (2) years Supervisory experience. Two (2) years functional experience. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act (UICA), Public Financial Management Act (PFMA), Treasury Regulations, Batho Pele Principles, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Operations systems. Skills: Communication (verbal and written), Management, Listening, People Management, Numeracy, Computer Literacy, Time Management, Customer Relations, Analytical.
<u>DUTIES</u>	:	Manage employee's declarations and maintain database. Monitor the provision of assessment, validation and adjudications of claims. Manage Registry Services for Beneficiary Services. Monitor and ensure that all appeal are processed effectively and efficiently in the Province. Manage resources (Human, Financial, Equipment's /Assets) in the section.
<u>ENQUIRIES</u>	:	Mr Quinton Bowman Tel No: 082 901 3232
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town For Attention: Sub-directorate: Human Resources Management, Western Cape Email: Jobs-WC@labour.gov.za
<u>POST 35/11</u>	:	<u>ASSISTANT DIRECTOR FACTORY PRODUCTION REF NO HR 4/21/08/09</u>
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	SEE, Potchefstroom
<u>REQUIREMENTS</u>	:	Qualification in one of the Following: Occupational Certificate: Welder (NQF Level 04) / Occupational Certificate: Sewing Machine Operator (NQF Level 02) / N6 Clothing Production (NQF 06) / National Diploma: Clothing. Three years' functional experience in wood, Steel or textile and three years' supervisory experience. Valid driver's licence will be an added advantage Knowledge: Manufacturing principles/procedures, Technical design/development, Supervision /management, Disability Act and policies, Occupational Health and Safety Act, Knowledge of BCEA, OHSA, UIF and COIDA, Basic research Skills: Planning and organizing, Microsoft office Competency, Analytical, Facilitation, Interpersonal, Leadership, Innovative, Project management.
<u>DUTIES</u>	:	Manage and monitor production within the factory. Manage the operational functions of the factory. Manage resources within the factory. Manage compliance to Occupational Health and Safety within factory.
<u>ENQUIRIES</u>	:	Ms A Pretorius Tel No: 012 843 7425

<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-SEE@labour.gov.za
<u>POST 35/12</u>	:	<u>ASSISTANT DIRECTOR: ETHICS AND INTEGRITY REF NO HR4/21/10/47HO (X2 POSTS)</u> (One (1) year contract)
<u>SALARY</u>	:	R376 596 per annum plus 37% in lieu of benefits
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma(NQF6)/Undergraduate Bachelor Degree(NQF7) in Public Management/Risk Management/Auditing and Human Resource Management. Four (4) years experience in Ethics and Integrity Management of which two (2) years must be at supervisory level. Knowledge: Public Service transformation and Management issues, White Paper on transformation of Public Service, Public Service Act Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Treasury Regulations, Minimum Information Security Standards, Public Finance Management Act, Treasury Regulations, Skills Development. Skills: Diplomacy, Project Management, Interpersonal relation, Communication, Conflict Management, Problem solving.
<u>DUTIES</u>	:	Coordinate and implement Ethics Strategy, Policies and Programmes in the Department. Coordinate implementation report on ethics policies. Implement financial disclosure in the Department. Organise awareness programme regarding integrity matters within the Department. Conduct Ethics investigations in the Department.
<u>ENQUIRIES</u>	:	Adv MT Ntleki, Tel No: (012) 309 4264
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ7@labour.gov.za
<u>POST 35/13</u>	:	<u>ASSISTANT DIRECTOR: MARKETING AND ADVERTISING REF NO HR4/21/10/04HO</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6) / Bachelor's Degree (NQF7) in Communication Science/ Public Relations/ Marketing. Four (4) years' experience of which two (2) years at Supervisory level and two (2) years functional experience in Marketing. Knowledge: Departmental Policies and Procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislations, Marketing communication principles, Project Management, Batho Pele Principles. Skills: Planning and Organising, Interpersonal, Computer literacy, Communication Skills, Problem Solving, Listening and observation, Negotiation, Time Management, Crisis Management, Creative-writing Skills.
<u>DUTIES</u>	:	Implement the advertising strategy. Monitor the implementation of advertising campaigns. Manage the procurement and distribution of promotional items. Manage all the resources in the division.
<u>ENQUIRIES</u>	:	Mr M Pele Tel No: 012 309 4247
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ5@labour.gov.za
<u>POST 35/14</u>	:	<u>SUPERVISOR: REGISTRATION SERVICES (X4 POSTS)</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Geberha Labour Centre: Ref. No: HR 4/4/1/09(x1 post) Komani Labour Centre: Ref. No: HR 4/4/1/10 (X1 post) Kariega Labour Centre: Ref. No: HR 4/4/1/11 (X2 post)
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification in Business Administration/ Management; Public Administration Management and Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and

		Guidelines. Skills: Problem solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.
<u>DUTIES</u>	:	Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients. Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints, Manage
<u>ENQUIRIES</u>	:	Mr MP Ngqolowa Tel No: 041 506 500 Mr KS Mbande Tel No: 045 807 5400 Ms W Koba Tel No: (041) 491 1220
<u>APPLICATIONS</u>	:	Port Elizabeth: Deputy Director Labour Centre Operations: Private Bag x 6045, Port Elizabeth, 6000 or hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha E-mail: Jobs-EC@Labour.gov.za Queenstown: Deputy Director Labour Centre Operations: P O Box 323, Queenstown, 5320 or hand deliver at No. 10 Robinson Road, Komani E-mail: Jobs-EC@Labour.gov.za Uitenhage: Deputy Director Labour Centre Operations: P O Box 562, Uitenhage, 6000 or hand deliver at 15 A Chase Street, Kariega E-mail: Jobs-EC@Labour.gov.za
<u>POST 35/15</u>	:	<u>SENIOR PRACTITIONER: HUMAN RESOURCE MANAGEMENT REF NO: HR 4/21/09/05</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum SEE, Silverton A three (3) year National Diploma (NQF 6) under graduate Bachelor Degree (NQF 7) in Human Resource Management/Employment Relations/Labour Relations. Two (2) years' functional experience in Employment Relations services. Knowledge of Public service commission's rules for dealing with complains and grievances, Public service co-ordinating Bargaining Council's Resolutions, Research/ analysing, Public service regulations, Grievance and disciplinary policy, Human Resource policies, Dispute resolution, CCMA policies and procedures. Skills Development Strategy, Human Resource Development policies and prescripts Skills: Problem solving, Negotiation, Good Communication, Presentation, Research, Analytical, Computer literacy, Interpretation of legislations/ policies, Interpretation of case law and trends in Labour Law, Planning and Organising, Drafting of submissions.
<u>DUTIES</u>	:	Conduct and analyse all grievances and complaints received from employees in the SEE. Draft charges and finalize all misconduct cases in the SEE. Represent the SEE in all disputes referred to the Commission for Conciliation, Mediation and Arbitration (CCMA). Facilitate and represent the SEE in collective bargaining processes with its recognized unions. Provide secretariat function to the SEE Appeals Authority
<u>ENQUIRIES APPLICATIONS</u>	:	Ms ME Msiza Tel No: 012 843 7409 Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-SEE@labour.gov.za
<u>POST 35/16</u>	:	<u>OHS INSPECTOR (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum Stanger Labour Centre Ref No: HR4/4/5/102 (X1 post) Kokstad Labour Centre Ref No: HR4/4/5/83 (X1 post) Senior certificate plus a 3 year recognised qualification in the relevant field i.e. Electrical Engineering, Valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication, Compute Literacy, Facilitation, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovation, Analytical, Verbal and written communications.

<u>DUTIES</u>	:	To plan and independently conduct inspection with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Ms ESN Nzama Tel No: (032) 551 7300 Mr S Ngqoza, Tel No: (039) 727 2140
<u>APPLICATIONS</u>	:	Deputy Director Stanger Labour Centre: PO Box 138, Stanger, 4450 or hand deliver at 12 Cato Street, Stanger Email: Jobs-KZN@labour.gov.za . Deputy Director: Kokstad Labour Centre: PO Box 260, Kokstad 4700 or hand deliver at 59 Hope Street, Kokstad. Email: Jobs-KZN@labour.gov.za .
<u>POST 35/17</u>	:	<u>TEAM LEADER IES REF NO: HR 4/4/5/90</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Durban Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Labour Relations/Labour Law/ LLB/BCOM LAW or Electrical/Mechanical Engineering/Environmental Health/Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering/ Financial Management/ Auditing/ Accounting. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following Departmental Policies and procedures Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report Manage the finalisation of files of cases received and investigations conducted by the Inspectors. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Ensure that non-compliant employers are referred for prosecution within the relevant time frames.
<u>ENQUIRIES</u>	:	Mr S Biyase Tel No: (031) 336 1500
<u>APPLICATIONS</u>	:	Deputy Director: Durban Labour Centre: PO Box 10074, Marine Parade, 4056 or hand deliver at Govt Bld, Masonic Groove, Durban Email: Jobs-KZN@LABOUR.gov.za

<u>POST 35/18</u>	:	<u>CLAIMS ASSESSOR REF NO: HR4/4/5/98</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Pietermaritzburg Labour Centre: KZN
<u>REQUIREMENTS</u>	:	Three year tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance and HRM. Knowledge: Compensation Fund objective and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills) Fund operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, Planning and Organising, Analytical thinking and Problem solving and decision making.
<u>DUTIES</u>	:	Administer of claims registration process. Adjudicate registered customer claims. Quality Assurance for medical accounts payments. Render administrative duties. Serve as a Team Leader/Supervisor.
<u>ENQUIRIES</u>	:	Mr MSJ September Tel No: (033) 341 5300
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: PO Box 940, Pietermaritzburg, 3200 or and deliver at 370 Langalibalele Street, Pietermaritzburg, 3201. Email: Jobs-KZN@labour.gov.za
<u>POST 35/19</u>	:	<u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X5 POSTS)</u>
<u>SALARY</u>	:	R208 584 per annum
<u>CENTRE</u>	:	Mthatha Labour Centre Ref No: HR 4/4/1/71(X1 post) Makhanda Labour Centre Ref No: HR 4/4/1/72(X1 post) Butterworth Labour Centre Ref No: HR 4/4/1/73 (Re-advert) Fort Beaufort Labour Centre Ref No: HR 4/4/1/74(X1 post) Kimberley Labour Centre Ref No: HR 4/4/8/93(X1 post)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Ms SE Zaula Tel No: (047) 501 5600 Ms N Ntlokwana Tel No: (046) 622 2104 Mr T Madikazi Tel No: (047) 401 7880 Ms N Tetyana Tel No: (046) 645 4686 Mr R Geswint Tel No: (053) 838 1580 (Kimberley)
<u>APPLICATIONS</u>	:	Mthatha: Deputy Director: Labour Centre Operations: Private Bag X 5080, Mthatha, 5100 E-Mail: Jobs-EC@Labour.gov.za Fort Beaufort: Deputy Director: Labour Centre Operations: P.O Box 538, Fort Beaufort, 5720 Email: Jobs-EC@labour.gov.za Butterworth: Deputy Director: Labour Centre Operations: Private Bag x3081, Butterworth, 4960 Email: Jobs-EC@labour.gov.za Makhanda: Deputy Director: Labour Centre Operations: P. O. Box 2002, Makhanda, 6140 Email: Jobs-EC@labour.gov.za Kimberley: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za
<u>POST 35/20</u>	:	<u>AUXILLARY INSPECTOR EEA (X54 POSTS)</u> (1 years fixed term contract)
<u>SALARY</u>	:	R208 584. per annum plus 37% in lieu of benefits.
<u>CENTRE</u>	:	Provincial Office: Gauteng-Ref No: HR4/21/10/01GP (X 10 posts)

	Provincial Office: Kwazulu- Natal-Ref No: HR4/21/10/02KZN (X 10 posts)
	Provincial Office: Mpumalanga-Ref No: HR4/21/10/03MP (X 3 posts)
	Provincial Office: North-West Ref No: HR4/21/10/04NW (X 3 posts)
	Provincial Office: Free State Ref No: HR4/21/10/05FS (X 3 posts)
	Provincial Office: Northern Cape Ref No: HR4/21/10/06NC (X 2 posts)
	Provincial Office: Limpopo Ref No: HR4/21/10/07LP (X 3 posts)
	Provincial Office: Western Cape Ref No: HR4/21/10/08WC (X10 posts)
	Provincial Office: Eastern Cape Ref No: HR4/21/10/09EC (X10 posts)
<u>REQUIREMENTS</u>	: Diploma in Labour Law/ Diploma in Paralegal. Law degree and driving licence will be an added advantage. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Basic Conditions of Employment Act, Employment Equity Act and regulations, Interpretation Statutes. Skills: Facilitation, Planning and Organizing (Own work), Computing (Spread sheets, Power Point and word processing), Interpersonal, Problem solving, Interviewing, Analytical, Verbal and written communication skills Act, Employment Equity Act.
<u>DUTIES</u>	: Conduct administrative inspections with the aim of ensuring compliance with EEA. Execute investigations on reported cases pertaining to contravention of EEA. Conduct proactive (Blitz) inspections regularly to monitor compliance with EEA. Participate in advocacy campaigns on (EEA).
<u>ENQUIRIES</u>	: Ms. P. Mbongwana Tel No: 043 701 3279 (EC) Mr. M. Luxande Tel No: 051 505 6325 (FS) Adv. M Msiza Tel No: 012 309 5110 (GP) Mr. M Kambule Tel No: 031 366 2203 (KZN) Mr. P Tladi Tel No: 015 290 1613(LP) Ms. N Njwambe Tel No: 013 655 8775(MP) Mr. I Vass Tel No: 053 838 1502(NC) Mr. B Mampuru Tel No: 018 387 8104 (NW) Mr DD Esau Tel No: 021 441 8208 (WC)
<u>APPLICATIONS</u>	: Polokwane: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700 Email: Jobs-LP@labour.gov.za Bloemfontein: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-FS@labour.gov.za Mmabatho: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho Email: Jobs-NW@labour.gov.za East London: Chief Director Provincial Operations: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London Email: Jobs-EC@labour.gov.za Johannesburg: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za Cape Town: Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 or hand deliver at Corner Riebeeck and Long Street Email: Jobs-WC@labour.gov.za Emalahleni: Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053 or hand deliver at labour building, Corner Hofmeyer Street and Beatty Avenue, Witbank.Email: Jobs-MP@labour.gov.za Durban: Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban Email: Jobs-KZN@labour.gov.za Kimberley: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301, or hand deliver at Corner Compound and Pniel Road Email: Jobs-NC@labour.gov.za
<u>POST 35/21</u>	: <u>AUXILLARY INSPECTOR NMWA (X60 POSTS)</u> (1 years fixed term contract)
<u>SALARY CENTRE</u>	: R208 584 per annum plus 37% in lieu of benefits : Provincial Office: Gauteng - Ref No: HR4/21/10/45GP (X 10 posts) : Provincial Office: Kwazulu - Natal-Ref No: HR4/21/10/16KZN (X10 posts) : Provincial Office: Mpumalanga - Ref No: HR4/21/10/46MP (X4 posts) : Provincial Office: North - West Ref No: HR4/21/10/47NW (X4 posts)

	Provincial Office: Free State Ref No: HR4/21/10/48FS (X4 posts)
	Provincial Office: Northern Cape Ref No: HR4/21/10/49NC (X4 posts)
	Provincial Office: Limpopo Ref No: HR4/21/10/50LP (X 4 posts)
	Provincial Office: Western Cape Ref No: HR4/21/10/51WC (X10 posts)
	Provincial Office: Eastern Cape Ref No: HR4/21/10/52EC (X10 posts)
<u>REQUIREMENTS</u>	: LLB/ BCOM LAW/ National Diploma in Labour Law/ Labour Relations. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Basic Conditions of Employment Act, Unemployment Insurance Act, UI Contribution Act. Skills: Facilitation, Planning and Organizing (Own work), Computing (Spread sheets, Power Point and word processing), Interpersonal, Problem solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<u>DUTIES</u>	: Conduct administrative inspections with the aim of ensuring compliance with NMWA. Execute investigations on reported cases pertaining to contravention of NMWA. Conduct proactive (Blitz) inspections regularly to monitor compliance with NMWA. Participate in advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	: Ms. P. Mbongwana Tel No: 043 701 3279 (EC) Mr. M. Luxande Tel No: 051 505 6325 (FS) Adv. M Msiza Tel No: 012 309 5110 (GP) Mr. M Kambule Tel No: 031 366 2203 (KZN) Mr. P Tladi Tel No: 015 290 1613(LP) Ms. N Njwambe Tel No: 013 655 8775(MP) Mr. I Vass Tel No: 053 838 1502(NC) Mr. B Mampuru Tel No: 018 387 8104 (NW) Mr DD Esau Tel No: 021 441 8208(WC)
<u>APPLICATIONS</u>	: Polokwane: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700 Email: Jobs-LP@labour.gov.za Bloemfontein: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-FS@labour.gov.za Mmabatho: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho Email: Jobs-NW@labour.gov.za East London: Chief Director Provincial Operations: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London Email: Jobs-EC@labour.gov.za Johannesburg: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za Cape Town: Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 or hand deliver at Corner Riebeeck and Long Street Email: Jobs-WC@labour.gov.za Emalahleni: Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053 or hand deliver at labour building, Corner Hofmeyer Street and Beatty Avenue, Witbank. Email: Jobs-MP@labour.gov.za Durban: Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban Email: Jobs-KZN@labour.gov.za Kimberley: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301, or hand deliver at Corner Compound and Pniel Road Email: Jobs-NC@labour.gov.za
<u>POST 35/22</u>	: <u>RECORDS ADMINISTRATOR REF NO: HR4/4/10/156</u>
<u>SALARY</u>	: R208 584 per annum
<u>CENTRE</u>	: Provincial Office, Eastern Cape
<u>REQUIREMENTS</u>	: Grade 12/Senior Certificate or equivalent. Knowledge: National Archives Act, Batho Pele Principles, Records Management, Departmental Policies and Procedures Skills: Communication, Listening, Computer Literacy, Planning and Organizing.
<u>DUTIES</u>	: Maintain the filing system as per the directives of the archives and records management prescripts, Sort and prepare documents for disposal process as

		in line with the relevant prescripts, perform administrative duties within the Section as and when the need arises.
<u>ENQUIRIES</u>	:	Mr WC Mafu Tel No: (043) 702 3333
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201 Or hands deliver at No. 3 Hill Street, East London, 5201 Email: Jobs-EC@labour.gov.za
<u>POST 35/23</u>	:	<u>MSS ADMIN CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/5/85</u>
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Kariega Labour Centre
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Senior Certificate. No experience required. Knowledge: Batho Pele Principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organising.
<u>DUTIES</u>	:	To render Supply Chain Management Function in a Labour Centre Daily, Provide a Finance and Office Management service to the Labour Centre Daily, Render a Human Resource Management, Responsible for Training and Performance activities in a Labour Centre Daily, Responsible for the records management in a Labour Centre Daily.
<u>ENQUIRIES</u>	:	Ms W Koba Tel No: 041 992 4627.
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: P. O. Box 562 Uitenhage, 6230 Email: Jobs-EC@labour.gov.za
<u>POST 35/24</u>	:	<u>ADMINISTRATIVE CLERK: COMPENSTATION FUND SERVICES REF NO: HR4/4/10/158</u>
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Provincial Office Eastern Cape
<u>REQUIREMENTS</u>	:	Grade 12. No experience required. Knowledge: Compensation Fund Strategic Objectives Relevant stakeholders, Customer Service (Batho Pele Principles), Technical Knowledge, COIDA guidelines. Skills: Required, Technical proficiency, Business writing skills, Required IT (MS Office & Operating Skills) Communication, verbal and written, Problem resolving, Planning and organizing, Data Capturing, Data and records management, Telephone Etiquette, Risk Management and Fund Governance, External Environmental Awareness
<u>DUTIES</u>	:	Render effective registry support services, Liaise with provinces and labour centres in respect of the provision of required information, Ensure correspondence of documents, perform the general administration functions.
<u>ENQUIRIES</u>	:	Dr B Dunga Tel No: (043) 702 7525
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201 Or hands deliver at No. 3 Hill Street, East London, 5201 Email: Jobs-EC@labour.gov.za
<u>POST 35/25</u>	:	<u>SENIOR ADMIN CLERK: HUMAN RESOURCE MANAGEMENT REF NO: HR 4/21/09/06</u>
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	SEE, Springfield
<u>REQUIREMENTS</u>	:	A Senior Certificate or Office Administration, 0 to 6 months' Administrative experience. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing on VIP system Skills: Planning and Organizing, Communication, Computer literacy.
<u>DUTIES</u>	:	Administer earning and deductions from the Factories, administer leaves within the SEE, Monitor the Pension Fund of Personnel within the Factories, Monitor the Provident Fund within the SEE, Render administrative support services within the Salaries.
<u>ENQUIRIES</u>	:	Ms ME Msiza Tel No: 012 843 7409
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-SEE@labour.gov.za

<u>POST 35/26</u>	:	<u>MESSENGER REF NO HR4/21/10/05HO</u>
<u>SALARY</u>	:	R122 595 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12. Valid drivers' license. Knowledge: Knowledge of Customer relations Batho Pele Principles. Skills: Reading, writing and driving experience, Internal personal skills, Communication skills.
<u>DUTIES</u>	:	Collect and distribute correspondence to various destinations. Coordinate reproduction services. Attending to registry counter services. Provide administrative support services.
<u>ENQUIRIES</u>	:	Ms MP Mokomane Tel No: 012 309 4075
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. For Attention: Sub-directorate: Human Resources Operations, Head Office EMAIL: Jobs-HQ4@labour.gov.za
<u>POST 35/27</u>	:	<u>OFFICE AID REF NO: HR4/4/1/21</u>
<u>SALARY</u>	:	R122 595. per annum
<u>CENTRE</u>	:	Geberha Labour Centre, Eastern Cape
<u>REQUIREMENTS</u>	:	Standard 8/Grad 10. (0) Zero experience. Knowledge: Cleaning Practices, Catering, Office Practices Skills: Interpersonal relations, Verbal, Communication, Listening.
<u>DUTIES</u>	:	Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.
<u>ENQUIRIES</u>	:	MR Mp Ngqolowa Tel No: 041 506 5000
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: Private Bag X6045, Gqeberha 6000 or Hand delivered at c/o VSN Building 116/134 Govan Mbeki Avenue Gqeberha Email: Jobs-EC@labour.gov.za

INTERNSHIP PROGRAMME YEAR 2021/2022

The Department would like to invite qualifying graduates to apply to participate in an Internship Programme. The Internship is meant to provide work exposure to graduates for a period of twenty (24) months. Applicants must be unemployed and never participated in an internship programme previously and must be between the ages of 18-35.

OTHER POSTS

<u>POST 35/28</u>	:	<u>OFFICE OF THE CDPO REF NO: HR4/4/5/106</u>
<u>STIPEND</u>	:	R6083.66 per month
<u>CENTRE</u>	:	Provincial Office: KZN
<u>REQUIREMENTS</u>	:	National Diploma/B. Degree Public Administration /Business Administration/ Public Management/ Office Administration
<u>DUTIES</u>	:	Assist to develop and ensure the implementation of the administrative measures for the efficient operations of the office of the Chief Director Provincial Operations. Assist to ensure efficient, effective and accurate administrative support services are provided to the office of the Chief Director Provincial Operations.
<u>ENQUIRIES</u>	:	MS V. Maninjwa, Tel No: (031) 366 2026
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For Attention: Sub-directorate: Human Resources Operations, Provincial Office: KZN Email: Jobs-KZN@labour.gov.za
<u>POST 35/29</u>	:	<u>EMPLOYEE RELATIONS REF NO: HR4/4/5/107</u>
<u>STIPEND</u>	:	R6083.66 per month
<u>CENTRE</u>	:	Provincial Office: KZN
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Labour Relations/Human Resource Management
<u>DUTIES</u>	:	Assist with opening misconduct and grievance files. Compile monthly and quarterly stats. Assist in sourcing case laws. Analyse cases for merits of success. Admin duties
<u>ENQUIRIES</u>	:	Ms V. Maninjwa, Tel No: (031) 366 2026.
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For Attention: Sub-directorate:

Human Resources Operations, Provincial Office: KZN Email: Jobs-KZN@labour.gov.za

POST 35/30 : **FINANCIAL MANAGEMENT REF NO: HR4/4/5/108**

STIPEND : R6083.66 per month
CENTRE : Provincial Office: KZN
REQUIREMENTS : National Diploma/ Degree Financial Accounting/ Financial Management
DUTIES : Assist with accurate and timely financial accounting, control and systems. Admin duties
ENQUIRIES : Ms V. Maninjwa, Tel No: (031) 366 2026.
APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For Attention: Sub-directorate: Human Resources Operations, Provincial Office: KZN Email: Jobs-KZN@labour.gov.za

POST 35/31 : **SUPPLY CHAIN MANAGEMENT REF NO: HR4/4/5/109**

STIPEND : R6083.66 per month
CENTRE : Provincial Office: KZN
REQUIREMENTS : National Diploma/Degree Supply Chain Management
DUTIES : Admin duties. Assist with implementation of SCM processes
ENQUIRIES : Ms V. Maninjwa, Tel No: (031) 366 2026.
APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For Attention: Sub-directorate: Human Resources Operations, Provincial Office: KZN Email: Jobs-KZN@labour.gov.za

POST 35/32 : **COMMUNICATIONS REF NO: HR4/4/5/110**

STIPEND : R6083.66 per month
CENTRE : Provincial Office: KZN
REQUIREMENTS : National Diploma/ Degree Public Relations/Communications//Communication Science
DUTIES : Assist in the implementation of the communication strategy and admin duties
ENQUIRIES : Ms V. Maninjwa, Tel No: (031) 366 2026.
APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For Attention: Sub-directorate: Human Resources Operations, Provincial Office: KZN Email: Jobs-KZN@labour.gov.za

POST 35/33 : **EMPLOYEE HEALTH AND WELLNESS REF NO: HR4/4/5/111**

STIPEND : R6083.66 per month
CENTRE : Provincial Office: KZN
REQUIREMENTS : National Diploma/ Degree Human Resource Management/Social Science
DUTIES : Assist in the implementation of the communication strategy and admin duties
ENQUIRIES : Ms V. Maninjwa, Tel No: (031) 366 2026.
APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For Attention: Sub-directorate: Human Resources Operations, Provincial Office: KZN Email: Jobs-KZN@labour.gov.za

POST 35/34 : **HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/5/112 (2X POSTS)**

STIPEND : R6083.66 per month
CENTRE : Provincial Office: KZN
REQUIREMENTS : National Diploma/ Degree Human Resource Management/ Public Management/ Public Admin
DUTIES : Assist in the implementation of the human resource strategy and admin duties
ENQUIRIES : Ms V. Maninjwa, Tel No: (031) 366 2026.
APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN Email: Jobs-KZN@labour.gov.za

<u>POST 35/35</u>	:	<u>HUMAN RESOURCE DEVELOPMENT REF NO: HR4/4/5/113</u>
<u>STIPEND</u>	:	R6083.66 per month
<u>CENTRE</u>	:	Provincial Office: KZN
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Human Resource Management/Public Management/ Public Admin
<u>DUTIES</u>	:	Assist in the implementation of the human resource development strategy and Admin duties
<u>ENQUIRIES</u>	:	Ms V. Maninjwa, Tel No: (031) 366 2026.
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Provincial Office: KZN Email: Jobs-KZN@labour.gov.za
<u>POST 35/36</u>	:	<u>INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/114 (2X POSTS)</u>
<u>STIPEND</u>	:	R6083.66 per month
<u>CENTRE</u>	:	Provincial Office: KZN
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Public Management/ Public Administration/Office Administration
<u>DUTIES</u>	:	Office management and administration duties
<u>ENQUIRIES</u>	:	Ms V. Maninjwa, Tel No: (031) 366 2026.
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.Email: Jobs-KZN@labour.gov.za
<u>POST 35/37</u>	:	<u>UNEMPLOYMENT INSURANCE FUND REF NO: HR4/4/5/115</u>
<u>STIPEND</u>	:	R6083.66 per month
<u>CENTRE</u>	:	Provincial Office: KZN
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Public Management/ Office Administration/ Public Administration
<u>DUTIES</u>	:	Office management and administration duties
<u>ENQUIRIES</u>	:	Ms V. Maninjwa, Tel No: (031) 366 2026.
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.Email: Jobs-KZN@labour.gov.za
<u>POST 35/38</u>	:	<u>RISK MANAGEMENT REF NO: HR4/4/5/116</u>
<u>STIPEND</u>	:	R6083.66 per month
<u>CENTRE</u>	:	Provincial Office: KZN
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma/Degree in Audit, Risk Management, Taxation, Accounting, Criminology, Investigation, Ethics Office and or relevant qualification.
<u>DUTIES</u>	:	Assist Risk Management Unit in conducting risk assessments and monitoring for the Province. Assist the Unit in preventing detecting and investigating fraud and corruption cases. Assist Risk Management Unit to conduct risk and fraud awareness campaigns throughout the Province. Assist with integrity (Ethics issues in the Province).
<u>ENQUIRIES</u>	:	Ms V. Maninjwa, Tel No: (031) 366 2026.
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.Email: Jobs-KZN@labour.gov.za
<u>POST 35/39</u>	:	<u>PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/5/117 (2X POSTS)</u>
<u>STIPEND</u>	:	R6083.66 per month
<u>CENTRE</u>	:	Provincial Office: KZN
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Public Management/ Public Administration/ Business Administration/ Office Administration
<u>DUTIES</u>	:	Office administration duties
<u>ENQUIRIES</u>	:	Ms V. Maninjwa, Tel No: (031) 366 2026.

APPLICATIONS

: Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. Email: Jobs-KZN@labour.gov.za

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

APPLICATIONS : Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

FOR ATTENTION : Human Resource Management
ERRATUM: Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 33 dated 17 September 2021, (1) Deputy Director-General: Forestry Management with Ref No: FM02/2020; (2) Chief Director: Risk and Ethics Management with Ref No: ODG08/2021. The closing date has been extended to 18 October 2021

OTHER POSTS

POST 35/40 : **DEPUTY DIRECTOR: FORESTRY DEVELOPMENT REF NO: FOM18/2021**

SALARY : R869 007 per annum (all-inclusive remuneration package)
CENTRE : Nelspruit

REQUIREMENTS : Applicants must be in possession of a National Diploma (NQF 6) or Bachelor's Degree in Forestry/Development Studies or equivalent qualification coupled with 3-5 years' experience. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Act, 1998 (Act 101 of 1998), and other related environmental legislation. Knowledge and understanding of Public Finance Management Act (PFMA). Knowledge of the function of different departments and levels of government as well as housing management. Knowledge of Operations Management, Reporting systems and processes. Project Management and strategic planning. Relationship Management, Stakeholder engagement. Leadership skills, People Management and Empowerment. Willingness to learn new skills. Ability to negotiate in difficult situations. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to work under pressure and long hours. Willingness to travel.

DUTIES : The incumbent will be responsible to manage the socio-economic development of the Forestry Sector. Manage the identification, facilitation and implementation of the integrated Forestry Development interventions with other stakeholders. Participate in other stakeholder initiatives related to community development with regard to Forestry Development. Implement National Forestry Development Awareness Campaigns. Identify programmes that will assist in creating economic development opportunities in the communities through needs assessments. Management and implement Forestry Development Programmes and Projects. Ensure sustainable management of the state nurseries. Implement greening initiatives (2 million trees) programmes. Ensure the promotion of partnerships between Government, Non-Government Organisation (NGO's), private individuals and communities to ensure long term commitment to land under Forestry Programmes. Ensure the integration of Forestry Development into Local, Provincial and National Government Development spheres. Manage the resource of the sub-directorate (Physical, Human and Financial).

ENQUIRIES : Mr MA Tshivhase, Tel No: 072 209 4946 / 076 118 5270

NOTE : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. 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; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE

: 25 October 2021

POST 35/41

: **ASSISTANT DIRECTOR: SERVICE CONDITIONS AND BENEFITS REF NO: CMS20/2021**

SALARY
CENTRE
REQUIREMENTS

: R376 596 per annum (terms and conditions apply)

: Pretoria

: A three-year (3) Degree/Diploma in Human Resources Management/Development or equivalent relevant qualification. A minimum of 3-5 years' experience in Service Conditions and Benefits. At least 3 years of the period above must be at Supervisory level. Understanding of the Human Resource Management Legislation and regulatory framework. Knowledge and understanding of Public Service. procedures and prescripts. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of HR practice & procedures. Knowledge of administrative procedures, project management and personnel management. Good communication skills (verbal and written). Good interpersonal skills, leadership management skills, people management skills and change management skills. Knowledge and experience of policy development and implementation. Ability to work under pressure, and sound research, analytical, organising, planning, presentation coordination and stakeholder liaison skills. Experience of Persal. Ability to work under pressure and adhere to strict deadlines.

DUTIES

: Manage and monitor the implementation of service benefits and conditions such as leave, allowances, resettlement, medical assistance and long service recognition. Conduct information sharing sessions on service benefits and conditions. Manage the performance of other remunerative work outside the public service (ORW) and financial disclosures. Manage Policy on Incapacity Leave and Ill- Health Retirement (PILIR). Manage the implementation service termination process and exit interviews.

ENQUIRIES
FOR ATTENTION
NOTE

: Mr P Mpati; Tel No: (012) 399 8653

: Human Resource Management

: Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries

and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. 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; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates

<u>CLOSING DATE</u>	:	1 November 2021
<u>POST 35/42</u>	:	<u>ASSISTANT DIRECTOR: HR PLANNING AND INFORMATION REF NO: CMS21/2021</u>
<u>SALARY</u>	:	R376 596 per annum (terms and conditions apply)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three year (3) Degree/ National Diploma in Human Resource Management or equivalent relevant qualification. 3-5 years' experience in HR Management. Knowledge of the Human Resource Management Legislation and regulatory framework. Knowledge of Public Service Regulatory Framework, Public Finance Management Act and Treasury Regulations and HR practice and procedures, administrative procedures, project management, personnel management, Human Resource Planning, Human Resource development, and organizational information. Good strategic planning management, leadership management, people management, change management, policy development and implementation, financial management, research, analytical, organizing, planning, presentation, communication skills (verbal and written), interpersonal, coordination and stakeholder liaison and interpersonal-relations skills. Ability to work long hours voluntarily, gather and analyze information, develop and apply policies, work individually, in team, under extreme pressure and with difficult persons and to resolve conflict.
<u>DUTIES</u>	:	The successful candidate will be responsible to provide human resources planning and information support services through the following key performance areas: Coordination of Human Capital Management compliance reporting. Maintain HR Information and statistics. Development and implementation of the HR Plan. Maintain HR dashboard information service.
<u>ENQUIRIES</u>	:	Mr G Ntshane; Tel No: (012) 399 8628
<u>FOR ATTENTION</u>	:	Human Resource Management
<u>NOTE</u>	:	Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. 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; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification

verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates

CLOSING DATE

:

1 November 2021

POST 35/43

:

ASSISTANT DIRECTOR: COLLECTIVE BARGAINING AND EMPLOYEE RELATIONS REF NO: CMS22/2021

SALARY

:

R376 596 per annum (terms and conditions apply)

CENTRE

:

Pretoria

REQUIREMENTS

:

A three-year (3) Diploma/Degree in Labour Relations or equivalent relevant qualification. A minimum of 3-5 years' experience in Labour Relations or relevant field. Knowledge of disciplinary code and procedures, grievance procedures, mediation and arbitration, public service legislation and resolutions and Labour Relations Act. Understanding of the interpretation and application of legislation, policies and resolutions. Understanding of Programme and Project Management. Good communication skills (verbal and written). Good interpersonal skills. Conflict resolution skills. Sound organising and planning skills. Coordination skills. Report writing skills. Computer literacy. Ability to work under pressure and adhere to strict deadlines.

DUTIES

:

The successful candidate will be responsible to provide support and advice to the Department on labour relations matters through the following key performance areas: Ensure misconduct cases are handled promptly and effectively. Ensure the facilitation of grievance procedures. Provide advice and development on labour relations matters. Provide collective bargaining support and general support on compliance for reporting to stakeholders. Ensure dispute cases are handled effectively.

ENQUIRIES

:

Mr L Motsepe; Cell: 071 608 6012 or Mr L May; Cell: 066 383 2837

FOR ATTENTION

:

Human Resource Management

NOTE

:

Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. 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; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG

		Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates
<u>CLOSING DATE</u>	:	1 November 2021
<u>POST 35/44</u>	:	<u>ESTATE MANAGER REF NO: FOM19/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Total package of R 532 814 per annum/ condition apply)
<u>CENTRE</u>	:	Limpopo (Voorspoed Plantation)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma (NQF 6) or Bachelor's Degree in Forestry or equivalent qualification coupled with 3-5 years' related experience in commercial forestry. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Act, 1998 (Act 101 of 1998). Understanding of policy and legislation framework, sectorial legislation framework of forestry and labour in South Africa. Best Management Practices for Forestry. Environmental Management Systems. Knowledge of different departments levels of government. Knowledge of operations management. Knowledge of reporting systems and processes as well as performance management systems. Programme and project management Good presentation skills, excellent verbal and written communication, analytical and problem solving skills. Good interpersonal relations and ability to negotiate in difficult situations. Computer skills in MS Office Software, a valid driver's license must be willing to travel.
<u>DUTIES</u>	:	The incumbent will be responsible for the management of commercial forestry activities in an estate, implement short and long term plans for the management of estates and forest resources. Monitor and evaluate the compliance and services rendered by the service providers. Develop and manage the implementation of annual plan of operations (APO's), business plans and fire protection plans. Review annual operational plans and ensure the implementation thereof. Management forest protection activities, develop forest fire suppression strategies and fire management plans to prevent and combat veld and forest fires. ensure the implementation, enforcement and promotion of the National Forest Act (NFA) and National Veld Forest Fire Act NVFA. Ensure the protection of the Estate for economic and conservation purposes. Ensure the adherence of norms, standards and operational practices and procedures. Ensure the implementation of Principles Criteria Indicators and Standards for sustainable Forestry Management. Manage environmental protection activities, and manage stream flow reduction activities under water act. Liaise with stakeholders, coordinate awareness campaigns and provide technical advice to. Staff management, mentoring and coaching, and training and development.
<u>ENQUIRIES</u>	:	Mr Nelson Nemukula, Tel No: 015 519 3325 / 067 419 4952
<u>NOTE</u>	:	Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. 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; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below

link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

<u>CLOSING DATE</u>	:	25 October 2021
<u>POST 35/45</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER: SKILLS DEVELOPMENT (WSP & BURSARIES) REF NO: CMS24/2021</u>
<u>SALARY</u>	:	R316 791per annum (terms and conditions apply)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three-year (3) Diploma/Degree in Human Resources Development or equivalent relevant qualification. A minimum of 2-3 years' experience in Human Resource Development or related field. Knowledge and understanding administrative procedures, Public Service and Departmental procedures. Understanding of Programme and Project Management. Skills Development Act, Skills Levies Act, Employment Equity Act, SAQA Act, Project Management, HR Practices. Good communication skills (written and spoken), Good interpersonal skills, supervisory skills, coordination skills, organisational and planning, writing skills, Decision-making skills, Report writing skills, organisational skills, Conflict management and resolution skills. Ability to collect and interpret information and reports. Ability to develop and apply policies. Ability to work independently and in a team. Ability to work under extreme pressure. Ability to work long hours voluntarily.
<u>DUTIES</u>	:	Facilitate the process to compile the Workplace Skills Plan. Coordinate and Implement the WSP and adhoc training requests and liaise with Supply Chain Management. Coordination and Implementation of part-time and full-time bursary programmes. Establish and coordinate internal and external stakeholder relationships. Manage the database of Sub-directorate and comply with all reporting requirements from external stakeholders (DPSA, PSETA, The National School of Government etc). Make logistical arrangements and provide secretariat support to the training committee.
<u>ENQUIRIES</u>	:	Ms B Stemele; Tel No: (012) 399 8685
<u>NOTE</u>	:	Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. 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; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is

available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates

CLOSING DATE

:

1 November 2021

POST 35/46

:

SENIOR FORESTRY DEVELOPMENT OFFICER (X2 POSTS)

**SALARY
CENTRE**

:

R316 791 per annum (Total package of R460 251 per annum/ condition apply)
Mpumalanga (Nelspruit) Ref No: FOM20/2021
Limpopo (Polokwane) Ref No: FOM21/2021

REQUIREMENTS

:

Applicants must be in possession of a National Diploma (NQF 6) or Bachelor's Degree in Forestry / Development Studies or equivalent qualification coupled with 1-2 years' related experience in forestry development or forestry extension. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Act, 1998 (Act 101 of 1998), and other related environmental legislation. Good presentation skills, excellent verbal and written communication, analytical and problem solving skills, programme and project management, good interpersonal relations, negotiation skills. Computer skills in MS Office Software, a valid driver's license and must be willing to travel.

