

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 41 OF 2019

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

AMENDMENT : **DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION:** Kindly note that the post of Director-General with Ref No: DPSA19/021 advertised in Public Service Vacancy Circular 40 dated 08 November 2019 with the closing date 27 November 2019, was advertised with incorrect Salary scale and GEPF percentage, the correct Salary scale and GEPF percentage read as follows: R1 978 533 per annum (Level 16) and employer's contribution to the Government Employee Pension Fund is 13% of basic salary.

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DEPARTMENT OF ARTS AND CULTURE

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



- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Director: Human Resource Applications can also be hand delivered to the Department of Arts and Culture, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria
- CLOSING DATE** : 29 November 2019
- NOTE** : Applications are hereby invited from suitably qualified persons to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant's ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) will be subjected to a Government specific competency assessment.

OTHER POST

- POST 41/01** : **DEPUTY DIRECTOR: BOOKS AND PUBLISHING REF NO: 36/DAC/2019**
- SALARY** : R733 257 per annum, (An all-inclusive remuneration package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year degree or National Diploma in African Literature/Publishing or equivalent relevant qualification, a postgraduate degree will be an added advantage, 3 – 5 years' relevant experience in a literary environment or in the books or publishing industry in a position such as senior researcher, policy analyst, senior writer, editor of literary works, publisher, etc; understanding and knowledge of South African publishing industry and cultural policy, Knowledge of cultural and creative industries, knowledge and understanding of copyright legislation and authors' rights, understanding of South African Literature, proven track record of organising literary events involving authors and publishing stakeholders; sound communication and interpersonal relations, knowledge of relevant legislation and governing policies, policy development and analysis, financial and project management, problem solving and analysis, analytical and creative thinker, research skills, computer literate.
- DUTIES** : The incumbent will be responsible for the following: Develop, implement and monitor a National Book policy and developmental framework for the books and publishing sector, including funding model. Conduct research on digitisation of publishing. Engage stakeholders such as writers, editors, illustrators, book sellers, publishers, paper manufacturers, etc. Manage and

coordinate book exhibitions and colloquia. Establish accurate and reliable book industry data for the development of the book sector in South Africa. Provide strategic platforms for the promotion of literacy and critical reading in South Africa. Establish publishing projects to assist emergent writers with special focus of developing indigenous languages. Encourage and commission texts that tell the South African story. Monitor and evaluate projects that promote reading and writing in South Africa.

ENQUIRIES

: Ms P Mulaudzi, Ms B Manqaba and Ms Siena Botha Tel No: (012) 441-3646/3716/3650

NOTE

: It is the Department's intention to promote equity in terms of race, gender and disability through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity.

CIVILIAN SECRETARIAT FOR POLICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment. Preference will be given to targeted groups, especially women and people with disabilities.

- APPLICATIONS** : must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor , Pretoria at the Reception. Faxed or e-mailed applications will not be considered. No late applications will be accepted Please ensure that your application reaches this office before 17h00 on week-days.
- CLOSING DATE** : 29 November 2019
- NOTE** : Applications must be submitted on the 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. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply. 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 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. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post.

MANAGEMENT ECHELON

- POST 41/02** : **DIRECTOR: EXECUTIVE SUPPORT REF NO: CSP/13/2019**
- SALARY** : R1 057 326 per annum (All inclusive package)
- CENTRE** : Cape Town
- REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Public Administration/ Political Science. 5 years of experience in middle management or senior management level. Inherent requirements: Strategic Capability and leadership, Programme and project Management, People management and empowerment, Financial Management, Change management. Knowledge of the Constitution of the Republic of South Africa. Extensive knowledge and experience in Parliamentary operations. Knowledge of legislative framework, medium term strategic framework (MTSF). Understanding of Treasury and PFMA Regulations. Knowledge of Criminal procedure and law of evidence. Computer literacy. Problem solving skills. Verbal and written communication skills. Interpersonal skills. Negotiation skills. People and diversity management skills. Strategic and analytical skills. Sound financial management skills. Report writing skills. Presentations skills. Research skills. Project management skills.
- DUTIES** : Render executive administrative support to the Secretary pertaining to committee programme, Ensure the accountability for the tabling of Strategic Plans, Financial and Annual reports, Provide effective communication and interface between Independent Police investigation Directorate (IPID), Ministry of Police, Parliament and Provincial Legislation, Develop programme of action in compliance with Cabinet and Parliamentary requirements, Participate in the Strategic Development of the Department. Ensure close working relationship with committee members and Parliamentary officials, Attend all Portfolio Committee and give feedback as required by the Secretary for Police Service, Advice political and administrative principals on all parliamentary matters. Report, present and summarise all portfolio committee outcomes to the Secretary of Police Service, Participate in the development and implementation

of the Committee`s Police Station site visits, Coordinate issues emanating from Parliament`s participation for inter-governmental imbizo`s. Development a record management database, Manage all official documentation by ensuring the effective application of proper filling. Keep records of all information relevant to the Secretary for Police Service. Management of resources (human and financial).

ENQUIRIES : Ms Lerato Maisela Tel No: (012) 393 1916

POST 41/03 : **DIRECTOR: LEGISLATION REF NO: CSP/14/2019**

SALARY : R1 057 326 per annum (All inclusive package)

CENTRE : Pretoria

REQUIREMENTS : Minimum requirement is LLB Degree, relevant legislative drafting qualification. 5 years` Middle Management level experience. Extensive knowledge and experience in legislation drafting. Inherent requirement: Strategy Capability and Leadership, People management empowerment. A sound knowledge of constitutional, administrative law and interpretation of statutes law. High level of legal drafting skills. Knowledge of security and law enforcement legislation will be an added advantage. Understanding of legal research and development methodologies. Government legislation. Communication skills. Presentation skills. Project Management skills. Planning and organising skills. Analytical and decision making skills and problem solving skills. A Valid driver`s license.

DUTIES : Draft primary and secondary legislation relating to the Mandate of the Minister of Police in accordance with approved policy directives. Facilitate and provide legislation develop support to ensure that departmental legislation is constitutionally compliant. Conduct all legal research to improve policing legislation. Provide Legal Advice. Provide support on Minister`s statutory and constitutional responsibilities. Executive Risk Management. Management of Resources.

ENQUIRIES : Ms Lerato Maisela Tel No: (012) 393 1916

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** : 02 December 2019
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 (Section A and B compulsory) should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents and failure to follow application instructions will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

MANAGEMENT ECHELON

- POST 41/04** : **DIRECTOR: BENEFICIARY SERVICES REF NO: HR 4/ 4/3/3/DBS/ UIF**
Re-advertisement
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum (all inclusive)
: Western Cape Provincial Office
: An undergraduate qualification (NQF level 7) as recognized by SAQA in Operations Management/Operational Research/Public Management/Business Administration/Finance/Business Process Re-engineering. Five (5) years of experience at a middle management level/senior managerial level. Knowledge: Public Financial Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Financial Management. Conflict Management. Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations. Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UIA) Skills: Computer Literacy. Policy Formulation. Proficient Communication. Planning and Organizing. Knowledge Management. Interpersonal. Report Writing. Analytical.
- DUTIES** : Provide leadership and develop strategies for capturing of registrations, declarations and maintenance of the database in accordance with Unemployment Insurance Act (UIA). Provide leadership and develop strategies for the effective management of claim processes. Oversee the implementation of employer audit services. Manage the implementation of risk management strategies. Manage resources (Human, Financial, Equipment / Assets) in the Directorate.
- ENQUIRIES APPLICATIONS** : Mr M Ntamo Tel No: (021) 441 8112
: Chief Director: Provincial Operations: PO, BOX, 872, Cape Town, 8000 or hand delivery to NO: 9 long Street, Cnr, Riebeeck and Long Street.

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

OTHER POSTS

POST 41/05 : **DEPUTY DIRECTOR: COID REF NO: HR 4/4/6/99**
Re-advertisement

SALARY : R826 053 per annum (all inclusive)
CENTER : Provincial Office: Limpopo
REQUIREMENTS : Three (3) year tertiary qualification in Public Management/ Business Management/ Operations Management/Nursing Diploma/ HRM. Three (3) years functional experience in the disability claims and or medical insurance (including disability claims) processing environment. Two (2) years management experience in the disability claims and or medical insurance (including disability claims) processing environment. Knowledge: COIDA guidelines on application of COID (for government departments), Public Service regulation, Public Service Act, Basic Conditions of Employment Act (BCEA), Employment Equity Act (EEA), Promotion of Administrative Justice Act (PAJA), DoL and Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles), Technical Knowledge. Skills: Leadership, Operational management, Creative and Innovation, Analytical thinking, Financial Management, Change Management, Service delivery innovation (SDI), Planning and organising, Problem solving, Decision making, People management and empowerment (including developing others), Communication (written and verbal), Risk Management, Computer literacy.

DUTIES : Manage efficient provision and coordination of compensation benefits in the Province. Manage the operations of COID Business Unit in the Province. Provide operational and technical support to Processing Labour Centres within the Province. Manage stakeholder engagements for COID within the Province. Manage human, financial and physical resources of the sub-directorate.

ENQUIRIES : Mr. TE Maluleke Tel No: (015) 290 1768
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700
Physical address: 42a Schoeman Street, Polokwane 0700.

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

POST 41/06 : **ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY REF NO: HR 4/4/6/102**

SALARY : R517 326 per annum (OSD)
CENTRE : Provincial Office: Limpopo
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus National Diploma/Degree in Occupational Therapy, Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage. Minimum five (5) years relevant experience post community service. A proven track record in vocational rehabilitation. Registration with the HPCSA. Knowledge: COID Act, National Health Act, Health Act, Allied Health Professions Act, Rehabilitation Framework & Policy, Skill Development Act, Integrated National Disability Strategy (INDS), Occupational Health and Safety Act (OHS ACTV), Public Service Act, Employment Equity Act, Labour Relation Act, Promotion of Equality and Prevention of Unfair Discrimination Act, PFMA and National Treasury Regulations, Promotion of Access to Information Act, Constitution ACT 108 OF 1996 (amended), General knowledge of the Public Service Regulations. Skills: Rehabilitation, Analytical, Business writing, IT, Strategic Leadership, Financial management, Knowledge management, Service delivery innovation (SDI), Planning and organising, Problem solving and analysis, Decision making, Accountability, Client Orientation and customer focus, Communication, Work ethic and self-management, Risk management and corporate governance, Environmental awareness.