DUTIES

:

The incumbent will be responsible for the implementation and providing technical advice and support in terms of greening programs or initiatives for the institutional development. Conduct awareness campaigns on the importance of greening, forest enterprise development and non-timber forest product through the implementation of special events and programmes such as Arbor Month, Arbor City Awards and Edu Plant initiatives. Promote partnership between government, Non-Government Organisation (NGO's) and private individual and communities to ensure long term commitment to land forestry programmes and incorporation of forestry programmes in IDP's. Render and facilitate support on the mushroom, bee keeping and medicinal gardens etc. Render support on the implementation and establishment of the forestry enterprise development initiatives, livelihoods of the people and afforestation. Assist the communities with regard to the licensing of legal entities. Ensure forestry resources and services are effective, well managed and coordinated and aligned with the Strategic/Annual Business Planning process and the Forestry Policies. Provide general administration support services.

**ENQUIRIES
NOTE**

:

Mr Steven Matsea, Tel No: 015287 9965/6
Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. 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; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The

successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE

:

25 October 2021

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(ELANGENI TECHNICAL VOCATION EDUCATION AND TRAINING)**
is an Equal opportunity employer inviting applications from suitable experienced applicants for this permanent post.

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032 Pinetown 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
- CLOSING DATE** : 22 October 2021
- NOTE** : Applications must be submitted on a new prescribed Z83 form obtainable from any Public Service Department. Applicants must ensure that they signed, initial and dated Z83 Form, even if they are attaching a CV. Such copies need not to be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Incomplete and unsigned application will not be considered. Applications must be accompanied by recently updated. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

OTHER POST

- POST 35/47** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT- REF NO: HRM 140/21**
- SALARY** : R376 596 per annum (Level 9) (The successful candidate will be Required to sign a performance agreement)
- CENTRE** : Elangeni TVET College, Central Office
- REQUIREMENTS** : Appropriate National Diploma/ Bachelor's degree in Human Resource Management/Human Resource Management and Development or related Qualification. Minimum of 3-5 years' experience in Performance Management and Human Resource Management and Development or related field. Experience in the development of Policies/Implementation Strategies. Practical experience in an HRM environment. Experience in the Management of resources. Experiences in coordinating workplace training and skills development intervention. Managing the implementation and coordination of training plans and programmes. Experiences in developing WSP. Knowledge of PERSAL.
- DUTIES** : Administer attraction, recruitment, selection, appointment and exit of employees. Administer and implement employee compensation, condition of services benefits and incentive system. Maintain employee personal records. Develop and facilitate the implementation of human resource development strategy and plan. Provide and facilitate training and development programmes (i.e. training, bursaries, internships and learnerships). Provide, coordination and implementation of performances management systems (PMDS & IQMS). Conduct organisation review and redesign processes and facilitate the development of job description. Coordinate, develop and monitor the implementation of HR strategy and plan. Coordinate, develop and monitor the implementation of Employment Equity plan. Facilitate, develop and implement employee health and wellness policies and programmes. Facilitate and implement HIV AND aids, TB, and other communicable of diseases prevention.

ENQUIRIES

: The promotion, facilitation and implementation of occupational health, safety and environmental management strategies and programmes.
Mr SSD Shezi – Tel No: 031 492 4363

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 25 October 2021

NOTE : Applications must be submitted on new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 35/48 : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 21/233/CS**

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

CENTRE : National Office, Pretoria

REQUIREMENTS : A Degree/National Diploma in Public Administration as recognized by SAQA or equivalent qualification; A minimum of 3 years' experience in Administration of which 3 years should be on management level (Assistant Director); Knowledge of Public Service Regulations, Public Finance Management Act, Departmental Finance Institutions, Prescripts and Delegations; Knowledge of Court Administration Process & Procedures with regards to the quasi judicial functions including compliance with the different codes of the clerk of the court, criminal civil and family; Knowledge and experience of Labour Relations will be an advantage; Valid driver's license. Skills and competencies: Computer literacy; Investigations skills and report writing; Interpersonal skills; Leadership skills; Strategic capacity; Decisive; Team player; Ability to work under pressure; Communication skills (written and verbal)

DUTIES : key performance areas: Execute quality assurance service over administrative duties related to all resources and Court Services; Manage assessment of administrative duties related to all resources and Court Services; Develop and implement customer service improvement strategies; Manage misconduct and maladministration investigations; provide effective people management

ENQUIRIES : Ms R Sema Tel No: (012) 315 1844

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

POST 35/49 : **LEGAL ADMINISTRATION OFFICER (MR1 – MR5) REF: 21/232/CS**

SALARY : R198 411 – R912 504 per annum. (Salary to be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement

CENTRE : National Officer, Pretoria

- REQUIREMENTS** :
- An LLB or appropriate equivalent undergraduate recognized legal qualification NQF 7; Experience and understanding of the South African Judicial System, legislation prescripts and Frameworks of the Department; Practical experience in managing external service providers and Project Management: A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Planning and decision-making skills; Interpersonal relations; Computer literacy; Communication (written and verbal) skills; Innovative and analytical thinking.
- DUTIES** :
- key performance areas: Draft legal opinions, memorandum, reports and government notices; Scrutinize related legislation; Constitute and engage research institutions, conduct legal research, policy development and analysis; Provide effective people management;
- ENQUIRIES** :
- Mr M Mokoena Tel No: (012) 315 1844
- APPLICATIONS** :
- Quoting the relevant reference number, direct your application to: Postal Address: Human Resource; Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:

**APPLICATIONS**

- : **National Office: Midrand:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- : **Gauteng Division: Pretoria:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- : **Durban High Court:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban

CLOSING DATE
NOTE

- : 29 October 2021
- : 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 and preference will be given to Women and Persons with Disabilities. All applications must be in a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za/ www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure to fully complete the form, sign and initial by the applicant will lead to disqualification of the application during the selection process. Received applications using the old Z83 will not be considered. A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver's license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa to their applications. Dual citizenship holder must provide the Police Clearance certificate from country of origin. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). 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 Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test

relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

OTHER POSTS

POST 35/50 : **ASSISTANT DIRECTOR: SERVICE DELIVERY IMPROVEMENTS, REF NO: 2021/197/OCJ**

SALARY : R376 596 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : National Office: Midrand

REQUIREMENTS : Grade 12 and a three year National Diploma/ Bachelor' degree in Public Management or Administration and related fields, A Postgraduate qualification will be added advantage, Minimum of 3 years' experience in Service Delivery Improvement environment at Supervisory Level, Knowledge and experience in the application of the provisions of the relevant legislation, policy and regulations that govern the Public Service, A valid Driver's License and willingness to travel. Skills and Competencies: Knowledge and understanding of Service Delivery Improvement Programmes. Understanding and knowledge of Batho Pele principles. Financial Management skills. Strategic leadership capability, Communication skills (verbal and written). Computer literacy, Project management skills. People and resource management skills. Research and development expertise. Strategic change and risk management. Presentation and facilitation skills. Ability to network. Influence and impact. Applied strategic thinking. Computer Literacy e.g. Excel, Word and PowerPoint.

DUTIES : Develop, maintain and/or facilitate the successful implementation of OCJ service delivery related policies and/or implementation strategies in line with the Public Service Regulations and the Operations Management Framework; Maintain and/or facilitate the successful implementation of OCJ service delivery charter. Ensure the successful implementation of the Batho Pele (BP) Framework in the OCJ; Develop, maintain and/or facilitate the successful implementation of the OCJ service delivery improvement plan; Develop, maintain and/or facilitate the successful implementation of OCJ Service Standards; and Participate in change management sessions for service delivery improvements programmes.

ENQUIRIES : Ms S Tshidino/Ms. B Rakgotho, Tel No: 010) 493 2500

POST 35/51 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING, REF NO: 2021/198/OCJ**

SALARY : R376 596 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : National Office: Midrand

REQUIREMENTS : Grade 12 and a three year National Diploma/ Bachelor' degree Bachelor's degree/National Diploma in Strategic Management and/or Public Administration is required. A post-graduate qualification will be an added advantage. Three years' relevant experience in Strategic Planning and/or Performance Monitoring and Evaluation. Knowledge: Knowledge and understanding of the Public Finance Management Act, Government-wide Monitoring and Evaluation Framework, Treasury Regulations, Framework for Strategic Plan and Annual Performance Plans. Skills: Strategic capability and leadership skills Analytical thinking skills, Problem-solving and decision-making skills, Innovative and creative, People management, development and empowerment skills, Financial management and budgeting skills,

		Communication (verbal and written) skills, Presentation and facilitation skills, Client orientation and customer focus, Results-driven Computer literacy, A valid driver's licence.
<u>DUTIES</u>	:	Facilitate and coordinate the development of the Department's strategic plans and annual performance plans, Ensure alignment between strategic plan, annual performance plan and programme's operational plans, Facilitate approval and tabling of strategic plans and annual performance plans to Parliament within set timeframes, Oversee the implementation of the strategic planning processes and workshops, Advise on the alignment of manager's performance agreements with the strategic plans and annual performance plans, Develop and implement a departmental strategic planning policy.
<u>ENQUIRIES</u>	:	Ms S Tshidino/Ms. B Rakgotho, Tel No: 010) 493 2500
<u>POST 35/52</u>	:	<u>JUDGES SECRETARY REF NO: 2021/199/OCJ (3 POSTS)</u> (Three-Year Contract)
<u>SALARY</u>	:	R257 508 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Gauteng Local Division: Pretoria
<u>REQUIREMENTS</u>	:	Grade twelve (12). One (1) to three (3) years' Secretarial experience or as an Office Assistant. A valid driver's license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted, candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and Organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to details. Customer service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and Research capabilities.
<u>DUTIES</u>	:	Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court after hours and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and opinion, decision or judgement entry released, returns case file to the Registrar; Accompany the Judge to the court and circuit courts. Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange receptions for the Judge and his visitors and attend to their needs. Management of Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.
<u>ENQUIRIES</u>	:	Ms T Mbalekwa Tel No: (011) 355 0404
<u>POST 35/53</u>	:	<u>PRINCIPAL COURT INTERPRETER, REF NO: 2021/200/OCJ</u>
<u>SALARY</u>	:	R316 791.per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Durban High Court: KZN
<u>REQUIREMENTS</u>	:	Grade 12 and a three-year national Diploma /Degree in Legal Interpreting or equivalent qualification. A minimum of Five years as a Court Interpreter with minimum of two (2) years supervisory experience. Proficiency in English and isiZulu languages, knowledge of additional languages will be an added advantage. Skills and Competencies: Excellent communication skills (written and verbal). Good interpersonal Relations, ability to work under pressure and solve problems, customer services, planning and organising skills, Confidentiality and analytical thinking, listening skills.

DUTIES

: Render interpreting services in complex and high profile cases, special cases, and pre-trial conferences. Disciplinary hearings and consultations, translate legal documents and exhibits. Assist with reconstruction of Courts records. Develop terminology, coin words, procure foreign language interpreters and casual interpreters in line with PFM, Render supervisory in legal interpreting and language environment, provide mentoring and coaching to junior/Senior interpreters, manage performance of court interpreters, Leave management for language service at the high Court and develop related language glossary.

ENQUIRIES

: Ms L Marrie Tel No: (031) 372 3164

SOUTH AFRICAN POLICE SERVICE

The South African Police Service is an equal opportunity affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of 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 to: Ref: VP E 9/2021 and Ref: VP E 10/2021, Hand delivered applications may only be submitted to: The Divisional Commissioner: Visible Policing and Operations, 540 Pretorius Street, Arcadia, 0007. Applications must be deposited into the box available at the reception area or emailed to RamokgopaMM@saps.gov.za. Application forwarded by post to be addressed to: The Divisional Commissioner: Visible Policing and Operations (Attention: Capt Maswanganye) Private Bag X12, Arcadia, 0007. Enquiries: Capt Maswanganye / PPO Ramokgopa, Tel No: 012 421 8423/ 012 421 8435/8291 E-mail address: RamokgopaMM@saps.gov.za
- CLOSING DATE** : 22 October 2021
- NOTE** : Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. All instructions on the application forms be adhered to. Failure to do so may result in the rejection of the application. The Z83 previously utilized will no longer be accepted. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Due to current lockdown restrictions, uncertified copies will be accepted of an applicant's ID, Senior Certificate and all educational qualifications obtained together with Academic Records thereof and, service certificates of previous employers stating the occupation period must also be submitted and attached to the application form. Certified copies will be obtained during the course of the selection process. Qualifications will be subjected to verification checking with relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. All short-listed candidates will be subjected to fingerprint screening. Person who retired from the Public Service by taking a severance package, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Persons who retired due to medical reasons, may however be considered if they can provide recent and conclusive proof of recovery. Applications must be mailed timeously. Late application will not be accepted or considered. If a candidate is shortlisted, it can be expected of him/her to undergo a personal interview. Short-listed candidates will be subjected to security clearance. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Appointment will be made in terms of Public Service Act (Act 103 of 1994) as stipulated. The South African Police Service is under no obligation to fill a post after advertisement thereof. Shortlisted candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 require that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database.

OTHER POST

- POST 35/54** : **PERSONNEL OFFICER**
Division Visible Policing and Operations
- SALARY** : R173 703 per annum (Level 5)
- CENTRE** : Roodeplaat Veterinary Hospital, Pretoria VP E 9/2021 (5 posts)
Durban Veterinary Hospital VP E 10/2021 (1 Post)

- REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational), Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- DUTIES** : To provide administrative support functions to the Human Resource Section. Assist with Human Resource Administration. Compile Human Resource Reports. Do Filing of Human Resource documents.
- ENQUIRIES** : Capt Maswanganye/PPO Ramokgopa, Tel No: 012 421 8423/ 012 421 8435/8291

STATISTICS SOUTH AFRICA

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear or favour), Administrative competence: The ability of bringing it all together.

<u>APPLICATIONS</u>	:	All applications must be submitted online on the following link: www.statssa.gov.za/recruitment
<u>CLOSING DATE</u>	:	22 October 2021
<u>NOTE</u>	:	Applications must be submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be stated. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and copies of qualifications, ID and driver's licence (where applicable) must be uploaded on the system. Such copies need not be certified when applying for a post. Only shortlisted candidates for a post will be required to submit certified documents on or before the day the interview following communication from HR. General Information: Candidates whose appointments promote representatively in terms of race, gender and disability will receive preference. 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 shortlisted candidate(s) will be required to undergo a Competency Assessment and must be available for interviews at a date and time determined by Statistics South Africa. One of the minimum entry requirement for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/smspre-entry-programme/ . The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. Note: Statistics South Africa reserves the right to fill or not fill the below-mentioned posts.

MANAGEMENT ECHELON

<u>POST 35/55</u>	:	<u>DEPUTY DIRECTOR-GENERAL: POPULATION AND SOCIAL STATS REF NO: 01/10/21HO</u>
<u>SALARY CENTRE</u>	:	R1 521 591 per annum (Level 15) (All-inclusive Remunerative Package)
<u>REQUIREMENTS</u>	:	Head Office, Pretoria
	:	A NQF level 8 qualification in Demography, Statistics, Sociology or Economics, At least 8 years of relevant experience at senior management level, Demonstrated understanding of statistical ethics and the fundamental principles of official statistics, Extensive quantitative research experience, Demonstrated competence and a proven track record in managing large household surveys or censuses and compiling statistical reports, A good understanding of Government policies and initiatives and the role of information in Government decision-making, Demonstrated strategic and operational management ability and experience, Experience in leading and managing transformation, change and diversity, Ability to work in cross-cutting/functional projects/teams, Knowledge of MS Office Suite, A valid driver's license .
<u>DUTIES</u>	:	Drive the production of health and vital statistics including causes of death, registered births, tourism and migration, marriages and divorces, and other health statistics, Drive the production of social statistics covering education, social security and service delivery, Drive the production of population statistics in relation to census and community survey data, Drive the production of demographic dynamics including mid-year population estimates (community survey), Drive the production of labour market statistics and information on

		emerging phenomena for measuring employment, Drive the production of poverty and inequality statistics and information of the dimension of poverty, Drive research projects to better respond to user demands, Promote continuous service delivery improvement, Provide leadership in strategic and operational planning, Ensure effective personnel and financial resource management, Ensure the continuous service delivery improvement, Represent Statistics South Africa in national, regional and international forums.
<u>ENQUIRES</u>	:	Ms M Montsho, Tel No: (012) 310-4889
<u>POST 35/56</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 02/10/21HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 521 591 per annum (Level 15) (All-inclusive Remunerative Package)
	:	Head Office, Pretoria
	:	A NQF level 8 qualification in Public Administration or Commerce or equivalent with majors in Human Resources / Financial Administration, At least 8 years of relevant experience at senior management level, Experience in corporate service environment, Experience in a project-driven environment, Demonstrated strategic and operational management ability and experience, Experience in budget preparation and control, Experience in strategy, transformation, change and diversity, Knowledge of government policies and initiatives and the role of information in government decision-making, Ability to work in cross-cutting/functional projects/teams, Good understanding of government policies and initiatives, Demonstrated understanding of statistical ethics and fundamentals of the principles of official statistics, Knowledge of MS Office Suite, A valid driver's license.
<u>DUTIES</u>	:	Ensure provision of innovative, effective and efficient human resources service in the organisation which includes organisation design, recruitment and appointment and terminations, benefit administration, HR coordination, HR monitoring and evaluation, training and development, employee health and wellness, labour relations, talent management, Ensure provision of innovative, effective and efficient physical environment services which includes facilities, transport and security management, Ensure provision of innovative, effective and efficient legal advisory services, Monitor the corporate service function at provincial offices, Ensure provision of innovative, effective and efficient strategic and operational corporate support to organisational projects such as censuses and surveys, Ensure provision of innovative, effective and efficient strategic and operational corporate support to other projects such as Stats SA's hosting national, regional and international events, Promote continuous innovative service delivery improvements, Provide leadership in strategic and operational planning, Ensure effective personnel and financial resource management, Ensure the continuous service delivery improvement, Represent Statistics South Africa in national, regional and international forums, Administratively oversee the administration of financial matters in relation to the Chief Directorate: Financial Management.
<u>ENQUIRIES</u>	:	Ms M Montsho, Tel No: (012) 310-4889
<u>POST 35/57</u>	:	<u>DEPUTY DIRECTOR-GENERAL: SOUTH AFRICAN NATIONAL STATISTICS SYSTEM REF NO: 03/10/21HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 521 591 per annum (Level 15) (All-inclusive Remunerative Package)
	:	Head Office, Pretoria
	:	A NQF level 8 in Statistics / Economics / Demography / Geography, At least 8 years of relevant experience at senior management level, Proven track record in research, statistical processes, managing large statistical projects especially marshalling large scale logistics, Demonstrated strategic and operational management ability and experience, Experience in budget preparation and control, Experience in strategy, transformation, change and diversity, Knowledge of government policies and initiatives and the role of information in government decision-making, Ability to work in cross-cutting/functional projects/teams, Good understanding of government policies and initiatives, Demonstrated understanding of statistical ethics and fundamentals of the principles of official statistics, Knowledge of MS Office Suite, A valid driver's license.
<u>DUTIES</u>	:	Provide strategic leadership in the coordination of production of statistics in social, economic and environmental subsystems by developing and

implementing a National Strategy for Development of Statistics (NSDS); applying SASQAF light on relevant data and ensuring implementation of ShaSA 2, Lead the coordination of the data transfer and data sharing amongst entities of National Statistical System by developing and implementing a blueprint for a SANSS-wide data repository and expanding the use of E-data transfer and dissemination tools amongst SANSS members, Lead the coordination of statistical reporting according to national, regional and international requirements by developing and implementing protocols for development, compliance and reporting of statistics; ensuring indicator alignment of key developmental frameworks such as National Development Plan (NDP), Agenda 2063 and Sustainable Development Goals (SDGs), Lead the statistical assessment of data producers and designate as official by conducting independent assessments on economic, social and environmental statistics publications, Provide leadership in strategic and operational planning, Ensure effective personnel and financial resource management, Ensure the continuous service delivery improvement, Represent Statistics South Africa in national, regional and international forums.

ENQUIRIES : Ms M Montsho, Tel No: (012) 310-4889

POST 35/58 : **DEPUTY DIRECTOR-GENERAL: STATISTICAL SUPPORT AND INFORMATICS REF NO: 04/10/21HO**

SALARY : R1 521 591 per annum (Level 15) (All-inclusive remunerative Package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A NQF level 8 in Statistics/Project Management, At least 8 years of relevant experience at senior management level, Proven track record in research, statistical processes, managing large statistical projects especially marshalling large scale logistics, Demonstrated strategic and operational management ability and experience, Experience in budget preparation and control, Experience in strategy, transformation, change and diversity, Knowledge of government policies and initiatives and the role of information in government decision-making, Ability to work in cross-cutting/functional projects/teams, Good understanding of government policies and initiatives, Demonstrated understanding of statistical ethics and fundamentals of the principles of official statistics, Knowledge of MS Office Suite, A valid driver's license.

DUTIES : Provide strategic leadership in the provision of a stable, reliable and functional ICT environment by creating and expanding a broadband infrastructure, stabilising ICT infrastructure in head office, provincial and district offices as well as continuously improving network connectivity, Drive the modernisation of business processes through information management and the application of technology by researching, developing and implementing platforms to automate data collection, processing and dissemination; by establishing, developing and implementing an enterprise architecture programme and capability as well as establishing and implementing knowledge management environment, Ensure compilation of multidisciplinary publications through provision of professional language, graphic design and compilation & printing services, Coordinate and enhance analytical studies in Stats SA by developing and implementing strategy to research and execute predictive modelling techniques along with technologies Taking lead in organisational communication and marketing activities to ensure information flow both internally and externally as well as to enhance the public image and credibility of the organisation, Provide leadership in strategic and operational planning, Ensure effective personnel and financial resource management, Ensure the continuous service delivery improvement, Represent Statistics South Africa in national, regional and international forums.

ENQUIRIES : Ms M Montsho, Tel No: (012) 310-4889

POST 35/59 : **CHIEF DIRECTOR: MPUMALANGA REF NO: 05/10/21MP**

SALARY : R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
CENTRE : Mpumalanga
REQUIREMENTS : A three-year tertiary qualification (NQF 7 SAQA recognised) in Statistics/ Demography/ Economics/ Population Studies, Training in Project Management, Research and survey methodology, Marketing or Customer focus, Financial and Asset Management, Labour Relations and Strategic Management is essential, At least 6 years relevant experience of which 5 years

must be at senior managerial level, Extensive knowledge of data collection by means of fieldwork, analysis and report writing, Experience in managing budget and compliance to the PFMA regulations, Experience in corporate strategy, operational planning and management and leadership, Knowledge of project management and change management, Knowledge of MS Office Suite, A valid driver's license, Excellent communication, analytical, conceptual, presentation, strategic, architectural, problem solving, interpersonal skills, Dynamic, self-driven, innovative, creative and result orientated, strong service delivery, customer and quality focus, assertive, resilient and self-motivated, Ability to multitask and handle multiple and complex tasks and projects, Ability to work long hours under pressure and meet tight deadlines, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial advice into decision making, Willingness to travel and work long hours (overtime and stand-by).

DUTIES : Lead in the development of strategic and operational plans, policies and procedures within provincial and district offices, Oversee management of fieldwork operations and data collection in accordance with appropriate national and international standards, Oversee marketing and promotion of statistical products and services, and provision of user information services, Dissemination of Stats SA products and services, Promote the development and establishment of the National Statistical System (NSS) at provincial and local level, Provide strategic leadership in the management of staff, budget and other resources within the provincial and District offices.

ENQUIRIES : Ms L Dooka, Tel No: 012 336 0161

POST 35/60 : **CHIEF DIRECTOR: SURVEY MONITORING AND EVALUATION REF NO: 06/10/21HO**

SALARY CENTRE REQUIREMENTS : R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
: Head Office, Pretoria

: A three-year tertiary qualification (NQF 7 SAQA recognised) in Statistics, Demography, Population Studies, Mathematics, Social Sciences (with Statistics/ Mathematics as a subject), At least 6 years relevant experience of which 5 years must be at senior managerial level, Training in monitoring and evaluation, Project Management, Management courses or related field is essential, Extensive knowledge of survey methodology, Experience in conducting censuses and surveys, Monitoring and evaluation of surveys and censuses, Extensive experience in facilitation and/or development and/or management of strategy monitoring systems, financial and administrative management, performance and administrative management, A valid driver's license, Good facilitation, report writing, leadership and analytical, communication, Strategic thinking and conflict resolution skills, Assertive and innovative thinker, team player, Knowledge of MS Office, Ability to communicate at all levels, manage personnel and other resources, Willingness to work under pressure and long hours to meet deadlines, Willingness to travel.

DUTIES : Lead in the development of strategic and operational plans, policies and procedures for the Chief Directorate, Oversee the development of monitoring and evaluation strategies and plans for economic, population and social statistics including the census, Provide strategical leadership in the design and development of monitoring and evaluation systems, tools and indicators for surveys in economic, population and social statistics including the census, Manage research, conceptualisation and design of monitoring and evaluation studies, Provide leadership in the management of field operations, processing, analysis and reporting, Provide leadership in the management of the Chief Directorate, staff and other resources, Evaluate and review statistical products.

ENQUIRIES : Ms L Dooka, Tel No: 012 336 0161

POST 35/61 : **CHIEF FINANCIAL OFFICER REF NO: 07/10/21HO**

SALARY CENTRE REQUIREMENTS : R1 251 183 per annum (Level 14) (All-inclusive Remunerative Package)
: Head Office, Pretoria
: A NQF level 7 qualification Financial / Business Management / Administration, At least 6 years relevant experience of which 5 years must be at senior managerial level, CIMA or CA will serve as an added advantage, Demonstrated understanding of statistical ethics and the fundamental principles of official statistics, Extensive quantitative research experience, Training in MS Excel is

		essential, Knowledge of applicable regulatory frameworks and public sector experience will be an added advantage, Experience in leading and managing transformation, change and diversity, Ability to work in cross-cutting/functional projects/teams, Knowledge of MS Office Suite, A valid driver's license.
<u>DUTIES</u>	:	Manage the chief directorate which comprises of the following directorates: Finance Internal Control and Compliance, Management Accounting, Financial Accounting and Administration as well as Supply Chain and Asset Management, Develop and implement effective financial and provisioning systems, policies and procedures, Responsible for budget planning and management of the department's expenditure, debt, cash, revenue, supply chain, assets and liability, Meet reporting requirements in terms of PFMA and Treasury Regulations, Liaise with audit structure to address identified weaknesses in respect of internal controls, Contribute towards strategic processes in the department, Monitor and ensure compliance to PFMA and Treasury Regulations, Represent Stat SA in various fora Provide strategic leadership in the management and monitoring of the budget and resources of the chief directorate.
<u>ENQUIRES</u>	:	Ms M Montsho, Tel No: (012) 310-4889
<u>POST 35/62</u>	:	<u>DIRECTOR: MAINTENANCE OF THE STATISTICAL BUSINESS REGISTER REF NO: 08/10/21HO</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF 7 SAQA recognised) in Accounting/ Economics and/or Business Management, Training in Financial Management, Human Resource Management, Project Management, Statistics and Commercial Law is essential, At least six years' experience in the statistical production process of which five (5) years must be at a middle management level, Knowledge of analysis, business registers, departmental policies and procedures, Knowledge of Department of Labour, Department of Trade and Industry (specifically CIPC) and South African Revenue Service legislations and regulations, Knowledge of report writing and conducting surveys, Knowledge of MS Office Suite, A valid driver's license, Good communication (verbal and written), analytical, conflict resolution, decision making, facilitation and presentation, financial management, interpersonal, accounting practice, leadership, problem solving, report writing and quality management skills, Customer focussed, assertive and strategic thinker, Ability to be accurate and pay attention to detail, co-ordinate, plan strategically and operationally, Ability to think analytically, conceptual and numerically, Ability to work independently and in a team, Willingness to work under pressure and long hours to meet deadlines and handle multiple and complex tasks, Willingness to travel.
<u>DUTIES</u>	:	Ensure the development of strategic plans, policies/ practice notes, operational plans and Standard Operating Procedures (SOPs) for the directorate and for Business Register systems, Ensure the overall management of the survey for large businesses based on administrative sources analysis and the survey of large businesses based on economic sources analysis, Manage access to BR systems, SAS libraries and folders, Provide technical leadership through research on a relevant Business Register topics, Liaise and provide statistical support to internal and external stakeholders, Manage staff, budget and other resources.
<u>ENQUIRIES</u>	:	Ms L Dooka, Tel No: 012 336 0161
<u>POST 35/63</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: 09/10/21HO</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF 7 SAQA recognised) in Law or related field, Admission as an Attorney or Advocate is essential, Training in management courses will be an added advantage, At least six years' relevant experience of which five (5) years must be at a middle management level, Knowledge of legal prescripts, Knowledge of MS Office Suite, A valid driver's license, Good communication, presentation, problem solving, research and interpersonal skills, Dynamic, self-driven, innovative, results oriented, strong service delivery, customer and quality focus, Passion for policies, procedures

and legal compliance, Willingness to work under pressure and long hours to meet deadlines, Willingness to travel.

DUTIES

: Provide legal advice and execute necessary legal actions, Manage litigation matters, Advise on the drafting and monitoring of contracts including Service Level Agreements (SLAs) and Memoranda of Understanding (MOUs), Draft and amend legislation and legal instruments for the department, Provide training on Stats Act and other applicable legal prescripts, Develop and implement internal frameworks such as policies, procedures, as well as strategic, operational, risk and other plans for the directorate, Manage financial and human resources for the directorate.

ENQUIRIES

: Ms L Dooka, Tel No: 012 336 0161

THE JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services (JICS) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of JICS will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the JICS in achieving its Employment Equity targets in terms of the JICS's Employment Equity Plan.

- APPLICATIONS** : The Judicial Inspectorate for Correctional Services, Private Bag X9177, 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, 8000.
- CLOSING DATE** : 5 November 2021
- NOTE** : Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at www.dpsa.gov.za/vacancies. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by (1) a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as at least 3 contactable references, (2) a copy of the applicant's South African ID Document, (3) a copy of the applicant's driver's license where required, (4) a copy of Grade 12 Certificate as well as all qualifications mentioned in the CV and (5) a SAQA verification report for foreign qualifications. (Only shortlisted candidates will be required to submit certified documents/ copies on or before the day of the interviews). 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, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. 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. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Judicial Inspectorate for Correctional Services (JICS) being processed by the JICS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act, 2013.

OTHER POST

- POST 35/64** : **NETWORK CONTROLLER / IT TECHNICIAN REF. NO: JI 104/2021**
Directorate: Support Services
- SALARY** : R257 508 per annum (Level 7)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate/Matric and a relevant 3 year ICT related qualification or a relevant qualification at NQF 6 or Certificate in MCSA and/or MCSE and/or (A+ and N+), with 3 years' experience in a network environment. Windows 2003/XP/7/10 as well as MS Office Suite - 2016/2019/Office365. Basic Web Development experience. Knowledge of Remote Desktop connectivity and Active Directory environment. Understanding of Linux/Ubuntu and Open Office. A valid driver's license. Strong communicator and good report writing skill. IT Helpdesk experience will be an added advantage.
- DUTIES** : The successful candidate will be responsible for providing End-user support, creating New User profiles and setting up Mailboxes. Responsible for performing backups and joining PCs into the domain. Monitor wide and local

area networks. Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Desktop support. Manage and maintain a virus free network. Liaise with users on requests/faults. Install and support software/applications. Manage and monitor IP Telephony and Video conferencing. Training of End-users on the Microsoft applications. Assisting with uploading of content on to the website, and basic development.

ENQUIRIES

:

Mr M Madikizela, Tel No: 012 – 321 0303

DEPARTMENT OF TOURISM

The Department of Tourism 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.

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria. Applicants may alternatively submit by email to recruitment@tourism.gov.za (Maximum size of 5 MB)
- CLOSING DATE** : 22 October 2021 at 16:30 (Late applications will not be considered)
- NOTE** : In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required copies (Uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies) of qualifications, Identity Document, proof of citizenship/permanent residence if not a RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job related test.

OTHER POST

- POST 35/65** : **ASSISTANT DIRECTOR: PLANNING AND STRATEGY REF NO: DT 12/2021**
- SALARY** : R376 596 per annum (including Benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised three-year Degree/ National Diploma (NQF6) in Social Science, Business Administration / Public Administration plus minimum of 3-5 years' relevant work experience in strategic and business planning. Knowledge of Government Planning (legislation and cycle). Knowledge of the revised Framework for Strategic Plans and Annual Performance Plans. Understanding of the country's developmental agenda. Knowledge of Treasury Regulations of 2005 as amended. Knowledge of policy development, analysis and implementation. Knowledge and Understanding of relevant Acts and Prescripts. Good communication skills (verbal and written). Project Management skills. Project Management skills. Ability to pay attention to detail and to gather and analyse information. Ability to develop and apply policies. Ability to work long hours voluntarily. Ability to work individually and in a team. Ability to work under pressure. Good research skills. Good facilitation and presentation skills. Computer Literacy.
- DUTIES** : The successful candidate will be responsible for researching and providing assistance with the organisational performance management system; providing advisory services during branch empowerment workshops; coordinating and facilitating development of the draft of the Strategic Plan(SP) and the Annual Performance Plan (APP); providing support to branches on the development of the business plans / operational plans; analysing the branch's business plans / operational and ensuring alignment to the SP and APP; consolidation of the branches' business plan / operational plan into the departmental business plan; providing support with the development of Performance Agreements for the Director-General and Deputy-Directors General of the Department; compiling draft performance information on the Medium-Term Expenditure Framework database of the department to be submitted to finance; providing support with the analysis on the alignment of the Estimates for National Expenditure (ENE) with SP and APP; coordinating and facilitating development of the first draft on ENE Chapter; analysing the

REQUIREMENTS

alignment of the ENE with SP and APP; maintaining efficient and effective administrative support within the sub directorate: Planning and Strategy.
: Preference will be given to African Male, Coloured Male and White Male Candidates.