DUTIES : Manage early return to work and community re-integration programmes. Participate in the development/review of rehabilitation strategy, policies and protocols in accordance with the national legislative framework. Establish and maintain relationship with various internal and external stakeholders. Manage the Disability Management section.

ENQUIRIES : Mr. TE Maluleke, Tel No: (015) 290 1768

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700
Physical address: 42a Schoeman Street, Polokwane 0700.

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

POST 41/07 : **PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR 4/4/6/100**

SALARY : R470 040 per annum
CENTRE : Provincial Office: Limpopo
REQUIREMENTS : Three (3) years relevant tertiary qualification in Labour Relations Management/ BCOM LAW/LLB/Internal Audit. Two (2) years supervisory experience. Two (2) years functional experience in Auditing/Financial Management. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Problem solving, Computer literacy, Interpersonal, Problem Solving, Interviewing listening and observation, Communication Written and Verbal, Innovative, Analytical, Research, Project management.

DUTIES : Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expert advice on sector specific UIA & COIDA matters. Control the process that monitor and evaluate impact of UIA & COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Manage the resources within the Inspectorate and Enforcement Unit.

ENQUIRIES : Mr GC Morebodi Tel No: (015) 290 1768
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700
Physical address: 42a Schoeman Street, Polokwane 0700.

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

POST 41/08 : **ASSISTANT DIRECTOR: EMPLOYER SERVICE COORDINATOR REF NO: HR4/4/10/123**

SALARY : R470 040 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three (3) years relevant tertiary qualification in Social Science (Psychology) Public Administration/Business Administration and a valid driver's license. Knowledge: Relevant ILO Conventions, Financial Management, Human Resources Management, Recruitment and Selection Process, Relevant government strategies Skills: Planning and organising, Computer literacy, Interpersonal, Analytical, Presentation, Leadership, Networking, Information Management, Verbal and written communication.

DUTIES : Coordinate International Cross Border Labour Migration and PEA/TES functions. Coordinate the provision of services to distress companies. Facilitate stakeholder relations for acquisition of placement opportunities. Provide operational and technical support to labour centres for the delivery of effective employer services. Facilitate the provision of IT infrastructure and implementation of innovations to render effective employer service. Facilitate the training of ESSA end users (internal and external) on employer service.

ENQUIRIES : Ms Z Maimane Tel No: (021) 441 8125
APPLICATIONS : Chief Director: Provincial Operations: PO, Box, 872, Cape Town, 8000 or hand delivery To No: 9 long Street, corner, Riebeek and Long Street.

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 41/09 : **ASSISTANT DIRECTOR: FINANCE AND PROVISIONING REF NO: HR 4/4/4/10/01**

SALARY : R376 596 per annum
CENTRE : Provincial Office: Braamfontein (Gauteng)
REQUIREMENTS : Three (3) years qualification in BCOM Accounting/Financial Management/ Supply Chain Management/ Business Management. Two (2) years supervisory experience. Three (3) years functional experience in the Finance Services and/ or Supply Chain Management. Knowledge: Public Service Transformation and Management issues, White Paper on transformation of Public Service, Public Services Act, Ability to convert policy into action, Public Services Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Labour relations and collective bargaining systems, Minimum Information Security Standards. Skills: Administration and Financial

Management, Verbal and written communication, Interpersonal relations, Ability to build high-performance teams, Computer literacy, Project Management , Strategic management, Analytical, Problem solving, Conflict management.

DUTIES : Manage Logistics Unit. Manage the procurement support service in the Province. Monitor the Provincial budget to ensure efficient and effective utilization of resources. Manage the Assets Unit. Manage all resources of the unit.

ENQUIRIES APPLICATIONS : Ms Ivy Hadzhi Tel No: (011) 853 0415
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.

FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng.

POST 41/10 : **APPLICATION DEVELOPMENT: JAVA REF NO: HR4/19/11/44HO**

SALARY CENTRE REQUIREMENTS : R376 596 per annum
: Head Office
: Three (3) year tertiary qualification in Information Communication Technology. Four (4) years functional experience in Application Development and Support (specialization in JavaScript). Knowledge: Software languages and associated development platforms and tools, Multi-tier software architecture and interfaces, Software development lifecycle (SDLC), IT service management principles for incident, Change, Problem and Release process, Software developments methodologies including Waterfall and Agile, Batho Pele Principles, Departmental Procedures and Processes. Skills: Problem Solving, Communication, Time Management, Planning and organizing, Multi-tier architecture, Project management.

DUTIES : Analyse, specify and develop customized software Applications Java. Provide support and maintenance of customized software Applications Java. Develop applications according to the defined standards and best practice principles.

ENQUIRIES APPLICATIONS : Mr R Makweya Tel No: (012) 309 5109
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

POST 41/11 : **ASSISTANT DIRECTOR: CALL CENTRE REF NO: HR4/4/3/2/ASDCC/UIF**
Re-advertisement

SALARY CENTRE REQUIREMENTS : R376 596 per annum
: Unemployment Insurance Fund: Pretoria
: Three years tertiary qualification in Contact Centre Management/Public Management/Business Administration/Management/Administration Management. Two (2) years functional experience in Call Centre/Operations management environment. Two (2) years' experience at a supervisory level. Knowledge: Public Financial Management Act, (PFMA). Public Service Regulation (PSR), Public Service Act (PSA), Labour Relation Act (LRA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act, (UICA). Skills: Communication, People Management, Planning and Organizing, Computer Literacy, Report Writing, Listening, Time Management, Analytical, Numerical, Interpersonal, Diversity Management.

DUTIES : Facilitate the handling of incoming calls and enquiries. Review call centre policies and procedures and ensure implementation thereof. Coordinate helpdesk services. Manage resource (Human, Finance, Equipment, Assets) within the Sub-directorate.

ENQUIRIES APPLICATIONS : Mr. JN Mthembu Tel No: (012) 337 1189
: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.

FOR ATTENTION : Sub-directorate: Human Resource Management, UIF

POST 41/12 : **ASSISTANT DIRECTOR: TRADE CREDITORS REF NO: HR4/4/3/2/ASDTC/UIF**

SALARY CENTRE : R376 596 per annum
: Unemployment Insurance Fund: Pretoria

- REQUIREMENTS** : Three (3) year tertiary qualification in Financial Accounting/ Cost and Management Accounting/Financial Management. Two (2) years functional experience in finance environment. Two (2) years supervisory experience. Knowledge: Public Financial Management Act (PFMA), Basic Conditions of Employment Act (BCEA), Financial Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Labour Relations Act (LRA), Relevant Financial Systems (Ax-One, BAS, e.tc), HR System (PERSAL), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Skills: Accounting Communication, Computer literacy, Time Management, Interpersonal, Report Writing, Planning and organizing, Analytical, Creative.
- DUTIES** : Approve payment of internal and external creditors of the Fund. Facilitate the administration of petty cash EFT Review the reconciliation of the sub-module against the general ledger. Verify and ensure processing of financial classification figures (salary). Assist in managing resources (Human, Finance, Equipment, Assets) in the section.
- ENQUIRIES** : Mr V Seluma Tel No: (012) 337 1728
- APPLICATIONS** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.
- FOR ATTENTION** : Sub-directorate: Human Resource Management, UIF
- POST 41/13** : **ASSISTANT DIRECTOR: FINANCIAL SYSTEMS ADMINISTRATION REF NO: HR 4/4/3/2ASDFSA/UIF (X2 POSTS)**
Re-advertisement
- SALARY** : R376 596 per annum
- CENTRE** : Unemployment Insurance Fund: Pretoria
- REQUIREMENTS** : Three years tertiary qualification in Financial Information Systems. Four (4) years functional experience in Financial System Administration of which two (2) years must be at a supervisory level. Knowledge: Treasury Regulations, Accounting principles, Financial Management Processes and Procedures, Financial Systems Development, Software, coding and programming used in the financial and related systems (SQL).Skills: Communication (both verbal and written), Listening, Analytical, Presentation, Problem Solving, People Management, Innovative and Creative, Report Writing, Time Management, Planning and Organizing, Interpretation, Advance computer literacy.
- DUTIES** : Co-ordinate and monitor user access and system security and maintain a Call register for all service requests and incidents. Facilitate the development of new system requirements, enhancements and changes. Verify the integration of the financial system, co-ordinate exception transactions and load financial data. Co-ordinate the supply of information and reports and provide high-level user support. Assist in managing resources in the section.
- ENQUIRIES** : Ms M Schmidt Tel No: (012) 337 1716
- APPLICATIONS** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.
- FOR ATTENTION** : Sub-directorate: Human Resource Management, UIF
- POST 41/14** : **MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/1/271**
- SALARY** : Grade 1: R256 905 –R297 825 per annum (OSD)
Grade 2: R315 962 –R362 865 per annum (OSD)
Grade 3: R383 226- R485 475 per annum (OSD)
- CENTRE** : Labour Centre: Queenstown
- REQUIREMENTS** : Four (4) years nursing degree/three year diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage with minimum ten years' experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre gained after registration and experience in medical claims processing/insurance environment, Registration with the South African Nursing Council. **Grade 1:** 2 to 9 years' experience. **Grade 2:** 10-19 years' experience. **Grade 3:** 20 years' experience. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and or related legal as well as

ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES

: Provide advice and recommendation in the acceptance of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.