ENQUIRIES

: Mr I Rabotapi, Tel.No: (012) 444 6734 / 071 407 5892 / 079 693 1813

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

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

<u>APPLICATIONS</u>	:	Applications, quoting the relevant reference, should be forwarded as follows: The Manager: Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Mr. I B Pheello, Fidel Castro Building, Tel No: (051) 405 5069 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, ground floor, Fidel Castro Building, Cnr. Markgraaf and Miriam Makeba Streets, Bloemfontein. Applications can also be e-mailed to recruitment.fsttreasury@gmail.com or recruitment@treasury.fs.gov.za .
<u>FOR ATTENTION</u>	:	Mr. I B Pheello, Tel No: (051) 405 5069
<u>CLOSING DATE</u>	:	22 October 2021
<u>NOTE</u>	:	Applications must be submitted on new Z.83 form (effective 1 January 2021), obtainable from any Public Service Department and must only be accompanied by copies of highest relevant qualification (a transcript of results must be attached or subjects should be mentioned in the CV), certificates relating to the post requirements, identity document, driver's license (if required) and a concise C.V. Applicants are requested to complete the Z.83 form properly and in full. The department, post name and reference number of the advertised post should be stated on the Z.83. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification verification and previous employment verification). The Department reserves the right not to make appointments on the advertised posts.
OTHER POSTS		
<u>POST 35/66</u>	:	<u>LEGAL ADMINISTRATION OFFICER REF NO: FSPT 015/21</u>
<u>SALARY</u>	:	R257 073 – R353 253.per annum A basic salary (Salary will be determined according to the number of years post qualification legal experience in accordance with the OSD Determination).
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A LLB degree or an equivalent/recognized four-year law degree. At least two (2) years post qualification legal experience. Knowledge of the Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations, Public Service Regulations, and other relevant legislation related to the Public Sector environment. Computer literate. Good business communication, interpersonal and analytical skills. A valid driver's license.
<u>DUTIES</u>	:	Identify legal capacity gaps within the Department. Market the Legal Management Framework. Provide continuous support and guidance on the implementation of the Legal Management Framework and guidelines within the Department. Liaise with different stakeholders of the Department with regard to legal matters. Analyze documents and provide legal advice. Monitor the application of legal matters. Act as a presiding officer during disciplinary hearings. Draft legal service agreements. Monitor compliance to service agreements. Create awareness on legal matters. Manage the human resource of the Division to ensure the smooth functioning of the Division.
<u>ENQUIRIES</u>	:	Mr. S Mhlambi Tel No: (051) 405 4072

<u>POST 35/67</u>	:	<u>SECRETARY: OFFICE OF THE DIRECTOR: SUPPORT SERVICES REF NO: FSPT: 016/21</u>
<u>SALARY</u>	:	R173 703. per annum.(Level 5) A basic salary
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate or equivalent qualification. Knowledge of the Department, relevant legislation and policies, e.g. The Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate in MS Word, Excel and Power Point. Good telephone etiquette, sound organizational skills, and basic knowledge of financial administration.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the Director. Render an administrative support service to the Director. Make travel arrangements for the Director. Ensure a proper document filing system is kept within the Office of the Director. Handle the procurement of items such as stationary, refreshments, etc. Provide support to the Director during meetings. Support the Director with the administration of the Director's budget. Study the relevant Public Service and Departmental prescripts/policies and other documents to ensure efficient and effective support to the Director.
<u>ENQUIRIES</u>	:	Mr. S B Mhlambi Tel No: 051 405 4072

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: PHOLOSONG HOSPITAL: Kindly note that the following post of Clinical Technologist Ref No: Pholo 2020/09/03 (X1 Post) was advertised in Public Service Vacancy Circular 34 dated 01 October 2021 with the closing Date of the 18th of October 2021, it was advertised without salary notches Grade 1 R317 976 – R361 872 per annum, (plus benefits) Grade 2 R372 810 - R426 291 per annum, (plus benefits) Grade 3 R 439 164 - R532 959 The closing date will be extended to the 22 October 2021. We would like to apologies for the inconvenience

OTHER POSTS

<u>POST 35/68</u>	:	<u>HEAD OF CLINICAL UNIT INTERNAL MEDICINE DEPARTMENT (X1 POST)</u> Directorate: Internal Medicine
<u>SALARY</u>	:	R1, 728,807 per annum (All Inclusive)
<u>CENTRE</u>	:	Thelle Mogoerane Regional Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Internal Medicine: Master of Medicine in Internal Medicine (M. Med Internal Medicine) and fellowship of the college of Surgeons of South Africa-FCS (SA). A recognized Diploma or sub-speciality in a branch of Internal Medicine will be an added advantage. A minimum of five (5) completed years of relevant experience after registration with HPCSA as a medical specialist in Internal Medicine is mandatory.
<u>DUTIES</u>	:	Clinical leadership of Thelle Mogoerane Regional Hospital in Internal Medicine Unit or Department implementation of sound values, work ethics, improved patient experience, reduced patient waiting time and active bed management in Internal Medicine unit, Responsible for training and guidance of Medical Officers, Medical interns, Community Service Doctors, under graduate and post graduate students and other health professionals. Ensure compliance to National Core standards and ideal Hospital Standards regarding the Internal Medicine Unit. Ensure accurate and appropriate medical records are maintained in accordance with legal and ethical requirements. Assist in medico-legal reports and attend to relevant legal matters as requested from time to time. Participate in developing the unit operational plans and prepare monthly statistics, quarterly and annual reports. The potential candidate should be highly skilled in performing clinical work and take part in commuted overtime and should manage the recruitment of doctors, sign performance agreements contract with them and monitor them. Conduct mortality, morbidity, academic and patient care meetings. The head of clinical unit is expected to participate in hospital head of departments and internal cluster meetings, collaborate with other hospital sections and promote teamwork. Also should liaise with external cluster and implement efficient sub –cluster outreach services at least once a month to the primary care platform i.e district health clinics and district hospitals.
<u>ENQUIRIES</u>	:	Dr B.J Kandamo Tel No: 011 891 7307
<u>APPLICATIONS</u>	:	Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Documents to be attached are ID document, Copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, driver's license. Failure to submit all the requested documents will result in the application not being considered. A Note: Copies Need Not Be Certified When Applying For A Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication

From HR. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply

CLOSING DATE

:

22 October 2021

POST 35/69

:

CLINICAL MANAGER GRADE 1 (X1 POST)

Directorate: Medical

SALARY

:

R1 173 900 – R1 302 849 per annum (All Inclusive)

CENTRE

:

Thelle Mogoerane Regional Hospital

REQUIREMENTS

:

Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration. A minimum of three (3) years appropriate experience after registration with HPCSA as a Medical Practitioner. Post graduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act and other relevant statutes). Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.

DUTIES

:

Responsible for the leadership and management of the delivery of clinical services to patients referred to Thelle Mogoerane Regional Hospital. Participate actively in administrative duties of the Departments. See to it that quality assurance, including clinical audit, is conducted in the Department in line with Ideal Hospital Framework and lead the department. Serve as the senior member of the hospital executive management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital Executive and General Management with the day to day running of the department. Assist the EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of Thelle Mogoerane Regional Hospital as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, review and final assessment). Report to the Office of the CEO. Perform any other duties delegated by the supervisor. Ability to work with people.

ENQUIRIES

:

Dr B.J Kandamo Tel No: 011 891 7307

APPLICATIONS

:

Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451

NOTE

:

Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Documents to be attached are ID document, Copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From Hr. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

		Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/70</u>	:	<u>MEDICAL SPECIALIST GRADE 1 REFS NO: SBAH 98/2021</u> Directorate: Paediatric Neurologist
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Clinical management of paediatric neurology patients as inpatients and outpatients. Communication skills. Registered with the CMSA and involvement in organizing and moderating specialist and sub-specialty examinations. Trained in the management of spasticity with Botox. Experience in the management of patients with deep brain stimulators.
<u>DUTIES</u>	:	It will be expected from the successful candidate to work independently as a paediatric neurologist providing expert care for patients with epilepsy, cerebral palsy, dystonia, and related neurological conditions, including neurological emergencies. Training of pregraduate and postgraduate students as well as paediatric neurologist training forms an integrated part of daily duties. The candidate should be familiar with hybrid learning. Experience in MMed supervision is essential. After hour duties in the Department of Paediatrics covering calls and supervision for general paediatrics.
<u>ENQUIRIES</u>	:	Prof. I Smuts Tel No: 012 354 5296
<u>APPLICATIONS</u>	:	Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/71</u>	:	<u>PRINCIPAL PSYCHOLOGIST GRADE 1: SENIOR LECTURER/ADJUNCT/ASSOCIATE PROFESSOR REF NO: REFS/ WKH/50/2021</u> Directorate: Psychiatry
<u>SALARY</u>	:	R1 025 316. package per annum all inclusive. (Grade of post and remuneration package will be determined by years of experience after registration at HPCSA as a Principal Psychologist according to OSD guidelines.)
<u>CENTRE</u>	:	Weskoppies Hospital
<u>EQUIREMENTS</u>	:	Master's degree in a Clinical Psychology. Registration with the HPCSA as a Clinical Psychologist. At least 1 conference paper presented. A minimum of 5 years' experience in Clinical Psychologist as an independent psychologist with supervisory and / or managerial experience in a Psychiatric setting. A minimum of 2 years' experience on a managerial level. Knowledge of the Mental Health Care Act and other relevant pieces of legislation, government strategic goals and policies. Evidence of academic experience with scientific journal publications and scientific conference papers delivered. Recommendations: Evidence of course/block coordination, curriculum development/innovation, good teaching evaluation, clear clinical focus area in the teaching, postgraduate teaching and research supervision, doctoral studies qualification.
<u>DUTIES</u>	:	The post for principal psychologist is a joint with Weskoppies Hospital/Gauteng and the School of Medicine of the Faculty of Health Science, University of Pretoria. Management of the Clinical Psychologist Unit- Overseeing the daily operations of the unit within the hospital ensuring that government and hospital policies and protocols are upheld and followed. Act as liaison between the Psychologist Unit and hospital management and the University of Pretoria. Administrative duties assigned to post. Draft policies and develop strategic plans required to meet the objectives of the operational plan of the Clinical Psychology unit including budget management and procurement processes for the Unit. Overseeing job performance evaluations of the Psychology Unit staff. Ensure that OWR's is conducted according to the official policies of the

Gauteng Health Department. Training and supervision of intern psychologist and / or community service psychologist. Perform as a clinical psychologist as part of a multi-disciplinary team providing assessment, evaluation and appropriate treatment of Mental health Care Users including attending academic ward rounds, providing psychotherapy and conducting psychometric and medico-legal assessments. Provision of forensic psychology services, including the evaluation of alleged offenders/victims and attending court cases. Academic and clinical work for the Faculty of Health Science at the University of Pretoria including the development and provision of lectures, group-work, research supervision, research and publications as well as community engagement.

ENQUIRIES : Dr. JM Poole Tel No: (012) 319 9719/ Prof. FB Sokudela Tel No: (012) 319 9720

APPLICATIONS : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.

NOTE : Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. No need to certify documents, only shortlisted candidates must submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply

CLOSING DATE : 22 October 2021

POST 35/72 : **DEPUTY MANAGER NURSING (PN-A8) (1 POST)**
Directorate: Nursing

SALARY : R843 618 per annum (All Inclusive)
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Degree / Diploma in General Nursing or basic R425 qualification in nursing that allows registration with South African Nursing Council as a professional nurse and a post-basic qualification in nursing management registered with SANC. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least four (4) years of the period referred to above must be appropriate/recognizable experience at management level. Applicants are expected to submit a certified copy of their current SANC Annual Practicing Certificate. Valid driver's Licence. Good computer skills (MS Word, PowerPoint, Excel, etc.). In-depth knowledge and understanding of the implementation of the National Strategic Direction for Nursing and Midwifery Education and Practice 2020/21 – 2025/26, and Ideal Hospital Realisation and Maintenance Framework Manual. In-depth knowledge and understanding Human Resource Management. Relevant experience in financial management, strategic planning, policy analysis and development. In-depth knowledge and understanding of all health-related acts, regulations, guidelines and other related policies. Good communication skills (verbal and written), leadership skills and change management skills. Ability to work under pressure, sound interpersonal relations, conflict management and supervisory skills

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethics

and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation: (Human, Financial, Physical and Material resources). Provide full-time technical and management support to district and institutions.

<u>ENQUIRIES</u>	:	Dr M.M. Malaka Tel No: 011 891 7318.
<u>APPLICATIONS</u>	:	Applications should be submitted to Thelle Mogoerane Regional Hospital through the following email address: TMRH.Vacancies@gauteng.gov.za No hand/post-delivery will be accepted.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Documents to be attached are ID document, Copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From HR. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/73</u>	:	<u>MEDICAL REGISTRAR REFS NO: SBAH 99/2021</u> Directorate: Paediatrics
<u>SALARY</u>	:	R821 205 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB/MBBCH, FCP I. Registration as a Medical Practitioner with the HPCSA. Must have completed community services. Short courses e.g ACLS, ATLS and Life Support strongly recommended. Primaries strong recommendation. After hour's duties is a necessity.
<u>DUTIES</u>	:	Render clinical services, show academic progression, and complete research dissertation within four-year contract. Service deliver: patient care of all-and outpatients in the department as per rotation. Consultations from and all departments of SBAH on registrar level. Supervision of all rotating pre-graduate students, interns and junior colleagues in clinical practice. Rotation to subspecialties and facilities accredited by the University of Pretoria.
<u>ENQUIRIES</u>	:	Prof. R Green Tel No: 012 354 5276/77
<u>APPLICATIONS</u>	:	Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/74</u>	:	<u>MEDICAL OFFICER GRADE 1-3 REF NO: MO/PSYCH/ 2021</u> Directorate: Medical
<u>SALARY</u>	:	R821,205- R 1,089,693 per annual (inclusive package)
<u>CENTRE</u>	:	Helen Joseph Hospital, Chris Hani Baragwanath Academic Hospital, Tara Hospital, Sterkfontein Hospital, Westrand District, Central Wits, Sedibeng and Ekurhuleni Districts
<u>REQUIREMENTS</u>	:	Appropriate qualification which allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Proof of current

	registration with HPCSA. An interest in psychiatry and experience in psychiatry will be an advantage.
<u>DUTIES</u>	: Clinical assessment, history taking, mental status examination and physical examination of psychiatry patients, formulation, development and execution of evidence based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping. Prepare referral letters and discharge summaries for all patients. Proper record keeping of all laboratory results. Participation in ward / departmental administrative duties to maintain ward records. Teaching of students. Commitment to highest level of care, ethics, professionalism and punctuality. Expected ability to work within a multi-disciplinary team and to report all conflicts of interest and corruption. Willingness to participate in outreach, academic and research programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of Witwatersrand. Medical officers will be expected to perform clinical and overtime duties at any of the Gauteng Department of Health facilities affiliated to the Department of Psychiatry at the University of Witwatersrand.
<u>ENQUIRIES</u>	: Ms Patience Taba Tel No: 011 214 0612 Patience.Dila@wits.ac.za Mrs Thabile Morake Tel No: 011 951 8365 Thabile.Morake@gauteng.gov.za Ms Mixo Ngobeneni Tel No: 011 535 3029 Ngobeneni.Mixo@gauteng.gov.za
<u>APPLICATIONS</u>	: Applications should be submitted on a (PDF Format only) to the following email-addresses Medicalhr.Cmjah@gauteng.gov.za ; Patience.Dila@wits.ac.za ; TaraHR.Moross@gauteng.gov.za . Please Use The Reference As The Subject Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using email.
<u>NOTE</u>	: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender, and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of Qualifications, I.D and HPCSA to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. 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. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The successful candidate will be expected to work at the following sites: Wits university, HJH, CHBAH, CMJAH, Tara and Sterkfontein.
<u>CLOSING DATE</u>	: 22 October 2021
<u>POST 35/75</u>	: <u>REGISTRAR REF NO: REG/PSYCH/2021</u> Directorate: Psychiatry
<u>SALARY CENTRE</u>	: R821 205.per annum (All-inclusive package) Tara the H. Moross Centre, Chris Hani Baragwanath Academic Hospital, Helen Joseph Hospital, Sterkfontein Hospital, Central Wits, Sedibeng and Ekurhuleni Districts
<u>REQUIREMENTS</u>	: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as an Independent Medical Practitioner and proof of current registration. Post qualification, at least 6 months of clinical psychiatry experience in an academically affiliated facility. The following will be an added advantage: FC Psych (Part I).
<u>DUTIES</u>	: Clinical assessment, history taking, mental status examination and physical examination of psychiatry patients, formulation, development and execution of evidence based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and

management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping. Prepare referral letters and discharge summaries for all patients. Proper record keeping of all laboratory results. Participation in ward / departmental administrative duties to maintain ward records. Commitment to highest level of care, ethics, professionalism and punctuality. Expected ability to work within a multi-disciplinary team and to report all conflicts of interest and corruption. Willingness to participate in outreach, academic and research programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of Witwatersrand. Registrars will be expected to perform clinical and overtime duties at any of the Gauteng Department of Health facilities affiliated to the Department of Psychiatry at the University of Witwatersrand. Academically, registrars will attend the Psychiatry teaching programme as per the department of Psychiatry at Wits university, conduct research under supervision, with respect to the attainment of the MMED, train in the various psychotherapy modalities; teach and supervise medical and other undergraduate students as well as medical interns.

<u>ENQUIRIES</u>	:	Ms Patience Taba Tel No: 011 214 0612 / Patience.Dila@wits.ac.za Mrs Thabile Morake Tel No: 011 951 8365 / Thabile.Morake@gauteng.gov.za Ms Mixo Ngobeni Tel No: 011 535 3029 / Ngobeni.Mixo@gauteng.gov.za
<u>APPLICATIONS</u>	:	Applications should be submitted on a (PDF Format only) to the following email-addresses Patience.Dila@wits.ac.za , TaraHR.Moross@gauteng.gov.za . Please Use the Reference As The Subject Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using email.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender, and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of Qualifications, I.D and HPCSA to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. 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. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The successful candidate will be expected to work at the following sites: Wits university, HJH, CHBAH, CMJAH, Tara and Sterkfontein.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/76</u>	:	<u>DEPUTY DIRECTOR: INFORMATION COMMUNICATION AND TECHNOLOGY REFS NO: SBAH 100/2021</u> Directorate: Information Communication and Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum plus benefits Steve Biko Academic Hospital An appropriate Advanced National Diploma (NQF 7) or a Degree (NQF 7) in Computer Science or Information Technology. A minimum of ten years' experiences in Information Communication and Technology, at least five years of which is/was at middle management level. Experience in the public services is an added advantage. Project Management; knowledge of the principles, methods, or tools for developing, scheduling, coordinating and managing projects and resources, including monitoring and controlling costs, work and contractor performance. Knowledge of Network support, Desktop support and Telecommunication support. Knowledge of human resources management, resources management, employee support services, documentation, procurement and financial management. Knowledge of transversal system integration, information security management and software copyrighting and

<u>DUTIES</u>	:	licensing management. Valid driver's license is compulsory. Willingness to work outside normal working hours.
	:	Provide the desktop support and maintenance. Maintain and support application and retain the application catalogue. Perform hardware refresh and maintenance. Maintain the ICT asset register. Manage and monitor the security applications. Provide telecommunication support and maintenance. Contract management and the Service Level Agreement monitoring and maintenance. Maintenance and support the PABX and Mobile cell phone contract. Maintain and support of the telecommunication platform. Perform Information Communication and Technology research, development and projects. Conducting research on latest ICT trends and compiling reports. Monitor and evaluate all projects implemented for the quality. Monitor the technology development and provide advice to the directorate. Initiate innovation projects to improve service delivery. Assist with ICT Governance Management. Acquiring/ Procurement and distribution of WAN and LAN ICT network infrastructure and operations support services. Network management, i.e. planning, designing, and implementation, and active directory user accounts management, ICT infrastructure Performance and Capacity management, ICT Security, Management of ICT network infrastructure Projects and Incident including ICT network infrastructure. Coordinate and assist in administering the installation and maintenance of the ICT infrastructure. Coordinate and assist to administer the provision of ICT server support to the SBAH employees. Monitor and support the availability of the Network inclusive of Wide Area Network, Local Area Network and Wireless network. Update the Network Architecture post projects execution. Responsible for managing of the day-to-day operations of staff to ensure the uninterrupted delivery of systems and services to SBAH. Manage ICT budget.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. JJ Ngcobo Tel No: 012 354 1661/1843
	:	Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/77</u>	:	<u>ASSISTANT MANAGER NURSING: SPECIALTY ONCOLOGY AND PSYCHIATRY REFS NO: SBAH 101/2021</u> Directorate: Nursing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R614 991 per annum PN-B4 plus benefits
	:	Steve Biko Academic Hospital
	:	Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in relevant specialty. Degree/diploma in Nursing Management A minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after 1-year post basic qualification in Oncology Nursing Science and/or Psychiatry Nursing Science. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level at Public Institution. South African Nursing Council annual practicing certificate. Computer literacy. Valid driver's license. Service certificates compulsory. Strong leadership, good communication and sound interpersonal skills are necessary.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and professional /legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth/ethical standards and development of self and subordinates.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. AM. Mowayo Tel No: 012 354 1300
	:	Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve

Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE

:

22 October 2021

POST 35/78

:

ASSISTANT MANAGER NURSING (SPECIALITY MATERNITY) REF NO: TMRH X2 DAY AND NIGHT

Directorate: Nursing

SALARY

:

R614 991 – R692 166. per annum plus benefits

CENTRE

:

Thelle Mogoerane Regional Hospital

REQUIREMENTS

:

Grade 12 (standard 10). A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and a Midwife. Registration with the SANC as Professional Nurse and a Midwife with proof of current registration. A post basic qualification in advanced midwifery and neonatal nursing registered with the nursing council. A minimum of 10 years' appropriate/ recognisable experience in nursing after registration as Professional Nurse and Midwife with the SANC in General Nursing and Midwifery and 6 years of the experience above must be a relevant experience after obtaining post basic course in advance midwifery and neonatal nursing. Proven 3 years of experience at a management level. Computer literacy. Added advantage will be 5 years' experience working in maternity wards as Operational Manager at a level 2 or 3 hospital. Certificate of service stamped by HR. Current registration with SANC for 2021.

DUTIES

:

Monitor and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Manage and monitor the implementation of maternity guidelines for effective patient care. Monitor the provision of quality of data. Provide adequate supervision of service delivery points for effective support. Supervise proper management of patient safety incidents for effective prevention of recurrence. Monitor the adequate planning of resources for patient safety in the units under supervision. Monitor quality report writing from nursing records to reporting to other levels of management. Monitor the effective management of resources from all units under your care. Attend to staff and wellness issues to sustain productivity and initiate team building initiatives for staff motivation, ability to efficiently work within available resources. Skills: Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. 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. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.

ENQUIRIES

:

Mr. M.T.K. Zondi Tel No: (011) 891 7299

APPLICATIONS

:

Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451

NOTE

:

Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Documents to be attached are ID document, Copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies Need Not Be Certified When Applying For A Post. The

Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From HR. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply.

CLOSING DATE

:

22 October 2021

POST 35/79

:

OPERATIONAL MANAGER NURSING SPECIALITY (LABOUR WARD HIGH CARE) REF NO: TMRH (X1 POST)

Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

:

R562 800 – R633 432. per annum plus benefits

:

Thelle Mogoerane Regional Hospital

:

Grade 12 (standard 10). A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and a Midwife. Registration with the SANC as Professional Nurse and a Midwife with proof of current registration. A post basic qualification in advanced midwifery and neonatal nursing registered with the nursing council. A minimum of 9 years' appropriate/ recognisable experience in nursing after registration as Professional Nurse and Midwife with the SANC in General Nursing and Midwifery and 5 years of the experience above must be a relevant experience after registered as an advanced midwife. Computer literacy. Current registration with SANC 2021. Certificate of service signed and stamped by HR. A certificate in critical care may be an added advantage.

DUTIES

:

Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate an in-depth understanding and implementation of maternity guidelines, demonstrate knowledge of understanding the importance of producing quality data and accuracy, integrity and data flow times. Develop an in-service education program that address unit skills and competences that are required, demonstrate knowledge of financial, supply chain processes to ensure the availability of working resources, implementation of complain management guidelines to your unit to address service delivery outcomes, staff and team building initiatives, monitor ethics and professional behavior to your staff, understanding of labour relations and HR policies and application thereof, improve multi-disciplinary team approach and maintain health relations with multi-disciplinary team. Skills: Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. 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. Promote achievement of National Core Standards targets. Ability to work under pressure and organization of own work.

**ENQUIRIES
APPLICATIONS**

:

Mr. M.T.K. Zondi Tel No: (011) 891 7299

:

Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451

<u>NOTE</u>	:	Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Documents to be attached are ID document, Copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, driver's license. Failure to submit all the requested documents will result in the application not being considered. Copies Need Not Be Certified When Applying for a Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From Hr. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/80</u>	:	<u>OPERATIONAL MANAGER NURSING SPECIALITY (LABOUR ADMISSION WARD) REF NO: TMRH (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R562 800 – R633 432 per annum plus benefits
<u>CENTRE</u>	:	Thelle Mogoerane Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12 (standard 10). A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and a Midwife. Registration with the SANC as Professional Nurse and a Midwife with proof of current registration. A post basic qualification in advanced midwifery and neonatal nursing registered with the nursing council. A minimum of 9 years' appropriate/ recognisable experience in nursing after registration as Professional Nurse and Midwife with the SANC in General Nursing and Midwifery and 5 years of the experience above must be a relevant experience after registered as an advanced midwife. Computer literacy. Current registration with SANC 2021. Certificate of service signed and stamped by HR. A certificate in critical care may be an added advantage.
<u>DUTIES</u>	:	Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate an in-depth understanding and implementation of maternity guidelines, demonstrate knowledge of understanding the importance of producing quality data and accuracy, integrity and data flow times. Develop an in-service education program that address unit skills and competences that are required, demonstrate knowledge of financial, supply chain processes to ensure the availability of working resources, implementation of complain management guidelines to your unit to address service delivery outcomes, staff and team building initiatives, monitor ethics and professional behavior to your staff, understanding of labour relations and HR policies and application thereof, improve multi-disciplinary team approach and maintain health relations with multi-disciplinary team. Skills: Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. 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. Promote achievement of National Core Standards targets. Ability to work under pressure and organization of own work.
<u>ENQUIRIES</u>	:	Mr. M.T.K. Zondi Tel No: (011) 891 7299
<u>APPLICATION</u>	:	Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Documents to be attached are ID document, Copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From HR. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/81</u>	:	<u>OPERATIONAL MANAGER NURSING SPECIALITY (ADVANCED PSYCHIATRIC NURSING) REF NO: TMRH (X2 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	R562 800 – R633 432.per annum plus benefits
<u>CENTRE</u>	:	Thelle Mogoerane Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12 (standard 10). A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and a Midwife. Registration with the SANC as Professional Nurse and a Midwife with proof of current registration. A post basic qualification in advanced mental health care nursing registered with the nursing council. A minimum of 7 years' appropriate/ recognisable experience in nursing after registration as Professional Nurse and Midwife with the SANC in General Nursing and Midwifery and 3 years of the experience above must be a relevant experience after registered as an advanced psychiatric nurse. Computer literacy. Current registration with SANC 2021. Certificate of service signed and stamped by HR.
<u>DUTIES</u>	:	Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ability to apply mental health care legal aspects and interpret the mental health care act for the treatment and management of mental health care users. Demonstrate an in-depth understanding of the management of Mental Health care users as in-patients and the linkage to community psych management to reduce MHCUs readmissions. Understand the 72 hour assessment of the MHCUs. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Provision of quality improvement reports from mental health care units, manage human resources grievances and complains, facilitate team building initiatives for the staff to support and promote productivity. Generate reports to MHCRB. Develop and manage therapeutic ward programs for the rehabilitation of MHCUs. Maintain healthy working environment for multi-disciplinary team to work effective and efficiently, effective and efficient data management for your unit. Assist the institution to comply with hospital norms and standards for psychiatric wards Skills: Demonstrate a basic understanding of HR and financial policies and practices.

Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. 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. Promote achievement of National Core Standards targets. Ability to work under pressure and organization of own work.

**ENQUIRIES
APPLICATIONS**

: Mr. M.T.K. Zondi Tel No: (011) 891 7299
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451

NOTE

: Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Documents to be attached are ID document, Copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From HR. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply.

CLOSING DATE

: 22 October 2021

POST 35/82

: **ASSISTANT MANAGER: QUALITY ASSURANCE REF NO:
REFS/TMH/2021/01 (1POST)**
Directorate: Quality Assurance

**SALARY
CENTRE
REQUIREMENTS**

: R562 800 - R652 437. per annum (all-inclusive package)
: Tambo Memorial Hospital
: Basic R425 (i.e Diploma/Degrees in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum 8 years appropriate/recognizable experience in Nursing as a Professional Nurse after registration with SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate /recognizable experience at Management level. Other skills requirement includes knowledge of application Performance Management and Development System. Knowledge of application the Nursing Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act. Understanding National Norms and Standards, IDEAL Hospital Framework, Batho Pele principles, Patient's Right charter and quality assurance system. Must have good communication and interpersonal skills. Computer literacy, facilitation, and coordination skills. Ability to work under pressure, report writing skills, problem solving, planning and organizing skills. A valid driver's license. Ability to interact with diverse stakeholders. Ability to collect and analyze data and interpret it to improve quality care.

DUTIES

: Provide overall leadership for quality assurance program in the Hospital towards realization of the strategic goals and objectives. Overall provision of total quality management service by: Overall monitoring, investigating, evaluating, recording and reporting on complaints management. Effective clinical and no- clinical risk management by monitoring, evaluating, recording

and on Patient Safety incidences. Improve effectiveness of system operations through monitoring and reporting on Patient's waiting times. Conduct Patient experience of care surveys and share results with relevant stakeholders. Ensure monthly internal audits are conducted and comply with norms and standards. Facilitate conduction and reporting on Ideal Health Facilitate conduction and reporting on clinical Records Audit. Operate and management of relevant data systems. Monitor development, implementation, and evaluation of quality improvement plans. Perform other delegated functions by supervisor.

<u>ENQUIRIES</u>	:	Mr Ndabula Z K O Tel No: 011 898 8317
<u>APPLICATIONS</u>	:	must be hand delivered to Human Resources department, Room no;122, Tambo Memorial Hospital, cnr Plantation and Railway Road, Boksburg. Alternatively, applications can be posted to Tambo Memorial Hospital, private Bag x 02, Boksburg 1460.Attention Human Resource Department.
<u>NOTE</u>	:	Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted. Disabilities person, Whites, Indians and coloured
<u>CLOSING DATE</u>	:	22. October 2021
<u>POST 35/83</u>	:	<u>OPERATIONAL MANAGER: TRANSPLANT AND ORTHOPAEDIC HIGH CARE UNIT REFS NO: SBAH 102/2021</u> Directorate: Nursing
<u>SALARY</u>	:	R562 800 per annum (PN-B3) plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least one year in Nephrology nursing science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with south African Nursing council in General Nursing .At least 5 year of the period referred to above must be appropriate recognizable experience after obtaining the one-year post-basic qualification in Nephrology Nursing Science. Diploma/degree in Nursing Management will be an added advantage. Computer literate. Verified proof of experience. Service certificate are compulsory. South African Nursing Council annual practicing certificate. Valid driver's license. Strong leadership, good communication and sound interpersonal skills are necessary
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and professional /legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth/ethical standards and development of self and subordinates.
<u>ENQUIRIES</u>	:	Mrs. AM Mowayo Tel No: 012 354 1300
<u>APPLICATIONS</u>	:	Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/84</u>	:	<u>ASSISTANT DIRECTOR DIAGNOSTIC RADIOGRAPHY GRADE 1 REFS NO: SBAH 103/2021</u> Directorate: Diagnostic Radiography Department
<u>SALARY</u>	:	R517 326 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	A recognized National Diploma or Bachelor Degree in Diagnostic Radiography. Qualification that allows for registration with the Health professions Council of

South African (HPCSA). A minimum of ten (10) years 'experience as an independent Radiographer and five (5) experience as a Chief Diagnostic Radiographer in a Government institution. Proof of original registration and current registration with the HPCSA is compulsory. Relevant additional qualifications will be taking in consideration. Computer literacy and associated software programs. Knowledge of PFMA, Public Service legislation, Policies and Procedures. Knowledge of current DoH Guidelines and Policies governing the Health Sector and Radiography profession. Knowledge of legal compliance requirements for the safe of Hazardous substance in all spheres of Radiography and OHS Act. Knowledge of HIM policy, National Core Standards, Quality Assurance .Programme and strategic Management. Knowledge and experience of Supply Chain management processes, Finance Management and Human Resource issues. Excellent time management skills, written and verbal business skills, report writing and presentation, be proactive and initiative in problem solving and decision-making. Must demonstrate honesty, integrity, high work ethic and ability to work independently and in a team. Good interpersonal skills, Strategic planning and leadership skills. Ability to develop the standard of the profession in all spheres related.

DUTIES : Report to the Head of the Radiography department and act on behalf of the HOD when absent. Advisor to the Radiography HOD. Extensive experience in Diagnostic Radiography. Experience in management. Excellent interpersonal and communication skills. Ability to take initiative. Ability to work under pressure. Relevant budgetary duties. Extensive knowledge of Radiology equipment and compiling of specifications for Radiology equipment. Capiling of statistics for the Radiology department. Adhere and ensure compliance with SAHPRA and HPCSA Legislation. Management and problem solving. Manage and monitor performance and development of all staff forms. Compiling and managing the monthly duty roster. Managing the departments leave, overtime and PMDS documents. Assisting QC radiographer were needed. Provision and management of a 24-hour Service Delivery. Partake and Facilitate staff and student development. Ordering of protective gear. Provide operational advice and guidance to the subordinates. High level of responsibility and accountability. Urgent communication and solution pathway when any Radiological equipment malfunctions. Ability and willingness to deal with crisis or disaster even outside of working hours. Display of leadership qualities, teamwork, spirit and reliability.

ENQUIRIES : Mrs. S Van Niekerk Tel No: 012 354 1379
APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 22 October 2021

POST 35/85 : **OPERATIONAL MANAGER GENERAL – HAST REF NO: TMRH (1X POST)**
 Directorate: Nursing

SALARY : R444 276 – R500 031 per annum plus benefits
CENTRE : Thelle Mogoerane Regional Hospitals
REQUIREMENTS : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. Added advantage at least three (3) years of the period referred to above must be appropriate/recognizable experience in a clinical ART and TB services. Current registration with the SANC 2021. Certificate of service signed and stamped by HR. (Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of HIV and TB disease, control, monitoring evaluation, and importance of reporting. nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and

policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Diploma in Administration will be an added advantage as well as NIMART and NIMDRTB. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES

: Ensure effective management of quality nursing service. Co-ordinate of optimal, holistic specialized nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of Operational Managers. Ability and knowledge assess pre-ART and mitigate safe initiation of treatment to minimize complications. Ensure ongoing TB screening, early diagnosis and treatment of TB ability to apply strategies of tracking and tracing the lost to follow up (LTF). Provision of quality Nursing care, assist team members with quality assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, do hospital calls. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively. Improving TB screening statistics for meeting 90/90/90 targets, linkage of fast programs from secondary to primary health care services for efficient and effective treatment of communicable diseases. Provide innovative strategies for condom distribution. Develop inclusive weekly or monthly fast indicators platform to assess hospital targets and quality improvement plans. Attend workshops and training for the hospital to comply with updated HAST guidelines.

ENQUIRIES APPLICATION

: Mr. M.T.K. Zondi Tel No: (011) 891 7299
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451

NOTE

: Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Documents to be attached are ID document, Copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From HR. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply.