ENQUIRIES

: Mr T Ramncwana Tel No: (045) 807 5400

APPLICATIONS

: Chief Director: Provincial Operations: Private Bag X 9005, East London, 5200

FOR ATTENTION

: Sub-directorate: Human Resources Management, Provincial Office: East London.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

The National Department of Environmental Affairs is an equal opportunity, affirmative action employer

OTHER POSTS

- POST 41/15** : **ENVIRONMENTAL OFFICER CONTROL GRADE A: IEA SECTOR GUIDELINE DEVELOPMENT SUPPORT REF NO: LACE15/2019**
- SALARY** : R495 219 per annum (OSD)
CENTRE : Pretoria
REQUIREMENTS : 4 year degree in environmental or natural science or equivalent qualification coupled with at least 6 years post qualification experience. Experience in the review of Environmental Impact Assessments (EIAs) is essential. Sound interpersonal skills. Sound planning and organizational skills. Computer literacy. Good verbal and written communication skills. Project Management and experience is essential. Good understanding of environmental legislation specifically the National Environmental Management Act, Act 107 of 1998 and the Environment Conservation Act, Act 73 of 1989. Proven management and administrative abilities. A valid driver's license.
- DUTIES** : The successful candidate will be required to facilitate development, implementation and standardization of Sector Guidelines. Provide assistance and support in matters pertaining to human and financial resources required in order to optimize the implementation of IEA Guideline Development Support. Facilitate consultation and coordination with relevant stakeholders within the IEA Guideline Development operations. Provide support in the development of capacity to ensure efficient implementation and administration of IEA legislation and Regulations. Provide technical support to identified projects related to IEA Guideline Development Support.
- ENQUIRIES** : Mr Khanyiso Mtolo Tel No: (012) 399 8848
APPLICATIONS : Director-General, Department of Environmental Affairs, 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
NOTE : Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document and where a driver's license is requirement, a certified copy must be attached in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.
- CLOSING DATE** : 02 December 2019
- POST 41/16** : **ENVIRONMENTAL OFFICER CONTROL GRADE A: EMI LEGAL AND TECHNICAL SUPPORT REF NO: LACE16/2019**
- SALARY** : R495 219 per annum (OSD)
CENTRE : Pretoria
REQUIREMENTS : 4 year degree in environmental or natural science or equivalent qualification coupled with at least 6 years post qualification experience. Extensive knowledge and experience in the rehabilitation of these systems. A proven track record of scientific publications in reputable journals. Experience in providing expert evidence in the criminal courts. Knowledge of environmental policies, legislation, international instruments, which are relevant to the aquatic sciences. Understanding of the environmental law and the environmental compliance and enforcement management system. Ability to link technical and legal aspects related to environmental compliance issues with a particular focus on the aquatic sciences. Excellent written and verbal communication

skills, particularly with regard to drafting of expert opinions which supports the work of Environmental Management Inspectors across the Inspectorate. The ability to interact with and provide assistance to a wide range of stakeholders, as well as an understanding of intergovernmental relations and co-operative governance. Leadership, analytical, problem-solving and negotiation skills. Information management and computer literacy skills. A service-orientated approach and ability to work efficiently and effectively under pressure. Ability to work independently, or as part of a team. Must be able to work under pressure and conform to deadlines determined by supervisor. Must be in position to travel extensively and be away from head office for extended periods of time. Valid Code B driver's license.

DUTIES : Support the work of Environmental Management Inspectors by undertaking site inspections in order to produce expert evidence during administrative and criminal enforcement processes. Provide reactive legal and technical support and advice to the Environmental Management Inspectorate particularly in the area of aquatic systems. Provide proactive legal and technical support and advice to the National Prosecuting Authority in order to support of the work of the Environmental Management Inspectorate particularly in the area of wetland (aquatic) systems. Build national compliance and enforcement capacity within the Environmental Management Inspectorate as well as provide technical support in the area of the aquatic sciences to other Branches within the Department. Carry out the function of an environmental management inspector (EMI). Must be flexible in order to understand the importance of aquatic processes within the Environmental Impact and Pollution, Biodiversity and Conservation as well as the Oceans and Coast space. Develop a strategic plan focusing on areas of high conservation value which requires compliance and enforcement action to achieve the necessary conservation objectives. Carrying out inspections of facilities targeted for strategic, proactive inspections. Preparing effective and legally defensible directives, notices and legal correspondence and assisting in the drafting of enforcement court applications on behalf of the Department, where necessary. Vetting of inspection reports following the strategic, proactive inspections. Utilise the Information Management System to effectively manage investigations and progress.

ENQUIRIES : Mr Mark Jardine Tel No: (012) 399 9497
APPLICATIONS : Director-General, Department of Environmental Affairs, 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
NOTE : Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document and where a driver's license is requirement, a certified copy must be attached in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Individuals who have no experience in providing relevant expert opinions in support of criminal and/ or administrative enforcement processes that are instituted by Environmental Management Inspectors will not be considered for this position

CLOSING DATE : 02 December 2019

POST 41/17 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: COO19/2019**

SALARY : R495 219 per annum (OSD)
CENTRE : Nkangala District Municipality (Mpumalanga)
REQUIREMENTS : An appropriate Bachelor's Degree in Environmental or Natural Science or equivalent relevant qualification. The applicant should at least have six (6) years' post qualification experience in the field of environmental planning, management and governance with a special focus Local Government. In-depth knowledge of appropriate legislation governing environmental management

and municipalities (their applications and relevant sector plans). Relevant experience in Local Government planning, spatial planning, project management, community facilitations, intergovernmental relations, expanded public works programme and government planning processes. The following skills will serve as recommendations, computer literacy, interpersonal, coordination and stakeholder management, organizational, good communication skills (verbal and written), facilitation and coordination. The successful candidate must have a valid driver's license.

- DUTIES** : Facilitate and coordinate Environmental Planning/ Management in the municipalities which include development or review of environmental sector plans in the municipalities. Advise the municipalities on municipal mandates in line with different environmental legislations and their application. Conduct municipal capacity analysis to assess the capacity of the municipality to carry out their environmental management mandate and identify relevant interventions to address identified gaps which include capacity building initiatives for the municipalities. Facilitate and coordinate overall governance structures/processes in the municipalities. Participate in the municipal planning processes such as Integrated Development Planning and ensure the integration or mainstreaming of environmental priorities. Support the implementation of Expanded Public Works Programmes which include project identification/conceptualization, planning, implementation, stakeholder engagement and monitoring and evaluation.
- ENQUIRIES** : Mr Langanani Dombo Tel No: (012) 399 9937; Mr Vernon Baloyi Tel No: (012) 399 9940; Ms Siphokazi Dumalisile Tel No: (012) 399 9938; Ms Evodia Kodisang Tel No: (012) 399 9939
- APPLICATIONS** : Director-General, Department of Environmental Affairs, 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 NOTE** : Human Resource Management
: Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document and where a driver's license is requirement, a certified copy must be attached in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.
- CLOSING DATE** : 02 December 2019
- POST 41/18** : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: COORDINATION, STRATEGIC PLANNING AND REPORTING REF NO: LACE11/2019**
- SALARY CENTRE REQUIREMENTS** : R402 045 per annum (OSD)
: Pretoria
: Honours Degree in Environmental Management/ Science or natural sciences or related field. Attendance of environmental management or EIA courses and GIS skills will serve as added advantages. 2-3 years' experience in the administration, review and evaluation of EIAs and the dynamics of EIA administration systems. Knowledge of sustainable development ideals and objectives. Thorough knowledge of integrated environmental management and its application. Thorough knowledge of and experience in the National Environmental Management Act, as amended, in particular S24. Thorough knowledge and experience of GN Regulations 982, 983, 984 and 985 and the amendments thereto. Currently involved in the EIA sector. Advanced computer literacy and relevant experience. Good communication skills (written, verbal and graphic). Good organising, planning and reporting skills. Problem solving and strategic thinking skills. The ability to work individually and in a team. The ability to work under pressure without supervision and to multitask. Willingness to travel extensively (long journeys) alone and a valid driver's license.

- DUTIES** : Coordinate the collation of all EIA statistics for reporting purposes in the Chief Directorate: Integrated Environmental Authorisations (i.e. tracking EIA applications, drawing monthly, quarterly and annual reports as well as MTSF and FOSAD reports). Provide professional advice in respect of EIA decision-making. Implement approved systems, tools and Standard Operating Procedures (SOPs) related to Environmental Impact Management. Assist with the development of SOPs and internal systems. Internal and external liaison regarding EIA applications (communication with stakeholders and clients). Provide a support function and technical inputs into appeals lodged with the Minister in terms of the NEMA EIA Regulations. Provide professional advice to the Director-General and the Minister on all enquiries and parliamentary questions related to EIA applications. Assist in the administration and monitoring of compliance with Environmental Authorisations issued; and Provide inputs into environmental related legislation and policies.
- ENQUIRIES APPLICATIONS** : Mr Rhulani Kubayi Tel. No: (012) 399 8883
: Director-General, Department of Environmental Affairs, 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 NOTE** : Human Resource Management
: Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document and where a driver's license is requirement, a certified copy must be attached in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.
- CLOSING DATE** : 02 December 2019
- POST 41/19** : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: COORDINATION, STRATEGIC PLANNING AND SUPPORT REF NO: LACE12/2019**
- SALARY CENTRE REQUIREMENTS** : R402 045 per annum (OSD)
: Pretoria
: Honours Degree in Environmental Management/ Science or natural sciences or related field. Attendance of Environmental Management or EIA courses and GIS skills will serve as added advantages. 2-3 years relevant working experience. Experience in the administration and review of EIAs and the administration of EIA systems and tools will serve as an added advantage. Thorough knowledge of and experience in the National Environmental Management Act, as amended, in particular S24G of NEMA. Thorough knowledge and experience of GN Regulations 982, 983, 984 and 985 and the amendments thereto. Currently involved in the EIA sector. Advanced computer literacy and relevant experience. Good communication skills (written, verbal). Good organising, planning and reporting skills. Problem solving and strategic thinking skills. The ability to work individually and in a team. The ability to work under pressure without supervision and to multitask and Willingness to travel and a valid driver's licence.
- DUTIES** : Administration of Environmental Impact Assessments (EIAs) and the EIA systems and tools used. Implementation and maintenance of approved systems, tools and Standard Operating Procedures (SOPs) related to environmental impact management. Provide input into the development of systems, databases and tools related EIA applications. Development and updating of EIA templates, SOPs and Reports. Compilation of Chief Directorate statistics and performance on a weekly, monthly and quarterly basis. Assist in the distribution and reporting of workloads. Screening of and acknowledgement of EIA, integrated, S24G and amendment applications and reports. Provide EIA administration support. Provide general office administration support. Correspondence and document management. Assist

in responding to media queries, Ministerial and Parliamentary questions; and Internal and external liaison regarding applications for EIA applications (communication with clients and stakeholders).

- ENQUIRIES APPLICATIONS** : Mr Rhulani Kubayi Tel No: (012) 399 8883
: Director-General, Department of Environmental Affairs, 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 NOTE** : Human Resource Management
: Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document and where a driver's license is requirement, a certified copy must be attached in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.
- CLOSING DATE** : 02 December 2019
- POST 41/20** : **ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND SERVICE BENEFITS AND CONDITIONS REF NO: COO23/2019**
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Total package of R532 814 per annum/ conditions apply)
: Cape Town
: An appropriate three-year Bachelor's Degree/National Diploma in Human Resources Management or equivalent related qualification plus a minimum experience of 3 years in the field of Human Resources. Knowledge and understanding of the Human Resource Management legislation and regulatory framework, Public Service prescripts, HR practice and procedures as well as Administrative procedures. Skills: Good communication (verbal and written), organising, planning, research, analytical, coordination and stakeholder liaison, project management and people management. Ability to interpret and implement policies. Willingness to travel and work extended hours.
- DUTIES** : Coordinate, supervise and facilitate effective recruitment, shortlisting and interviewing of competent human resources. Monitor effective Personnel Suitability Checks and ensure placement of employees on PERSAL. Ensure and provide support in terms of service conditions and benefits such as leave, PILIR allowances, pensions, resettlement, medical assistance, overtime, financial disclosures for SMS. Provide advice on all HR related matters.
- ENQUIRIES APPLICATIONS** : Ms S Nzwane Tel No: (021) 814 8091/Ms P Diphaha Tel No: (012) 399 9602
: Application must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License in order to be considered, and forwarded to Director-General: The Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000. OR Hand deliver to Department of Environmental Affairs, 14 Loop Street Cape Town or 63 strand Street, Cape Town 8000.
- FOR ATTENTION NOTE** : Human Resource Management
: Applications must be submitted on a signed Z83 form obtainable from any Public Service Department and must be completed in full accompanied by certified ID copy and copies of qualifications together with recent Curriculum Vitae, and stating the reference number and title of the post. Failure to submit the required documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within

three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 02 December 2019

POST 41/21 : **ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATION REF NO: EP16/2019**

SALARY : R376 596 per annum

CENTRE : Pretoria

REQUIREMENTS : An appropriate 3-year Bachelor's degree/National Diploma in Accounting and/ or Financial Management or equivalent qualification. Registration as a Chartered Accountant (CA) will serve as an added advantage. The applicant should at least have 3 years' experience in the field of Public Financial Management; Preparation of Ledger Accounts, Trial Balances and financial statements; in-depth knowledge of Modified Cash Standards (MSC), GRAP, IFRS, PFMA and Treasury Regulations. The candidate must have the following skills: computer skills (Advanced Excel, MS Office), knowledge of BAS, good verbal and written communication skills, interpersonal, coordination and stakeholder management skills, organizational skills, facilitation skills and a good understanding of government processes and financial reporting. The successful candidate must have a valid driver's license as he/she will be expected to travel extensively.

DUTIES : Assist the EPWP project implementers to comply with Modified Cash Standards requirements when preparing quarterly, half-yearly and annual financial reports. Check annual audits and completion reports for EPWP projects. Assist with consolidations of Quarterly, half yearly and annual project financial statements. Prepare monthly financial reports. Review BEE report for the Chief Directorate. Prepare payments reconciliations (including South African Post Bank Account). Facilitate submission of Statement of Accounts. Liaise with Auditors. Support programme planning and implementation process and forums/ structures on financial administration issues.

ENQUIRIES : Mr M Thage Tel No: (012) 399 9663

APPLICATIONS : Director-General, Department of Environmental Affairs, 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

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

CLOSING DATE : 02 December 2019

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- CLOSING DATE** : 29 November 2019 12h00 noon No email or faxed applications/No late applications, 12H00 No late applications will be considered. No faxed/e-mailed /late applications will be considered.
- NOTE** : Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details), original certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

- POST 41/22** : **SENIOR FUND ACCOUNTANT: CONTRIBUTIONS MANAGEMENT REF NO: SFA/CM/2019/11-1P**
Permanent
The purpose of the post is to ensure provision of administrative services to the Contribution Management unit within the GPAA.
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08) (basic salary)
: Pretoria Head Office
: An appropriate recognized three-year qualification (360 credits/NQF6) in Finance or related field with at least three (3) years' experience in Contributions. Management/Finance/Retirement Fund administration/processing environment which should include at least one (1) year supervisory experience; Computer literacy that would include a good working knowledge of Microsoft Office (MS Excel, MS Word, MS PowerPoint and MS Outlook). Knowledge of administration of Employee Benefits. Knowledge of applicable legislation within Employee Benefits Section.

Knowledge of Financial Administration. Knowledge of GEPF services and products. Knowledge of Project Management. Business Analytical skills. Managerial, motivation and training skills. Planning and organising skills. Decision making and problem solving skills. Communicate effectively at all levels. Interpersonal relations skills. Customer service oriented. Work independently. Ability to work under pressure. Ability to delegate. Integrity, reliability and honesty.

DUTIES : The successful incumbent of the position will be responsible for a wide variety of tasks which includes but are not limited to the following: Ensure the reconciliation of Electronic and Manual Contributions for TEPF, AIPF and GEPF and issue Benefit Statements: Check, confirm and sign off S-drive reconciliations for all employers submitted by fund accountants (Manual employers only). Collect contributions for the following month. Compile monthly sign off reconciliations for all the GEPF Funds to be reviewed and signed off by the managers. Authorization of contributions refunded to employers. Monitor issuing of Benefit statements. Keep benefit statement schedule up to date for submission and a record of statements submitted; Keep monthly statistics of progress of benefits statements issued. Compile weekly, monthly and quarterly reports. Financial year end reconciliation. Oversee the billing run reconciliation, Z102 calculations and maintenance of member and employer records: Z102's calculation and maintenance. Compilation of Z102 stats. Sign off debt acknowledgement form. Liaison with stakeholders. Monitor the complaint register and ensure queries are resolved timeously. Provide age analysis of Z102. Compile weekly, monthly and quarterly report. Reconciliation of billing run transactions after billing run. S-drive reconciliation of salaries and personal details. Ensure the Purchase of Service (POS) and Leave without Pay (LWP) collection: Reconciliation of Purchase of Service at members level. The receipt and collection of Purchase of Service instalments for all GEPF Funds and all participating employers. Compile reconciliations sign off for all GEPF Funds. Confirmation of Purchase of Service period and outstanding amount upon receipt of withdrawals file. Oversee Reconciliation of Additional Liability Claims: Raising new Additional Liabilities claims. Checking late payment interest calculation for all employers and sign off interest letters. Ensure acknowledgement letters and other correspondences are sent to Employers. Compile monthly sign off reconciliations for all additional liability outstanding claims. Check performed employer additional liability estimate calculations and liaise with employer timeously. Compile weekly, monthly and quarterly reports. Financial year end reconciliations. Supervision of staff. Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions. Maintain discipline.

ENQUIRIES APPLICATIONS : Ms Ntsibakazi Mtshabe Tel No: (012) 399 2758
 : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001.

NOTE : One permanent Senior Fund Accountant: Contribution Management position is currently available within EB Finance Contributions Management unit of the GPAA. Note: Employment Equity target for the post is African/Coloured/Indian/White males or Coloured or Indian female and people with disability. Candidates of the specified groups are encouraged to apply.

POST 41/23 : **FUND ACCOUNTANT: CONTRIBUTIONS MANAGEMENT REF NO: FA/CM/2019/11-1P**
 Permanent
 The purpose of the role is to provide administrative services to the Manual Contribution function within GPAA.

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07) (basic salary)
 : Pretoria Head Office
 : An appropriate recognized 3 year tertiary qualification/B Degree/National Diploma in Finance/Accounting (at least 360 credits/NQF 6) with two years appropriate experience in Contributions Management/Finance/Retirement Fund administration or Retirement processing environment. Computer literacy that would include a good working knowledge of Microsoft Office (MS Excel, MS Word, MS PowerPoint and MS Outlook). Knowledge of Administration of Employee benefits. Knowledge of Applicable legislation within Employee