CLOSING DATE

: 22 October 2021

POST 35/86

: **OPERATIONAL MANAGER GENERAL PNA5 REF NO: TMRH- (X1 POST) (FEMALE MEDICAL WARDS)**
Directorate: Nursing

SALARY CENTRE

: R444 276 – R500 031 per annum plus benefits
: Thelle Mogoerane Regional Hospital

<u>REQUIREMENTS</u>	:	Grade 12 (standard 10). A Basic (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery. Registration with the SANC as Professional Nurse and Midwifery. A minimum of 7 years' appropriate/ recognizable experience after registering as General professional Nurse. Current registration with SANC 2021. Certificate of service signed and stamped by HR.
<u>DUTIES</u>	:	Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ability to develop, organize and implement evidence based in-service education for the ward. Ability to implement, supervise and in-service education of nursing staff to scientific nursing process and quality nursing records, implementation of nursing care procedures and standard operating procedures. Implement nursing ethics and DPSA ethics in the workplace. In-service staff on labour policies and ethical labour relations procedures for proper communication and transparency in the workplace ethics to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Skills: Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. 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. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.
<u>ENQUIRIES</u>	:	Mr M.T.K. Zondi Tel No: (011) 891 7299
<u>APPLICATIONS</u>	:	Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Documents to be attached are ID document, Copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From HR. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/87</u>	:	<u>OPERATIONAL MANAGER GENERAL PNA5 REF NO: TMRH- (X2 POSTS)</u> <u>(MALE MEDICAL WARDS AND SURGICAL WARDS)</u> Directorate: Nursing
<u>SALARY</u>	:	R444 276 – R500 031 per annum plus benefits
<u>CENTRE</u>	:	Thelle Mogoerane Regional Hospital

<u>REQUIREMENTS</u>	:	Grade 12 (standard 10). A Basic (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse General. A minimum of 7 years' appropriate/ recognizable experience after registering as General professional Nurse. Current registration with SANC 2021. Certificate of service signed and stamped by HR.
<u>DUTIES</u>	:	Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ability to develop, organize and implement evidence based in-service education for the ward. Ability to implement, supervise and in-service education of nursing staff to scientific nursing process and quality nursing records, implementation of nursing care procedures and standard operating procedures. Implement nursing ethics and DPSA ethics in the workplace. In-service staff on labour policies and ethical labour relations procedures for proper communication and transparency in the workplace ethics to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Skills: Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. 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. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.
<u>ENQUIRIES</u>	:	Mr M.T.K. Zondi Tel No: (011) 891 7299
<u>APPLICATIONS</u>	:	Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Documents to be attached are ID document, Copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From HR. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/88</u>	:	<u>OPERATIONAL MANAGER GENERAL PNA5 REF NO: TMRH- (X1 POST) (REHAB WARDS)</u> Directorate: Nursing
<u>SALARY CENTRE</u>	:	R444 276 – R500 031 per annum plus benefits Thelle Mogoerane Regional Hospital

<u>REQUIREMENTS</u>	:	Grade 12 (standard 10). A Basic (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse General. A minimum of 7 years' appropriate/ recognizable experience after registering as General professional Nurse. Current registration with SANC 2021. Certificate of service signed and stamped by HR.
<u>DUTIES</u>	:	Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ability to develop, organize and implement evidence based in-service education for the ward. Ability to implement, supervise and in-service education of nursing staff to scientific nursing process and quality nursing records, implementation of nursing care procedures and standard operating procedures. Implement nursing ethics and DPSA ethics in the workplace. In-service staff on labour policies and ethical labour relations procedures for proper communication and transparency in the workplace ethics to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Skills: Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. 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. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.
<u>ENQUIRIES</u>	:	Mr M.T.K. Zondi Tel No: (011) 891 7299
<u>APPLICATIONS</u>	:	Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Documents to be attached are ID document, Copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From HR. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/89</u>	:	<u>OPERATIONAL MANAGER GENERAL PNA5 REF NO: TMRH (X1 POST)</u> <u>(REPRODUCTIVE HEALTH CLINICS)</u> Directorate: Nursing
<u>SALARY</u>	:	R444 276 – R500 031 per annum plus benefits
<u>CENTRE</u>	:	Thelle Mogoerane Regional Hospital

<u>REQUIREMENTS</u>	:	Grade 12 (standard 10). A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and a Midwife. Registration with the SANC as Professional Nurse and a Midwife with proof of current registration. A minimum of 7 years' appropriate/ recognisable experience in nursing after registration as Professional Nurse and Midwife with the SANC in General Nursing and Midwifery. A qualification in advanced midwifery or any relevant reproductive health certificate will be an added advantage.
<u>DUTIES</u>	:	Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. 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. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.
<u>ENQUIRIES</u>	:	Mr M.T.K. Zondi Tel No: (011) 891 7299
<u>APPLICATIONS</u>	:	Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Documents to be attached are ID document, Copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From HR. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/90</u>	:	<u>CLINICAL PROGRAMME COORDINATOR REF NO: REFS/TMH/2021/03 (1POST)</u>
<u>SALARY</u>	:	R444 276 - R500 031 per annum (all-inclusive package)
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Basic qualification (i.e Diploma/Degree in Nursing) or equivalent qualification that lead to registration as a Professional Nurse accredited by SANC. Minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse in general nursing. A certificate in infection prevention and control. Be able to work as part of the multidisciplinary team. Demonstrate effective communication with patients, supervisors and other clinicals promote

	quality of care as directed by the professional scope practice and standards, norms and respond to it. Maintain customer care principles at all time. Must be computer literate.
<u>DUTIES</u>	: Basic qualification (i.e Diploma/Degree in Nursing) or equivalent qualification that lead to registration as a Professional Nurse accredited by SANC. Minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse in general nursing. A certificate in infection prevention and control. Be able to work as part of the multidisciplinary team. Demonstrate effective communication with patients, supervisors and other clinicals promote quality of care as directed by the professional scope practice and standards, norms and respond to it. Maintain customer care principles at all time. Must be computer literate.
<u>ENQUIRIES</u>	: Mrs Malekane M Tel No: 011 898 8311
<u>APPLICATIONS</u>	: Applications must be hand delivered to Human Resources department, Room no; 122, Tambo Memorial Hospital, cnr Plantation and Railway Road, Boksburg. Alternatively, applications can be posted to Tambo Memorial Hospital, private Bag x 02, Boksburg 1460.Attention Human Resource Department.
<u>NOTE</u>	: Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted. Disabilities person, Whites, Indians and coloured
<u>CLOSING DATE</u>	: 22.October 2021
<u>POST 35/91</u>	: <u>SOCIAL WORKER SUPERVISOR REF NO: REFS/ WKH/51/2021</u> Directorate: Social Work Unit
<u>SALARY</u>	: Grade 1: R384 228 – R445 425.per annum Grade 2: R472 551 – R714 795. per annum plus benefits
<u>CENTRE</u>	: Weskoppies Hospital
<u>EQUIREMENTS</u>	: Appropriate Bachelor of Social Work/ equivalent qualification that allows registration with the South African Council for Social Service Profession (SACSSP). Registration with SACSSP as a Social Worker and proof of current registration. A minimum of 07 years of experience of which 02 years must be as a Social Worker in a hospital setting and 3 years' experience must be in Mental Health Care services. Must be computer literate and have a valid driver's license. Knowledge and understanding of more complex human behavior and social systems. Knowledge of Public Service legislation, policies and procedures pertaining to Social Work.
<u>DUTIES</u>	: Management of Social Work Department. Ensure psychosocial and crisis intervention services are provided. Supervision of Social Workers through educational, supportive and administrative functions that promote efficient and professional social work services. The Supervisor must ensure that supervisees promote and protect the interests of service users. She/he must ensure that supervisees intervene efficiently and effectively, advocate for the empower the vulnerable. The supervisor is expected to comply with performance management and development system (PMDS). The supervisor must be able to promote ethical professional conduct and where necessary implement disciplinary measures to supervisees. She/he should also manage and oversee all psychological reports and correspondence from supervisees. Supervisor must be exposed to management tasks as per delegation. The supervisor must be able to communicate with relevant stake holders. Be an active member of the multi sectoral teams by attending meetings. Conduct and participate in auditing activities as quality standards. Monitor the department's statistics. Supervisor must support teaching, training in accordance with CPD regulations and encourage research activities. Duties will also include general management and administration to the post, Including involvement in hospital and cluster committees
<u>ENQUIRIES</u>	: Ms. GM Makgatho Tel No: (012) 319 9761
<u>APPLICATIONS</u>	: Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001

<u>NOTE</u>	<p>at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.</p> <p>Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. No need to certify documents, only shortlisted candidates must submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply</p>
<u>CLOSING DATE</u>	22 October 2021
<u>POST 35/92</u>	<p><u>ASSISTANT DIRECTOR: HUMAN RESOURCE REF NO: REFS/TMH/2021/02 (1POST)</u> Directorate: Human Resource</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R376 596. per annum (all-inclusive package)</p> <p>Tambo Memorial Hospital</p> <p>An appropriate Degree/National Diploma in Human Resource with minimum 5 years relevant experience in Human Management, 3 years of which should be in Supervisory level or Grade 12 or equivalent with 10 years or more relevant experience in Human Resource Management 3 years of which should be in supervisory level. Extensive knowledge of PERSAL with relevant certificates attached, Knowledge of relevant legislations and policies related to the post advertised, Sound knowledge of Public Service Act, Public Service Regulations Public Finance Management Act, Labour Relations Act, Skills Development Act and other related legislative prescripts. Experience in Management functions will be a pre-requisite coupled with problem solving, communication both verbal and writing skills. Computer literacy (MS Word, Excel and Power Point)</p>
<u>DUTIES</u>	<p>Provide Strategic leadership with respect of provisioning of Humane Resource Management and Planning Services. Be responsible for the overall functioning of the Human Resource Directorate including compliance to all HR prescripts. Management of Personnel Information System. HR Budget. Salary Administration. Staff Establishment. Draw up HR plan and ensure the implementation thereof. Recruitment and Selection.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Mr Mfolo M K Tel No: 011 898 8316</p> <p>Applications must be hand delivered to Human Resources department, Room no: 122, Tambo Memorial Hospital, cnr Plantation and Railway Road, Boksburg. Alternatively, applications can be posted to Tambo Memorial Hospital, private Bag x 02, Boksburg 1460.Attention Human Resource Department</p>
<u>NOTE</u>	<p>Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted. Whites, Indian and coloureds</p>
<u>CLOSING DATE</u>	22.October 2021
<u>POST 35/93</u>	<p><u>OCCUPATIONAL THERAPIST GRADE 1/2/3 REF NO: REFS/WKH/53/2021 (X3 POSTS)</u> Directorate: Occupational Therapy</p>

<u>SALARY</u>	:	R317 976.per annum all inclusive. plus benefits (Salary will be in line with OSD regulations with regards to years of experience after registration as independent practitioner.)
<u>CENTRE REQUIREMENTS</u>	:	Weskoppies Hospital
	:	Degree in Occupational Therapy. Registration with the Health Professional Council as an Occupational Therapist practitioner, and proof of current registration. An interest in Mental Health.
<u>DUTIES</u>	:	Provide an Occupational Therapy service to adult Mental Health Care Users (Acute, Forensic and or Longer stay MHCU). Follow prescribed OT processes in Mental Health such as assessment/s, planning and execute all patient related administrative tasks according the standards set by Quality Assurance principles. Actively do program planning within the Unit. Do group treatment as planned. Participate in the annual de-institutionalization program. Do general administrative duties. Work effectively in a multi discipline team. Do student training. Participate in the WKH OT department CPD program. Do supervision of OTT/OTA according to PMDS process
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. H Beetge Tel No: (012) 319 9783
	:	Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
<u>NOTE</u>	:	Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. No need to certify documents, only shortlisted candidates must submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply NOTE: Preference will be given to Indian female/male, African female/male and Coloured female/male
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/94</u>	:	<u>ADMIN OFFICER REF NO: STDH/00040 (1 OPST)</u> Directorate: Admin & Support
<u>SALARY</u>	:	R257 508 – R303 339 per annum plus benefits
<u>CENTRE</u>	:	Sizwe Tropical Disease Hospital
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/ Degree in Logistics/Public Administration/Public Management/Financial Management plus a minimum of 3 years' actual experience in Transport Management, Registry and cleaning or Matric/Grade 12 with a minimum 5 years' actual experience in Transport, Registry and Cleaning. Knowledge of PFMA, Occupational Health and safety act, Transport Circular no 4 of 2000 and National Archives and records service act 43 of 1996. Computer Literacy. Records management certificate and valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Supervision of staff in Registry, Transport, Cleaning and Linen bank. Transport involves: Ensure Monthly verification and submission of log –sheets, Administer the cost – effective utilization of government owned fleet, supervise the issuing of g-fleet in the hospital, Validate the G-Fleet vehicle asset register. Ensure requisition and approval of g-fleet vehicles in line with Transport Policy Circular No 4 of 2000.Ensure proper maintenance and utilization of vehicles. Registry involves: Supervise the handling of incoming and outgoing correspondence, ensure operation of office machines, render an effective filing and record management service and disposal. Linen bank involves: ensure the

		availability of clean linen all the times. Cleaning services involves: ensure the hospital is kept clean all the times, ensure compliance to national core standard/Ideal hospital framework and six quality priorities. Communicate with all stakeholders and adhered to infection control measures. Manage development and performance of staff, develop and implement SOPs. Ensure that resources are in place for service delivery. Compile weekly and monthly reports. Perform any other related duties as assigned by the manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MA Masuluke Tel No: (011) 531 – 4353
	:	Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
<u>NOTE</u>	:	To be submitted on a NEW Z83 form, the form must be fully completed and signed, attach copies of qualifications and ID. Do not certify such copies, a detailed Curriculum Vitae (CV) with two or more references must be attached. Applicants must indicate the department for which they are applying for. Incomplete applications and applications received after closing date will not be considered. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/95</u>	:	<u>PROFESSIONAL NURSE GRADE 1 GENERAL/SPECIALTY STREAM: PSYCHIATRY REF NO: WKH/52/2021 (X12 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	R256 905 per annum (PN-A2) R383 226. per annum (PN-B1) plus benefits.
<u>CENTRE REQUIREMENTS</u>	:	Weskoppies Hospital
	:	Grade 12. Basic qualification as a professional nurse according to R425 or equivalent qualification that leads to registration with the South African Nursing Council as a professional nurse. Requirements for appointment in the specialty stream: post basic qualification in the specialty area: psychiatry recognized in accordance with R212. A minimum of 4 years' experience as a professional nurse.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization of resources. Participation in training and research. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PB Schoonwinkel Tel No: 012 319 9877
	:	Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
<u>NOTE</u>	:	Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. No need to certify documents, only shortlisted candidates must submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply
<u>CLOSING DATE</u>	:	22 October 2021

<u>POST 35/96</u>	:	<u>DATA CAPTURE CLERK REF NO: EMS/DATA/05/2021 (X3 POSTS)</u>
<u>SALARY</u>	:	R173 703 per annum (plus benefits)
<u>CENTRE</u>	:	Gauteng Emergency Medical Services (COJ DISTRICT)
<u>REQUIREMENTS</u>	:	Grade 12/ equivalent qualification with 1-2 years relevant experience in EMS Data management and competencies. Knowledge and application of the following prescripts: DMHIS Policy.
<u>DUTIES</u>	:	Maintenance of all EMS stations, Check and verify patient report forms (PRF) and the Daily input forms sheet before capturing, Report problems found in the Daily input sheet to the Shift Supervisors/ station manager, Capture verified data for Station in web DHIS if a Daily Data Capturing (DDC) site – indicate capturing date and sign, Check for outliers, add comment. Mark record for follow up if applicable, Check for missing data, add comment and mark record for follow up and perform ad hoc duties as assigned by supervisor or District managers.
<u>ENQUIRIES</u>	:	Mr. RE Sekgobela Tel No: 011 564 2009
<u>APPLICATIONS</u>	:	Applications with clearly marked reference numbers and certified copies of qualifications with copies of identity documents must be delivered to 162 Cnr Old Pretoria Road & Tonnetti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.
<u>NOTE</u>	:	Applications must be submitted on the new Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted Candidates will be required to submit certified documents on or before the day of the interview following Communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/97</u>	:	<u>ICT SUPPORT TECHNICIAN: REF NO: EMS/ICT05/02/2021 (X2 POSTS)</u>
<u>SALARY</u>	:	R173 703 per annum (plus benefits)
<u>CENTRE</u>	:	Gauteng Emergency Medical Services (MIDRAND)
<u>REQUIREMENTS</u>	:	Grade 12 and NQF level 6 National Diploma as recognized by SAQA in IT, with 2 years' experience in ICT end user support. Training in CompTIA A+, N+ or ITIL version 3 professional certificate will be advantageous. Knowledge of MS Active directory. Knowledge and experience in LAN and WAN support, supporting transversal systems (Persal, BAS, SRM and Microsoft packages) Ability to work under pressure and customer focused. Good problem solving and communications skills. Valid Driver's license.
<u>DUTIES</u>	:	Provide technical support for all users in the department by ensuring that all computers are installed with standard and approved software, all computers are joined to the organisational domain and installed with anti-virus software. Provide support to call centre technical systems and end users. Attend to incidents logged through the service desk. Perform network troubleshooting and support. Maintain user accounts and computer accounts management. Maintain IT asset audit Compile technical reports for faulty IT equipment. Willingness to work and provide technical support 24/7/365 days including be standby/ overtime as and when required.
<u>ENQUIRIES</u>	:	Ms. MM Setshedi Tel No: 011 564 2219
<u>APPLICATIONS</u>	:	Applications must be delivered to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or Posted to P.O Box 8311 Halfway House 1685.
<u>NOTE</u>	:	Applications must be submitted on the new Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted Candidates will be required to submit certified documents on or before the day of the interview following Communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/98</u>	:	<u>FOOD SERVICE SUPERVISOR REF NO: CCRC/FSS/02/09/2021</u> Directorate: Admin & Support

<u>SALARY</u>	:	R145 281 per annum (Level 4) (plus benefits)
<u>CENTRE</u>	:	Cullinan Care & Rehabilitation Centre (CCRC)
<u>REQUIREMENTS</u>	:	Grade 10 with minimum of 10 years' experience and/or Grade 12 with minimum of 3 years' experience in a hospital or other large scale Food Service environment. An appropriate qualification: National Diploma Food Service or Hospitality Management will be an advantage. Good verbal, writing and communication skills. Have basic numeric and computer skills. Must have the ability to work under pressure and have leadership, decision making, good problem solving and supervisory skills. Must have the ability to discipline staff members under his/her supervision. Must have knowledge in hygiene and safety principles in Food Services. Must have basic knowledge of normal & therapeutic diets. Must have basic knowledge of Food Service policies, procedures and operations. Must be able to work shifts, weekends and public holidays. Must Accept and perform additional tasks as given to you by Management.
<u>DUTIES</u>	:	Supervise the preparation (using recipes & following the menu), serving and distributing of meals according to Patient stats. Responsible for key & stock control within the unit e.g. stock ordering, receiving, storage, issuing, updating stock cards & assist with cost control measures. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Ensure proper usage and cleaning of equipment's, crockery and utensils & report faulty equipment's to the manager. Do ward rounds and assist with plate waste studies. Complete work schedules, monitor staff attendance, process leave forms and claim forms. Responsible for PMDS contracting, appraisals and disciplining of staff under your supervision and attend relevant meetings as scheduled.
<u>ENQUIRIES</u>	:	Portia Phetla Tel No: 012 734 7000/7068
<u>APPLICATION</u>	:	Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 100
<u>NOTE</u>	:	Applications must be submitted on a new approved Z83 form with comprehensive CV, documents to be attached are ID document, Copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personal Suitability Checks (PSC) –Verification (Reference checks-provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verifications, qualifications verification, criminal record checks, credit/financial stability checks and employment verification.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/99</u>	:	<u>FOOD SERVICE REF NO: ODI/13/09/2021/01</u>
<u>SALARY</u>	:	R102 534. per annum (plus benefits)
<u>CENTRE</u>	:	Odi District Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or Abet level 4 with one year experience working in the food service environment, previous experience in food preparations and diet knowledge in hospital will be an advantage, good communications and interpersonal skills. Motivated and willingness to work under pressure and work shifts, including weekend, night shifts and public holidays. Able to work in a team, motivation as proof of work experience must be attached.
<u>DUTIES</u>	:	Perform routine task in food service unit and perform the general cleaning task assign to you and maintain hygiene and safety measure in the unit. Carry heavy basket, parking and withdrawing of cook freeze food in the refrigerator. Do preparations, breakfast, cooking, portioning food according to portion control measures, garnish of food, labelling and serving of food according to patient, assist when there is a function, be prepared to relieve in all areas of food service when required.
<u>ENQUIRIES</u>	:	Ms. Mahlangu TR Tel. No: (012) 725 2472
<u>APPLICATIONS</u>	:	Applicants must be submit copies of qualifications, identity document and driver's license (where appropriate) and any other relevant documents. Such

copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/100</u>	:	<u>MESSENGER REF NO: STDH/00041 (1 POST)</u> Directorate: Admin & Support
<u>SALARY</u>	:	R102 534 – R120 780 per annum plus benefits
<u>CENTRE</u>	:	Sizwe Tropical Disease Hospital
<u>REQUIREMENTS</u>	:	Grade 10. Grade 12 certificate and experience in messaging will be an added advantage. Have organizational skills, Good and written communication skills, client orientation and customer focus. Ability to prioritize.
<u>DUTIES</u>	:	Collect, distribute and circulate correspondence from point A to Point B vice versa. Record and control correspondence register. Ensure that recipients sign on the delivery book/register. Make copies, binding and lamination of documents. Maintain confidential information. Ensure that only official correspondences are distributed, photocopied and laminated. Perform any other related duties as assigned by the manager.
<u>ENQUIRIES</u>	:	Mr MA Masuluke Tel No: (011) 531 – 4353
<u>APPLICATIONS</u>	:	Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
<u>NOTE</u>	:	To be submitted on a NEW Z83 form, the form must be fully completed and signed, attach copies of qualifications and ID. Do not certify such copies, a detailed Curriculum Vitae (CV) with two or more references must be attached. Applicants must indicate the department for which they are applying for. Incomplete applications and applications received after closing date will not be considered. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
<u>CLOSING DATE</u>	:	22 October 2021

PROVINCIAL ADMINISTRATION: GAUTENG PROVINCIAL TREASURY

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



<u>APPLICATIONS</u>	:	Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on the Following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . For more information regarding the course please visit the NSG website: www.thensg.gov.za
<u>CLOSING DATE</u>	:	22 October 2021
<u>NOTE</u>	:	Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record,

citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new z83 which is effective as at 01 January 2021.

OTHER POSTS

<u>POST 35/101</u>	:	<u>ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: GPT/2021/10/11 (6 POSTS)</u> Directorate: Gauteng Audit Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596. per annum (plus benefits) Johannesburg A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Internal Auditing. 3 – 5 years' experience in Internal quality assurance. Drivers licence. Knowledge of PFMA Act, Treasury Regulations, DPSA Frameworks and IIA Standards. Good communication skills, computer skills, Financial Management skills, supervisory skills, project management skills and analytical skills.
<u>DUTIES</u>	:	Gather background information, Risk assessment, budget etc; Assist in developing audit objectives and preliminary scope; Plan assigned .projects; Determine the resources required for the project and compile a time budget; Allocate tasks appropriately to subordinates; Review audit programmes; supervise a pool of multi-skilled auditors while on the audit; On the job supervision/mentoring, coaching motivating and training of team; Review working papers compiled by the team members; Liaise with team members at the planning, execution and reporting phases of each review; Compile the draft report for sourcing root cause; Imparting knowledge to colleagues and staff; Prepare weekly progress report to be submitted to Deputy Director; Maintain accurate time records; Monitor time and progress on projects and report to Deputy Director; Ensure that I projects are closed off on teammate once the projects are finalised; Appraise and evaluate the performance of the team members and draw up developmental plans.
<u>ENQUIRIES</u>	:	Ms. Linda Ninzi Tel No: 011 227 9000
<u>POST 35/102</u>	:	<u>AUDITOR: COMPUTER AUDIT REF NO: GPT/2021/10/12 (5 POSTS)</u> Directorate: Gauteng Audit Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791. per annum (plus benefits) Johannesburg A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Auditing. 1 – 2 years' experience in Computer Auditing. Knowledge of Departmental policies and procedures, PFMA Act, Treasury Regulations, DPSA Frameworks, IIA Standards. ISACA Frameworks. Skills in Computer, report writing, planning, communication, project management and analytical.
<u>DUTIES</u>	:	To execute functions relating to conducting computer audit reviews as per the job level. Audit project planning; Audit project execution; Audit project reporting.
<u>ENQUIRIES</u>	:	Mr. Sihle Hlomuka Tel No: 011 227 9000
<u>POST</u>	:	<u>SENIOR BUYER: STRATEGIC SOURCING REF NO: GPT/2021/10/13</u> Directorate: Provincial Supply Chain Management

<u>SALARY</u>	:	R316 791 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Business Management/Purchasing/Supply Chain Management / Procurement Management. 1 – 2 years' experience in Sourcing as an administrator. At least three years' experience in procurement or supply chain management. Knowledge of procurement best practices including sourcing strategies. Experience and understanding of the South African market.
<u>DUTIES</u>	:	To provide Sourcing services to the Gauteng Provincial Government. Maintain tender process turnaround time at 87 days or within agreed SLA with the end user (RFP plan must be signed by both the end user and responsible specialist). Manage contract to client satisfaction; Prepare and advertise RFP (specification and RFP templates); Compilation of submission; Obtain 75% satisfaction level from customer service; Increase BBBE preferential procurement spend to achieve set target of 80%. Submission of status report.
<u>ENQUIRIES</u>	:	Ms. Tshiamo Sokupha Tel no: 011 227 9000
<u>POST 35/103</u>	:	<u>PRACTITIONER: CONTENT & CATALOGUE REF NO: GPT/2021/10/14 (3 POSTS)</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R257 508.per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Public Management/Public Administration/Business Administration / Economic Management / Accounting. 1 – 2 years' experience in catalogue and content management. Experience in warehousing or stock control. Knowledge of customer relationship management. MS Office certificate will be an added advantage.
<u>DUTIES</u>	:	To create raw material and service number using the eCats and SAP R/3 cataloguing tools and associated processes. The catalogue requirement will be based on new contracts from Strategic Sourcing section, as well as from requests received from Entities. Number of products and services catalogued; Products and services catalogued within SLA; Quality of items catalogued; Ad-hoc projects and task completed.
<u>ENQUIRIES</u>	:	Ms. Linda Ninzi Tel No: 011 227 9000
<u>POST 35/104</u>	:	<u>PRACTITIONER: CONTRACT MANAGEMENT REF NO: GPT/2021/10/15</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R257 508 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Business Management/Supply Chain Management/Logistics 1 – 2 years' experience in contract management and/or supply chain management administration. Knowledge and experience in using SAP R/3, Supplier Relations Management (SRM) and Customer Relations Management (CRM) is preferred. Knowledge and experience in using Microsoft Office is preferred. Must have a driver's license.
<u>DUTIES</u>	:	To monitor and evaluate the supplier and the entities, in order to ensure that they comply with the service level agreement and rendering the good quality of service. To provide customer communication, ensuring good quality and on time. Service delivery and site visits. Monitoring of contract values and validity end dates, ensuring implementation of price adjustments. Expediting Supplier Payments to ensure adherence to 30-day payment SLA.
<u>ENQUIRIES</u>	:	Ms. Linda Ninzi Tel No: 011 227 900
<u>POST 35/105</u>	:	<u>PRACTITIONER: STRATEGIC SOURCING REF NO: GPT/2021/10/16</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R257 508 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Logistics / Purchasing/ Procurement / Supply Chain Management. 1 – 2 years' experience in Procurement related administrative working in a tendering environment. Knowledge of government procurement legislation would be

advantageous. Knowledge of customer relationship in a shared services environment. Knowledge of Public Service Act and regulations, Knowledge of accounting principles, practices and concepts. Knowledge of National and GPG Treasury Regulations. Must have skills on BAS/SAP, computer literacy, good communication, ability to work under pressure and problem solving.

DUTIES

: To provide administrative support to the Senior Buyer/ Team leader/ Commodity Manager in the Contract Management unit. Manage the flow of documents and records pertaining to tenders; Monitor and report the progress RFP projects; Assist with the compilations of submission and ensure that the market research report is obtained with relevant information. Assist the Senior Buyer and Assistant Director's to maintain tender process turnaround time of three months. Prepare the advertisement of RFP's

ENQUIRIES

: Ms. Linda Ninzi Tel No: 011 227 9000

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.

OTHER POSTS

<u>POST 35/106</u>	:	<u>COMMUNITY DEVELOPMENT WORKER (10 POSTS)</u> Chief Directorate: Community Development Workers and Public Participation Directorate: Community Development Work Programme (CDWP)
<u>SALARY CENTRE</u>	:	R208 584 per annum
	:	Uthukela (Alfred Duma) - Ward 24 – Ref No: 01/2021 (CDW1) (1 Post)
	:	Uthukela (Alfred Duma) - Ward 30 – Ref No: 01/2021 (CDW2) (1 Post)
	:	Uthukela (Okhahlamba) - ward 7 – Ref No: 01/2021 (CDW3) (1 Post)
	:	Sisonke (Buhlebezwe) - Ward 11 – Ref No: 01/2021 (CDW4) (1 Post)
	:	Ilembe (Ndwedwe) - Ward 3 – Ref No: 01/2021 (CDW5) (1 Post)
	:	Ilembe (KwaDukuza) - Ward 1 – Ref No: 01/2021 (CDW6) (1 Post)
	:	Amajuba (Newcastle) - Ward 16 – Ref No: 01/2021 (CDW7) (1 Post)
	:	Zululand (Abaqulusi) - Ward 6 – Ref No: 01/2021 (CDW8) (1 Post)
	:	Umkhanyakude (Jozini) - Ward 16 – Ref No: 01/2021 (CDW9) (1 Post)
	:	Umzinyathi (Ndumeni) - Ward 7 – Ref No: 01/2021 (CDW10) (1 Post)
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a minimum Grade 12, a qualification in Community Development Work will be an added advantage, experience in Community Development Work, including but not limited to volunteering in community development projects and practices. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Basic knowledge of government processes, Good interpersonal skills and must be sensitive towards the communities where they will be rendering services, Good communication skills (verbal and written), The ability to act tactfully and with discretion.
<u>DUTIES</u>	:	Key Responsibilities: The successful candidates will be required to perform the following key responsibilities:- Liaise, co-ordinate, mobilise, inform and assist communities with access to services provided by Government and to assist communities to identify and communicate their needs to Government at National, Provincial and Local Government level to bring government closer to the people, Inform and assist communities with access to the services provided by government structures, Promote networks and enhance the activities of existing local governance structures and other stakeholders (CBW, NGOs, etc.) aimed at improved service delivery, Compile reports and documents as required, on progress, issues attended to, actions taken and outcomes, Keep records of all services rendered by Government and the processes and mechanisms to access these services.
<u>ENQUIRIES</u>	:	Ms B Hlela at Tel No: (033) 355 6348
<u>APPLICATIONS</u>	:	To Be Posted TO: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 14th Floor North Tower, Natalia 330 Langalibalele Street, Pietermaritzburg for the attention of Ms NB Mabaso-Macaringwe,
<u>NOTE</u>	:	To Applicants: Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV together with copies of qualifications, driver's licence (where appropriate) and ID and any other relevant documents. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mails that are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Applicants who possess a qualification that 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 State Security on the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the

CLOSING DATE : Department within three months of the closing date, please accept that your application was unsuccessful.
22 October 2021 (Applications received after this date will not be accepted).

KWAZULU NATAL DEPARTMENT OF HEALTH

DEPARTMENT OF HEALTH: ASHDOWN CLINIC: Kindly note that the following post was going to be advertised in Public Service Vacancy Circular on 15 October 2021, Clinical Nurse Practitioner: (Ashdown Clinic) with Ref No: IMBALCHC07/2021; the post has been withdrawn (must not be published)

POST 35/107 : **HEAD CLINICAL DEPARTMENT (MEDICAL) GRADE 1- (MEDICINE) REF NO: GS 52/21**

Component: Medical & Allied Health: Department Of Medicine

SALARY : R2 161 416. 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 Employee must sign the commuted overtime contract form.

CENTRE : Greys Hospital, Pietermaritzburg

REQUIREMENTS : Senior Certificate or Equivalent A tertiary qualification (MBCHB); A qualification that allows for registration with the HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; Proof of current registration with the HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; Seven years' experience as a Medical Specialist after registration with HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; and Certificate of Service / proof of work experience (endorsed by Human Resources Department) must be attached. NB: Shortlisted candidates may be subjected to a competency test. Recommendations Management experience as a Head: Clinical Unit or Head: Clinical Department Computer literacy and proficiency in Microsoft Office suite Driver's license Knowledge, Skills, Experience And Competencies: Comprehensive managerial and leadership skills and competencies to Head the Department of Medicine (including all its sub-disciplines) at Grey's Hospital and holistically manage all operational and strategic matters of the Department, and coordinate Medicine services in "Area 2" Competence and expertise in developing, implementing and monitoring policies, protocols and guidelines applicable to the Department of Medicine Thorough understanding of financial management and resource allocation and optimization, including budgeting and expenditure control. Sound knowledge of Human Resource Management (incl. EPMDS process and requirements) and disciplinary and grievance management procedures; organization structure, staff development programmes, including career pathing, recruitment and retention Proficiency with computers, Microsoft Office suite, including Outlook, PowerPoint, Excel, etc. Risk management within the Department, including incident management Problem-solving, decision-making and conflict-management proficiency Excellent communication (verbal and written) and time management skills, punctuality, work ethic Analytical thinking, leadership, clinical and teaching skills. The ability to work under stress and maintain a good working relationship at all times. Knowledge, understanding and implementation of Batho Pele principles Sound knowledge and experience of relevant ethical, medico-legal and RAF matters, including investigating and providing reports and expert opinions for medico-legal cases. Knowledge of relevant legislation, Policies and Regulations of the Department of Health/ DPSA, including, but not limited to, the National Health Act, PFMA, SCM regulations, Children's Act, Promotion of Access to Information Act, National Health Insurance Bill, etc. Medical ethics, epidemiology

DUTIES : Key Performance Areas: The incumbent will head the Department of Medicine at Grey's Hospital and manage all operational and strategic matters of the Department, as well as coordinate services related to Internal Medicine within "Area 2". Ensure provision of a cost-effective and high quality Internal Medicine service 24/7 (outpatient and inpatient care) at Grey's Hospital. Formulate and execute annual operational plans, and a medium- to long-term strategy for the Department of Medicine, which meets the Department of Health's needs, and develop and manage the Department of Medicine in line with the strategy. Develop and implement strategies for meeting APP and other set targets, specifically with regards to ALOS, BUR and bed turnover rates in Medicine

wards, mortality and morbidity, waiting times, etc. Adept personnel management, EPMDS, recruitment and retention, labour relations and disciplinary processes, conflict management, grievance handling, etc. Ensure optimal level of skills and competencies of all staff, incl. sessional medical practitioners, within the Department of Medicine. Promote and undertake teaching and training (Registrars, Medical Officers, Interns, Nursing personnel, undergraduate students, allied health, etc.), including MMed supervision, formal and informal teaching and training, examinations, course-coordination, academic programmes, etc. Maintain close liaison with the Department of Medicine at the Nelson R. Mandela School of Medicine (UKZN) and other relevant academic and training-related facilities, including CMSA, HPCSA, supporting UKZN's DCTP. Ensure clinical governance within the Department, conducting clinical governance activities that are relevant to the needs of the Department, including Morbidity and Mortality meetings on a monthly basis, at least quarterly Clinical Audits, utilization reviews, etc. Effective risk and incident management, including maintaining a risk register for the Department of Medicine, prevention and management of medico-legal incidents and cases. Design, implement and evaluate Quality Assurance and Improvement Programmes and Projects as may be required, for example, minimizing waiting times for clinics, reducing patient safety incidents, etc. Actively participate in quality initiatives and activities, including QA meetings, implementation of Ideal Hospital Realization and Maintenance Framework, Norms and Standards, OHSC-related activities, etc. Prudent fiscal and other resource management, including management of relevant budgets, adherence to relevant contracts and SOPs; ensure that all necessary equipment and other medical/ non-medical resources are available and functional in the Department. Chair and actively participate in relevant committees at Grey's Hospital as may be required. Good record-keeping, including maintenance of relevant statistics, out- and in-patient data, etc. Work as part of a team within the Pietermaritzburg Metropolitan Hospitals Complex, including with the DCSTs and EMS. Oversee and ensure maintenance of outreach/inreach/ virtual support programmes in "Area 2" Manage / address client complaints which may involve the Department of Medicine. Provide expert opinion to clinicians in the diagnosis, management and treatment of patients. Clinical work (including commuted overtime), as may be required. Serve as acting Senior Manager: Medical Services when required. DR L. Naidoo Tel No: 033 – 897 3317

ENQUIRIES
APPLICATIONS

FOR ATTENTION
NOTE

- : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- : Mrs M. Chandulal
- : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Applicants must submit copies of qualifications, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the of the interview following communication from HR. (c) Curriculum Vitae 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 52/21. 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). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. The Employment Equity Target for This Post Is: African Male
- : 22 October 2021

CLOSING DATE

<u>POST 35/108</u>	:	<u>HEAD CLINICAL DEPARTMENT (MEDICAL) GRADE 1- (RADIOLOGY) REF NO: GS 53/21</u> Component: Medical & Allied Health: Department Of Radiology
<u>SALARY</u>	:	R2 161 416 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 Employee must sign the commuted overtime contract form.
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, Pietermaritzburg
	:	Senior Certificate or Equivalent A tertiary qualification (MBCHB); A qualification that allows for registration with the HPCSA as a Medical Specialist or a recognized Medical Sub-specialty in Radiology; Proof of current registration with the HPCSA as a Medical Specialist or a recognized Medical Sub-specialty in Radiology; Seven years' experience as a Medical Specialist after registration with HPCSA as a Medical Specialist or a recognized Medical Sub-specialty in Radiology; and Certificate of Service / proof of work experience (endorsed by Human Resources Department) must be attached. Recommendations Management experience as a Head: Clinical Unit or Head: Clinical Department in Radiology Computer literacy and proficiency in Microsoft Office suite Driver's license Knowledge, Skills, Experience and Competencies: Comprehensive managerial and leadership skills and competencies to Head the Department of Radiology (including all its units) at Grey's Hospital and holistically manage all operational and strategic matters of the Department, and coordinate Radiology services in "Area 2" Competence and expertise in developing, implementing and monitoring policies, protocols and guidelines applicable to the Department of Radiology Thorough understanding of financial management and resource allocation and optimization, including budgeting and expenditure control. Sound knowledge of Human Resource Management (incl. EPMDS process and requirements) and disciplinary and grievance management procedures; organization structure, staff development programmes, including career pathing, recruitment and retention Proficiency with computers, Microsoft Office suite, including Outlook, PowerPoint, Excel, etc. Risk management within the Department, including incident management Problem-solving, decision-making and conflict-management proficiency excellent communication (verbal and written) and time management skills, punctuality, work ethic Analytical thinking, leadership, clinical and teaching skills. The ability to work under stress and maintain a good working relationship at all times. Knowledge, understanding and implementation of Batho Pele principles Sound knowledge and experience of relevant ethical, medico-legal and RAF matters, including investigating and providing reports and expert opinions for medico-legal cases. Knowledge of relevant legislation, Policies and Regulations of the Department of Health/ DPSA, including, but not limited to, the National Health Act, PFMA, SCM regulations, Children's Act, Promotion of Access to Information Act, National Health Insurance Bill, OHS Act, etc. Medical ethics, epidemiology
<u>DUTIES</u>	:	Key Performance Areas: The incumbent will head the Department of Radiology at Grey's Hospital and manage all operational and strategic matters of the Department, as well as coordinate services related to Radiology within "Area 2". Ensure provision of a cost –effective and high quality Radiology service 24/7 at Grey's Hospital. Formulate and execute annual operational plans, and a medium- to long-term strategy for the Department of Radiology, which meets the Department of Health's needs, and develop and manage the Department of Radiology in line with the strategy. Develop and implement strategies for meeting APP and other set targets, including mortality and morbidity, waiting times, etc. Adept personnel management, EPMDS, recruitment and retention, labour relations and disciplinary processes, conflict management, grievance handling, etc. Ensure optimal level of skills and competencies of all staff, incl. sessional medical practitioners, within the Department of Radiology. Promote and undertake teaching and training (Registrars, Medical Officers, Interns, Nursing personnel, undergraduate students, allied health, etc.), including MMed supervision, formal and informal teaching and training, examinations, course-coordination, academic programmes, etc. Maintain close liaison with the Department of Radiology at the Nelson R. Mandela School of Medicine (UKZN) and other relevant academic and training-related facilities, including CMSA, HPCSA, supporting UKZN's DCTP Ensure clinical governance within the Department, conducting clinical governance activities that are relevant to the needs of the Department, including Morbidity and Mortality meetings on a

monthly basis, at least quarterly Clinical Audits, utilization reviews, etc. Effective risk and incident management, including maintaining a risk register for the Department of Radiology, prevention and management of medico-legal incidents and cases. Design, implement and evaluate Quality Assurance and Improvement Programmes and Projects as may be required, for example, minimizing waiting times in Radiology, reducing patient safety incidents, etc. Actively participate in quality initiatives and activities, including QA meetings, implementation of Ideal Hospital Realization and Maintenance Framework, Norms and Standards, OHSC-related activities, etc. Prudent fiscal and other resource management, including management of relevant budgets, adherence to relevant contracts and SOPs; ensure that all necessary equipment and other medical/ non-medical resources are available and functional in the Department, maintenance of medical equipment in the Department Chair and actively participate in relevant committees at Grey's Hospital as may be required. Good record-keeping, including maintenance of relevant statistics, monitoring waiting times, etc. Work as part of a team within the Pietermaritzburg Metropolitan Hospitals Complex, including with the DCSTs and EMS. Oversee and ensure maintenance of outreach/inreach/ virtual support programmes in "Area 2" Manage / address client complaints which may involve the Department of Radiology. Provide expert opinion to clinicians in the diagnosis, management and treatment of patients. Clinical work (including commuted overtime), as may be required serve as acting Senior Manager: Medical Services when required

ENQUIRIES
APPLICATIONS

FOR ATTENTION
NOTE

: DR L. Naidoo Tel No: 033 – 897 3317
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
: Mrs M. Chandulal
: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Applicants must submit copies of qualifications, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the of the interview following communication from HR.(c) Curriculum Vitae 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 53/21. 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). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. NB: Shortlisted candidates may be subjected to a competency test. The Employment Equity Target for This Post Is: African Male

CLOSING DATE

: 22 October 2021

POST 35/109

: **MEDICAL SPECIALIST (OPHTHALMOLOGY) GRADE1-3 REF NO: SPEC/OPHTH 01/2021 (POST 1)**

SALARY

: Grade 1: R1 106 040 - R1 173 900. per annum (all-inclusive package)
Grade 2: R1 264 623 - R1 342 230. per annum (all-inclusive package)
Grade 3: R1 467 651 - R1 834 890.per annum (all-inclusive package All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.