DUTIES

: Benefits Section. Knowledge of Financial Administration. Knowledge of GEPF services & products. Business analytical skills. Planning and organising skills. Decision making skills. Problem solving skills. Interpersonal relations. Communicate effectively at all levels. Customer service orientation. Work independently. Ability to work under pressure. Integrity, reliability and honesty. The successful incumbent of the position will be responsible for a wide variety of tasks which includes but are not limited to the following: Administer the capturing, allocation of receipts, reconciliation of Electronic and Manual Contributions for TEPF, AIPF and GEPF and issue benefit statements: Receive Bank and PMG statements from the Finance section. Compare Bank statements and PMG statement with each other and do follow up on unknown. Create receipt on CIVPEN using source documents. Allocation of receipts for Manual and Electronic contribution. Employers' as per salary schedule immediately after receipt would be allocated as per above breakdown. Capture journals for correction and adjustment of employer records. Collection and submission of salary schedules and follow up in writing on outstanding schedules. Reconciliation of contributions collected with salary schedules received. Calculation of Interest on outstanding contributions and liaise with the Employer. Keep statistics on total of all errors identified, fixed records and total benefits submitted to the members. Compile financial year-end manual employers' provisions of contributions. Send member's benefit statements for all Manual members. Request PDF benefit statement and create a CD for distribution to the manual employers. Follow up on BAS payment with no proof/member or employer information. Loading warning on member's record upon receipt of proof of payment. Amend receipt once confirmation is received. Send financial year end letter to employers. Conduct Member level reconciliation, billing run, updating and data cleansing for member and employer: Update and maintenance of members personal and salary after monthly reconciliation of contributions. Update of personal information. Performing of member level reconciliation. Liaise with employer department to facilitate the correction of member' records. Send list of new admissions to membership to admit members and exit of terminated members with relevant information update the admission dates. Execute billing run for manual employers to create debts for each employer per fund. Creation of new employer code and PFI code and loading of bank details. Maintenance of employer information. Z102 calculations and Maintenance of member records: Receiving the member's Z102 or member's exit forms. Confirm the Z102 Salary notches loaded are correct and ties up to Salary notches on the system. Extract member and employer contribution records. Confirm Z102 salaries with manual recon on S drive for manual employers. Loading pensionable salary amount on the system. Performing the Short and Long Calculation of member's contributions. Find defective or missing data by investigating each member's record and facilitating corrections. Where payments were not received, recalculate arrear contribution plus interest. Upon receipt of arrears contributions amend the arrear contribution warnings and send the Z102 to relevant section for further processing. Dispatch the member's documents/file to relevant section for further processing. Compiling daily stats and keeping record of all write-off amounts. Purchase of Service (POS) and Leave without Pay (LWP) installments collection: Monthly reconciliation and adjustment of member debt records. Allocating payment received against the member's debt. Capture journals for the adjustment and correction of member's debt. Send letters to the member and employer with regard to the outstanding POS debt. Loading pensionable salary amount on the systems. Update member's purchase of service record/s upon receipt of exit file/withdrawal documents. Performing member's debt reconciliation to confirm whether all contributions were received. Effective performance of reconciliation for suspense account. Accurate passing of journal adjustments to adjust and correct payments and member/employer records. Completing the individual reconciliation. Effective reconciliation of Additional Liability claims: Raising of additional liability claims debts. Capturing and allocation of payments and non-payment of claims. Calculating late payment interest, sending of interest letters and adjusting employers' debt timeously. Performing benefit calculations for members who wish to retire early by performing benefit calculation estimates manually and on web calculator. Performing age analysis on long outstanding debt. Arranging meetings with the employers where disputes have been raised. Facilitating re-calculations with other sections concerned if disputes arise. Calculate arrears and refunds: Calculate arrears if member has not contributed

for a certain period. Send a letter with the attached calculations to the employer for payment on amount due. Upload salaries for arrear payment received. Receive and register refunds request from employers. Load a warning on the system of outstanding arrears. Calculate additional interest on arrears not received. Compile refunds letters to the employer. Liaise with membership section to assist in updating members' service date. Compile complain register.

**ENQUIRIES
APPLICATIONS**

: Ms Ntsibakazi Mtshabe Tel No: (012) 399 2758
: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001.

NOTE

: One permanent Fund Accountant: Contribution Management position is currently available within EB Finance Contributions Management unit of the GPAA. Note: Employment Equity target for the post is African/Coloured/Indian/White males or Coloured or Indian female and people with disability. Candidates of the specified groups are encouraged to apply.

POST 41/24

: **PERSONAL ASSISTANT: MANAGEMENT SUPPORT REF NO:
PA/GM/MS/2019/11-1P**
Permanent
The purpose of the role is to render a secretarial support service to the General Manager: Management Support in GPAA.

**SALARY
CENTRE
REQUIREMENTS**

: R257 508 per annum (Level 07) (Basic Salary)
: Pretoria Head Office
: An appropriate and recognised 3 year qualification (preferably Secretarial/Office Management) coupled with 2 years' experience in rendering support services to general management. Knowledge and experience of the MS Office package, specifically relating to word processing, Outlook, PowerPoint and Excel. Knowledge of Office Administration. Knowledge of Public Service and departmental Prescripts and Legislations. Knowledge of Financial Administration (budgeting). Be able to conduct research and analyze documents and situations. Keep abreast with procedures and processes with the office of the General Manager. Excellent verbal and written communication skills (Experience in compiling memos and taking minutes). Good telephone etiquette. Ability to act with tact and discretion. High level of reliability. Good interpersonal relations. Adhering to business ethics. Sound organising skills. Good grooming and presentation skills. Self-management and motivation skills.

DUTIES

: The successful candidate will be responsible for the following functions, and include but not limited to: Renders administrative support services: Ensures the effective flow of information and documents to and from the office of the General Manager. Ensures the safekeeping of all documentation in the office of the General Manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports such as progress reports, monthly reports and management reports. Scrutinizes routine submissions/reports and make notes and/or recommendations for the General Manager. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Does filing of documents for the General Manager where required. Collects, analyses and collates information requested by the General Manager. Clarifies instructions and notes on behalf of the General Manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the General Manager. Manages the leave forms, leave register and telephone accounts for the unit. Handles procurement of standard items like stationery, refreshments etc. for the activities of the General Manager. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides a secretarial/receptionist support service to the General Manager: Receives telephone calls and refers the calls to the correct role players if not meant for the General Manager. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the General Manager. Utilizes discretion regarding meeting requests - to decide whether to accept/decline or refer to other employees based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the General Manager regarding engagements. Compiles realistic schedules of appointments. Provides support to General Manager regarding meetings: Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the

General Manager to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players. Follow-up on the progress made. Prepares briefing notes for the General Manager as required. Coordinates logistical arrangements for meetings when required. Support the GM with the administration of the executive General Manager's budget: Collects and coordinates all documents that relate to General Manager's budget. Assists the General Manager in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts General Manager of possible over and underspending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the General Manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the General Manager of changes. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly: Remains up to date with regard to prescripts/policies and procedures applicable to his/her work terrain. Remains abreast with the procedures and processes that apply in the office of the GM.

ENQUIRIES
APPLICATIONS

: Ms Ntsibakazi Mtshabe Tel No: (012) 399 2758
: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001.

NOTE

: One permanent position of Personal Assistant is currently available at the Government Pensions Administration Agency: Office of the General Manager: Management Support. Employment Equity target for the post is African, Indian or White female or African/Coloured/Indian/White male candidates or persons with a disability. Candidates of the specified groups are encouraged to apply. Take note that it may be expected of the shortlisted applicants to undergo an assessment related to the position.

DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets, Pretoria.
- FOR ATTENTION** : Ms T Moepi
- CLOSING DATE** : 09 December 2019 at 12h00 Middy
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's licence. 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 Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 41/25** : **CHIEF DIRECTOR: LEGAL SERVICES REF NO: NDOH 48/2019**
Chief Directorate: Legal Services and Parliamentary Affairs
- SALARY** : R1 251 183 per annum (An all-inclusive remuneration package) basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A four-year Legal qualification. An admission as an Advocate or Attorney would be an advantage. At least five (5) years' experience at a senior management level (strategic management level) within a legal environment. Experience in providing legal advice, drafting of legal opinions and negotiating, scrutinising, drafting and editing legal documents and/or contracts. Advanced knowledge of the South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of Statutes, Planning and Development Law, Civil Litigation and Mediation, Public Service Act and Regulations, Public Finance Management Act, National Treasury Regulations, Promotion of Access to Information Act, 2000, Promotion of Administrative Justice Act, 2000, Intergovernmental Relations Framework as well as procurement prescripts. Excellent communication (verbal and written), interpersonal and computer skills (MS Office package). Creative and an innovative thinker. Willingness to travel frequently and work long and irregular hours. Ability to function well under pressure. A valid driver's licence.
- DUTIES** : Draft and supervise the drafting of all legislation administered by the department. Provision of legal support (including the management and

coordination of litigation as well as ensuring compliance with the requirements of Chapter 9 institutions) to the department and ministry. Continued review of the legislation administered by the department. Effective and efficient management of financial, physical and human resources. Management of risk and audit queries.

- ENQUIRIES** : Ms V M Rennie on Tel No: (012) 395 8504
- POST 41/26** : **CHIEF-DIRECTOR: HUMAN RESOURCES FOR HEALTH REF NO: NDOH 49/2019**
Chief Directorate: Human Resources for Health Planning, Development and Management
- SALARY** : R1 251 183 per annum (An all inclusive remuneration package))basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion). The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE REQUIREMENTS** : Pretoria
: A post-graduate degree or equivalent NQF Level 7 qualification in Health Sciences. A qualification in Health Economics will be an advantage. At least five (5) years' experience at a senior management level in Human Resources Management or related field. Experience should include the development, implementation and monitoring of HRH Workforce policies, planning, education and training programmes. Knowledge of global trends and best practices in HRH Policy and Planning. Knowledge of local HRH Information systems (e.g. PERSAL and ICSP Online), performance, procurement and financial management. Good communication (written and verbal), computer, planning, organisational and management skills. Ability to work independently and under pressure as well as travel and work long and irregular hours. A valid driver's licence.
- DUTIES** : Provide strategic leadership and facilitate the development, implementation and monitoring of HRH policies. Provide strategic direction for HRH Planning, Management and Development. Ensure the maintenance of a well-developed HRH Information system. Strengthen stakeholder relations. Provide strategic leadership and overall management to the Directorates within the cluster.
- ENQUIRIES** : Dr G. Andrews Tel No: (012) 395 9588
- POST 41/27** : **DIRECTOR: COMMUNITY OUTREACH SERVICES REF NO: NDOH 46/2019**
(Contract Ending 31 March 2022)
Chief Directorate: District Health Services
- SALARY** : R1 057 326 per annum (An all-inclusive remuneration package) (basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion). The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE REQUIREMENTS** : Pretoria
: A Bachelor's degree in Public Health/Health Policy or equivalent NQF Level 7 qualification in a Health related field. At least five (5) years' experience in community outreach services, health system strengthening or health environment at a middle management level. Knowledge and understanding of the South African National Health System, Community Outreach Services and Ward Base Primary Health Care Outreach Teams (WBPHCOTs) programme as well as Primary Health Care services. Experience in Policy Development, Research, Planning, Analysis, Literature Review and Information Knowledge Management in health. High-level policy and/or systems strengthening experience. Strong initiative, ability to develop and carry out work plans and demonstrated skills for solving problems independently. Experience in financial and programme management as well as working with international NGO's particularly Global Fund and PEPFAR Agencies. Good communication (written and verbal), computer, leadership, emotional intelligence, strategic, forward thinking and report writing skills. Willingness to travel frequently locally and internationally as well as working long hours. A valid driver's licence.
- DUTIES** : Strategic guidance and leadership in planning, implementation and reporting on the Ward Base Primary Health Care Outreach Teams (WBPHCOTs) programme. Provide technical and operational support and oversight to the WBPHCOT Managers. Provide capacity building for programme managers to

ensure successful implementation of the programme in the provinces. Ensure proper monitoring and evaluation of the WBPHCOTs programme. Facilitate the development of the WBPHCOTs monitoring and evaluation framework and system. Stakeholder management. Managing intersectoral relations and collaboration and to ensure successful implementation. Personnel Management and Leadership. Ensure that supervisees have clear understanding of work/role descriptions, targets and goals to perform their functions and that programme implementation priorities and requirements are integrated into all work related practices.

ENQUIRIES

: Mr B. Asia Tel No: (012) 395 8759.

POST 41/28

: **DIRECTOR: WOMEN'S HEALTH AND GENETICS REF NO: NDOH 50/2019**
Chief Directorate: Women's Maternal and Reproductive Health
Directorate: Women's Health

SALARY

: R1 057 326 per annum (An all inclusive remuneration package) (basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion). The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE REQUIREMENTS

: Pretoria
: A Bachelor's degree or equivalent NQF Level 7 qualification in Health Sciences, Community or Public Health. Registration with a Health Professional Council as recognised by SAQA. At least five (5) years' experience at a middle/senior management level, with specific emphasis on women's health programme. Experience should also be in National and International liaison as well as policy drafting and implementation, strategic and operational planning. Knowledge of family health with particular emphasis on prevention of birth defects, family planning and contraception, Termination of Pregnancy (TOP), sexual assault care and HIV/AIDS. Knowledge of international conventions, such as CEDAW, IPID, World Summit Goals, Millennium Development Goals and the CARMMA strategy for South Africa. Knowledge of PFMA (Public Finance Management Act), Treasury Regulations and human resource legislative framework. Good communication (written and verbal), computer and interpersonal skills. Willingness to travel frequently locally and internationally as well as working long hours. A valid driver's licence.

DUTIES

: Management of women's and reproductive health. Improve access to sexual and reproductive health services through monitoring and evaluation status. Scale up the contraception and family planning services. Revitalise the contraception and family planning campaign to increase the uptake of contraceptive and family planning methods. Promote the utilisation of the modern contraceptive in order to increase the couple year protection rate. Management of women's breast and cervical cancers. Monitoring, evaluation and reporting. Ensure quarterly reporting system compliance on Annual Performance Plan indicators. Ensure the provision of quarterly feedback to provinces on performance indicators. Ensure efficient functioning of the directorate's financial, programme, human resources and risk management.

ENQUIRIES

: Dr M.R. Makua Tel No: (012) 395 9034

POST 41/29

: **LEGISLATIVE DRAFTER AND RESEARCHER REF NO: NDOH 51/2019**
Branch: Corporate Service
Directorate: Legal Services

SALARY

: R1 057 326 per annum (An all-inclusive remuneration package) (basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion). The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE REQUIREMENTS

: Pretoria
: A four-year Legal qualification. Admission as an Advocate or Attorney will be an advantage. At least five (5) years post-qualification experience, of which three (3) years must have been at a middle management level in a legal services environment. Legal research and legislative drafting (Regulations, Executive Acts, International Agreements, Memoranda of Understanding and other legal instruments). Knowledge of the South African Constitutional Law, Administrative Law, Promotion of Administrative Justice Act, 2000, Promotion of Access to Information Act, 2000 and Civil Procedures. Knowledge of and

experience in the understanding of the South African Law and Regulatory Framework. Knowledge of the Public Finance Management Act, 1999 (PFMA), human, physical and financial resources management. Creative thinker. Client orientated. Honesty and integrity. Good managerial, planning, co-ordination, problem solving, analytical, communication (written and verbal), interpersonal and computer skills. Willingness to travel frequently and work long and irregular hours. Ability to work independently and well under pressure yet function as part of a team. A valid driver's licence.

DUTIES

: Provide legal advisory service to the Department and Ministry. Draft legislation administered by the Department, including regulations. Scrutinise all legal documents, including contracts and Memorandum of Understanding (MoUs) with a view to identify legal risks and mitigate or eliminate the same. Draft international agreements. Manage litigation for and against the Department with a view to minimise litigation against the Department. Effective and efficient management of human, physical and financial resources within the directorate.

ENQUIRIES

: Ms V.M. Rennie Tel No: (012) 395 8504

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(INGWE TVET COLLEGE)**

- APPLICATIONS** : Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibanise A/A, Mount Frere 5090.
- CLOSING DATE** : 29 November 2019 at 16:30
- NOTE** : Applications must be submitted on form Z83 obtained from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

OTHER POST

- POST 41/30** : **PROJECT MANAGER: MAINTENANCE AND INFRASTRUCTURE REF NO: 2019/11/01**
Three (3) years fixed term contract
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09) plus 37 % in lieu of benefits.
Administration Office
Senior Certificate or equivalent qualification. An appropriate Bachelor Degree in Civil Engineering/ Building Science or equivalent qualification in the construction field. Five (5) years relevant experience in construction or Civil of which three (3) years must be on the must be on Supervisory level. Registration with a relevant professional body would be an added advantage – proof should be attached. An understanding of Public Finance Management Act, no 1 of 1999, Project Management. Proven interpersonal skills and good verbal and written communication in English. Proven office administration skills relating to client relations and liaison, function organisation, equipment management, logistical scheduling, telephone etiquette. Proven computer literacy in MSWord, MS Excel and MS PowerPoint. A Valid Driver's licence.
- DUTIES** : Monitoring and Reporting: On infrastructure development and maintenance as well as performance in accordance with the relevant laws and regulations. Manage the contractors and service provider's functions by ensuring that all deliverables are met within the reasonable and agreed timeline, prepare monthly, quarterly and monthly and annual reports for Management and Council; and monitor the budget for the unit. Manage the staff and resources within the unit; strengthen internal controls on project and contract management, prepare the project file to all relevant stakeholders and assist to resolve audit queries.
- ENQUIRIES** : Miss NA Damoyi Tel No: (039) 9402142

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

- APPLICATIONS** : A detailed CV or profile must be submitted to the Department of International Relations and Cooperation, Private Bag X152, Pretoria, 0001 or hand-deliver to OR Tambo Building, Soutpansberg Road, Rietondale.
- FOR ATTENTION** : Ms H.V. Chabalala
- CLOSING DATE** : 29 November 2019

OTHER POST

- POST 41/31** : **AUDIT COMMITTEE MEMBER**
Applications and/or Nominations for a Member to serve on the Audit Committee
- SALARY** : Members who are appointed will be remunerated in terms of the approved Departmental Arrangements in line with Treasury Regulations.
- REQUIREMENTS** : One (1) member with Human Resource Management expertise. Applications are hereby invited from suitably qualified candidate to be appointed as a Member of the International Relations and Cooperation's Audit Committee for a period of three (3) years. In accordance with Section 38 of the PFMA the Department of International Relations and Cooperation seeks to appoint suitably qualified Professional to serve as Audit Committee Member from for a three (3) year term effective from 01 January 2020. Applications are invited from Human Resource Management field of professions that will add value to the Department. Experience in serving as an Audit Committee Member or governance structure in a Government institution will be an advantage. Competencies: Expertise in either of the following areas: Human Resources and Labour Relations Governance Project Management. Member must possess the following qualities: Independence Integrity Objectivity Willingness to dedicate time Communication skills.
- DUTIES** : Key functions of the Committee are as per National Treasury's Internal Audit Framework, Government prescripts and good governance requirements, which, among others, highlight the following: Manage the functional performance of Internal Audit quarterly. Ensure combined assurance from all the assurance providers. Review the plans of both the Internal and External audit. Review the reports of both Internal and External Audit and monitor implementation by management Review the Annual Financial Statements.
- ENQUIRIES** : Ms H.V. Chabalala Tel No: (012) 351 0151/ e-mail. chabalalah@dirco.gov.za

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

CLOSING DATE : 02 December 2019

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

MANAGEMENT ECHELON

POST 41/32 : **DIRECTOR: MONITORING AND EVALUATION REF NO: 19/151/DG**

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

CENTRE : National Office: Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA or equivalent qualification; 5 years' experience at a middle/ senior managerial level; At least 3 years in Strategic Planning or Monitoring Evaluation; Knowledge of the regulatory framework of the Public Service, the Public Finance Management Act, the Public Regulations, National Treasury Regulations and other relevant prescripts; A valid driver's license. Skills and Competencies: Strategic capability and leadership skills; Programme and project management; Communication skills (verbal and written); Financial management; Numeric and analytical skills; Presentation and facilitation skills; Computer literacy; Diversity management.

DUTIES : Key Performance Areas: Manage Departmental monitoring and evaluation framework and systems; Monitor Departmental programme performance against the Departmental strategic plan and producing monthly reports, quarterly reports and annual reports to oversight bodies; Monitor and facilitate reporting on Departmental programmes and activities against government's Programme of Action (POA); Monitor and facilitate reporting on departmental programmes; Manage the evaluations of programmes and projects; Provide effective people management.

ENQUIRIES : Ms D Modibane Tel No: (012) 315 1668

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 Building, Pretoria, 0001.

NOTE : People with disabilities are encouraged to apply

POST 41/33 : **SENIOR AUDIT MANAGER: INTERNAL AUDITL REF NO: 19/152/IA**

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

CENTRE : National Office: Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA with majors in Financial Accounting and Internal Auditing/ Auditing; 8 years'

experience in Internal Auditing environment; 5 years must be at middle/senior management level; Membership of the Institute of Internal Auditors or a recognized relevant auditing profession; A valid driver's license. The following will serve as added advantage: A Certified Internal Auditor (CIA) or a recognized professional qualification; A formal qualification. Skills and Competencies: Strategic capability and leadership; Programme and project management skills; Financial management; Diversity management; Knowledge management; Communication skills; Planning and organizing; Computer literacy; Communication (written and verbal) skills.

DUTIES : Key Performance Areas: Coordinate and provide inputs in the development of Internal Audit Strategy and annual audit plans; Manage Cluster audits and projects; Coordinate work of internal audit with other assurance providers; Facilitate the promotion and awareness of Internal Audit services in the Cluster; Provide effective people management.