<u>CENTRE REQUIREMENTS</u>	: Prince Mshiyeni Memorial Hospital – Ophthalmology : MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (Ophthalmology). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Ophthalmology). Proof of current registration as a Medical Practitioner with HPCSA (2021/2022). Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Experience: Medical Officer Grade 1: No experience required. Medical Officer Grade 2: Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires 5 years appropriate experience after registration with HPCSA as a Medical Specialist in a normal Specialty. Medical Officer Grade 3: Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires 10 years appropriate experience after registration with HPCSA as a Medical Specialist in a normal Specialty. Knowledge, Skills, Training and Competencies Sound knowledge and skills associated with the practice of Ophthalmology. bility to diagnose and manage common medical problems including emergencies. monstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal, and decision making qualities. Knowledge of current Health and Policies at Public Institutions.
<u>DUTIES</u>	: Key Performance Areas Run specialty clinics .Provide in-patient and out-patient clinic services. Assist with under-graduate and post-graduate training. Maintain clinical, professional and ethical conduct. Administrative responsivity Provide effective and efficient specialist consultant care at a regional level within the scope of acceptance and current practices in order to facilitate optimal health care provision. Training staff and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Performance of overtime duties is a requirement (after hours and weekends)
<u>ENQUIRIES APPLICATIONS</u>	: DR M Aung Tel No: 031 907 8304 / 8317 : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeeni, 4060
<u>FOR ATTENTION NOTE</u>	: Mrs TZ Makanya : Please note that due to financial constraints, there will be no payment of S&T Claims.
<u>CLOSING DATE</u>	: 29 October 2021
<u>POST 35/110</u>	: <u>MEDICAL SPECIALIST: GRADE 1: RADIOLOGY: HRM 72/2021 (02 POSTS)</u> Directorate: X-Ray
<u>SALARY</u>	: Grade 1: R1 106 040 – R1 173 900 per annum (All inclusive package) excluding overtime (None to less than 5 years after registration with the HPCSA as a Medical Specialist)
<u>CENTRE REQUIREMENTS</u>	: King Edward VIII Hospital (KEH) : MBCHB or equivalent PLUS Registration certificate with the HPCSA as a Medical Specialist in Radiology PLUS Current registration with HPCSA as a Medical Specialist (2021/2022) Recommendation: Computer Literacy Knowledge, Skills, Training And Competencies Required: The ability to teach and supervise staff and students, Middle management and research skills, Good administrative, leadership, decision making and communication skills, Able to work in a team, Valid driver's license
<u>DUTIES</u>	: Provide specialist radiology services in all imaging modalities to all departments at King Edward VIII Hospital and related referral hospitals, although involved in all imaging modalities, successful applicants will have to oversee Mammography/Breast Imaging and Fluoroscopy, Maintain clinical, professional and ethical standards related to these services, To perform, interpret and report radiological procedures and studies, Provide after hour care in accordance with the commuted overtime contract, Training and supervision of staff and students in Radiology, Provide expert opinion where required and consult with specialists on radiological procedures, Participate in Quality Improvement Programs of the Department, Conduct, participate and assist in research, Participate in both academic and clinical administrative activities and duties, Be part of a multi-disciplinary team
<u>ENQUIRIES</u>	: Dr. N. Khuzwayo Tel No: 031 360 3854

<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . ID documents, Std 10, educational qualifications, certificates of service and professional registration certificate and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/111</u>	:	<u>MEDICAL OFFICER: GRADE 1: ORTHOPAEDICS: HRM 70/2021 (01 POST)</u> Directorate: Orthopaedics
<u>SALARY</u>	:	Grade 1: R821 205 – R884 670 per annum. (All inclusive package) None to less than 5 years actual experience as a Practitioner after registration with the HPCSA
<u>CENTRE REQUIREMENTS</u>	:	King Edward VIII Hospital (KEH)
	:	MBCHB or equivalent PLUS registration with HPCSA as an independent medical practitioner PLUS Current registration with HPCSA as a Medical practitioner (2021/2022) Recommendation: Computer Literacy, Previous experience in Orthopaedics will be an added advantage Knowledge, Skills, Training And Competencies Required: Sound knowledge of Orthopaedics to allow for accurate diagnosis and appropriate management of clinical problems, Ability to deal with all Orthopaedic emergencies, Good decision making, problem solving, leadership and mentoring skills, Sound medical ethic skills, Good communication skills, Service delivery orientated, Policy development
<u>DUTIES</u>	:	Participate in the provision of service in the department of Orthopaedics including rotations in OOPD, wards and Theatre, Assist with supervision and support of interns and students in the department, Participate in the Departmental academic program, Provide and ensure community orientated clinical services and support to Primary Health Care Services, Ensure the provision of safe, ethical and high quality medical care, Perform after hour duties, Participate in quality improvement programs, clinical audits, peer review meetings and mortality meetings, Maintain medical records, Participate in the process of step down care to facilities in the catchment area of the institution
<u>ENQUIRIES</u>	:	Dr. J.P. Arnold Tel No: 031 360 3109
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . ID documents, Std 10, educational qualifications, certificates of service and professional registration certificate and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be

		subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/112</u>	:	<u>MEDICAL OFFICER: GRADE 1: TRAUMA: HRM 71/2021 (01 POST)</u> Directorate: Trauma
<u>SALARY</u>	:	Grade 1: R821 205 – R884 670 per. annum. (All inclusive package) None to less than 5 years actual experience as a Medical Practitioner after registration with the HPCSA
<u>CENTRE REQUIREMENTS</u>	:	King Edward VIII Hospital (KEH)
	:	MBCHB or equivalent PLUS registration with HPCSA as Medical Practitioner PLUS Current registration with HPCSA as a Medical practitioner (2021/2022) Recommendation: Computer Literacy, Additional qualification in the appropriate Health Science is essential (ACLS, ATLS, Basic Surgical skills, A minimum of 1 year post registration clinical experience in Trauma/Casualty or General Surgery will be an added advantage Knowledge, Skills, Training And Competencies Required: Broad knowledge of working in Trauma and Emergency care, Good communication skills, Ability to diagnose and manage common cases and major trauma, Good decision making, problem solving, leadership and mentoring skills, Knowledge of relevant Acts, Regulations and Policies in regard to Medical ethics
<u>DUTIES</u>	:	Participation in the provision of 24 hour patient care in an outpatient trauma and emergency unit, To triage the severely injured or ill patient, resuscitate and continue management until the patient is handed Over to the relevant discipline, assist with the supervision and support and training and development of medical officers, and interns in the Department, Participate in the departmental academic program, Ensure correct management through implementation of quality standard and practice, Participate in active teaching with members of staff and assist with data collection
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. S.A. Moodley Tel No: 031 360 3911
	:	All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . ID documents, Std 10, educational qualifications, certificates of service and professional registration certificate and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
<u>CLOSING DATE</u>	:	22 October 2021

POST 35/113**MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 55/21**

Component: Anaesthesia and Critical Care

SALARY

Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum

The intention of this advert is to recruit Medical Officers to commence on the 1st January 2021. 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 working at Edendale Hospital only.

**CENTRE
REQUIREMENTS**

Greys or Edendale or Northdale Hospital, Pietermaritzburg

Grade 12 Certificate or Equivalent MBCHB Degree or equivalent qualification that allows registration with HPCSA as a Medical Practitioner. Current registration with the Health Professions Council South Africa as a Medical Practitioner (2020-2021) (applicants who are currently CSOs may apply on the understanding that their CSO period is anticipated to end on the 31st December 2021. Appointment to a post will only be possible upon proof of receiving registration as a Medical Practitioner with the HPCSA). Priority will be applied to incumbent/s that are available on 1st January 2021 to maintain clinical services. Pietermaritzburg is only able to employ South African citizens and permanent residents into these medical officer posts. The Employment Equity Target for This Post is: African Male. 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 December 2021 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 is essential. 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 is essential. 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 or Grade 3 level. 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 will be an advantage. ATLS, APLS, and ACLS will be an advantage.

Knowledge, Skills, Experience and Competencies: Participation in the After Hours call system is essential. Medical Practice as appropriate at post. Community Service level. Information management. Current Health and Public

DUTIES

service legislation, regulations and policy Medical ethics, epidemiology and statistics Grade 2 or Grade 3 applicants; independently provide safe anaesthesia for all types of surgery for ASA 1 or 2 patients.

: Key Performance Areas: 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 The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg 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 Edendale hospital as appropriate to their grade of qualification and experience To maintain a logbook of clinical duties

ENQUIRIES APPLICATIONS

: Dr Z Farina Tel No: 033 – 8973412/Dr C Rajah 033 897 3768
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION NOTE

: Mrs M. Chandulal
: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Applicants must submit copies of qualifications, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the of the interview following communication from HR.(c) Curriculum Vitae NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 55/21. 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). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. NB 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 Intensive Care 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.

<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/114</u>	:	<u>MEDICAL OFFICER GRADE 1 – RADIOLOGY REFE NO: HRM 72/2021– 01 POST</u> Directorate: Radiology
<u>SALARY</u>	:	Grade 1: R821 205 – R884 670 per annum. (All inclusive none to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner
<u>CENTRE</u>	:	King Edward VIII Hospital (KEH)
<u>REQUIREMENTS</u>	:	Senior certificate or Grade 12. MBCHB degree of equivalent qualification PLUS Registration certificate with the HPCSA as an Independent Medical Practitioner PLUS .Current registration with the HPCSA (2021/2022) Compulsory Overtime: Commuted overtime is compulsory Knowledge, Skills, Training and Competencies Required: Sound knowledge of nuclear medicine Good decision making, problem solving, leadership and mentoring skills, Sound medical ethics skills Good communication skills, Service delivery orientated, Policy development. Recommendations: Computer Literacy, Sound clinical and radiological knowledge within the discipline Ability to deal with all radiological emergencies Knowledge of ethical medical practice Ability to assess, diagnose and manage patient
<u>DUTIES</u>	:	Key Performance Areas: Render radiological duties: Inpatient and Outpatients; normal & after-hours Render cost effective medical care, incorporating radiological management and follow-up. Maintain radiological records. Train interns and other personnel. Undertake on-going medical education and professional development. Undertake general radiology/imaging procedures and reporting including plain films, CT, fluoroscopy, ultrasound exams and nuclear medicine overtime)
<u>ENQUIRIES APPLICATIONS</u>	:	DR. A Moosa Tel No: 031 360 3477 All applications must be addressed to the Deputy Director: HR, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/115</u>	:	<u>MEDICAL OFICER (OBSTETRICS & GYNAECOLOGY) GRADE1-3 REF NO: PMMH/MO/O&G/02/2021 (X 2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R821 205 - R884 670 per annum (all-inclusive package) Grade 2: R938 964 - R1 026 693 per annum (all-inclusive package) Grade 3: R1 089 693 - R1 3 62 366 per annum (all-inclusive package All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime
<u>CENTRE</u>	:	Prince Mshiyeni Memorial Hospital – Obstetrics & Gynaecology

<u>REQUIREMENTS</u>	:	MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Proof of current registration as a Medical Practitioner with HPCSA. Community Service doctors who are completing their service may also apply however the appointment of successful applicants will be subject to the provision of proof of HPCSA registration as an Independent Medical Practitioner Experience: Medical Officer Grade 1 : No experience required The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 2 : 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 3 : 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge, Skills, Training And Competencies Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain Ability to teach; guide junior staff within the department.
<u>DUTIES</u>	:	Key Performance Areas: To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to Obstetrics and Gynaecology. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits; participate in academic meetings Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained
<u>ENQUIRIES</u>	:	Dr NR Maharaj Tel No: 031 907 8111 or 083 797 8111
<u>APPLICATIONS</u>	:	Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Moberi, 4060
<u>FOR ATTENTION</u>	:	Mrs J Murugan
<u>NOTE</u>	:	Please note that due to financial constraints, there will be no payment of S&T Claims.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/116</u>	:	<u>MEDICAL OFFICER GRADE 1, 2 & 3 (FAMILY MEDICINE) REF NO: GJGM 61/2021 (X 1 POST)</u> Component: 029208
<u>SALARY</u>	:	Grade 1: R821 205.per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance Grade 2: R938 964.per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance: Grade 3: R1 089 693 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
<u>CENTRE</u>	:	GJGM Hospital
<u>REQUIREMENTS</u>	:	Grade 1 : Minimum Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner Grade 2 Minimum Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner Grade 3 Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills

and Experience Required: A sound knowledge and clinical skills associated with practice of Family Medicine and Emergency Medicine at Primary Health Care, district and regional level. Sound teaching and supervisory abilities. The ability to function as part of a multidisciplinary team. Good communication and interpersonal skills.

<u>DUTIES</u>	:	Key Performance Areas: Provision of high quality comprehensive Clinical services in adults and children at PHC, District and Regional levels of care. Participate in outreach services and visit clinics within the KwaDukuza Sub-District. Facilitation of staff training and ongoing medical education. Assist in supervision and mentoring of junior staff. Support all developments and QIP for Stanger Hospital and KwaDukuza Sub-District. Assist managers and Head of Department with the effective running and co-ordination of all Facets of Department of Family Medicine, i.e: PHC, Crisis Centre, Occupational Health, and other relevant areas as well as priority health programs (HVI/TB/STIs, MCWH). Assist with quality improvement programmes, meetings and clinical audits. Assist with multidisciplinary communication to ensure continuum of care. To provide training to nurses, junior staff, interns and medical students. NB. Performance of Commuted Overtime is compulsory and will be worked in emergency department on the needs of the institution.
<u>ENQUIRIES</u>	:	Dr NV Lutchminarain – HOD Family Medicine Tel No: (0324376125) or Dr G Lopez Senior Manager Medical Services Tel No: (0324376001)
<u>APPLICATIONS</u>	:	Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, GJGM Regional hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street
<u>FOR ATTENTION</u>	:	Mr S. Govender
<u>NOTE</u>	:	Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za originally signed Z83 must be accompanied by a detailed CV and copies of highest educational qualification/s of required educational qualifications set out in the advertisement plus 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. St13/2019 .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).
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/117</u>	:	<u>MEDICAL OFFICER GRADE 1, 2 & 3 (TRAUMA & EMERGENCY) REF NO: GJGM 59/2021 (X 1 POST)</u> Component: 029021
<u>SALARY</u>	:	Grade 1: R821 205 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance Grade 2: R938 964 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance: Grade 3: R1 089 693 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
<u>CENTRE</u>	:	GJGM Hospital
<u>REQUIREMENTS</u>	:	Grade 1: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner Grade 2 Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner Grade 3 Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills and Experience

Required: Sound knowledge and skills in Emergency Medicine including advanced adult and Paediatric resuscitative intervention. Sound clinical knowledge in general medicine including management of acute and chronic Medical and Surgical conditions. Good interpersonal, supervisory, communication and leadership skills. Ability to work in a challenging environment. Sound assessment, diagnostic and management skills. Knowledge and skills in emergency care. Knowledge of health care system and medical ethics. Awareness of cross-cultural differences. Concern for excellence. ACLS, PALS, ATLS or Diploma in Primary Emergency Care is recommended.

DUTIES : Key Performance Areas: Provision of quality patient centered medical care to all patients in the emergency unit. Examine, investigate, diagnose and oversee the treatment of patients in the Emergency Department. Maintain accurate Medical records in accordance with legal and ethical guidelines. Ability to assist the senior medical staff in the smooth running of the department. Participation in activities within the discipline including case presentations, journal club and other departmental meetings. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning. To provide training for nurses, junior staff, interns and medical students. NB. Performance of Commuted Overtime and a staggered shift system is compulsory and will be worked in the discipline based on the needs of the institution.

ENQUIRIES : Dr J Govender (Head Clinical Unit ED) Tel No: 0324376075 or Dr G. Lopez (Medical Manager), Tel No: (032) 437 6001

APPLICATIONS : Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, GJGM Regional hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

FOR ATTENTION NOTE : Mr S. Govender

: 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 copies of highest educational qualification/s of required educational qualifications set out in the advertisement plus 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. St13/2019 .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).The Following Learning Opportunities Are Available In The Accident & Emergency Unit Supervision by an Emergency Physician with daily ward rounds and "on the floor teaching" in A & E. Emergency ultrasound training. Advanced airway management and ventilation techniques. Evidence based protocol driven management. Opportunity to conduct research in the unit. Preparation for the Diploma in Emergency Care (Dip PEC). Preparation to enter the Fellowship in Emergency Medicine. Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE : 22 October 2021

POST 35/118 : **ENGINEER PRODUCTION GRADE A: SYSTEMS DEPARTMENT, REF NO: SYS 49/2021 (1 POST)**

SALARY : Grade 1: R718 059 – R766 278. per annum Package (All-inclusive salary package) PLUS Medical Aid: Optional, AND Housing Allowance (Employee must meet Prescribed Requirements)

CENTRE REQUIREMENTS : Edendale Hospital
: Grade 12 (Senior Certificate), Engineering Degree (B Eng. BSC (ENG.) or relevant qualification. Three Years post qualification engineering experience

after registration with ECSA as Professional Engineer, A certificate of service obtained from the HR Department must be attached, Valid driver's license Sound knowledge of all trades and engineering systems installed and used by Health institution, Sound knowledge of Financial, Human and Labour Relations Management, Analytical ability to work to so specification, Analytical thinking, project Management, computer literacy, team building and training skills, Effective internal and external communication

DUTIES : Provide Hospital Engineering Services including monitoring of Capital Projects, Assume overall managerial responsibility for the supervision and guidance of all staff in the Maintenance division including the maintenance of clinics, Be available to be designated as the responsible person at the Regional Hospital in accordance with the terms and condition of the Occupational Health and Safety Act (Act 85 of 1993) and regulations if so required, Assume overall responsibility for ensuring that Planned and Unplanned maintenance is carried out correctly and timeously, Compile and co-ordinate maintenance budget and setting of priorities for maintenance work including Minor New Work, Repairs and Renovations and Routine, Monitor and control all maintenance expenditure, Maintain a data to monitor the maintenance of Major Plants and Equipment, Liaise with other departments such as the Department of Public Works ensuring that there requirements of the institution are met, Implementing Quality Improvement Initiatives in compliance with National Core Standards, Give guidance and advice to the professional, technical and other such investigation as required by the hospital Chief Executive Officer, Ensure that proper training is provided to the staff to carry out their duties and to promote career development, Monitor and record all form of energy resource consumed at the institution such as electricity, water, fuel and medical gases

ENQUIRIES APPLICATIONS : MR. M.G. Naidoo Tel No: 033 395 4364
: All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.

FOR ATTENTION : Mr. T.C. Manyoni or hand delivered to the box main gate behind the security office

NOTE : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Advertisements and accompanying notes must clearly capture the requirements for certification to reflect that applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Coloured Male.

CLOSING DATE : 22 October 2021

POST 35/119 : **ASSISTANT MANAGER NURSING (MCWH) REF NO: PCHC 09/2021**
Re-advertised; applicants who previously applied need to re-apply)

SALARY : R614 991 per annum Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

**CENTRE
REQUIREMENTS**

: KZN Health -Phoenix Community Health Centre
: Senior certificate/Matric or equivalent plus Degree/Diploma in General Nursing, Midwifery plus one year post basic qualification in Advance Midwifery. Certificate of registration with SANC as a Professional Nurse. Proof of current registration with SANC as General Nursing and Advance Midwifery (2021 receipt). Experience: A minimum of ten (10) years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/ recognizable experience after obtaining one (1) year post basic qualification. At least three (3) years of this period mentioned above must be broad clinical and managerial experience. Certificate of service from current / previous employers stamped by HR must be attached: Recommendations: Degree or Diploma in Nursing Administration/Management accredited by SANC. A valid Drivers Licence (Code 08). Computer literacy: Ms Office. Knowledge, Skills, Attributes and Abilities required: Knowledge of Legal framework, governing the Nursing Profession and the health system, Leadership, management and supervisory skills, Good communication skills, Ability to work in a multidisciplinary team setting, Ability to work and maintain meaningful relationship with a diverse community, Knowledge of Human Resource Management, Knowledge of Public service Legislation, regulations and Policies, Program Planning, Knowledge of procedures and policies pertaining to nursing, Ability to plan and organize own work time, and that of support personnel, knowledge of EPMDs, IDEAL Clinic and National Core Standard.

DUTIES

: Supervision of all PHC services, Trauma and Maternity within the CHC, Ensure Provision of quality comprehensive health care, Analyse the operational imperatives set in the National PHC package of services, national Health, Norms and standards, provincial strategic plans, policies and guidelines, Monitor PHC output and services on a daily basis and monthly basis to review performance, Evaluate PHC services in terms of standard outcomes and priority programs by accurate analysis data, Ensure implementation of 90/90/90 strategy and IDEAL clinic realization, Contribute to the compilation of the operation plan and align with District Operational Plan, Ensure implementation on CARMMA principles, Monitor implementation of National Core standards and Ideal Clinic realization, Monitor implementation of Child health services, Monitor implementation of child health indicators, formulation of QIP's and progress thereof, Ensure implementation of five (5) point contraceptive strategy, Monitor implementation of UTT, Strengthen implementation of MCWH Programme as per National guidelines, Participate in PPIP Programme, Assist with perinatal mortality review meetings.

**ENQUIRIES
APPLICATIONS**

: Mrs B.P Khanyile (Deputy Manager Nursing) Tel No 031-538 0808
: Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300.

**FOR ATTENTION
NOTE**

: Mr V.S Mtshali
: An application of employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. The applications must submit copies of qualification, identity document, certificate of service, professional registration certificates, driver's license and any other documents with your CV. Such copies need not be certified when applying for the post, the communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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 post. The reference number must be indicated in the column provided on the Z83, e.g. ref PCHC 09/2021. Please note that failure to comply with the above instructions will disqualify the applicants. Please note the selected candidates will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of application will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. NB: Candidates to be subjected to a technical exercise/ competency assessment as part of the selection process intended to test

relevant competency of the job due to severe budgetary constraints that the CHC is facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid, the CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior to the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with the new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021)

<u>CLOSING DATE</u>	:	22 October 2021
<u>POSTS 35/120</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) REF NO: MS/23/2021 (3 POSTS)</u>
<u>SALARY</u>	:	R562 800 per annum Other Benefit 13th Cheque Medical Aid Optional, Home Owners/Housing Allowances (Employee must meet prescribed requirements) and 12 % Rural allowance
<u>CENTRE</u>	:	Institution Mseleni Hospital Cost centers Mngobokazi clinic, Manaba clinic and Mobile clinic
<u>REQUIREMENTS</u>	:	Copy of Grade 12/Matric certificate Copy of Degree/Diploma General Nursing and Midwifery Copy of current annual fees renewal registration with South African Nursing Council (SANC) (2021) Post Basic qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with SANC.A minimum of nine (9) years appropriate/recognisable experience in nursing after registration with SANC as General Nurse of which five (5) years of the period referred above must be appropriate/recognisable experience in PHC after obtaining one year post basic qualification NB Certificate of service from previous employer is compulsory /verification of employment from current employer, which must be endorsed and signed by Human Resource knowledge, skills, training and competencies required Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Batho Pele Principles, Patient's rights, Nursing Act etc. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills Knowledge and experience in implementation of Batho Pele Principles, Patients right's Charter and code of conduct. Basic knowledge of Public service regulations. Good communication and interpersonal relation skills Conflict handling and counselling skills Ability to function well with a team Decision making and problem solving skills Project management skills financial management skills Report writing skills. Knowledge of EPMDS and Labour Relations.
<u>DUTIES</u>	:	Key Performance Areas Ensure overall supervision of services rendered the team Ensure provision of quality comprehensive PGC through preventive, promotive, curative and rehabilitative services Ensure effective utilization of resources allocated to tur facility Instil work ethics to your employees Provision of educational services through teaching, training and continuous evaluation of employees Supervise and monitor clinical competence of employees and ensure that scientific principles of nursing care are implemented. Ensure policies, guidelines and other prescripts are available to guide staff in execution of their duties Ensure functionality of Clinic Advisory Committee Provide support to Sukuma Sakhe projects within the designated area Monitor and evaluate the performance of PHC services and systems within the designated service area, in line with the Public Health Indicators, set norms, standards and targets with view to report timeously and the do remedial action Ensure data is validated timeously
<u>ENQUIRIES</u>	:	MR SJ Mbatha
<u>APPLICATION</u>	:	Should Be Forwarded To the Assistant Director HRM For Attention: Ms JSS Khuzwayo Mseleni Hospital P.O Sibhayi 3967
<u>NOTE</u>	:	Directions To The Canidates The following documents must be submitted: Application for employment form (Z.83) which is obtainable from any government Department or from website- www.kznhealth.gov.za 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, copies of certificates, Identity Document and Driver's License. The Reference Number must be indicated in

the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

<u>CLOSING DATE</u>	:	28 October 2021
<u>POST 35/121</u>	:	<u>OPERATIONAL MANAGER NURSING DUKUZA CLINIC REF NO: EMS/23/2021</u>
<u>SALARY</u>	:	R562 800 - R633 432. per annum (other benefits: Medical Aid (Optional) 13 th Cheque, Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.
<u>CENTRE</u>	:	Emmaus Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12)/ S, Diploma/ Degree in General Nurse, Midwifery, Proof OF current registration with SANC, Registered as a General Nurse, Midwife and Primary Health Care A MINIMUM OF 9 years appropriate/ recognizable experience in the Nursing Service after registration as a Professional Nurse with SANC in General nursing of which at least 5 years must be appropriate/recognizable experience after obtaining one year post basic qualification in Primary Health Care, A valid Driver's license, Proof Of Work Experience Endorsed And Stamped By H.R Must Be Attached .Knowledge & Skills Good unit management ,clinical competencies and policy formulation skills, Formulation of mission and objective of the Human resource Management ability to supervise, Sound knowledge of nursing care delivery approaches
<u>DUTIES</u>	:	Supervise and develop all practice and system deliver a comprehensive integrated Primary Health Care for all sectors of the community, Ensure the development and review a Community profile to ensure focused emphasis on the health promotion and prevention ,Management of Human resource ,with regard to occupation health and safety aspects, and material resource allocated to the clinic and efficient by appropriate planning, budgetary and procurement inputs, staff development supervision and appraisal., Undertaken monitoring and evaluation function at clinic and catchment area, Ensuring a verified data return, analysis of data for local use and if required plan and implement corrective actions provided on information to the staff and community, Undertake comprehensive supervision TO monitor staff and system functions and provide the District with accurate report, Deal with disciplinary issues, grievance and other labour related issues including monitoring and managing absenteeism, Effective participation in Operation Sukuma Sakhe (O.S.S), Implementation of ROR and HPRS system, establish, monitor and update reports-operational plan , target – setting tool and quarterly reports, EPMDS for each staff member and submit on time, Monitor indicators and develop Q.I.P'S for improvement, Effective management of resource, development and monitoring of control measures, Implementation of ETR and TIET.Net Effectively, Compile nerve center reports, conduct facility nerve center meetings, attend sub district nerve center meetings and Q.I.P'S to improve.
<u>ENQUIRES APPLICATIONS</u>	:	Ms Hlongwane D.Z Tel No: 036 488 1570 (ext. 8312)
	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV and copies of qualification certificates, service certificate including ID and driver's license. No faxed or e-mailed applications will be considered. Applications received after

the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance Will Be Paid For Interview Attendance
22 October 2021 at 16:00

CLOSING DATE

POST 35/122

: **OPERATIONAL MANAGER NURSING (MATERNITY) REF NO: CTH32/2021 (1 POST)**

SALARY

: R562 800. per annum, 13th Cheque, Medical Aid (Optional), Housing Allowance (Employees must meet prescribed requirements), 12% rural allowance.

CENTRE REQUIREMENTS

: Ceza-Thulasizwe District Hospital
: Senior Certificate or (Grade 12. Current registration with SANC. Degree or Diploma in General Nursing Science and Midwifery or equivalent qualification that allows registration with SANC as a professional nurse. One (1) year Post Basic Qualification in Advance Midwifery and Neonatal Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse of which 5 years must be appropriate/recognizable experience after obtaining a 1 year post basic qualification in Advance Midwifery And Neonatal Nursing Science. Current registration with SANC as a professional nurse (2021). Proof of experience/Certificate of service from current and previous employer/s endorsed by HR must be attached. Knowledge, Skills, Training and Competencies. In depth knowledge of and understanding of Health Related Acts, Regulations, Guidelines and other policies. Knowledge of and understanding of legislative framework of the Public Service, Constitution of the Republic of South Africa. Acts and Regulations e.g. Basic Conditions of Employment Act, Nursing Act, Ethos. Good communication skills, Time management, Change management, Sound knowledge of Batho Pele Principles and Patient Charter. Risk management skills.

DUTIES

: Manage and co-ordinate the implementation of a holistic, comprehensive, specialized nursing care in the Maternity component. Demonstrate effective communication with patients, supervisors and other multi-disciplinary team within the and outside of the hospital. Ensure that the clinical nursing practice is in accordance with the scope of practice and standards as guided by Maternity National Guidelines, IPC, Quality, NCS and all priority programs. Ability to organize and plan own work, time and that of support staff to ensure quality patient 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 work as part of a multidisciplinary team to ensure good and quality nursing care that is cost effective equitable and efficient. Manage all resources in an efficient and cost effective manner. Be in a position to provide relief services a supervisory/management level, after hours cover, work on weekends and on holidays as per need. Ensure interdepartmental work relationship.

ENQUIRIES APPLICATIONS

: Mrs. M P Msane Tel No: 0724245420
: Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, and Ceza Hospital, before 16H 00 on or before the closing date.

FOR ATTENTION NOTE

: Mr. E.S. Mazibuko
: Applications should be submitted on Z83 form obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). Applicants must submit copies of qualifications, identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the

interview following communication from HR. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/123</u>	:	<u>OPERATIONAL MANAGER NURSING – PHC SERVICES (MCWH) REF NO: EB 13/2021 (1 POST)</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum Additional Benefits: 13 th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)
<u>CENTRE</u>	:	East Boom Community Health Centre
<u>REQUIREMENTS</u>	:	Matric /Senior certificate/ grade 12 or equivalent. Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a professional Nurse. A minimum of 9 years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing and midwifery. 1 year post-basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 5 years appropriate / recognisable experience in the PHC speciality after attaining diploma in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC (2021 SANC receipt). Certificate of service from previous / current employer is compulsory and must be stamped by HR. Please include verification of employment from current employer. Applications in possession of a foreign qualification must attach the evaluation certificate from SAQA to their application .Recommendations: Experience of working in the Women's Health/mother & child services. Knowledge, Skills, Trainings and Competencies Required: Knowledge in nursing care processes and procedures. Knowledge of nursing regulations and legal framework. Knowledge of human resource and financial management policies. Knowledge of nursing care and service delivery approach. Good communication, interpersonal relations, problem solving, conflict management skills. Operational management, co-ordination, networking liaison skills. Planning, organizing and report writing skills.
<u>DUTIES</u>	:	Key Performance Areas: Manage and monitor the PHC, mother &child and women's health services in the facility. Delegate, supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of quality comprehensive service delivery. Demonstrate effective communication with patients, community and multi-disciplinary team. Manage and monitor proper utilization of human, financial and material resources. Monitor safe patient service and improve client satisfaction. Manage patient safety incidents and complaints. Ability to participate in and supervise medical and surgical emergencies and refer appropriately. Ensure implementation, monitoring and evaluation of EPMDS of staff under your supervision. Participate and contribute to the attainment of Ideal Clinic (ICRM) status and Office of the Health Standards Compliance. Participate in planning and organizing of objectives of the specialised unit. Active participation in the monitoring and evaluation process – monitor performance of indicators on a daily, weekly, monthly, quarterly and annual basis and draw up quality improvement plans for poorly performing indicators. Manage and ensure effective multi- sectoral stakeholder collaboration through early childhood development centres. Conduct audits as per the institutional policy. Ensure effective utilisation of national guidelines and other relevant prescripts. Exercise control of discipline, labour relations, professionalism and ethics.

<u>ENQUIRIES</u>	:	Enquiries: Mrs. S. Gopichand. Tel No: (033) 2644 902
<u>APPLICATIONS</u>	:	To be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201
<u>FOR ATTENTION</u>	:	Mr. S Ngcobo
<u>NOTE</u>	:	NB: Employment Equity Target for This Post Is: African Male
<u>CLOSING DATE</u>	:	29 October 2021
<u>POST 35/124</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALITY - ADVANCED MIDWIFERY) REF NO: PMMH/OM/ADM/02/2021 (1 POST)</u>
<u>SALARY</u>	:	R562 800 – R633 432.per annum Other Benefits Home Owner Allowance conditions apply) 13 th Cheque (conditions apply) Medical Aid (Optional) In-hospital Area Allowance (8% of basic salary)
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic nursing qualification in 'Advanced Midwifery and Neonatal Nursing Science' duration of at least 1 year, accredited with the SANC. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional nurse with SANC in General Nursing At least 5 years of the period referred to above must be appropriate/recognizable nursing experience in the specialty (Advanced Midwifery) after obtaining the one year post basic qualification in 'Advanced Midwifery and Neonatal Nursing Science' Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and it impacts on service delivery. Demonstrate effective communication with patients, supervisors and other members of the multi-disciplinary team.Ensure clinical nursing practice by nursing team (unit) in accordance with the scope of practice and standards as determined. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by management. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient needs, requirements and expectations (Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit. NB: Must be prepared to work shifts as per allocation; includes night shift, weekends and public holidays.
<u>DUTIES</u>	:	Key Performance Areas: Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Maternity component, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Trauma services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Provide relief services within the team and provide after hour cover and work shifts as required. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient.
<u>ENQUIRIES</u>	:	MRS NR Kubheka Tel No: 031-907 8323
<u>APPLICATIONS</u>	:	All applications to be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X 07; Moben; 4060
<u>FOR ATTENTION</u>	:	MRS J Murugan
<u>NOTE</u>	:	Please note that due to financial constraints, there will be no payment of S&T Claims.
<u>CLOSING DATE</u>	:	22 October 2021

<u>POST 35/125</u>	:	<u>MEDICAL SPECIALIST SESSIONAL GRADE1-3 (ENT) REF NO: SPEC/SESS ENT 01/2021 (1 POST)</u>
<u>SALARY</u>	:	Grade 1: R532 - R553 280 per annum Grade 2: R608 - R632 320 per annum Grade 3: R706 - R734 240 per annum
<u>CENTRE REQUIREMENTS</u>	:	Prince Mshiyeni Memorial Hospital – ENT MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of SA as a Medical Specialist (HPCSA) Proof of current registration as a Medical Specialist with HPCSA (2021 / 2022). Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Medical Specialist Grade 1 : No experience required Medical Specialist Grade 2 : 5 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist. Medical Specialist Grade 3 : 10 year's registration experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist .Knowledge, Skills, Training and Competencies Sound clinical knowledge, competency and skills in a clinical domain. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently. Knowledge of current Health and Public Service Legislation, regulations and Policies
<u>DUTIES</u>	:	Key Performance Areas: To execute prescribed duties and functions proficiently while maintaining the standard of patient care consistent with aims and objectives of the institution. Offer a comprehensive quality care service to patients To work within the prescripts of current guidelines, protocols and policies To perform duties in accordance with departmental allocations.
<u>ENQUIRIES APPLICATIONS</u>	:	DR Maung Tel No: 031 907 8304 / 8317
<u>FOR ATTENTION NOTE</u>	:	Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobezi, 4060 Mrs TZ Makanya Please note that due to financial constraints, there will be no payment of S&T Claims. Copies of identity/ passport documents; <u>all</u> educational qualifications, professional registration certificates where applicable and certificate/s of service from previous employer/s must be attached and only the shortlisted candidates will be requested to submit the certified copies of their certificates NB: Persons with disabilities, the African Male, Coloured Male and White Male / Female are encouraged to apply for the post.
<u>CLOSING DATE</u>	:	29 October 2021
<u>POST 35/126</u>	:	<u>ASSISTANT DIRECTOR: RADIOGRAPHER REF NO: GTN 19/2021</u>
<u>SALARY</u>	:	R517 326. per annum (Other benefits: Medical Aid optional) In-hospital allowance, 13th cheque, home owners (Employee must meet prescribed requirements)
<u>CENTER REQUIREMENTS</u>	:	Greytown Hospital Senior Certificate (Grade 12/Matric) OR Equivalent. (proof of certificate being equivalent to Matric from a recognised institution should be attached). National Diploma/Degree in Diagnostic radiography. Registration with the Health Professionals Council of South African (HPCSA) in Diagnostic Radiographer. Minimum of eight (08) years' experience as a Diagnostic Radiographer of which five (05) years must be appropriate Managerial/ Supervisory experience . Current registration with HPCSA for 2021. Proof of current and previous work experience endorsed and stamped by Human Resources (must be attached). Recommendations: Basic Skills in Sonography. Knowledge, skills, Training and Competences required. Sound knowledge of specialized and general radiography protocols and equipment. Comprehensive knowledge of radiation protection legislation. Knowledge of OHS Act and other relevant Health Acts. Sound knowledge of radiography Quality Assurance programme. Knowledge of relevant public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms Excel). Compliance with budgeting, National Core Standards, Health and Safety and infection and Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Sound planning and organization skills regarding resources, Finance and HR matters. Demonstrates effective interpersonal skill,

DUTIES

strategic planning organisational skills, leadership qualities and supervisor skills.

: Manage subcomponent by supervising the staff, performing relevant administrative functions. Chairing meeting. Render effective patient centered Radiography service for in- and out-patient in adherence to the scope of practice and protocols. Ensure efficient and effective control and use of all equipment, assets and resources including consumable and staff belonging of the cost Centre. Develop, implement and monitor policies and procedures to ensure the effective functioning of the department. Ensure Diagnostic services comply with relevant standard, legislation and current government initiative to improve. Manage the quality assurance programs as required by radiation control directorate and department of health. Provide clinical training and supervision to junior and students radiographers and assume specific trainer roles when delegated to oversee specific imaging areas within Radiology. Encourage a multidisciplinary approach by fostering close working relationship with other Department in order to render quality services. Supervise, develop, train and monitor the performance of the sub-ordinate staff other related category of staff in all aspects of service delivery whilst adhere to Batho Pele Principles, Implement and maintain the quality assurance and National Core Standards and norms at Department level. Adhere to District Hospital and Department Policies, Procedures, Guidelines & Regulations. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Contribute and participate in a professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job (contracting, quarterly reviews and final assessment)

**ENQUIRIES
APPLICATIONS**

: Dr KJ Gabela Tel No: (033 4139 400/ 0662903888).

: Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250 .