ENQUIRIES : Ms D Modibane Tel No: (012) 357 1351

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 Street, Pretoria.

NOTE : People with disabilities are encouraged to apply.

OTHER POSTS

POST 41/34 : **STATE LAW ADVISER LP7- LP8 REF NO: 19/155/SLA**

SALARY : R763 212 – R1 266 156 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement

CENTRE : Office of The Chief State Law Adviser: Cape Town
REQUIREMENTS : LLB or 4 year recognized legal qualification; At least 5 years appropriate post qualification litigation/advisory experience; Admission as an Advocate or Attorney; Experience in Constitutional Law and Administrative Law will be an added advantage. Skills And Competencies: Legal research and legislative drafting; Advocacy; Problem solving and decision making skills; Litigation skills; Good communication skills (written and verbal); Computer literacy; Planning and organizing skills; Analytical and report writing skills.

DUTIES : Key Performance Areas: Scrutinize and certify Draft Bills of all National Departments with regard to their constitutionality, draft form and style; Appear before committees on both houses of parliament; Write legal opinions for all departments of state in the national, provincial and local sphere of government and other organs of state; Scrutinize draft international agreements and subordinate legislation; Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation; Draft legal documents and advise on the drafting of legal documents that provide clear motivation/ justification; Perform other administrative duties.

ENQUIRIES : Ms P Leshilo Tel No: (012) 357–8240

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

NOTE : People with disabilities are encouraged to apply.

POST 41/35 : **SENIOR ASSISTANT STATE ATTORNEY, LP5-LP6 REF NO: 19/150/SA**

SALARY : R510 432 – R1 192 947 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement

CENTRE : State Attorney: Pretoria
REQUIREMENTS : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience; A valid driver's licence. Skills And Competencies: Computer literacy; Legal research and

- drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection training to other professional staff; Provide supervision and training to other professional staff.
- ENQUIRIES APPLICATIONS** : Ms. KC. Ngomani Tel No: (012) 357 8661
- : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- NOTE** : People with disabilities are encouraged to apply, A current certificate of good standing from the relevant Law Society must accompany the application.
- POST 41/36** : **OFFICE MANAGER REF NO: 19/153/MAS**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court: Pietermaritzburg
- : Bachelor's Degree/National Diploma in Office Administration (NQF6) or equivalent qualification; Minimum of 3 years' experience in administration environment; Knowledge of all legislation and policies that inform the Department's administrative support activities; Knowledge of the core functions of the Masters Office; A valid driver's license. Skills And Competencies: Communication skills (verbal and written); Computer literacy (MS Office); financial management; Leadership and management skills; Analytical and presentation skills; Negotiation and numerical skills.
- DUTIES** : Key Performance Areas: Manage procurement and finance of goods and services; Coordinate external strategic alliances between the office and other stakeholders; Manage documents and undertake policy or line function tasks as required; Manage general support and resources services in the office; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. S. Maeko Tel No: (012) 315 1996
- : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 41/37** : **ADMINISTRATIVE OFFICER REF NO: 19/88/ FS**
- SALARY** : R316 791 – 373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of Family Advocate, Welkom
- : Applicable B Degree/National Diploma in Public Administration; Three (3) years Administrative experience; Knowledge of Financial Management; Knowledge of Human Resource Management; Knowledge of DFI, BAS, JYP and other applicable legislation; Knowledge of Asset and Facility Management; Knowledge of Security and Risk Management; A valid driver's license. Skill and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office). Customer orientated. Good interpersonal skills; Problem solving skills; Proven Managerial and Leadership skills.
- DUTIES** : Key Performance Areas: Exercise control over duties related to Office of the Family Advocate. Manage financial, assets, procurement and budget functions of the office. Prepare all monthly statistical and financial reports for the office. Oversee Employee Relations and Human Resource Development of Administrative staff in the office. Direct and Manage projects aimed at improving the Administrative efficiency of the office. Render advice/assistance on a wide spectrum of matters.
- ENQUIRIES** : Ms. NM Dywili Tel No: (051) 407 1800

- APPLICATIONS** : Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300. OR Physical Address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.
- POST 41/38** : **COURT INTERMEDIARY REF NO: 19/89/FS**
- SALARY** : R316 791–373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate’s Offices: Welkom
- REQUIREMENTS** : Medical Practitioners who specialty of paediatrics or Psychiatry who are registered in terms of section 17 of the Health Professions Act, 1974 (Act 56 of 1974), or, Clinical, counselling or Educational Psychologist who are registered in terms of section 17 of the Health Professionals Act 1974(Act nr 56 of 1974); Family Counsellors who are appointed under section 3(1) of the Mediation in Certain Divorce Matters Act, 1987, and who are or were Clinical, Counselling or Educational Psychologist who registered in terms of section 17 of the Health Professional Act, 1974(Act Nr.56 of 1974; or Social Workers who are registered in terms of section 17 of the Social Service Act, 1978 (Act Nr.110 of 1978) who at least have two years’ experience in social work; Educators as defined in section 1 of the South African School Act, 1996 (Act no 84 of 1996) who (a) have obtained a minimum post Matriculation teacher’s education qualification of three years at a recognized tertiary education institution and (b) have at least three years’ experience in teaching, and are registered in terms of section 21 of the South African council for Educators Act 2000(Act no. 31 of 2000) and include former teachers, who comply with paragraph (a) and (b); Child and Youth care workers who have obtained a minimum post Matriculation education qualification of three years at a recognized tertiary education institution in child and youth care and have at least three years’ experience in child and youth care; Knowledge of legislation and regulations pertaining to public service and administration; Knowledge of legal term and terminology, and understanding Human Rights; Knowledge of Children’s and mentally disabled communication patterns and styles. Languages proficiencies: Applicants must please indicate their language proficiency level in English, Afrikaans, Sesotho, IsiXhosa and any other indigenous language. (Complete section D of Z83) language proficiency testing will be conducted during the interviews; A valid driver’s licence and willing to travel extensively within the province and beyond. Skills and Competencies: Communication and empathetic skills (with children, persons with disabilities and other traumatized witnesses); Trauma and basic counseling skills; Interpersonal relations skills; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.
- DUTIES** : Key performance Areas: Provide intermediary services for vulnerable witnesses, where an application is granted in court; Provide specialized child language and disability services; Maintain Intermediary room; Provide support services to witnesses and make appropriate referrals; Render administration support service in courts; Compile and submit registers, statistics and reports.
- ENQUIRIES** : Ms. NM Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X20578, Bloemfontein 9300, OR hands deliver @ Colonial Building, 53 Charlotte Maxeke Street, Bloemfontein 9301.
- POST 41/39** : **ASSISTANT STATE ATTORNEY, LP3-LP4 (X2 POSTS)**
- SALARY** : R301 452 – R847 047 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Durban Ref No: 19/156/SA (X1 Post)
East London Ref No: 19/160/SA (X1 Post)
- REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; Conveyancing experience will be an added advantage; A valid driver’s licence. Skills and Competencies: legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

- DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Court, Labour Court, Land Claims, CCMA, Tax and Tax Tribunals; Furnish legal advice and opinion; Give effect to the Department's strategic plans, policies and prescripts; Maintain all records of work performed and provide statistics required; Draft and/or settle all types of agreements on behalf of the various clients; Deal with all forms of arbitration, including inter-departmental arbitrations; Attend to conveyancing and related matters on behalf of the State; Guide and train Candidate State Attorneys; Attend to Liquidation and insolvency queries, register trust and companies.
- ENQUIRIES** : Durban: Mr. M. Kooko Tel No: (012) 315 1164 and
East London: Mrs. K. Ngomani Tel No: (012) 357 8661
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application Note: Separate applications must be made quoting the relevant reference.
- POST 41/40** : **SENIOR COURT INTERPRETER REF NO: 24/18/NC**
Re-Advertisement
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrates Office Springbok
Grade 12/NQF Level 4/Grade 12. National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with three (3) years' practical experience as a Court Interpreter; OR Grade 12 with ten (10) years practical experience as a court interpreter. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Drivers' license will be an added advantage Language Requirements: isiXhosa, Setswana, English, Afrikaans are compulsory. Sesotho or isiZulu or proficiency in any official language will be an added advantage; Skills and Competencies: Excellent communication, Listening, Inter- personal relations; Problem solving; planning and organizing and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure.
- DUTIES** : Key Performance Areas: To interpret in court of Law (Civil and Criminal matters: To interpret in small claims courts; Interpret in pre- trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings and , pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance agreements and give feed back to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties assigned to him / her from time to time and to assist with the necessary Administrative duties.
- ENQUIRIES** : Ms C Mashibini Tel No: (053) 802 1300
- APPLICATIONS** : If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
- NOTE** : Officials already on salary levels as per advertisement must please note that if successful the appointment /transfer will be at own cost. Note: candidates who previously applied are encouraged to re-apply
- POST 41/41** : **SENIOR COURT INTERPRETER REF NO: 2019/72/MP**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Piet Retief Magistrate Office