**FOR ATTENTION
NOTE**

: Attention to: Mr. P Shange

: Application for 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, copies of certificates, Identity Document. Such copies need not be certified when applying for a post. Copies of certificate will only be requested from shortlisted candidates prior the interviews. The reference number must be indicated in the column (Part A) provided thereof on form Z83. NB. (GTN 19/2021). Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications from Employers and verification from Company Intellectual Property Commission (CIPC). Please note that those candidates will not be reimbursed for S&T claims for attending interviews. It is the applicant's responsibility who has a foreign qualification, which is a requirement of the post, evaluated by the South African Qualifications authority (SAQA) and to provide proof of such evaluation on the application. Non RSA Citizens/Permanent residents /Work Permit holders must submit documentary proof together with their applications Candidates Who Applied Previously Are Advised to Apply Again

CLOSING DATE

: 22 October 2021

POST 35/127

: **CLINICAL PROGRAMME COORDINATOR (INFECTION CONTROL) REF: APP/21/2021**

SALARY

: R444 276 – R500 031 per annum Benefits: 13TH Cheque, medical aid (optional) and 8% rural allowance.

**CENTRE
REQUIREMENTS**

: Appelsbosch hospital

: Grade 12 (Senior Certificate) Degree/Diploma in General Nursing and Midwifery. Proof of current registration with SANC (2021 receipt). Experience: A minimum of 07 years appropriate/ recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Proof of previous and

		current work experience endorsed and stamped by Human resource department (Certificate of service).Recommendations: computer literacy and Driver's license Code EB (08) Knowledge, Skills and Competencies: knowledge of Public Service Policies Act and Regulations. Knowledge of SANC Rules and Regulations Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and Financial policies and practices. Strong interpersonal communication and presentation skills. Knowledge of Code of conduct and labour relations.
<u>DUTIES</u>	:	Sustain Infection Prevention and Control Programme. Conduct monthly Infection Prevention and Control meetings. Review and implement IPC Plan and IPC Programme annually and monitor progress on quarterly basis. Facilitate appointment and review of IPC Committee members. Draw and review implementation of the IPC vision and mission. Compile annually IPC Operational Plan and monitor progress. Conduct IPC audits, identify gaps and compile quality improvement plans for identified gaps. Develop and implement in service trainings and orientation induction programme for clinical and non-clinical staff. Monitor and evaluate nursing care and other practices in the Hospital. Conduct hygiene inspections in all departments and monitor implementation of actin plans. Monitor application of aseptic technique when doing invasive procedures. Conduct quarterly ICAT and monitor implementation of action plans. Monitor management, notification and reporting of communicable diseases. Ensure timeous submission of daily, weekly, monthly and quarterly reports to District office. Monitor implementation of infection control care plans.
<u>ENQUIRIES</u>	:	Mrs. HC Ngubane Tel No: (032) 2948000 ext. 294
<u>APPLICATIONS</u>	:	delivered to: Appelsbosch Hospital Private bag x 215, Ozwathini 3242
<u>FOR ATTENTION</u>	:	Human Resource Manager: Applicants may apply through email because the post office was vandalized. The email address is: andile.mthethwa@kznhealth.gov.za
<u>NOTE</u>	:	Equity Target: African Male
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/128</u>	:	<u>PROFESSIONAL NURSE- SPEIALITY NURSING (TRAUMA) REF NO: GS 54/21 (1 POST)</u> Component: Nursing
<u>SALARY</u>	:	Grade 1: R383 226. per annum, PLUS 13 th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement) Grade 2: R471 333. per annum, PLUS 13 th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
<u>CENTRE</u>	:	Greys Hospital, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent Degree/Diploma in General Nursing plus One (1) year post basic qualification in Trauma and Emergency Nursing. Current registration with SANC as General Nurse and relevant specialty Minimum of 4 years appropriate/recognizable registration experience as General Nurse and 1 year in the Speciality. Certificate of service must be attached Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Specialty: Trauma or Critical care Nursing Science Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing.At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1- year post basic qualification in the relevant speciality. Trauma or Critical care Nursing Science The Employment Equity Target For This Post Is: African Male Knowledge, Skills, Experience And Competencies: Knowledge of nursing care processes & procedures Sound knowledge of scope of practice Problem solving skills Knowledge of Batho Pele & Patients Right Charter principles Good communication skills – verbal & written Knowledge of SANC Rules and Regulation and other relevant public service legislations, prescripts and policies
<u>DUTIES</u>	:	Key Performance Areas Internal rotation of the staff within the relevant Speciality will be excercised according to patient need Execute duties and function with proficiency and within prescripts of applicable legislations Render quality nursing care in Emergency Department To develop and ensure implementation of nursing care plans To participate in clinical audits Ensure

	proper utilization of human, material and financial resources and maintain updated records thereof Supervision of patients records to ensure accurate and complete patient records Support the operational manager in ensuring the implementation of infection control & prevention policies in the unit Supervise the performance of junior staff so as to enhance/ promote quality patient care Rotation of staff will be done to provide uniformity of patient care amongst the various Critical Care Units Assist with performance reviews (EPMDS) Teach and supervise student nurses allocated in the unit Implementation of Infection Control Policies and procedures
<u>ENQUIRIES</u>	: MRS KT MC Kenzie (Nursing Manager) – Tel No: 033 897 3331
<u>APPLICATIONS</u>	: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	: Mrs M. Chandulal
<u>NOTE</u>	: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Applicants must submit copies of qualifications, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the of the interview following communication from HR.(c) Curriculum Vitae 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 54/21. 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). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered.
<u>CLOSING DATE</u>	: 22 October 2021
<u>POST 35/129</u>	: <u>CLINICAL NURSE PRACTITIONER GRADE 01/02 REF NO: PHO 08/2021</u>
<u>SALARY</u>	Grade 1: R383 226 per annum Grade 2: R471 331 per annum other Benefits: 13th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE</u>	: Pholela CHC (MOBILE CLINIC)
<u>REQUIREMENTS</u>	: Senior certificate (grade 12) or equivalent qualification plus Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse; A post basic Nursing qualification in Primary Health Care with duration of 01(one) year accredited with South African Nursing Council. Current SANC receipt-2021. Grade 1 A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing. Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care) with a duration of at least 01 year, accredited with SANC. Proof of previous and current experience endorsed and stamped by HR must be attached. Grade 2 A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in Primary Health Care specialty after obtaining the one year post basic qualification in Clinical Nursing Science Health Assessment, Treatment and Care (Primary Health Care) Care, Proof of previous and current experience endorsed and stamped by HR must be attached. Recommendation: Unendorsed, Valid Driver's license (code B or C1).

<u>DUTIES</u>	:	Provision of quality comprehensive community health care. Demonstrate communication with patients, supervisor and other clinicians including report writing. Provision of administrative, educational and clinical services. Assist the Operational Manager with overall management and necessary support for effective functioning of the clinic. Conduct health education to the community. Work as part of multidisciplinary team to ensure good Nursing care. Implement and advocate for preventive, promotive, curative and rehabilitative health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Refer patients promptly according to the set guidelines, protocols and policies. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Participate in Employee Performance Management and Development System (EPMDS). Assist in Data management. Knowledge, Skills, Training and Competencies: Knowledge of Nursing legislation and related legal and ethical nursing practices eg. Nursing Act, Health Act etc. Communication skills, written and spoken. Interpersonal relations and diversity management skills. Planning, organizing and execution skills. Knowledge of SANC Rules and Regulations. Good communication, Leadership, Interpersonal and Problem solving skills. Basic understanding and knowledge of HR and Financial policies. Decision making and problem solving skills. Skills in organizing, planning and supervising. Sound Knowledge of scope of practice.
<u>ENQUIRIES APPLICATION</u>	:	Mrs. TF Nzimande Tel No: 039-8329488
	:	Direct your application quoting the relevant reference number to: The Assistant Director Harry Gwala Health District Office, Private Bag X502, Ixopo 3276 or hand delivered application at Human Resource Department on or before the closing date 16:00.
<u>FOR ATTENTION NOTE</u>	:	Assistant Director: HRM
	:	An Application for Employment form (z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznheath.gov.za . Applicants are requested to submit copies of Qualifications, Identity document and Driver's license (where is required) and any other related documents. Such copies need not be certified when applying for the post. Communication from HR regarding the requirements of certified documents will be limited to shortlisted candidates who will be required to submit certified documents on or before the day of interview. 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. PHO 10/2021. Failure to comply with the above instructions will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive application will not be acknowledge .Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews Applicant in possession of foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. The appointments are subjected 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) and proof of experience. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively in all level of all occupational categories in the department. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/130</u>	:	<u>PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/PAEDIATRICS) REF NO: PN/PAEDS 01/2021 (X2 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276.per annum

**CENTRE
REQUIREMENTS**

Grade 2: R471 333 – R579 696. Per annum Other Benefits: Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

: Prince Mshiyeni Memorial Hospital

: **Grade.1** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in either 'Neonatal Nursing Science or Advanced Midwifery and Child Nursing Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing, Midwifery and relevant post basic qualification) Proof of current registration with the SANC (2021) Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. **Grade.2** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in either 'Neonatal Nursing Science or Advanced Midwifery and Child Nursing Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing, Midwifery and relevant post basic qualification) Proof of current registration with the SANC (2021) Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Nursery) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit

DUTIES

: Key Performance Areas: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient.

**ENQUIRIES
APPLICATIONS**

: MS NP Ngaleka Tel No: 031 907 8133 / 8138

: should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060

**FOR ATTENTION
NOTE**

: MRS TZ Makanya

: NB – Must be prepared to work shift as per allocation; includes night shift, weekends and public holidays .Further management reserves the right to allocate employees outside the appointed domain as service demands; this may occur in the instance of staff shortages experienced in any nurse component. Due to financial constraints, no subsistence & transport will be paid to candidates when attending the interviews. NB: Persons with disabilities, the African Male, Coloured Male / Female, Indian Male and White Male / Female are encouraged to apply for the post. Copies of identity/ passport documents; all educational qualifications, professional registration certificates where applicable and certificate/s of service from previous employer/s must be attached and only the shortlisted candidates will be requested to submit the

	certified copies of their certificates and qualifications. Please note that due to financial constraints, there will be no payment of S&T Claims.
<u>CLOSING DATE</u>	: 29 October 2021
<u>POST 35/131</u>	: <u>PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/ADVANCED MIDWIFERY) REF NO: PMMH/PN/OG/03/21 (5 POSTS)</u>
<u>SALARY</u>	: R383 226 – R444 276.per annum R471 333 – R579 696.per annum Other Benefits: Home Owner Allowance (conditions apply) 13 th Cheque (conditions apply) Medical Aid (Optional) in-hospital Area Allowance (8% of basic salary)
<u>CENTRE REQUIREMENTS</u>	: Prince Mshiyeni Memorial Hospital Professional Nurse Grade.1 Minimum Appointment Requirements: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Advanced Midwifery and Neonatal Nursing Science' , with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Minimum Appointment And Experience Requirements: Professional Nurse Grade.2 Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Advanced Midwifery and Neonatal Nursing Science' , with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Experience: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Maternity) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.
<u>DUTIES</u>	: Key Performance Areas Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB-Must be prepared to work shift as per allocation; includes night shift, weekends and public holidays. Management reserves the right to allocate employees outside the appointed domain as service demands; this, may occur in the instance of staff shortages experienced in any nurse component Due to financial constraints, no subsistence & transport will be paid to candidates when attending the interviews.
<u>ENQUIRIES</u>	: Ms NR Kubheka Tel No: 031 9078323

<u>APPLICATIONS</u>	:	should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeeni, 4060
<u>FOR ATTENTION</u>	:	Mrs J Murugan
<u>NOTE</u>	:	NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/132</u>	:	<u>PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/THEATRE) REF NO: PMMH/PN/OT/03/21 (2 POSTS)</u>
<u>SALARY</u>	:	R383 226 – R444 276.per annum R471 333 – R579 696.per annum Other Benefits Home Owner Allowance (conditions apply) 13 th Cheque (conditions apply) Medical Aid (Optional) In-hospital Area Allowance (8% of basic salary)
<u>REQUIREMENTS</u>	:	Grade.1: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Operating Theatre Nursing Science', with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Experience: a minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade.2 Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Operating Theatre Nursing Science', with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Experience: a minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Operating theatre) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit. Demonstrate in depth knowledge and understanding of Infection Prevention and Control Policies and practices
<u>DUTIES</u>	:	Key performance Areas: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
<u>ENQUIRIES</u>	:	MS TN Khumalo Tel No: 031-907 8263
<u>APPLICATIONS</u>	:	All applications to be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X 07; Mobeeni; 4060

<u>FOR ATTENTION NOTE</u>	:	MRS J Murugan
	:	The following are encouraged to apply: Persons with disabilities, African Male, Coloured Female/Male, Indian Male, White Female/Male
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/133</u>	:	<u>PROFESSIONAL NURSE (SPECIALITY- EMERGENCY AND TRAUMA) GRADE1/2 REF NO: PMMH/PN/ET/02/21 (POSTS X 2)</u>
<u>SALARY</u>	:	R383 226 – R444 276.per annum R471 333. – R579 696.per annum Other Benefits Home Owner Allowance (conditions apply) 13 th Cheque (conditions apply) Medical Aid (Optional) In-hospital Area Allowance (8% of basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Prince Mshiyeni Memorial Hospital – Emergency and Trauma
	:	Professional Nurse Grade.1 Minimum Appointment Requirements: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Medical and Surgical nursing science/Critical nursing', with duration of at least 1 year, Accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Experience: a minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Minimum Appointment And Experience Requirements: Professional Nurse Grade.2 Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Medical and Surgical Nursing Science/Critical care, with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Experience: a minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the Specific specialty (i.e.Emergency and Trauma) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.
<u>DUTIES</u>	:	Key performance Areas: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
<u>ENQUIRIES APPLICATIONS</u>	:	MS AD mhlongo Tel No: 031-907 8203
	:	All applications to be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X 07; Mobenji; 4060
<u>FOR ATTENTION NOTE</u>	:	MRS J Murugan
	:	Please note that due to financial constraints, there will be no payment of S&T Claims. The following are encouraged to apply: Persons with disabilities, African Male, Coloured Female/Male, Indian Male, White Female/Male
<u>CLOSING DATE</u>	:	22 October2021

<u>POST 35/134</u>	:	<u>PROFESSIONAL NURSE SPECIALITY (O & G) – GRADE 1, 2 REF NO: GJGM 55/2021 (X 1 POST)</u> Component: 029335
<u>SALARY</u>	:	Grade: R383 226 per annum Grade: R471 333. per annum
<u>CENTRE REQUIREMENTS</u>	:	GJGM Hospital Diploma in General Nursing and Diploma in Midwifery Plus Advanced Midwifery. Proof of registration with SANC (2021 receipt). A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Minimum Requirements: A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific speciality after obtaining the one year Post – Basic qualification in Maternity. Attach Proof Of Working Experience Endorsed By HR Department. Knowledge, Skills And Competencies: Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player.
<u>DUTIES</u>	:	Key Performance Areas: Provision of optimal, holistic specialized nursing care with set standards and within a professional/ legal frame. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure accurate record keeping for statistics purposes. Ensure adherence to principles of IPC practices in the unit. Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in pregnancy, labour, puerperium and neonates. Plan management according to identified problems. Implement plan of action in emergency situations according to protocols and guidelines. Evaluate the response to management. Participate in training, monitoring and research with a view to increasing the body of knowledge in the midwifery practice. Assist Doctors in Management of Obstetric Emergencies. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs DS Khanyezi – Assistant Nursing Manager O & G Tel No: 0324376394 Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, GJGM Regional hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street
<u>FOR ATTENTION NOTE</u>	:	QMr S. Govender 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 copies of highest educational qualification/s of required educational qualifications set out in the advertisement plus 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. St13/2019 .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).
<u>CLOSING DATE</u>	:	22 October 2021

<u>POST 35/135</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO SMH 01/2021</u> Directorate: SMH
<u>SALARY</u>	:	R376 596 per Annum, plus 13 th cheque, Medical Aid (optional).Housing/Home Owners allowance if employee meets prescribed benefits plus NP cash allowance of R1450.00 payable until 31 March 2021.
<u>CENTRE REQUIREMENTS</u>	:	St Margaret's Hospital UMzimkhulu 3297 Grade 12/STD 10/Matric certificate plus: National Diploma /Degree in B com/Finance Management/Cost and Management accounting plus: 03 year supervisory Experience in Finance Management Component (Proof of Previous and current working experience detailed endorsed by HR department must be attached .Not Certificate of Service. Recommendation: Proof of computer literacy in MS office applications, valid driver's licence Code 8/10.Knowledge, Skills, Training and Competence Required: Knowledge and understanding of public finance management service, Treasure Regulations, Supply Chain management, HR Prescripts and policies. Expert Knowledge and understanding of operational frame work and linkage therefore within the financial systems of the department. Sound management, negotiating interpersonal and problem solving skills. Good Verbal and Communication Skills. In-depth Knowledge of basic accounting systems. Ability to deal with all levels of staff organising, planning problem solving and team building skills. Supervisory, communication and interpersonal skills .Ability to work underpressure and meet required deadlines. Ability to prioritise issues and comply with time frames. Knowledge of DHER.
<u>DUTIES</u>	:	Key Performance Areas: Maintain adequate availability and efficient utilization of staff in the finance section. Mange day to day financial control services within the budget and formulates strategic short term and long term fiscal plan. Monitor and interpret cash flows, predict future trends and advise accordingly. Conduct reviews and evaluations for cost reduction opportunities and develop financial Maintain adequate availability and efficient utilization of staff in the finance section. Management mechanism that minimises financial risk. Manage overall supply chain operations including the purchasing and inventory of all material. Compile and present regular reports to the hospital Management of expenditure. Financial projections and any variations from budget and prepare detailed budget report for the approval by the CFO. Ensure the efficient and economical utilization of resource allocated to the institution including the development of staff. Ensure compliance with National Core standards requirement
<u>ENQUIRIES APPLICATIONS</u>	:	Mr TL Nzimande Human Resource Manager: Tel No: 039 2599 222. Applications must be directed For: Att: Mr. TL Nzimande: Human Resource Manager, St Margaret's Hospital , Private Bag x517, UMZIMKHULU, 3297 OR Hand delivers to: St Margaret's Hospital Clydesdale location UMzimkhulu 3297
<u>NOTE</u>	:	An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Note that copies need not be certified when applying for the post only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Proof of current/previous working experience must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate previous work experience related to the requirements and recommendations of the advert. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g.ref SMH 01/2021. 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, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please Note that Due To Financial Constraints, There Will Be No Payment of S&T Claims covering transport fees to the interview venue.
<u>CLOSING DATE</u>	:	12 November 2021

<u>POST 35/136</u>	:	<u>ASSISTANT DIRECTOR: SYSTEMS REF NO: PHO 15/2021</u>
<u>SALARY</u>		R376 596. per annum Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE</u>		Pholela CHC
<u>REQUIREMENTS</u>	:	Senior certificate (grade 12). Diploma /Degree in Public Management / Public Administration. A minimum of 03 years supervisory experience in Systems Management. Valid driver's licence. Proof of previous and current experience endorsed and stamped by HR must be attached.
<u>DUTIES</u>	:	Manage the following auxiliary services to ensure optimal usage of resource and cost effectiveness: Transport management, Laundry services, Telecommunication services, General Registry, Pottering services. Staff residents. Catering services. Security services. Patient administration. Mortuary services, Cleaning and Grounds services. Maintenance services. Safety and waste Management services. Full implementation of Monitoring and Evaluation. Improve service delivery in line with Nation Core Standard. Ensure effective, efficient and economical utilization of resources. Develop and implement effective Departmental Policies. Ensure compliance with legislation and government policies. Contribute as a member of a multidisciplinary team toward the effective management of the CHC by participating in the following committees: IMLC, Cash Flow, Adjudication committee, IHETD, Health and Safety, Loss and Damage.etc Knowledge, Skills, Training and Competencies: Leadership, Organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge, Human resource management and communication skills.
<u>ENQUIRIES</u>	:	Mrs. TF Nzimande Tel No: 039-8329491
<u>APPLICATION</u>	:	All applications to be posted to: The Assistant Director: HRM, Harry Gwala Health District Office, Private Bag X502 IXOPO 3276 or hand delivered at Human Resource Department, Pholela CHC D1213 Hlanganani Road, BULWER 3244 on or before the closing date at 16:00.
<u>FOR ATTENTION</u>	:	Assistant Director: HRM
<u>NOTE</u>	:	An Application for Employment form (z83) New_effective since 1 January 2021 must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznheath.gov.za/www.dpsa.gov.za.Applications submitted using the old Z83 form will not be accepted. Applicants are requested to submit copies of Qualifications, Identity document and Driver's license (where is required) and any other related documents. Such copies need not be certified when applying for the post. Communication from HR regarding the requirements of certified documents will be limited to shortlisted candidates who will be required to submit certified documents on or before the day of interview. 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. PHO 11/2021. Failure to comply with the above instructions will lead to disqualification of applicants. Please note that due to the large number of applications we anticipate to receive, applications will not be acknowledged .Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews Applicant in possession of foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. The appointments are subjected to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance , credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company intellectual Property Commission (CIPC) and proof of experience This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	22 October 2021

<u>POST 35/137</u>	:	<u>PROFESSIONAL NURSE (GENERAL STREAM) REF NO: EMS/ 22/2021</u>
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 per annum, Salary, Plus 13 th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional). Grade 2: R315 963–R362 865 per annum, Salary, Plus 13 th Cheque, Plus rural allowance (8%). Plus Medical Aid (Optional).
<u>CENTRE REQUIREMENTS</u>	:	Emmaus Hospital
	:	Grade 1 Grade 12 (standard 10).Degree/Diploma in General nursing and midwifery. Current registration with South African Nursing Council (SANC) as a professional Nurse, 2021 SANC Receipt. Grade 2 Degree /Diploma in General nursing and Midwifery, Grade 12 (Standard 10) Certificate, Current registration with South African Nursing Council (SANC) as Professional Nurse.10 Years appropriate /recognizable experience post registration as a Professional Nurse. Certificate of service of previous and current experience endorsed by Human Resource. Knowledge & Skill: Knowledge of nursing care processes, procedures, nursing statuses, and other relevant legal frameworks, such as Nursing Act, Health and Procedures in the Public service Regulation, Labour Relation Act, Disciplinary Code and Procedures etc. Good Communication & Report writing skills. Computer Literacy and ability to function as part of the team. Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Cooperation, Supportive & Assertiveness.
<u>DUTIES</u>	:	Implement a comprehensive nursing care/program for the promotion of health, self-care, treatment and rehabilitation of patients. Administer treatment plan of common or minor primary health conditions presented at primary care facilities in accordance with prescribed norms and standards, guidelines and treat conditions of patients as prescribed. Report and communicate on the continuity of care to the caregivers and members of the health team. Create and maintain a complete and accurate nursing record for individual health care users. Audit clinical record by analyzing date. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Implement quality improvement plan, Nursing Act and regulation, Code of Ethics and Professional practice of the South African Nursing Council. Participate in the auditing of quality of nursing and health care. Develop and document interventions and progress of patients to facilitate continuity of care. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Protect and advocate rights of patients regarding health care. Apply the principle of nursing care in service rendering for the maintenance of professional excellence. Implement nursing interventions to achieve expected outcomes. Participate in health promotion and illness prevention initiatives. Implement procedures that maintain effective infection control and occupation and safety measures in accordance with Occupational Health & Safety legislation. Maintain the duty roster, leave schedules and attendance registers. Participate in outreach campaigns. Keep accurate record.
<u>ENQUIRES APPLICATIONS</u>	:	Mrs N.D.Makhombothi Tel No: 036 488 1570 EXT: 8312
	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and copies of qualification certificates, service certificate including ID. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence And Travelling Allowance Will Be Paid For Interview Attendance. Original Signed By: Chief Executive Officer
<u>CLOSING DATE</u>	:	22 October 2021

<u>POST 35/138</u>	:	<u>PROFESSIONAL NURSE GENERAL (ICU & HIGH CARE) REF NO: GJGM 57/2021 (X 1 POST)</u> Component: 029498
<u>SALARY</u>	:	Grade 1: R256 905 per annum Grade 2: R 315 963 per annum Grade 3: R383 226 per annum
<u>CENTRE REQUIREMENTS</u>	:	GJGM Hospital Degree /Diploma in General Nursing and Midwifery. Registration with SANC as a General Nurse (2021 receipt). Proof of current and previous experience endorsed by Human Resources. Knowledge, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Sound knowledge of the Scope of Practice in the area of performance. Code of conduct, Patients' Rights Charter, Batho Pele Principles. Understanding of Nursing legislation and related legal and ethical nursing practices. Knowledge of Code of Conduct. Good communication skills and report writing skills. Coordination skills, problem solving skills. Planning and organising
<u>DUTIES</u>	:	Key Performance Areas: Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patients' rights. To ensure efficient and effective utilization of resources. Render quality nursing care to patients. To take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance by adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs.
<u>ENQUIRIES</u>	:	Ms TS Mthembu – Assistant Nursing Manager Trauma & Resus Tel No: (0324376111)
<u>APPLICATIONS</u>	:	forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, GJGM Regional hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street
<u>FOR ATTENTION NOTE</u>	:	Mr S. Govender 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 copies of highest educational qualification/s of required educational qualifications set out in the advertisement plus 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. St13/2019 .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).
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/139</u>	:	<u>PROFESSIONAL NURSE (GENERAL STREAM) REF NO: SAP 11/2021 (2 POSTS)</u>
<u>SALARY</u>	:	Grade: R256 905 – R297 825 per annum Grade: R315 963 – R362 865. per annum Grade: R383 226 – R485 475.per annum Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner1s allowances employee must meet prescribed requirements)

<u>CENTRE</u>	:	St Apollinaris Hospital
<u>REQUIREMENTS</u>	:	<p>Grade 1: Qualification that allows registration with the SANC (2021) as Professional Nurse. Current Registration with SANC (2021) as a General Nurse</p> <p>Grade 2: Qualification that allows registration with the SANC (2021) as Professional Nurse. Certificate of Registration as a Professional Nurse. A Minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC (2021) in General Nursing.</p> <p>Grade 3: Qualification that allows registration with the SANC (2021) as Professional Nurse. Certificate of Registration as Professional Nurse .A Minimum of twenty (20) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC (2021) in General Nursing. Educational qualification, certificate of service and professional registration certificate need not be certified as only shortlisted candidate will be requested to supply certified copies and proof of registration must be submitted together with your CV. Recommendations Diploma in Midwifery Skills: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure that 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 HR and financial policies and practices .Demonstrate a basic understanding of the legislative framework governing the public service</p>
<u>DUTIES</u>	:	Key Performance Areas: Provide direction and supervision for the implementation of the nursing plan. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with las and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	should be directed to Ms NI Mpantsha Tel No: 0398339001-8
<u>APPLICATION</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263
<u>FOR ATTENTION</u>	:	Human Resources Section, Hand delivered applications may be dropped in the application box at Security Department on or before the closing date before 16:00.
<u>NOTE</u>	:	<p>Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Educational qualification, certificate of service and professional registration certificate and driver's licence where appropriate need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of foreign qualifications 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. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.</p>
<u>CLOSING DATE</u>	:	22 October 2021

<u>POST 35/140</u>	:	<u>SECURITY OFFICER: SUPERVISOR</u>
<u>SALARY</u>	:	R145 821 - R154 194 .per annum. (Level 4) PLUS Other Benefits 13 th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional)
<u>CENTRE</u>	:	St Chads CHC
<u>REQUIREMENTS</u>	:	Senior certificate or Grade 12. Current Proof of registration with PSIRA at Grade B. Valid driver's license. Experience: 2-3 years' experience in the field of security Knowledge, Skills, Training and Competencies Required: Sound knowledge of Security legislation Investigating and problem solving, Basic knowledge of Health and safety, Excellent communication skills and interpersonal skills, Supervise staff under your span of control (Private security) Knowledge of Batho Pele Principles. Key Performance Areas: Supervise all security staff including the private security, ensuring that all
<u>DUTIES</u>	:	are carried out according to the job description. Ensure regular patrols are carried out, including mag-touch/fence/ward patrols. Writing of occurrence book, making of duty sheets, obtaining statements and update security registers. Ensuring that regular inspections are carried out and guards are at their point of duty including the private security. Ensure that the cashier is escorted timeously and back to his/her point of duty. To conduct internal investigation to all incidents occurred within our health institutions. Visit Clinics for security inspection and reports.
<u>ENQUIRIES</u>	:	Mr L.B. Ngubane, Tel No: 036 6379600
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Mr S.D.Mdletshe
<u>NOTE</u>	:	Applications must be submitted on the prescribed Amended Z83, Application for Employment Form effective 01/01/2021 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, applicants must submit copies of qualifications, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for the documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Copies of Registration with relevant council must be attached. 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. 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 will be considered for payment to candidates that are invited for interview.
<u>CLOSING DATE</u>	:	22 October 2021

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

CLOSING DATE : 22 October 2021 At 00H00 (Midnight).
NOTE : Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the Correct references when applying and where possible the station/centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Please Note: Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications) N.B. Applicants are advised to apply as early as possible to avoid disappointments.
ERRATUM: Kindly note that the post were advertised in Public Service Vacancy Circular 33 dated 17 September 2021, the post of Senior State Accountant: Revenue (Mapulaneng Hospital, Ehlanzeni District) with Ref. No: MPDoH/SEP/21/25, the Salary is R316 791 per annum and the closing date is extended to 15 October 2021.

OTHER POSTS

POST 35/141 : **DIRECTOR: PRIMARY HEALTH CARE REF NO: PDOH/OCT/21/02**
 (Replacement)

SALARY : R1 057 326 per annum. (All-inclusive remuneration package).
CENTRE : Gert Sibande District Office, Ermelo
REQUIREMENTS : An undergraduate qualification (NQF Level 7) in a health related field or equivalent qualification as recognized by SAQA. Registration with a recognized Health Professional Council (2021). At least five (5) years' relevant experience in middle / senior managerial level services preferably in health related field. An Honors or Master's degree will be an added advantage. Knowledge and understanding of the District Health System, including Primary Health Care support, District hospitals and Community Based Health Services. Experience in accounting to communities e.g. Health committees and Hospital Boards. Knowledge and experience on district health planning, district health expenditure reviews and annual performance plans. Knowledge and experience on financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Verbal and written communication skills. Driver's license. Skills: Communication skills. Problem solving skills. Decision making skills. Presentation skills. Good and human relation and analytic skills. Be able to work under pressure.

DUTIES : Support the district in the implementation of the full package of district health services (including district hospitals and sub-acute services) within the

province, in line with the Departmental Comprehensive Service Plan. Support the district in the implementation of health programmes within the province. Ensure that quality of care is maintained and improved in the three districts. Responsible as budget holder and financial manager for the PHC Directorate. Responsible for human resource management in the Programme. Co-ordinate the rendering of professional support services (including information management) within the three districts. Manage key partnerships within the province, especially with the communities, local government, universities and non-profit organizations (NGO's). Advise the department on legislation, regulations and collective agreements and implement a talent management model that attracts and retains productive teams. Serve as a member of the Senior Management Team. Actively contribute to the formulation and implementation of the departmental strategic plan. Communicate report and integrate the outputs of the directorate, internally in the department and externally with all stakeholders.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 35/142 : **DEPUTY DIRECTOR: SALARY ADMINISTRATION REF NO: MPDOH/OCT/21/03**
(Replacement)

SALARY CENTRE REQUIREMENTS : R733 257 per annum. (All-inclusive remuneration package).
: Provincial Office, Mbombela
: Senior Certificate / Grade 12 plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Internal Audit / Accounting / Finance / Commerce with at least 3 to 5 years' experience of which three (3) years must be at supervisory level (ASD). Extensive knowledge of PERSAL and at least must have three PERSAL courses. Knowledge and understanding of the Public Sector Financial Administration relating to the listed duties and the provisions of the PFMA and Treasury Regulation. Knowledge of costing of Compensation of Employee budget, PFMA, Treasury Regulation and other prescripts related to payroll. Ability to develop and apply policies. Computer literacy. Planning, organising, communication (verbal and written), numeracy and accuracy skills. People Management and Leadership skills. A good understanding of BAS, PERSAL and other Computer Systems. The incumbent must have advanced Microsoft application skills.

DUTIES : Manage payment of salaries on the payroll system. Manage salaries on PERSAL. Manage payroll services. Manage income tax reconciliation. Manage PESRAL / BAS interface. Manage compensation of employees. The successful candidate will: manage payroll/salaries related procedures in the Department. Manage debt collection process, evaluate organisational needs, develop long-term institutional goals, and establish budgets and direct resources to ensure budget guidelines are met. Ensure that all outstanding inter-departmental salary receivables are followed up and cleared and reconciled. Clear PERSAL exceptions. Prepare and submit monthly and bi-annual tax reconciliation. Supervision of payroll reports. Respond to audit finding. Develop and implement financial management policies. Manage deductions and claims process. Manage service termination procedures.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 35/143 : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/OCT/21/04 (6 POSTS)**
(Replacements)

SALARY : R562 800 – R633 432 per annum (Depending of years of experience in terms of OSD).

<u>CENTRE</u>	:	Ehlanzeni District (3): Louieville Clinic (Low's Creek), Middelplaas Clinic and Cottondale Clinic, Nkangala District (3): Pankop Clinic, Tweefontein "C" Clinic and Weltevrede Clinic.
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2021). A minimum of nine (9) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate / recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). NB: Any previous experience must be covered by the attachment of certified copies of Certificates of Service.
<u>DUTIES</u>	:	Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation. NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 35/144</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): NEPHROLOGY REF NO: MPDOH/OCT/21/05</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum (Depending of years of experience in terms of (OSD).
<u>CENTRE</u>	:	Witbank Hospital, Nkangala District.
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus 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 (2021). Minimum of nine (9) years appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse. At least five (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 in the relevant specialty. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Nephrology Nursing Science. Current registration with the SANC. A Diploma / Degree in Nursing Management will be an added advantage. Leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Inherent requirement of the job: Willingness to perform after-hour and weekend duties. Ability to work under pressure.

<u>DUTIES</u>	:	Supervise and ensure the provision of effective and holistic specialized nursing care within the Nephrology Unit. Coordinate and ensure implementation of Norms and Standards in the unit and in the whole institution for better quality patient care. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the Unit. Manage and Monitor proper utilization of human, financial and physical resources. Manage staff performance, training and skills development. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research. NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 35/145</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): SURGICAL REF NO: MPDOH/OCT/21/06</u> (Replacement)
<u>SALARY</u>	:	R562 800 – R633 432 per annum (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Matikwana Hospital, Ehlanzeni District.
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2021). A minimum of nine (9) years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate / recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). NB: Any previous experience must be covered by the attachment of certified copies of Certificates of Service.
<u>DUTIES</u>	:	Supervise and ensure the provision of an effective and effective patient care through adequate nursing care. Co-ordinate and monitor the implementation of Nursing care plan and evaluation thereof. Provide the relevant health information to the health care users to assist in achieving optimal health care and rehabilitation of patients. Develop and maintain work relationship with nursing and other stakeholders. Participate in the analysis, formulation and implementation guidelines, practices standard and procedures. Manage and monitor proper utilization of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Manage staff performance, training and skills development. Collect provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research. NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .

<u>POST 35/146</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) (PN-A7) REF NO: MPDOH/OCT/21/07</u> (Replacement)
<u>SALARY</u>	:	R562 800 – R652 437 per annum (Depending of years of experience in terms of (OSD).
<u>CENTRE</u>	:	H.A Grove Hospital, Nkangala District.
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 plus Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2021). A minimum of eight (8) years appropriate/recognizable experience in Nursing after registration as a Professional nurse with the South African Nursing Council (SANC) in general nursing. At least three (3) years of the period referred to above must be appropriate / recognisable experience at management level. Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Computer literacy
<u>DUTIES</u>	:	Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA. NB: Any previous experience must be covered by the attachment of certified certificate of Services.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 35/147</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/OCT/21/08</u> (Replacement)
<u>SALARY</u>	:	R376 596 per annum. (plus service benefits)
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo.
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree in Finance with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 8) within Financial Management / Accounting Environment. Knowledge of legislative prescripts governing the public sector Financial Administration, but emphasis should be on the Public Finance Management Act and Treasury Regulations, the Preferential Procurement Policy Framework Act of 2000, supply chain management. A guide to Accounting Officer/Authority and practice notes. Full knowledge of management and performance on the transversal system used in Government. Skills such as MS Word and Excel Spreadsheet application of any software, financial analytical skills, will be a pre-requisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Valid driver's licence. Analytical skills. A valid driver's licence.
<u>DUTIES</u>	:	Responsible for the effective financial management and accounting which includes: the implementation of financial systems and timely submission of financial reports in strict compliance with the PFMA and other prescripts, preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. Develop and manage the budget processes in the institution in conjunction with hospital management and other stakeholders in line with departmental

financial strategy. Improve supply chain management compliance in line with related prescripts. Develop, implement and monitor measures designed to optimize revenue collection. Manage institutional fleet, and maintenance/repairs of infrastructure and buildings. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the ledger. Liaise with relevant role players regarding transversal financial matters. Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Ensure effective management of debtors. Manage Finance staff, undertake human resource and other related administrative functions, and ensure sound financial management is provided all the time within the hospital. Identification of measure cost drivers and develop strategies to minimize over spending of budget.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 35/148 : **ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/OCT/21/09**
(Replacement)

SALARY : R376 596 per annum. (plus service benefits)
CENTRE : KwaMhlanga Hospital, Nkangala District.
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree in Finance with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 8) within Financial Management / Accounting Environment. Knowledge of legislative prescripts governing the public sector Financial Administration, but emphasis should be on the Public Finance Management Act and Treasury Regulations, the Preferential Procurement Policy Framework Act of 2000, supply chain management. A guide to Accounting Officer / Authority and practice notes. Good understanding of BAS, LOGIS and / or PERSAL financial systems. A valid driver's licence.

DUTIES : The successful candidate will report to the Chief Executive Officer. Render financial management and Supply Chain Management (procurement) services of the hospital. Be responsible for the maintenance of supplier's database. Authorize purchase orders and /or procurement advice. Manage the collection, receipts, safeguarding and banking of revenue. Be responsible for asset and fleet management. Be responsible for approval and generation of payments. Be responsible for stores and inventory management. Be responsible for the approval and generation of payments. Supervise the safe keeping and filling of payments voucher. Administer salary matters. Be responsible for development and maintenance of internal control systems. Render guidance in the compilation of the institutional budget. Be responsible for monthly and quarterly financial reports. Monitor expenditure trends and guard against unauthorised, wasteful and fruitless expenditure. Provide capacity building, training and development to cost centre managers and other line managers. Monitor, control and evaluate performance of subordinates. Be responsible for the compilation of the sub directorate strategic and business plans and quarterly performance reports thereof.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 35/149 : **SPEECH THERAPIST AND AUDIOLOGIST GRADE 1 - 3 REF NO: MPDOH/OCT/21/10**
(Replacement)

SALARY : R317 976 – R532 959 per annum. (Depending of years of experience in terms of OSD).

<u>CENTRE REQUIREMENTS</u>	: Tintswalo Hospital, Ehlanzeni District.
	: Senior Certificate / Grade 12 plus appropriate qualification that allows for the required registration with the HPCSA in relevant profession (where applicable). Grade 1: SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Grade 2: SA qualified employees: a minimum of ten (10) years' experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: a minimum of eleven (11) years' experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Grade 3: SA qualified employees: a minimum of twenty (20) years' experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: a minimum of twenty one (21) years' experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA.
<u>DUTIES</u>	: Render effective patient centered speech therapy and audiology service for in and out- Patients in adherence to the scope of practice and health protocols. To with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties to participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets managements. Contribute and participate in professional development of self-colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise acce with all consumables and equipment. NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 35/150</u>	: <u>PROFESSIONAL NURSE GRADE 1 (PN-B1): THEATRE REF NO: MPDOH/OCT/21/11</u> (Replacement)
<u>SALARY</u>	: R383 226 – R444 276 per annum. (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	: Matikwana Hospital, Ehlanzeni District.
	: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2021). A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of four (4) appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Good relations. Ability to work under pressure.
<u>DUTIES</u>	: Knowledge and understanding of Nursing legislation and related legal and ethical nursing practice accordance with the scope of practice and standards as determined by the relevant health facility. Promote quality nursing care as directed by professional scope of standards as determined by the relevant health facility. Effectively communicate with the patients, supervisors and other clinicians, including report writing when required, display concern for patient, promoting and advocating proper care. Work as part of the multi-disciplinary team to ensure good nursing care, co-operatively and amicable with persons

		of diverse intellectual, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care. NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 35/151</u>	:	<u>ASSISTANT DIRECTOR: HRM REF. NO: MPDOH/OCT/21/12</u> (Replacement)
<u>SALARY</u>	:	R376 596 per annum. (plus service benefits)
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree in Human Resource Management / Public Administration / Management with 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 8) within Human Resource Management Environment. Extensive knowledge of PERSAL system and at least must have three PERSAL courses. A good understanding and functional knowledge of the relevant public service regulatory framework. Knowledge of HR policies, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act, Labour Relations Act, Pension Case Management, COIDA, IOD, OHS Act, PFMA and Establishment. Good interpersonal skills. Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, Outlook & Word. A valid driver's licence.
<u>DUTIES</u>	:	Implement and maintain human resource administration practices. Facilitate HR Personnel Provisioning matters. Co-ordinate and monitor appointment process. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc). Manage conditions of services and benefits: leave, leave gratuities, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Administer and monitor transfers and adjustments of employees. Administer compliance of Internal Controls. Provide support to auditing process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. Coordinate performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advise the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Provide support to Corporate Managers / Chief Executive Officers and the District Manager.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 35/152</u>	:	<u>SENIOR STATE ACCOUNTANT REF. NO: MPDOH/OCT/21/13</u> (Replacement)
<u>SALARY</u>	:	R316 791 per annum. (plus service benefits)
<u>CENTRE</u>	:	Middelburg Hospital, Nkangala District.

<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 plus six (6) years' experience in Finance Management / Financial Planning and Budgeting with three (3) years' relevant experience must be at supervisory (Level 7) within Finance Management / Financial Planning and Budgeting. Diploma / Degree three (3) experience working in Finance Management / Financial Planning and Budgeting with three (3) years' relevant experience must be at supervisory (Level 7) within Finance Management / Financial Planning and Budgeting. Proven Computer Literacy training and extensive experience in Government systems (Bas, SAP and PERSAL) and knowledge and application of Financial Regulations, SCOA as well as Supply Chain processes. Good communication and supervisory skills. Report writing skills. A valid driver's licence.
<u>DUTIES</u>	:	Receive Budget Allocation letter for the financial year in respect of the District, per unit from Head Office. Plan and commit all running costs (as well as accruals, where necessary) on cash flow spread sheets for various District units. Liaise with Budget Managers and capture intended expenditure as projections per Item for procurement in accordance with their Operational and Procurement Plans and provide them with copies of their Cash flow spread sheets. Capture District budget on BAS per amount and in accordance with the relevant SCOA codes. Receive RLS 01'S from various units and check fund availability as well as per relevant SCOA codes. Capture amounts as commitments and process documentation via the correct Supply Chain processes. Ensure all RLS 01's is received from respective units within the set time-frames by constantly liaising with Budget Managers. Supply Budget Managers with monthly expenditure reports. Compiling Supply Budget Managers with monthly expenditure reports. Compiling and linking of in year Monitoring (IYM) templates in accordance with Cash flow spread sheets. Obtain various BAS reports in order to reconcile running costs interfaces on BAS, identify misallocations as well as allocations that need to be adjusted to where budget is available and pass journals accordingly. Obtain Persal reports in order to reconcile and correctly identify allocations in terms of fuel claims etc. Apply mid-year and year-end adjustments requirements as per financial prescripts, where necessary and when SCOA Item codes change. Compile quarterly reports on progress/challenges within the unit. Contracting, monitoring and quarterly evaluation as well as supervising and managing of staff within the Finance Management.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 35/153</u>	:	<u>CHIEF PERSONNEL OFFICER REF NO: MPDOH/OCT/21/14</u> (Replacement)
<u>SALARY</u>	:	R316 791 per annum. (plus service benefits)
<u>CENTRE</u>	:	Tintswalo Hospital, Ehlanzeni District.
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 or equivalent plus six (6) years relevant experience in Human Resource Unit with three (3) years' relevant experience must be at supervisory (Level 7) within Human Resource Management Environment or Diploma / Degree in Human Resource Management / Public Administration / Management with three (3) years' relevant experience must be at supervisory (Level 7) within Human Resource Management Environment. Extensive knowledge of PERSAL system and at least must have three (3) PERSAL courses. A good understanding and functional knowledge of the relevant public service regulatory framework. Knowledge of HR policies, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act, Labour Relations Act, Pension Case Management, COIDA, IOD, OHS Act, PFMA and Establishment. Good interpersonal skills. Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence.
<u>DUTIES</u>	:	Implement and maintain human resource administration practices. Facilitate HR Personnel Provisioning matters. Co-ordinate and monitor appointment process. Render administrative functions including the following: recruitment

and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc). Manage conditions of services and benefits: leave, leave gratuities, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Administer and monitor transfers and adjustments of employees. Administer compliance of Internal Controls. Provide support to auditing process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. Coordinate performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advice the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Provide support to Corporate Manager / Chief Executive Officer.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 35/154 : **CHIEF ADMINISTRATION CLERK: AUXILIARY SERVICES REF NO: MPDOH/OCT/21/15**

SALARY : R257 508 per annum. (plus service benefits)
CENTRE : Ermelo Hospital, Gert Sibande District.
REQUIREMENTS : Senior Certificate/Grade 12 certificate or equivalent plus three (3) years' experience in Auxiliary Services at the hospital environment or Diploma / Degree Administration / Public Management. Knowledge of PFMA, Public Service Act, regulations and other prescripts. Knowledge of office management. Computer literacy or Certificate with practical knowledge of Microsoft programs (Word, Excel, PowerPoint and Internet). Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates. Knowledge of OHS and infection Control. Driver's license is essential. Good communication skills (written and verbal).

DUTIES : Implement policies and processes on office support services. Facilitate and render general office support services (Switchboard services, cleaning, laundry, grounds, and porter and security services). Ensure cleaning schedule and checklists are available and implemented. Ensure compliance to National Core Standards and ideal assessment tools. Leave and overtime management. Provide advice to floor supervisors. Ensure the availability of clean linen in coordination with all stakeholders. Manage Security Services and the Control Room. Attend meetings and give feedback. Knowledge of colour coding of laundry bags. Manage performance and development of staff. Make rounds and inspections to ensure that cleaning, security Services, ground services, porter and laundry services are performing the required duties and meeting deadlines. Ensure appropriate Switchboard services, cleaning, security services, grounds services, porter and laundry procedures are adhered to and quality control measures are continually maintained. Strengthen switchboard, cleaning, porter, security services and laundry standards and infection control in all areas of the facility. Be actively involved in budgetary control and saving measures. Apply disciplinary measures when necessary. Order, receive and distribute materials and equipment for switchboard, cleaning, porter, security services, grounds services and laundry unit. Take responsibility of waste management in collaboration with Infection Control Officer and the EHP.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 35/155</u>	:	<u>EMERGENCY CARE OFFICER GRADE 3 REF NO: MPDOH/OCT/21/16 (6 POSTS)</u> (Replacements)
<u>SALARY CENTRE</u>	:	R169 176 per annum. (plus service benefits) Ehlanzeni District (2): EMS Bongani Station and EMS Themba Station, Gert Sibande (3): EMS Elukwatini Station, EMS Ermelo Station and EMS Leandra Station, Nkangala District (1): EMS Delmas Station.
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent. Ambulance Emergency Assistant certificate. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant. Proof of current registration with the HPCSA (deposit slip will not be accepted). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.
<u>DUTIES</u>	:	Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station. Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties. NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER**

- APPLICATIONS** : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security).
- FOR ATTENTION** : Mrs. R. Booysen
- CLOSING DATE** : 22 October 2021
- NOTE** : The Northern Cape Provincial Government is an equal opportunity, affirmative action employer, and women and persons with disabilities are encouraged to apply. During appointment the Office of the Premier will consider its Employment Equity Plan. Applications must be submitted on new Z83 form which is effective from 01 January 2021, obtainable from any Public Service Department and should be accompanied by copies of qualifications, identity document and drivers licence and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to short listed candidates. Therefore only short listed candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants must also submit a comprehensive CV in order to be considered, failure to comply with these instructions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All applicants should please note that correspondence will be limited to successful candidates only, if you have not been contacted within six (6) weeks after the closing date of this advertisements, please accept that your application was unsuccessful.

OTHER POST

- POST 35/156** : **DEPUTY DIRECTOR: SERVICE DELIVERY INTERVENTIONS MONITORING– REF NO: DD/SDIM/2021**
- SALARY** : R733 257.per annum (Level 11)
- CENTRE** : Kimberley
- REQUIREMENTS** : Applicants must be in possession of an appropriate Bachelor's Degree/ BTech or Advanced Diploma (NQF Level 7), in Public Management / Administration; Statistics or Information Management coupled with 3-5 years' proven experience in Monitoring and Evaluation field at junior/middle management level. Competencies: Sound knowledge of monitoring and evaluation principles, policy frameworks governing Monitoring and Evaluation, as well as advanced knowledge of research methodology, data management and analysis, policy development. The candidate should have well developed skills in collecting and analyzing data from varying data sources and translating these into logical conclusions. Supported by strong communication skills, facilitation skills, analytical report-writing skills. Excellent computer literacy skills with advanced proficiency in EXCEL, MS-WORD. The post requires a person with proven organizing and coordinating capabilities, coupled with strong interpersonal relationship skills and dealing with stakeholders at a strategic level, ability to work under pressure with multiple deadlines and maintaining confidentiality.
- DUTIES** : Key Responsibilities: Monitor and evaluate and track provincial performance relating to the implementation of Government and Provincial Priorities (MTSF, PGDP, and SOPA). Produce high level analytical (quantitative and qualitative) performance assessment reports on the implementation Government and Provincial priorities for reporting to national and provincial reporting structures. Track progress at the coalface of service delivery to assess real change and improvement on the lives of citizens through the Frontline Service Delivery Programme and Citizen Based Monitoring. Monitor the implementation of policies directed at developing women, people with disabilities and youth development sectors, to ensure mainstreaming. Co-ordinate and monitor the implementation of Conditional Grants. Manage and contribute to the development of an integrated monitoring and evaluation report on performance

analysis. Enable OTP to triangulate data from different M&E systems, as well as external M&E systems, to provide a holistic picture of the performance of government and impacts on citizens. Detailed progress reporting and feedback on the monitoring of successes and challenges on provincial priorities, sector priorities and plans. Track the development impacts of government policies, plans and programmes at through evaluation studies, but informed by monitoring data. Coordinate the development and implementation of Provincial Evaluation Plans (PEP) in line with the National Evaluation Policy Framework (NEPF) and evaluation guidelines. Develop provincial monitoring and reporting tools and formulate frameworks and guidelines. Support and guide provincial departments through capacity building interventions. Perform strategic and operational planning. Represent the Monitoring and Evaluation at provincial forums and structures.

ENQUIRIES

:

Ms. P. Nogwili Tel No: (053) 838 2358

**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. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota.
- CLOSING DATE** : 29 October at 15H30
- NOTE** : Well: Applications must be submitted on the improved Z83 (Employment application form) which must be fully completed and compulsory to be signed and dated. Note that it is compulsory to complete all fields on the prescribed Z83 form for the Applicant to be considered. Should the applicant/s use incorrect application form for employment (Z83) approved to be utilized with effect 01 January 2021, the application/s will not be considered for selection purposes (disqualified). The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za. Applications should be accompanied by a recent updated comprehensive CV with at least three (3) names of referees with current contact details, copies of your educational qualifications. Such copies need not be certified when applying for the post. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Certificate for PRE - entry into Senior Management Services (SMS) is a mandatory requirement. The appointee to SMS post must be in possession of such, prior to taking up the post. Further details are obtainable at the link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

MANAGEMENT ECHELON

- POST 35/157** : **CHIEF DIRECTOR: CORPORATE SERVICES REF.NO: 01/2021/22**
Re-advertisement; employees who previously applied are encouraged to apply.

<u>SALARY</u>	:	R1 251 183 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE</u>	:	Head Office – Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. Applicants must be in possession of an appropriate undergraduate qualification (NQF level 7) as recognised by SAQA, in Public Administration or relevant study (qualification) with at least 5 years proven experience in a senior managerial position. A valid driver's licence. Knowledge: knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management, In depth knowledge and understanding of corporate services management in the public service. Skills: Ability to conceptualise policy and apply it successfully. Ability to interact professionally and effectively with diverse stakeholders. Innovative, assertive and confident approach. Ample initiative and an independent work ethics, self-motivated and reliable. Strategic capability and leadership. Financial management. Excellent report-writing, analytical thinking, decision-making and problem-solving. Client orientated customer and results driven. High-level communication and presentation. Ability to interact at both strategic and operation level. Computer literacy. Ability to work under pressure. Project Management.
<u>DUTIES</u>	:	Oversee the rendering of Human Resource Management Services within the department. Manage the provision of information, communication technology (ICT) service. Manage the coordination of departmental gender focal point and diversity management (special program) in line with National and Provincial policies and programmes. Oversee the legal support services to the department. Manage the coordination of strategic planning, monitoring and evaluation. Ensure the provisioning of security and facility management within the Department. Monitor coordination of departmental transport management services. Monitor Communication Services within the Department. Provide administrative support to District Coordination (DDM). Provide financial and personnel leadership and ensure overall management and control of the chief directorate corporate services.
<u>ENQUIRIES</u>	:	Ms B. Mofokeng, Tel No: 018 200 8001
<u>NOTE</u>	:	Certificate for entry into Senior Management Services (SMS) is one of the post requirement.

**PROVINCIAL ADMINISTRATION: WESTERN CAPE GOVERNMENT
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

CLOSING DATE : 25 October 2021
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. Will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 35/158 : **ASSISTANT DIRECTOR: HERITAGE RESOURCE MANAGEMENT PLANNING, POLICY AND RESEARCH, REF NO: CAS 35/2021**

SALARY : R376 596 per annum (Level 9)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years' experience in the heritage sector or similar environment. Recommendation: A relevant postgraduate qualifications in heritage related studies; Supervisory experience in a heritage related environment. Competencies: Knowledge of the following: National Heritage Resources Act; Heritage resources management policies and guidelines; Related legislation in the heritage management process. Skills needed: Office package suite and a working knowledge of database such as SAHRIS; Excellent writing; Presentation.

DUTIES : Coordination, review and facilitate the application of heritage conservation policy in terms of the National Heritage Resources Act (Act 25 of 1999); Facilitate the formal protection of heritage resources; Development and maintenance of the heritage register; Provide assistance with the implementation of the Heritage Information Management System; Provide professional and technical assistance to other departments and internal units; Human Resources; Budget Management.

ENQUIRIES : Ms C. Scheermeyer at Tel No: (021) 483 9682 OR email: Colette.Scheermeyer@westerncape.gov.za

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 35/159 : **ADMINISTRATION CLERK: ARTS AND CULTURE, REF NO: CAS 36/2021**

SALARY : R173 703 per annum (level 5)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Experience in the following: Execution of collaborative programmes with communities; Contract management; Office administration; Data recording and analysis; Procurement processes; Financial Management/Administration. Competencies: A good understanding of the following: Payment systems; Supply chain management processes including Logistics Information System (LOGIS); Aspects related to governance; Project management; Financial management requirements; Proven computer literacy; Written verbal communication skills.

DUTIES : Administer leave for the component; Draft correspondence to the public; Monitor incoming and outgoing correspondence for the unit; Update training schedule when needed; Monitor and control asset register for the component; Facilitate the transfer and removal of assets; Render assistance with projects and administration of the public entity; Assist with procurement; Receive specification and send to Supply Chain Management; Capture on the Logistical Information System when necessary; Administer all petty cash requests within

		the unit; Facilitate all subsistence and travel payments; Facilitate all telephone and cell phone claims.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F Hunter at Tel No: (021) 483 9699
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/160</u>	:	<u>SCHOOL SPORT COORDINATOR REF NO: CAS 37/2021</u> (3-Year Contract Position)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (level 5)
	:	Department of Cultural Affairs and Sport, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years' experience in coaching or administration in at least one of the specific codes: Athletics (Cross Country and Track & Field), Basketball, Goal-ball and/or Tennis; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies: Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; School Sport priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.
<u>DUTIES</u>	:	Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Meyer at Tel No: (021) 483 9530/9658
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/161</u>	:	<u>SCHOOL SPORT COORDINATOR REF NO: CAS 38/2021</u> (3-Year Contract Position)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (level 5)
	:	Department of Cultural Affairs and Sport, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years' experience in coaching or administration in at least one of the specific codes: Aquatics, Gymnastics, Netball and/or Table Tennis; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies: Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; School Sport priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.
<u>DUTIES</u>	:	Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Meyer at Tel No: (021) 483 9530/9658
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

<u>POST 35/162</u>	:	<u>SCHOOL SPORT COORDINATOR REF NO: CAS 39/2021</u> (3-Year Contract Position)
<u>SALARY</u>	:	R173 703 per annum (level 5)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years' experience in coaching or administration in at least one of the specific codes: Chess, Cricket, Rugby and/or Volleyball; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies: Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; School Sport priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.
<u>DUTIES</u>	:	Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.
<u>ENQUIRIES</u>	:	Mr C Meyer at Tel No: (021) 483 9530/9658
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/163</u>	:	<u>SCHOOL SPORT COORDINATOR REF NO: CAS 40/2021</u> (3-Year Contract Position)
<u>SALARY</u>	:	R173 703 per annum (level 5)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years' experience in coaching or administration in at least one of the specific codes: Baseball, Football (with an additional focus on Futsal), Hockey and/or Softball; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies: Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; School Sport priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.
<u>DUTIES</u>	:	Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.
<u>ENQUIRIES</u>	:	Mr C Meyer at Tel No: (021) 483 9530/9658
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/164</u>	:	<u>SCHOOL SPORT COORDINATOR REF NO: CAS 41/2021</u> (3-Year Contract Position)
<u>SALARY</u>	:	R173 703 per annum (level 5)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years' experience in coaching or administration in at least one of the specific codes: Jukskei, Kgati, Kho – kho and/or Morabaraba; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies:

		Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; School sport indigenous games priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.
<u>DUTIES</u>	:	Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.
<u>ENQUIRIES</u>	:	Mr C Meyer at Tel No: (021) 483 9530/9658
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/165</u>	:	<u>SCHOOL SPORT COORDINATOR: RECREATION REF NO: CAS 42/2021</u> (3-Year Contract Position)
<u>SALARY</u>	:	R173 703 per annum (level 5)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years' experience in coaching or administration in at least one of the specific codes: Dibeke, Intonga and/or Kho-Kho; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies: Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; Indigenous Games priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.
<u>DUTIES</u>	:	Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.
<u>ENQUIRIES</u>	:	Mr P. Macwili at Tel No: (021) 483 9517
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/166</u>	:	<u>SCHOOL SPORT COORDINATOR: RECREATION REF NO: CAS 43/2021</u> (3-Year Contract Position)
<u>SALARY</u>	:	R173 703 per annum (level 5)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years' experience in coaching or administration in at least one of the specific codes: Diketo, Kgati and/or Ncuva; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies: Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; Indigenous Games priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.
<u>DUTIES</u>	:	Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of

the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.

ENQUIRIES : Mr P. Macwili at Tel No: (021) 483 9517
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM, WESTERN CAPE GOVERNMENT

CLOSING DATE : 25 October 2021
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 35/167 : **ASSISTANT DIRECTOR: PROVINCIAL SKILLS PARTNERSHIP, REF NO: DEDAT 21/2021**

SALARY : R376 596 per annum (Level 9)
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree/Advanced Diploma or higher); A minimum of 3 years administrative experience; A valid driving licence (Code B or higher). Recommendation: Management level experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public service procedures; People Management and Labour relations processes; Financial systems; Budgeting processes; Asset Management and Intervention Control. Skills needed: Problem solving; Sound Budgeting; Cash flow development; Facilitation; Presentation; Organising and Planning, Dispute resolution; Conflict management; Project management; Networking and linking; Decision making; Communication (written and verbal); Analytical. Ability to interpret and apply relevant policies and procedures.

DUTIES : Provide support in the following: The development of methodologies to narrow the gap between the demand and supply in various economic sectors; Partnership with economic skills and academic stakeholders; The Skills Ecosystem. Ensure Human Resource Management and Financial Management.

ENQUIRIES : Mr N. Joseph at Tel No: (021) 483 9011
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING, WESTERN CAPE GOVERNMENT

CLOSING DATE : 25 October 2021
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the

helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 35/168</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING, REF NO. EADP 06/2020 R1</u>
<u>SALARY CENTRE</u>	:	R733 257 per annum (level 11). (All-inclusive salary package)
	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher) in Financial Accounting, Financial Management or a related financial field; A minimum of 3 years management level experience within a Financial Accounting or similar environment. Recommendation: Experience in management and completion of financial statements. Competencies: Knowledge of the following: Public Finance Management Act; National and Provincial Treasury Regulations and Instructions; Public Service Act 1994 as amended; Public Service Regulations 2016; Proven computer literacy; Basic Accounting and Logistical Information Systems (BAS and LOGIS); Communication (written and verbal) skills; Ability to solve financial problems; Presentation skills; Deciding and initiating action; Leading and supervising skills; Applying expertise and technology; Analysing and reporting skills; Strategic planning skills.
<u>DUTIES</u>	:	Manage recording of departmental revenue, expenditure and assets and liabilities from an accounting and legislative perspective; Direct and manage financial accounting reporting requirements; Management of the Financial Accounting Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R.T Mosome at Tel No: (021) 483 8341
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/169</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER: ENVIRONMENTAL ECONOMY, REF NO: EADP 07/2021 R1</u>
<u>SALARY CENTRE</u>	:	Grade A - R495 219 per annum (OSD as prescribed).
	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 4-year Degree (or equivalent qualification) in Natural/ Physical/ Environmental Sciences or Economics; A minimum of 6 years relevant post-qualification experience; A valid (Code B) driving licence. Recommendation: Sustainability and Environmental/Green Economy knowledge, practice and monitoring. Competencies: Knowledge of the following: Project Management; Research; Policy and Strategy development; Green Economy and Environmental Sustainability. Skills: Communication (written and verbal); People management. Abilities: High level thinking demands on complex matters; Resilience and adaptability; Innovative and creative; Work independently and within a team; Resolve conflict.
<u>DUTIES</u>	:	Research trends, developments and innovation in Sustainability and Environmental/Green Economy practice and monitoring; Participate in Policy and Strategy development across the Western Cape with a view to promote the Green Economy in all strategies; Project generation, conceptualisation and development, management and reporting; Manage the implementation of Green Economy projects which includes project leadership, team management and coordination and financial management; Coordinate Green Economy activities in the Department including: Developing good relations and coordinate transversally across and between levels of Government; Advise Senior Management of the Department on Green Economy policies and projects; Awareness raising and education; Investigating and applying for funding for promoting the Green Economy; Meetings with communities and NGO's and assisting them with Green Economy projects; Oversee resource efficiency efforts within WCG.
<u>ENQUIRIES</u>	:	Mr R. Mukanya at Tel No: (021) 483 9787

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF HEALTH: WESTERN CAPE, PROVINCIAL GOVERNMENT
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 35/170 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (PAEDIATRIC INFECTIOUS DISEASES)**

SALARY : R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Sub-specialist Paediatric Infectious Diseases. Registration with a professional council: Registration with the (HPCSA) as a Sub-specialist Paediatric Infectious Diseases. Experience: A minimum of 3 years appropriate experience as a Paediatric Infectious Disease Specialist after registration with the HPCSA as a Sub-Specialist Paediatric Infectious Diseases. Competencies (knowledge/skills): Good clinical and communication skills (fluency in two of the three official languages of the Western Cape). Strong people management skills with an ability to - lead a multidisciplinary team. A PhD in Paediatric Infectious Diseases is advisable.

DUTIES : (key result areas/outputs): Manage the Paediatric Infectious Diseases Clinical Unit; Provide specialist and sub-specialist care to children with infectious diseases in Tygerberg Hospital and oversee paediatric infectious disease specialist support to referral areas; Coordinate linkages within the care continuum for paediatric infectious diseases care and wellbeing; Provide clinical leadership in paediatric infectious diseases service improvement; Provide after-hours duty as required by the service. Undertake and supervise research in the relevant field/s.

ENQUIRIES : Prof M Kruger, Tel No.: (021) 938-9506/ Dr Mukosi, Tel No: (021) 938-4136
APPLICATION : 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.
CLOSING DATE : 22 October 2021

POST 35/171 : **HEAD CLINICAL UNIT (MEDICAL): GRADE 1 (CRITICAL CARE)**

SALARY : R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Critical Care (Adult). Registration with a professional council: Registration with the (HPCSA) as a Sub-Specialist in Critical Care (Adult). Experience: A minimum of 3 years appropriate experience as a Critical Care sub-specialist after registration with the HPCSA as a Medical Sub-Specialist in Critical Care (Adult). Competencies (knowledge/skills): Excellent relevant clinical knowledge and skills. Excellent interpersonal /relationship building skills. Good communication skills. Successful post-graduate supervision (minimum Masters level) Ability to work in a team. PhD will be a recommendation.

DUTIES : (key result areas/outputs): Academic responsibility for teaching and learning at under- and post-graduate level, including the faculty's distributed training platform. Active participation in relevant provincial critical care governance structure & advise PGWC: Health on critical care matters. Deliver clinical

service in Critical Care, including commuted overtime, at Tygerberg hospital. Development, implementation and monitoring of critical care clinical protocols and guidelines. Manage resource planning, provision and utilisation in the general critical care services. Ensure a critical care outreach program to relevant healthcare facilities in the Tygerberg drainage area. Ensure research and innovation in priority areas. Govern access to the general critical care services and its resources. Liaise with hospital management and clinicians to ensure quality Critical Care services in the whole Tygerberg drainage area. Overall governance, including Clinical Governance, of the general adult critical care services. Overall strategic and operational management of the general adult Critical Care services of the hospital (medical and surgical).

**ENQUIRIES
APPLICATION**

: Prof S Chetty, Tel No: (021) 938-9226/ Dr M Mukosi, Tel No: (021) 938-4136
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

**NOTE
CLOSING DATE**

: No payment of any kind is required when applying for this post.
: 22 October 2021

POST 35/172

: **MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**
Groote Schuur Hospital

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).

**CENTRE
REQUIREMENTS**

: Groote Schuur Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as Medical Specialist in Obstetrics and Gynaecology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to (read, write and speak) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office) is mandatory. Ability to care for high-risk obstetric patients. Ability to perform basic ultrasound scans and fetal anomaly scans. Possess surgical competency in terms of complicated caesarean sections and postpartum hysterectomies. Ability to perform emergency and elective gynaecological procedures and gynaecological outpatients.

DUTIES

: (key result areas/outputs): Render a safe and efficient, cost-effective and appropriate Obstetrics and Gynaecology in and after-hours service to patients managed by the Maternity Centre at Groote Schuur Hospital and the broader Metro West area. Conduct teaching and training in high-risk obstetrics and medical and surgical care of complicated obstetric patients to clinical staff including elective students. Assist with effective and efficient administration of the Maternity Centre and O&G Department. Ensure the rational use of resources (medical/surgical sundries and equipment). Conduct research in Obstetrics and Gynaecology with publications and presentations. Provide innovation and outreach within the Maternal Fetal Medicine Unit and/or in the Department of O&G.

**ENQUIRIES
APPLICATION**

: Dr A Osman, Tel No. (021) 404-6020, Prof L Denny, Tel No: (021) 404-4485
: 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. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and

proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". It will be expected of candidate to be conversant in at least two of the official languages (English/Afrikaans/Xhosa) of the Western Cape.

<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/173</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGER</u> Red Cross War Memorial Children`s Hospital
<u>SALARY</u>	:	R733 257 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Red Cross War Memorial Children`s Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Commerce or Accounting or equivalent qualification. Experience: Appropriate experience and advanced proficiency in Financial and Management Accounting. Appropriate proven experience in financial management at management level within a large organisation. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of best practices in procurement in a health environment. Appropriate and proven managerial experience showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regard to managing human resources. Extensive knowledge of National and Provincial policies and legal frameworks regarding the management of public finances, including treasury regulations and Public Finance Management Act requirements. Excellent communication and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint).
<u>DUTIES</u>	:	(key result areas/outputs): Engage with and live out the core values of the Western Cape Department of Health. Pro-active management and maintenance of the expenditure and revenue budgets of the hospital. Implementation and support in respect of the cost centres' financial management and accounting responsibilities. Ensuring timely and accurate financial and management information required for strategic decision-making. Understanding and implementation of financial and budget management best practices. Ensuring effective and efficient financial control measures and internal control systems. Assistance with and development of revenue generation opportunities and overseeing effective revenue collection and debt control. Implement Internal controls to ensure compliance with standing financial regulations and instructions. Manage the information management function at RCWMCH. Ensure implementation of relevant policies. Ensuring an integrated financial management budgeting and procurement system. Effective management of the Supply Chain Management process including warehousing and finance, as well as Asset Management. Coordination of the audit process for RCWMCH. Effective people management.
<u>ENQUIRIES</u>	:	Dr AN Parbhoo, Tel No: (021) 658-5005
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The person appointed to this position will be subjected to security clearance, the signing of a performance agreement and an employment contract. Applicants will be subjected to competence assessment tests.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/174</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY): EMERGENCY CENTRE (OVERNIGHT WARD) AND THUTHUZELA, CARE UNIT AND THEATRE SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R614 991 per annum (PN-B4)
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A

post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care or Medical and Surgical Nursing Science: Operating Theatre Nursing Science. Registration with a professional council: Current 2021 registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays, after-hours, and weekend cover for nursing. Deputising for the Deputy Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint, and Outlook). Sound financial management understanding and skills.

DUTIES : (key result areas/outputs): Coordination of optimal, holistic specialized nursing care provided within set standards and within the professional/legal framework. Effectively manage the utilization and supervision of resources (Human Resources, Financial Resources and Services). Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services and Hospital management. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms E Linden-Mars, Tel No: (021) 918 1224

APPLICATION : 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.

CLOSING DATE : 22 October 2021

POST 35/175 : **OPERATIONAL MANAGER NURSING (SPECIALTY: OPHTHALMOLOGY)**
Groote Schuur Hospital

SALARY : R562 800 per annum
CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmological Nursing. Registration with a professional council: Registration with the SANC as 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 above must be appropriate/recognisable experience in Ophthalmology Nursing after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements 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 and communication skills. Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and ethical Nursing Practices and Framework 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 : (key result areas/outputs): Responsible for the co-ordination and delivery of quality nursing care within the allocated speciality department and provide

innovative leadership. Participate in 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
APPLICATION : 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.
CLOSING DATE : 22 October 2021

POST 35/176 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)**
Groote Schuur Hospital

SALARY : R562 800 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as 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 above must be appropriate/recognisable experience in Psychiatry after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements 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. Innovative 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 : (key result areas/outputs): 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 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
APPLICATION : 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.
CLOSING DATE : 22 October 2021

POST 35/177 : **OPERATIONAL MANAGER NURSING SPECIALITY: ICU (PAEDS)**
Red Cross War Memorial Children's Hospital

SALARY : R562 800 per annum (PN-B3)
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-

basic nursing qualification with duration of at least 1-year accredited with the SANC Medical and Surgical Nursing Science: Critical Care Nursing: Child in terms of R212. Registration with a professional council: Registration with the SANC as 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 above must be appropriate/recognisable experience in Intensive Care Units, after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Will be required to work shifts, night duty, weekends and public holidays. Competencies (knowledge/skills): Computer literacy in MS Word package. Ability to communicate is at least 2 of the official languages of the Western Cape. Knowledge and insight of the relevant legislation and the policy related to this nursing speciality within the public sector. 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 organisational skills and the ability to function under pressure.

DUTIES : (key result areas/outputs): The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialised nursing service as an Operational Manager in a Paediatric setting. Effective management and utilisation of human and financial resources to ensure optimal operational function in the area. Initiate and participate in training. Development and research within the nursing department. Deliver a support service to the nursing service and the institution. To maintain ethical standards and promote professional growth and development. Engage with and live out the core values of the Department of Health.

ENQUIRIES : Ms M Franken, Tel No: (021) 658-5187
APPLICATION : 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.
CLOSING DATE : 22 October 2021

POST 35/178 : **ASSISTANT DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT SERVICES: GRADE 1**
 Sub Directorate: Occupational and Equipment Safety

SALARY : Grade 1: R517 326 per annum
CENTRE : (Head Office, Cape Town) (M4 Building based at Karl Bremer Hospital, Bellville)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Environmental Health. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. Experience: A minimum of 3 years appropriate experience after registration with the Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Computer literacy. Knowledge of District Health Planning.

DUTIES : (key result areas/outputs): Coordinate the effective control over the sale of Group I Hazardous substances to co-ordinate the investigation of chemical poisonings. Data analysis and reporting procedures. District Health Planning, management, monitoring and evaluation environmental health programs, Data analysis and reporting procedures. Effective monitoring, evaluation and support of District Municipal Environmental Health services. Effective support to the management of Provincial Health Care Risk Waste (HCRW) so as to be able to support districts and health institutions with the National/Provincial. Implementation plan for management. Interface between National and District Environmental Health services and implementation Support. Previous exposure to dealing with and managing Disaster and Outbreak interface between public and private sectors in Health Services. The overall planning and management of Environmental Health. Working closely with the Provincial Communicable Disease Control (CDC) component on the effective co-ordination of the response to notified medical conditions.

ENQUIRIES : Mr A Thomas, Tel No: (021) 918-1233

<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/179</u>	:	<u>ULTRASOUND RADIOGRAPHER GRADE 1 TO 3</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R395 703 per annum Grade 2: R466 119 per annum Grade 3: R549 066 per annum (plus a non-pensionable rural allowance of 17 % of basic annual salary)
<u>CENTRE</u>	:	Beaufort West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the HPCSA as a Radiographer in Ultrasound. Experience: Grade 1: None after registration with the HPCSA in Ultrasound Radiography in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid Code EB driver's licence and willingness to travel long distances. Physically able to perform the duties required. Competencies (knowledge/skills): Thorough knowledge of ultrasonography techniques and protocols. Ultrasound scanning experience and ability to work independently and in a team. Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good interpersonal communication and decision-making skills. Computer literacy (MS Word, PowerPoint and Excel). Comprehension knowledge of radiation protection and sonography equipment safety.
<u>DUTIES</u>	:	(key result areas/outputs): Responsible for the smooth running of the department and professional service to patients. General care of patients and safety of patients. Produce images of high standards. Responsible for quality assurance in the ultrasound department. Maintain case records and statistics. Provide a sonography service to support the general specialist disciplines in Beaufort West Hospital and surrounding Geographical Service Areas. Participate in CPD training programmes.
<u>ENQUIRIES</u>	:	Ms M van Wyk, Tel No: (023) 414-8200
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/180</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u> Rural Health Services
<u>SALARY</u>	:	Grade 1: R383 266 per annum (PN B1) Grade 2: R471 333 per annum (PN B2)
<u>CENTRE</u>	:	George Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Registration with the

SANC as a Professional Nurse and proof of current annual registration with SANC for 2021. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Trauma & Emergency Nursing science after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Trauma & Emergency Department.

DUTIES : (key result areas/outputs): Use expert knowledge and skills to ensure quality appropriate patient care are met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by providing effective direction, supervision and education of nursing personnel as a Professional Nurse in a Trauma & Emergency service, according to audits and appropriate data. Support the unit manager/Operational manager (OPM) in the co-ordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.

ENQUIRIES : Ms LK de Goede Tel No: (044) 802-4352
APPLICATION : 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. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 22 October 2021

POST 35/181 : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
 (Garden Route District)

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

CENTRE : Thembaletu CDC, George Sub- district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-Basic nursing qualification with duration of at least one-year Diploma in Clinical Nurse Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade2:** A minimum of 14 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned

		above. Inherent requirements of the job: A valid (Code B/EB) drivers' licence. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).
<u>DUTIES</u>	:	(key result areas/outputs): Manage and provide clinical comprehensive PHC service. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities.
<u>ENQUIRIES</u>	:	Ms MJF Marthinus, Tel No: (044) 814-1100
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/182</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: CLINICAL NURSE TRAINING)</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	Grade 1: R383 226 per annum (PN-B1) Grade 2: R471 333 per annum (PN-B2)
<u>CENTRE</u>	:	Mowbray Maternity Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic qualification with a duration of at least one year, accredited with SANC in Advance Midwifery and Neonatal Nursing Science. Registration with a professional council: Proof of registration with the SANC as Professional Nurse with the proof of current registration i.e. annual licensing receipt for 2020/2021. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one year post basic qualification in the relevant speciality as mentioned above. Inherent requirement of the job: Willingness to work after hours and come in on night when required. Competencies (knowledge/skills): Competent in facilitation, mentoring, coaching, and presentation skills. Computer literacy (MS Office, Excel, Power Point and Internet) (will be tested). Excellent communication skills: verbal, written and report writing. Extensive knowledge of Nursing Act, policies, procedures and protocols pertaining to peri-natal care. Insight into perinatal training initiatives (EOST, ESMOE.). Knowledge of basic and post basic training programmes. Proficient in two of the three official languages of the Western Cape Province.
<u>DUTIES</u>	:	(key result areas/outputs): Assist with the monitoring of the implementation of policies and procedures, protocols and regulations, to maintain good clinical practice standards. Compilation and execution of peri-natal education training programmes. Co-ordinate formal nurse training programmes ((undergraduate / postgraduate) Effective utilization of and material resources. Facilitate learning opportunities for all nursing personnel. Provide professional, technical and educational support for the maintenance of quality perinatal care through proper management of nursing care programmes.
<u>ENQUIRIES</u>	:	Ms B Africa, Tel No: (021) 659-4936
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/183</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Rural Health Services
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in the procurement of goods and services, warehouse management, and asset management. Appropriate supervisory experience in a Supply Chain Management environment. Inherent requirements of the job: Ability to work after hours. Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. An aptitude for working with financial figures and good organisational, managerial and leadership skills. Extensive knowledge and practical experience in Logis and Integrated Procurement Solutions (EPS) and Microsoft Office.
<u>DUTIES</u>	:	(key result areas/outputs): Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset and Disposal Management. Inventory control and warehouse management. Responsible for Asset Management processes. System Management (ensure system controller functions are carried out as well as the maintenance of the system) and approver duties on EPS. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Manage all People Management related functions within the component.
<u>ENQUIRIES</u>	:	Mr T Malgas, Tel No: (044) 802-4347
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Short listed candidates will be subject to competency testing. No payment of any kind s required when applying for this post. CV's should address experience and knowledge extensively with regard to duties above.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/184</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE/PAYMENTS</u> (12 MONTH CONTRACT) Directorate: Supply Chain Management: Western Cape Health Warehouse
<u>SALARY</u>	:	R316 791 per annum 37% in lieu of service benefits
<u>CENTRE</u>	:	(Head Office, Cape Town)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/B-Degree with Accounting and/or Mathematics as a passed subject. Experience: Appropriate experience in Finance and Supply Chain Management. Appropriate experience in budget and expenditure management, compiling monthly reporting. Appropriate supervisory experience. Appropriate experience in at least one of the following Systems: LOGIS, BAS or any other relevant systems. Inherent requirement of the job: Valid Code (EB/B) drivers' licence. Competencies (knowledge/skills): Good managerial, reporting and report writing skills. Computer literacy (MS Word, Excel and Microsoft Office). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant and departmental prescripts/policies/procedures and systems. Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.
<u>DUTIES</u>	:	(key result areas/outputs): Manage and ensure financial compliance and financial governance within the Western Cape Health Warehouse. Manage all related human resource management functions. Compilation, analysis, and interpretation of standard reporting relating to inventories and warehouse related stock. Analyse information, and compile complex documents as required. Keeping abreast and record relevant and Departmental prescripts/policies and procedures.
<u>ENQUIRIES</u>	:	Mr Q Manuel, email: Quinton.Manuel@westerncape.gov.za

<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/185</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)</u> (12 Month Contract) Directorate: Supply Chain Management: Western Cape Health Warehouse
<u>SALARY</u>	:	R316 791 per annum 37% in lieu of service benefits
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/B-Degree. Experience: Appropriate experience in Supply Chain Management. Appropriate experience compiling monthly reporting. Appropriate supervisory experience. Appropriate experience in at least one of the following Systems: LOGIS, BAS or any other relevant systems. Inherent requirement of the job: Valid Code (EB/B) drivers' licence. Competencies (knowledge/skills): Good managerial, reporting and report writing skills. literacy (MS Word, Excel and Microsoft Office). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant and departmental prescripts/policies/procedures and systems. Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.
<u>DUTIES</u>	:	(key result areas/outputs): Manage and ensure compliant acquisition management/ contract management within the Western Cape Health Warehouse. Manage all related human resource management functions as well as providing a support service to the Warehouse Manager. Compilation, analysis, and interpretation of standard reporting relating to inventories and warehouse stock. Analyse information, and compile complex documents as required. Keeping abreast and record relevant and Departmental prescripts/policies and procedures.
<u>ENQUIRIES</u>	:	Mr Q Manuel, email: Quinton.Manuel@westerncape.gov.za
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/186</u>	:	<u>ARTISAN PRODUCTION: GRADE A TO C (PLUMBING)</u> Directorate: Engineering and Technical Support Services (Bellville Mobile Workshop)
<u>SALARY</u>	:	Grade A: R190 653 per annum Grade B: R224 574 per annum Grade C: R262 176 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
<u>DUTIES</u>	:	(key result areas/outputs): Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of plumbing installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.
<u>ENQUIRIES</u>	:	Mr S Qamza Tel No: (021) 830-3755
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 October 2021

<u>POST 35/187</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	Grade A: R190 653 per annum Grade B: R224 574 per annum Grade C: R262 176 per annum
<u>CENTRE</u>	:	Emergency Medical Services, Pinelands
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate (Mechanical). 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. Inherent requirements of the job: Valid code 10 drivers' licence with PrDP. Must be physically fit and able to carry heavy objects. Competencies (knowledge/skills): Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Appropriate experience in the Mechanical field, general mechanical repairs. Ability to work independently and under pressure, with good organisational skills. Ability to operate and use required tools and equipment skilfully and safely.
<u>DUTIES</u>	:	(key result areas/outputs): The necessary administrative function and control of staff. Supervision and assistance with repairs and maintenance. Maintenance and repair of all vehicle assets under the supervision of the Chief Artisan. Assist with the execution of mechanical projects and control over tools and materials. Assist the Chief Artisan with reasonable adhoc duties. Supervision of handyman, Tradesman Aids and intern staff.
<u>ENQUIRIES</u>	:	Mr H Steenkamp, Tel No: (023) 342-0478
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/188</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (8 POSTS)</u> (1 Year Contract) Directorate: Supply Chain Management: Western Cape Health Warehouse
<u>SALARY</u>	:	R173 703 per annum plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in office administration and rendering support services in a store or warehouse. Appropriate experience in handling stock in a store/warehouse environment. Competencies (knowledge/skills): Ability to communicate (both verbally and in writing) in at least two of the three official languages of the Western Cape. Ability to collate, verify data, work accurately and methodically. Good interpersonal and organisational skills. Computer skills (MS Word, Excel and Outlook). Knowledge of administrative and/or support duties in a store/warehouse.
<u>DUTIES</u>	:	(key result areas/outputs): Render an effective and efficient administrative support service in the Western Cape Health Warehouse. Render effective and efficient Warehouse related support functions. Keeping abreast and record relevant and Departmental prescripts/policies and procedures.
<u>ENQUIRIES</u>	:	Mr Q Manuel, email: Quinton.Manuel@westerncape.gov.za
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/189</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT (BURSARY ADMIN)</u> Directorate: People Development
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate. Experience: Appropriate experience in People Development. Appropriate experience in Bursary

		Administration. Inherent requirements of the job: Willingness to travel when you required. Working irregular hours. Competencies (knowledge/skills): Computer literacy (MS Office package and MS Outlook). Knowledge and understanding of bursary process and policies. Ability to analyse reports and data. Good communication skills. Organisational skills. Knowledge and experience of BIMS.
<u>DUTIES</u>	:	(key result areas/outputs): Effective and efficient administration of bursaries in the Department of Health. Handle telephone and written enquiries. Administration and maintenance of BIMS database. Liaise with HEIs and relevant stakeholders. Development and collation of reports. Provide general support to the Directorate: People Development.
<u>ENQUIRIES APPLICATION</u>	:	Mr M Strydom, Tel No: (021) 483-6610
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/190</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> Overberg District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum
	:	Railton Community Clinic, Swellendam Sub-district
	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience in Hospital or Clinic Environment. Inherent requirements of the job: Willingness to work extended hours and overtime on short notice to meet operational requirements. Must be able to work on Primary Health Care Information System. Must be able to work under pressure in Clinic Environment. Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Strong organisational skills. Ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	(key result areas/outputs): Admission of patients maintain patient appointments and schedule appointments for patients. Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, archiving and destruction of folders. Collate patient statistics and reconciliation with Para-medical department records. Responsible for handling telephonic and personal enquiries. Effective support to supervisor and colleagues.
<u>ENQUIRIES APPLICATION</u>	:	Ms G Van der Westhuizen, Tel No: (028) 514 8400
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/191</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> (Garden Route District)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum
	:	Harry Comay Hospital, George Sub-district
	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience and knowledge of LOGIS procurement system. Competencies (knowledge/skills): Sound theoretical and practical knowledge of asset functions/modules in LOGIS. Applied knowledge of the Accounting Officer System, SCM prescripts, PFMA, PTI and NTR. Problem-solving abilities and analytical thinking. Ability to handle a high work volume and meet strict deadlines. Ability to function independently, as well as part of a multi-disciplinary team. Computer literacy (MS Word, Excel, Outlook (e-mail) and LOGIS). Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of LOGIS procurement system.
<u>DUTIES</u>	:	(key result areas/outputs): Receive and issue assets and distribute items to end-users. Constant spot checks with Bi-annual stock takes and assist with input for the preparation for the annual financial statements. Maintain 0-9 files and follow up deliveries. Manage and maintain inventory/asset control and the disposal of store items. Control and monitor movement of assets Day to day

		administrative duties, audit compliance and handling of enquiries written and telephonically. Adhere to and implement Occupational and Health and Safety standards. Ensure that all transactions comply with legislative requirements and SCM prescripts. Perform procurement duties related to EPS processes, evaluation and adjudication on system.
<u>ENQUIRIES</u>	:	Mr H Mapolie, Tel No: (044) 814-1156
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/192</u>	:	<u>TELECOM OPERATOR</u> Groote Schuur Hospital
<u>SALARY</u>	:	R145 281 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in operating an electronic switchboard, a messaging and paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	(key result areas/outputs): Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Monitor, place and record all cellular, national and international calls made. Effectively perform duties in the paging office including sending of bulk sms'. Report all faults to Telkom and other technical service providers. Assist with administration duties at the Telephone Exchange.
<u>ENQUIRIES</u>	:	Mr JC Corner, Tel No: (021) 404-2303
<u>APPLICATION</u>	:	The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
<u>FOR ATTENTION</u>	:	Mr MS Benjamin
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/193</u>	:	<u>HOUSEKEEPING SUPERVISOR</u> West Coast District
<u>SALARY</u>	:	R145 281 per annum
<u>CENTRE</u>	:	ID Hospital, Malmesbury, West Coast TB Complex
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate/Applicable Supervisory experience in a cleaning//Housekeeping and Laundry setting within a health or hospital environment. Inherent requirements of the job: Willingness to work shifts which including weekends, public holidays and relief in other departments. Competencies (knowledge/skills): Knowledge of hospital environmental hygiene standards, infection prevention and control, hospitality and management of hospital linen and waste and OHS. Proficient (verbal and written) in at least two of the three official languages of the Western Cape. Supervisory skills and optimal utilisation of sub-ordinates. Ability to perform routine structured tasks. Ability to work in a team environment, independently and self- driven. Ability to adhere to safety standards.
<u>DUTIES</u>	:	(key result areas/outputs): Responsible for planning, control, organising, performing of tasks related to household, food service, hygiene, linen and waste services. Maintain a high standard of cleanliness and hygiene within the wards. Effective management and control of linen and waste. Effective management of housekeeping and laundry services within the wards and laundry. Effective utilisation, maintenance and safekeeping of supplies and equipment. Render an effective supervision and support service to sister in charge, nursing and Foodservice Unit. Effectively manage the utilisation and supervision of resources. Participate in training, development of staff and adhere to loyal services.

<u>ENQUIRIES</u>	:	Ms M Sedeman, Tel No: (022) 487-3294
<u>APPLICATION</u>	:	The District Director: West Coast District, Private Bag x 15, Malmesbury.
<u>FOR ATTENTION</u>	:	Mr EA Sass
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/194</u>	:	<u>HANDYMAN (BUILDINGS, ELECTRICAL, PLUMBING, AIR CONDITIONING, CARPENTRY, PAINTING, GLAZING AND VINYL FLOORING WORKSHOP) (7 POSTS)</u>
<u>SALARY</u>	:	R145 281 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in handyman work. Appropriate experience in Buildings, Electrical, Plumbing, Air Conditioning, Carpentry, Painting and Glazing and Vinyl Flooring Workshop. Inherent requirements of the job: Willingness to travel and work overtime. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good organising and planning skills and to function independently as well as in a team. Knowledge of appropriate/ relevant Circulars, policies, regulation and instructions.
<u>DUTIES</u>	:	(key result areas/outputs): Assist with maintenance of the Hospital building projects, Responsible for maintenance and repairs of hospital equipment, provide support to artisan in performing their functions, train and develop of junior subordinates, perform administration related to handyman functions and keep records elementary and statistics.
<u>ENQUIRIES</u>	:	Mr ZR Mhlanga, Tel No: (021) 938-6550
<u>APPLICATION</u>	:	The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
<u>FOR ATTENTION</u>	:	Ms V Meyer
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/195</u>	:	<u>GROUNDSMAN (GROUNDS AND GARDENING)</u>
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience. Inherent requirements of the job: Be able to operate garden machinery (lawn movers and brush cutters). Valid Code (B/EB) driving licence as well as the ability to operate and drive a tractor would be advantageous. Competencies (knowledge/skills): Gardening skills including landscaping and irrigation systems. The ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	(key result areas/outputs): Responsible for maintenance of facility (garden and terrain) as well as bondage of machinery. Ensure that grounds and gardens are maintained (horticultural aspects). Support to the supervisor.
<u>ENQUIRIES</u>	:	Ms CB Johnson, Tel No: (021) 938-5327
<u>APPLICATION</u>	:	The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
<u>FOR ATTENTION</u>	:	Ms V Meyer
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/196</u>	:	<u>GENERAL WORKER (STORES ASSISTANT) (4 POSTS)</u>
		Chief Directorate: Supply Chain Management, Western Cape Health Warehouse (12 Month Contract)
<u>SALARY</u>	:	R102 534 per annum plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a Warehouse environment. Inherent requirements of the job: Physical ability to lift heavy boxes. Physical ability to operate loaded pallet jacks within normal limits. Competencies (knowledge/skills): Proficiency

		in at least two of the three official languages of the Western Cape. Ability to read and write.
<u>DUTIES</u>	:	(key result areas/outputs): Loading and offloading of stock on the trucks and vans. Move goods to and from different sections via a pallet jack or forklift. Pack stock in boxes according to standards. Receipt of stock from bulk stores. Preparation of stock for courier distribution. Preparation of stock for collection by demanders. Maintain hygiene in the warehouse area.
<u>ENQUIRIES</u>	:	Mr Q Manuel, email: Quinton.Manuel@westerncape.gov.za
<u>APPLICATION</u>	:	The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
<u>FOR ATTENTION</u>	:	Ms C Dawood
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/197</u>	:	<u>HOUSEHOLD AID (23 POSTS)</u>
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience as a household aid in a hospital environment. Inherent requirement of the job: Physically able to move freely between various areas of the hospital. Must be able to work shifts, weekends and night-duty. Competencies (knowledge/skills): Good interpersonal relationship. Extensive knowledge of routine cleaning processes and handling of equipment. Good written and verbal communication skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	(key result areas/outputs): Responsible for cleaning duties (i.e. sweep, dust, mop, scrub, polish, refuse handling) and maintenance of general neatness and hygiene. Effective and efficient utilisation and storage of cleaning material and equipment. Adhere to safety precautions, infection control principles and ensure adherence to occupational health and safety policies. Maintain a high standard of neatness and hygiene. Optimal support to Supervisor, Housekeeper and colleagues.
<u>ENQUIRIES</u>	:	Mr ZR Mhlanga Tel No: (021) 938-6550
<u>APPLICATION</u>	:	The Chief Executive Officer: Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505.
<u>FOR ATTENTION</u>	:	Ms V Meyer
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/198</u>	:	<u>FOOD SERVICE AID (5 POSTS)</u> Groote Schuur Hospital
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum requirements: Basic numeracy and literacy. Experience: Appropriate Large Scale Hospital Catering experience. Appropriate experience of therapeutic diets, food groups, preparation and cooking methods, and quality and portion control of food according to standardised recipes. Appropriate experience of the Cook-Chill System. Appropriate experience with patient's service.i.e., ward hostess. Inherent requirements of the job: Ability to work shifts (weekends and public holidays). Must be willing to enter hospital wards and serve patients. Ability to do work of physical natures. Competencies (knowledge/skills): Ability to maintain good interpersonal skills. Ability to communicate in at least two of the three official languages of Western Cape. Proof of attendance of a Kitchen Hygiene, Kitchen Cleaner or an Assistant Chefs, will be an added advantage. Ability to function within a team and work under pressure.
<u>DUTIES</u>	:	(key result areas/outputs): Utilise the Cook Chill System, prepare, cook, plate, regenerate, serve meals and beverages for the patients in accordance with the PAWC Food Service Policy. Follow standardised PAWC Receipts and Menus. Clean and maintain the kitchen area and equipment as well adhere to health and safety regulations. Communicate with patients and kitchen staff as well as give feedback about problems and make recommendations to the Food Service Supervisor. Dress according to Departmental specifications and adhere to Hospital / PAWC Policy.

<u>ENQUIRIES</u>	:	Ms AS van Schalkwyk, Tel No: (021) 404-4042
<u>APPLICATION</u>	:	The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935
<u>FOR ATTENTION</u>	:	Mr MS Benjamin
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/199</u>	:	<u>CLEANER</u>
		West Coast District
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Vredendal Noord CDC, Matzikama Sub District
<u>REQUIREMENTS</u>	:	Minimum requirements: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a Health Environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Willingness to rotate to other clinics. Competencies (knowledge/skills): Good interpersonal relations and organisational skills. Good communication skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	(key result areas/outputs): General cleaning and maintenance of cleaning equipment. Dusting, sweeping, polishing, scrub and mop of floors, passages, furniture, emptying of dustbins and sorting of soiled linen according to correct cleaning procedures. Effective use of cleansing agents and stock. Responsible for general hygienic and safe environment. Handling of cleaning equipment. Elementary stock control.
<u>ENQUIRIES</u>	:	Ms M Kleinhans, Tel No: (027) 213-5063
<u>APPLICATION</u>	:	The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
<u>FOR ATTENTION</u>	:	Ms M Tangayi
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 35/200</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u>
		Cape Winelands Health District
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Robertson Hospital
<u>REQUIREMENTS</u>	:	Minimum requirements: Basic literacy and numeracy. Experience: Appropriate experience in transportation of employees, and goods. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to be on standby, work overtime and to work on weekends and public holidays. Physically fit and able to lift and load heavy items. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of Transport Regulations. Ability to accept accountability, responsibility and to work independently.
<u>DUTIES</u>	:	(key result areas/outputs): Daily transporting of official passengers, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.
<u>ENQUIRIES</u>	:	Ms E Volschenk, Tel No: (023) 626-8567
<u>APPLICATION</u>	:	The Manager: Medical Services: Langeberg Sub District, Private Bag X617, Robertson 6705.
<u>FOR ATTENTION</u>	:	Ms T Padiachy
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 36/201</u>	:	<u>GENERAL WORKER (STORES ASSISTANT)</u>
		Central Karoo District
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Beaufort West Hospital
<u>REQUIREMENTS</u>	:	Minimum requirements: Basic numeracy and literacy. Experience: Appropriate experience in a store. Appropriate driving experience. Inherent requirements of the job: Valid Code B/EB driver's licence. Working overtime. Standby duties.

	Ability to lift heavy items. Must have sober habits. Competencies (knowledge/skills): Good communication and interpersonal skills. Proficient in two of the three official languages of the Western Cape. Must be able to perform physical duties.
<u>DUTIES</u>	: (key result areas/outputs): Assist the Provisioning Clerk with the handling of stock. Timeous delivery of stock to wards, departments, theatres, hospitals and clinics in a cost effective and safe manner. Assist clerks with the receipt, storage and issuing of stock. Ability to pick up heavy boxes or bags. Maintaining the audit trail of deliveries. Clean stores and offices on a regular basis. Relieve driver when required.
<u>ENQUIRIES</u>	: Ms E Abrahams, Tel No: (023) 414-8200
<u>APPLICATION</u>	: The District Manager: Garden Route District, Private Bag X 6592, George, 6530.
<u>FOR ATTENTION</u>	: Ms S Pienaar
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 22 October 2021

**DEPARTMENT OF HUMAN SETTLEMENTS,
WESTERN CAPE GOVERNMENT**

<u>CLOSING DATE</u>	: 25 October 2021
<u>NOTE</u>	: Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co . will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

<u>POST 35/202</u>	: <u>PERSONAL ASSISTANT: AFFORDABLE HOUSING REF NO: HS 39/2021</u>
<u>SALARY</u>	: R257 508 per annum (level 7)
<u>CENTRE</u>	: Department of Human Settlements, Western Cape Government
<u>REQUIREMENTS</u>	: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years relevant experience in rendering administrative support services to management. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Office administration; Database management; Financial administration; Information and records management; Procurement processes; Understand the functioning, systems and processes of government; Proven computer literacy (MS Office); Good written and verbal communication skills; The following skills: Organising, planning, record keeping, grooming and presentation, customer/client liaison and people skills; Telephone etiquette and typing skills.
<u>DUTIES</u>	: Provide a secretarial/receptionist support service to the Director: Affordable Housing; Render administrative support services which includes procurement; Provide support to the director regarding meetings; Support the director with the administration of the budget; Analyse the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	: Ms K August at Tel No: (021) 483 2591
<u>APPLICATIONS</u>	: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**DEPARTMENT OF LOCAL GOVERNMENT,
WESTERN CAPE GOVERNMENT**

**CLOSING DATE
NOTE**

: 25 October 2021
: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 35/203

: **ADMINISTRATION CLERK: DISTRICT AND LOCAL PERFORMANCE
MONITORING, REF NO: LG 28/2021**

**SALARY
CENTRE
REQUIREMENTS**

: R173 703 per annum (level 5)
: Department of Local Government, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Basic Accounting System (BAS); Document tracking, storage and retrieval; Office administration; Skills needed: Proven computer literacy (MS Word, MS Excel, MS PowerPoint; Internet and emails); Written and verbal communication; Time management; Interpersonal; Good planning and organising; Ability to work in a team and independently; Ability to work under pressure.

DUTIES

: Coordinate and administer the Directorate's budget; Arrangements for accommodation (air travel and taxi); Personnel matters; General administration; Arrangement of management meetings.

**ENQUIRIES
APPLICATIONS**

: Mr N Rylands at Tel No: (021) 483 0646
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF THE PREMIER,
WESTERN CAPE GOVERNMENT**

**CLOSING DATE
NOTE**

: 25 October 2021
: This post was advertised in SMS Vacancy Bulletin No. 09 of 2021 with a closing date of 16 August 2021. If you previously applied, you need not re-apply as your application will still be considered. Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following

link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/>
 Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 35/204</u>	:	<u>DIRECTOR: PROVINCIAL FORENSIC SERVICES, REF NO: DOTP 31/2021</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13). (All-inclusive salary package)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Commerce/ Law/ Auditing/ Forensics; A minimum of 6 years relevant middle-management experience in a forensic services environment; Reactive and proactive forensic experience; A valid driving licence, or alternative mode of transport for people with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: A professional designation relevant to the forensic profession (e.g. CFE, FP (SA)); and B.Com (Hons) Forensic Accounting / LLB. Competencies: Extensive knowledge of forensic related principles (i.e. investigative capacity and subsequent follow-up); Strategic planning skills that assists in strategically positioning the chief directorate to align to the strategic direction; Excellent communication skills at an executive management level (verbal and written); Ability to communicate at all levels and across sectors utilising various media; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Resilient and innovative.
<u>DUTIES</u>	:	Assessment of allegations reported in line with approved forensic methodology and working practices, decide on investigation approach, scope and drive finalization of investigations for allocated departments; Drive the implementation of recommendations made; Quality assurance of investigations and reports on investigations; Quality review of reports and other deliverables to ensure that the quality of work and service are of desired standards; Project manage and monitor the activities of the directorate; Reporting to executive management and oversight bodies on forensic related matters, including proactive forensic services rendered to allocated departments; Monitoring and reporting on the delivery of proactive forensics services; Client service management of allocated departments and maintain professional relationships with all stakeholders.
<u>ENQUIRIES</u>	:	Mr Ruthven Janse van Rensburg at (021) 483 0901
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	This post was advertised in SMS Vacancy Bulletin No. 09 of 2021 with a closing date of 16 August 2021. If you previously applied, you need not re-apply as your application will still be considered

DEPARTMENT OF SOCIAL DEVELOPMENT WESTERN CAPE GOVERNMENT

<u>CLOSING DATE</u>	:	25 October 2021
<u>NOTE</u>	:	Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co . will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 35/205 : **STATE ACCOUNTANT: FINANCIAL ADMINISTRATION (GEORGE), REF NO: DSD 135/2021**

SALARY : R316 791 per annum (level 8)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Finance; A minimum of 2 years relevant financial experience. Competencies: Proven Knowledge in the following: Public Finance Management ACT (PFMA), National Treasury Regulations (NTR), OPTI, Division of Revenue Act (DORA), department instructions and delegations; compilation of financial statement; Financial Management Systems (FMS) and PERSAL; Cash flow procedures (monthly reporting on revenue and expenditure; Budget process; Analytical problem solving; Report writing; Communication (written and verbal) skills; Proven computer literacy (MS Office packages); Numeri and mathematical skills.

DUTIES : Co-ordinate and check financial supporting information for planning purposes; Supervise the budget preparation process; Collection and recording revenue; Expenditure management; Develop Procurement Plan for the Region; Expenditure analysis; Acquisition management; Contract management; Process payments; Asset Management; Supervise employees.

ENQUIRIES : Ms M Hendricks Tel No: (044) 814 1685
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 35/206 : **ADMINISTRATIVE SUPPORT OFFICER: SERVICE DELIVERY MANAGEMENT AND COORDINATION, REF NO: DSD 134/2021**

SALARY : R257 508 per annum (Level 7)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 1-2 years post school qualification; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Provincial and national strategies to address sector development; Micro Economic Development Strategy; Relevant software packages & sound application of relevant computer programmes. (i.e. BAS); Relevant legislation/ policies/ prescripts and procedures; Basic financial administration; Draft documentation like submissions, letters; Sound organising, planning and time management skills (for example workshops, conferences, events); Diary management, travel itineraries, document flow in the office; Properly record minutes and decisions at meetings; Communication (written and verbal) skills; Run and maintain a record management system; Procure goods and services; Computer literacy; Work under pressure; Make sound judgments; Basic Research Skills; Analyse documents and situations; Ability to access research sources; Function as a team member.

DUTIES : Render line administrative support services: Assist management support staff in all administrative duties; Co-ordinate monitoring and evaluation activities and maintain the relevant systems: Update and maintain the monitoring and evaluation systems for projects; Provide support to the chief directorate for supply chain management; Render advice and liaise with regard to administrative matters.

ENQUIRIES : Ms A van Reenen at Tel No: (021) 483 9392
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS,
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 25 October 2021
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you

experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 36/207 : **ASSISTANT DIRECTOR: TECHNICAL SERVICES (BUILDING)-
EDUCATION INFRASTRUCTURE, REF NO: TPW 89/2021**

SALARY : R470,040 per annum (level 10)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years appropriate experience in the building environment; A valid code B (or higher) driving licence. Recommendation: Project Management experience in built environment projects. Competencies: Knowledge of the following: Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act); National Building Regulation, SANS and all relevant built environment legislation; Programme and project management; Research; Planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment Proven computer literacy (Microsoft Excel, Microsoft Outlook, MS Project, MS Word); Excellent administrative ability and record keeping; Communication skills (written and verbal).

DUTIES : Provide Project Management input to maintenance projects to ensure effective delivery; Manage and accurately report on the budget and milestones of maintenance projects; Prepare tender documentation and specifications; Oversee and co-ordinate external PSP teams to carry out maintenance projects effectively; Ensure supervision and quality control is effectively carried out on projects; Assist in managing the Facility Condition Assessments of all Education Facilities; Gather and submit information in terms of EPWP; Maintain and update various reporting systems; Manage and supervise the performance and conduct of sub-ordinate staff.

ENQUIRIES : Mr N. Nolan at Tel No: (021) 483-9233
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 35/208 : **CHIEF WORKS INSPECTOR (ELECTRICAL): PROGRAMME/PROJECT
INFRASTRUCTURE DELIVERY (HEALTH), REF NO TPW 90/2021**

SALARY : R316 791 per annum (level 8)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the electrical environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience in an electrical working environment; A valid (code B or higher) driving licence. Competencies: Knowledge of the following: Facets of the construction industry and National building regulations; SANS 10142 (Electrical wiring code) compilation of specifications and tender regulations; Proven Computer literacy; Excellent technical report writing skills; Excellent communication skills at project management level (verbal and written); Ability to work well within a team.

DUTIES : Deliver infrastructure maintenance, upgrading and minor new works; Project management and administration in respect of scheduled and unscheduled maintenance works are executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications and Bills of Quantities; Analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of health facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

ENQUIRIES : Mr L. Titus at Tel No: (021) 483 5215
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

<u>POST 35/209</u>	:	<u>ADMINISTRATION CLERK: STATUTORY REPORTING AND STAKEHOLDER RELATIONS (2 POSTS), REF NO: TPW 85/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 5) Department of Transport and Public Works, Western Cape Government Senior Certificate (Grade 12 or equivalent qualification); A valid code B (or higher) driving license. Competencies: A good understanding of the following: Government Motor Transport administration; Professional approach towards service delivery; Skills needed: Verbal and written communication; Good writing; Customer care; Proven computer literacy (MS Word, Excel, PowerPoint); Planning and organising; Problem solving and analytical; Ability to work in a team and independently; Ability to work under pressure and meet strict deadlines.
<u>DUTIES</u>	:	Render the following client services: Support function; Provisioning; Administration and record keeping in terms of Client Service Level Agreements; Relationship support services; Service delivery monitoring; Financial control (Sectional Buyer) assistance.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Mohamed-Simons at Tel No:(021) 467 4741 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/210</u>	:	<u>ADMINISTRATION CLERK: HR AND GENERAL OFFICE SUPPORT SERVICES (OUDTSHOORN), REF NO: TPW 87/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 5) Department of Transport and Public Works, Western Cape Government Senior Certificate (Grade 12 or equivalent qualification). Recommendation: An appropriate tertiary qualification, course or training certificate in Training Management or Human Resource Management; Relevant administration experience in a training environment; A valid Code B (or higher) driving license. Competencies: Knowledge and understanding of the following: Legislation, Regulations and Public Service rules regarding training and human resource related matters; Skills Development and Training; Supply Chain Management; Skills Programmes. learnerships, ABET learning programmes and recognitions of prior learning; Proven computer literacy (MS Word, Excel, MS PowerPoint); Communication skills (written & verbal); Ability to work under pressure and meet strict deadlines; Ability to work independently and apply own initiative at times; Conflict and diversity management; Self-motivate.
<u>DUTIES</u>	:	Undertake skills development and coordinate training; Provide secretariat functions; Coordinate leaderships, Skills Programmes, ABET learning Programme and Bursary applications; Obtain quotations for courses; Provide administrative assistance in the day to day planning, organising and coordination of technical and administrative courses; Maintenance of electronic database and manual filing system; Undertake career planning for all personnel; Conduct information sessions with staff with regard to training needs; Assist with other human resource functions (labour relations, leave, performance management, probations and injury on duty).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J Hendriksz at Tel No: 044 272 6071 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/211</u>	:	<u>REGISTRY CLERK: HR AND GENERAL OFFICE SUPPORT SERVICES (OUDTSHOORN), REF NO. TPW 92/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 5) Department of Transport and Public Works, Western Cape Government Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience; A valid code B (or higher) driving license. Competencies: A good understanding of the following: Registry duties, practices as well as the ability to capture data and operate computers; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Interpersonal skills; Proven computer literacy (MS Office); Good written and verbal communication skills; Organising and planning skills.

<u>DUTIES</u>	:	Provide registry counter services; Handle incoming and outgoing correspondence; Render effective filing and record management services; Operate office machines in relation to registry functions; Process documents for archiving and disposal; Type letters and/or correspondence when required; Handle telephonic and other enquires received.
<u>ENQUIRIES</u>	:	Mr C Kennedy s at Tel No: (044) 272 6071
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/212</u>	:	<u>ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 2 (UNIONDALE), REF NO: TPW 99/2021</u>
<u>SALARY</u>	:	R145 281 per annum (level 4)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC1/EC) driving licence with professional drivers permit (PDP). Recommendation: Experience in the following: Civil construction activities; Operating more than one large construction machine; Supervisory experience; Qualification in construction unit standards accredited with the relevant SETA (Sector Education and Training Authority) on NQF Level or higher. Competencies: Good understanding of the following: Building, maintenance and repair of roads; Basic communication skills; Ability to work under pressure and meet deadlines; Conflict and diversity management; Self-motivated; Ability to work in a team.
<u>DUTIES</u>	:	Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for road maintenance and construction work; Plan and supervise maintenance and construction of roads, premises and buildings; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding of work areas and construction machines in terms of the Health and Safety Act; Discipline subordinates and apply proper labour relations.
<u>ENQUIRIES</u>	:	Mr D Plaatjies at Tel No: (044) 272 3699
<u>APPLICATIONS</u>	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for <u>Attention: Western Cape Government Jobs</u> , PO Box 113 Muizenberg 7950; Or 3. Email your application to, westerncape@respond.co.za . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
<u>POST 35/213</u>	:	<u>DRIVER WITH SECONDARY FUNCTIONS: HR AND GENERAL SERVICES (OUDTSHOORN), REF NO: TPW 91/2021</u>
<u>SALARY</u>	:	R145 281 per annum (level 4)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 (Junior certificate or equivalent qualification); A minimum of 1-year relevant experience; A valid driving licence (code B or higher). Recommendation: A valid Code 10 driving license with PDP. Competencies: A good understanding of the following: Procedures to operate the motor vehicle; Prescripts for the correct utilisation of the motor vehicle; Maintenance of motor vehicles; Registry functions; Communication (written and verbal) skills; Interpersonal and organising skills; Numeracy and literacy; Teamwork and ability to work independently.

<u>DUTIES</u>	:	Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents); Do routine maintenance on the allocated vehicle and report defects timely; Complete all the required and prescribed records and log books with regard to the vehicle and goods handled; Render a clerical support/messenger service in the relevant office; Collect and deliver documentation and related items in the department; Copy and scanning documents; Assist in registry.
<u>ENQUIRIES</u>	:	Mr C Kennedy at Tel No: (044) 272 6071
<u>APPLICATIONS</u>	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or 3. Email your application to, westerncape@respond.co.za . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
<u>POST 35/214</u>	:	<u>ROAD WORKER: ROUTINE MAINTENANCE REGION 2 (5 POSTS AVAILABLE IN GEORGE), REF NO: TPW 93/2021</u>
<u>SALARY</u>	:	R122 595 per annum (level 3)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Basic literacy and numeracy (ABET 2/ Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines; Operating of hand tools; Civil construction activities. Competencies: Communication skills; Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team and independently.
<u>DUTIES</u>	:	Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance and improvement of road services, road reserves, road signs, road markings, waterways and structures as well as related activities.
<u>ENQUIRIES</u>	:	Mr D Plaatjies at Tel No: (044) 272 3699
<u>APPLICATIONS</u>	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or 3. Email your application to, westerncape@respond.co.za . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
<u>POST 35/215</u>	:	<u>ROAD WORKER: ROUTINE MAINTENANCE REGION 2 (2 POSTS AVAILABLE IN LADISMITH), REF NO. TPW 94/2021</u>
<u>SALARY</u>	:	R122 595 per annum (level 3)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government

<u>REQUIREMENTS</u>	:	Basic literacy and numeracy (ABET 2/ Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines; Operating of hand tools; civil construction activities. Competencies: Communication skills; Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team and independently.
<u>DUTIES</u>	:	Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance and improvement of road services, road reserves, road signs, road markings, waterways and structures as well as related activities.
<u>ENQUIRIES</u>	:	Mr D Plaatjies at Tel No: (044) 272 3699
<u>APPLICATIONS</u>	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or 3. Email your application to, westerncape@respond.co.za . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
<u>POST 35/216</u>	:	<u>ROAD WORKER: ROUTINE MAINTENANCE REGION 2 (3 POSTS AVAILABLE IN LAINGSBURG), REF NO: TPW 95/2021</u>
<u>SALARY</u>	:	R122 595 per annum (level 3)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Basic literacy and numeracy (ABET 2/ Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines; Operating of hand tools; Civil construction activities. Competencies: Communication skills; Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team and independently.
<u>DUTIES</u>	:	Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance and improvement of road services, road reserves, road signs, road markings, waterways and structures as well as related activities.
<u>ENQUIRIES</u>	:	Mr D Plaatjies at Tel No: (044) 272 3699
<u>APPLICATIONS</u>	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or 3. Email your application to, westerncape@respond.co.za . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 35/217 : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 (2 POSTS AVAILABLE IN PLETTENBERG BAY), REF NO: TPW 96/2021**

SALARY : R122 595 per annum (level 3)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET 2/ Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines; Operating of hand tools; civil construction activities. Competencies: Communication skills; Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team and independently.

DUTIES : Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance and improvement of road services, road reserves, road signs, road markings, waterways and structures as well as related activities.

ENQUIRIES : Mr D Plaatjies at Tel No: (044) 272 3699
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or 3. Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

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POST 35/218 : **ROAD WORKER: ROUTINE MAINTENANCE: REGION 2 (UNIONDALE), REF NO. TPW 97/2021**

SALARY : R122 595 per annum (level 3)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET 2/ Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines; Operating of hand tools; Civil construction activities. Competencies: Communication skills; Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team and independently.

DUTIES : Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance and improvement of road services, road reserves, road signs, road markings, waterways and structures as well as related activities.

ENQUIRIES : Mr D Plaatjies at Tel No: (044) 272 3699
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the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

<u>POST 35/219S</u>	:	<u>ROAD WORKER: ROUTINE MAINTENANCE REGION 2 (2 POSTS AVAILABLE IN OUDTSHOORN), REF NO. TPW 102/2021</u>
<u>SALARY</u>	:	R122 595 per annum (level 3)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Basic literacy and numeracy (ABET 2/ Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines; Operating of hand tools; Civil construction activities. Competencies: Communication skills; Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team and independently.
<u>DUTIES</u>	:	Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance and improvement of road services, road reserves, road signs, road markings, waterways and structures as well as related activities.
<u>ENQUIRIES</u>	:	Mr D Plaatjies at Tel No: (044) 272 3699
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<u>NOTE</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.