- REQUIREMENTS** : Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three years practical experience in court interpreting; OR Grade 12 with ten years practical experience in court interpreting; Proficiency in two or more indigenous languages; Proficiency in English; Valid Driver's license; Language requirements: Afrikaans; isiZulu; English. Skills and Competencies: Communication skills, Listening skills, Interpersonal skills, Time management, Computer literacy, Analytical Thinking, Problem Solving, Planning and organizing, Confidentiality, Ability to work under pressure.
- DUTIES** : Key Performance Areas: Render Interpreting services; Translate legal documents and exhibits; Develop Terminology; Assist with the reconstruction of Court Records; Perform Specific Line and Administrative Support Functions.; Control and supervision of interpreters.
- ENQUIRIES** : Mr SP Shabangu Tel No: (013) 753 9300 Ext.244
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x11249, Nelspruit 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200.
- POST 41/42** : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-4 REF NO: 49/19/NC**
- SALARY** : R198 411 – R351 795 per annum (Salary will be in accordance with the OSD determination).The successful candidate will be required to sign a performance agreement.
- CENTRE** : Family Advocate: Kimberley
- REQUIREMENTS** : Bachelor's Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP (SA Council for Social Service Professions); A minimum of 0–30 years appropriate experience in Social Work after registration as Social Worker with the SACSSP; Knowledge and experience in Mediation; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license. Skills And Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution and evaluation; Extensive report writing skills; Diversity and conflict management; Attention to detail.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes; Report on the performance of family counselors in the office to the Head of Office.
- ENQUIRIES** : Mr M Sikhweza Tel No: (053) 8331062
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 OR Physical address: New Pubic Building (Magistrate's Court), c/o Knight and Stead Street, 7th Floor, Kimberley, 8301. E-mail or faxed applications will not be considered.
- NOTE** : Candidates whose name appears on Part B of the Child Protection Register as mandated by the Section 123(5) of the Children's Act, 2005 need not apply. Applicants are required to attach proof of initial and current registration with SACSSP.
- POST 41/43** : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-3 REF NO: 2019/71/MP (X2 POSTS)**
- SALARY** : R198 411 – R293 940 per annum (Salary will be determined according to OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Office of the Family Advocate: Nelspruit
- REQUIREMENTS** : Bachelor Degree in Social Worker or equivalent equalization which allows for professional registration with the SACSSP (SA Council for Social Service Professions); A minimum of 0 - 20 years appropriate experience in Social Work

after registration as Social Worker with the SACSSP. Knowledge and experience in Mediation ,court experience in rendering expert evidence , Knowledge and application of Family Law including Mediation in certain Divorce Matter Act , Children's Act ,Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction) A valid driver's license. Skills And Competencies: Communication (written and verbal) skills, Computer literacy (MS Word),Mediation, Interviewing, conflict resolution ,evaluation and reporting writing skills ;Diversity and conflict management and attention to details.

DUTIES : Key Performance Areas: Conduct inquiries to ascertain the best interest of the minor children involved by means of mediation and /or evaluation as per relevant legislation. Evaluate information and compile forensic court reports, Act as expert witness for the Family Advocate in Court, ensure proper case flow administration, Travel to township and rural arrears to conduct enquires and interview parties and source references in Family Law disputes.

ENQUIRES APPLICATIONS : Mr LT Mndebele Tel No: (013) 7539300
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x11249, Nelspruit 1200 Or Physical Address: 24 Brown Street, Ned bank Centre, 4th floor Nelspruit 1200

POST 41/44 : **MAINTENANCE OFFICER MR1-MR5 (X2 POSTS)**

SALARY : R198 411 – R502 893 per annum (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office Ermelo Ref No: 2019/67/MP
Mkobola Magistrate Office Ref No: 2019/68/MP

REQUIREMENTS : LLB degree or recognized 4 year legal qualification. Skills Competencies: Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides Clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation; Language skills (oral & written); Motivational skills, Loyalty, honesty, ability to work under pressure etc, Communication skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.

DUTIES : Key Performance Areas: Conduct preliminary interviews: Conduct informal maintenance enquires; Conduct formal maintenance enquiries: Render administrative support.

ENQUIRIES APPLICATIONS : Ms. NC Maseko (013) 753 9300 Ext.224
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x11249, Nelspruit 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200.

POST 41/45 : **ESTATE CONTROLLER EC1 REF NO: 19/159/MAS (X2 POSTS)**

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

CENTRE : Master Of the High Court: Grahamstown

REQUIREMENTS : An LLB degree or recognized four years legal qualification. Skills And Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

DUTIES : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and asses estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.

ENQUIRIES APPLICATIONS : Mr. C. Msiza Tel No: (012) 315 4754
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE : People with disabilities are encouraged to apply.

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2016, will take highest preference in selection of suitable candidates.

- CLOSING DATE** : 02 December 2019
- NOTE** : For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in BLOCK LETTERS. Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (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. A valid driver's license will be a requirement where applicable. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.

MANAGEMENT ECHELON

- POST 41/46** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2019/350 (X3 POSTS)**
National Prosecutions Services
- SALARY** : R1 308 345 per annum (Level 14) (Total Cost Package)
- CENTRE** : DPP: Johannesburg
- REQUIREMENTS** : A recognised four-year legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. Valid driver's license.
- DUTIES** : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional

evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES
APPLICATIONS**

: Reuben Palai Tel No: (011) 220 4124
: e-mail: Recruit2019350@npa.gov.za or Fax: 012 843 1752

POST 41/47

: **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT
2019/351 (X2 POSTS)**
National Prosecutions Services

**SALARY
CENTRE
REQUIREMENTS**

: R1 308 345 per annum (Level 14) (Total Cost Package)
: DPP: Cape Town (OCC)
: A recognised four-year legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Experience or knowledge in POCA legislation will be an added advantage. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. Valid driver's license is recommended.

DUTIES

: Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES
APPLICATIONS**

: Angelene Jansen Tel No: (021) 487 7123
: e-mail: Recruit2019351@npa.gov.za or Fax 012 843 1755

POST 41/48

: **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT
2019/381**
Specialised Commercial Crime Unit

**SALARY
CENTRE
REQUIREMENTS**

: R1 308 345 per annum (Level 14) (Total Cost Package)
: Cape Town
: A recognised four-year legal qualification. Admission as an Attorney and/or Advocate will be an added advantage. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least ten years post qualification legal experience in civil and criminal litigation and such legal experience as in the opinion of the Minister renders and application suitable for appointment as Deputy Director of Public Prosecutions. Proven ability to prosecute and guide serious, complex and organised commercial crime cases and corruption matters. Prior prosecuting

experience in commercial crime including corruption will be added advantage. Knowledge of asset forfeiture, mutual legal assistance and extradition. Proven ability and experience in analysing forensic audit reports and balance sheets. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid driver's licence.

DUTIES : Manage and direct the activities of the office. Conduct prosecution of serious, complex and organized commercial crime cases and corruption matters. Advise police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Provide mentorship and guidance to lower level staff. Conduct prosecution on behalf of the State and appear in motion proceedings relating to criminal prosecutions and also appeals and reviews.

ENQUIRIES : Angelene Jansen Tel No: (021) 487 7123
APPLICATIONS : e-mail: Recruit2019381@npa.gov.za or Fax: 012 843 1858

POST 41/49 : **CHIEF PROSECUTOR**
National Prosecutions Services

SALARY : R1 308 345 per annum (Level 14) (Total Cost Package)
CENTRE : CPP: George Ref No: Recruit 2019/399
CPP: Welkom Ref No: Recruit 2019/406

REQUIREMENTS : A four-year legal qualification. At least ten years post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Organisational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office. Decision making ability. A valid driver's license is a requirement.

DUTIES : Manage the performance of the NPA personnel in the lower courts, aligning such performance to the strategic plans of the NPA. Manage and oversee resources of the cluster and align them to the objectives of the NPA. Manage, train and guide Prosecutors and stakeholders in respect of all litigations in the cluster. Study, decide and recommend on budget and expenditure in line with the decision of NPA corporate Services and NPS. Manage the institution of/and conduct criminal proceedings on behalf of the State, in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross examining witnesses as well as presenting arguments in court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Compile reports and enter into correspondence on matters and activities pertaining to the cluster. Map out and implement strategic interventions for the cluster to guide prosecutors towards achieving strategic objectives. Check and ensure that a high standard of professional work is being carried out.

ENQUIRIES : CPP: George: Angelene Jansen Tel No: (021) 487 7123
CPP: Welkom: Lemmer Ludwick Tel No: (051) 410 6001
APPLICATIONS : CPP: George: e-mail: Recruit2019399@npa.gov.za or Fax: 012 843 1878;
CPP: Welkom: e-mail: Recruit2019406@npa.gov.za or fax 012 843 1885

OTHER POSTS

POST 41/50 : **REGIONAL HEAD REF NO: RECRUIT 2019/400**
Office for Witness Protection

SALARY : R869 007 per annum (Level 12) (Total Cost Package)
CENTRE : Bloemfontein

REQUIREMENTS : An appropriate B Degree (NQF level 7)/ Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Law; Law Enforcement or Management. Understanding of and competency in People Protection. Competency in at least 2 languages, one of which must be English (multi-linguistic skills will be advantageous). Communication skills (verbal and written). Planning, organisational and financial management skills. High level of sensitivity towards people management. Knowledge of the Witness Protection Act, No 112 of 1998, the Constitution of the RSA. Sound

interpersonal relations. Conflict management and conflict resolution. Negotiating and analytical skills. High level of dedication. Ability to think logically and a high level of empathy. Must be prepared to travel extensively, even after hours. Sound knowledge of the National Crime Prevention Strategy. Sound knowledge of the Public Service Act and Regulations. Sound knowledge of the Minimum Security Information Standards. Sound knowledge of Leading and Planning of Operations. Valid driver's license.

DUTIES : Provide leadership to and manage the Regional Office under the supervision and guidance of the Director. Responsible for the efficient management and administration of the Regional Office: including the effective utilisation and training of staff, maintenance of discipline, promotion of sound, labour relations and the proper use and care of government property. Manage the finances, budget of the regional office in accordance with the Public Finance Management Act, No 1 of 1999, the prescripts of the Department of State Expenditure and Treasury and comply with the Auditor-General Act, No 12 of 1995. Provide the necessary support to the Director regarding core responsibilities within the OWP. Voluntarily work outside his/her normal hours of work whenever necessary or required, devoted such portion of his/her time, attention and expertise to the affairs of the OWP, as could, in circumstances, be reasonably expected of him/her. Consult with other relevant role players likely to be affected by strategic initiatives with regard to governance, resources and service delivery. Manage the welfare of witnesses within the Province. Manage the Provincial Assets and Fleet. Ensure proper implementation of relevant prescripts and standard operation procedures. Implement Security Measures for Protection of Information as prescribed in the MISS Document. Manage the letting and leasing of properties within the Province.

ENQUIRIES : Girles-Kate Maletswa Tel No: (012) 845-6913
APPLICATIONS : e-mail: Recruit2019400@npa.gov.za or Fax 012 843 1879
NOTE : Female candidates are encouraged to apply.

POST 41/51 : **DISTRICT COURT PROSECUTOR**
National Prosecutions Service

SALARY : R301 452 - R847 047 per annum (Level LP-3 to LP-4) (Excluding Benefits) (Total Cost Package)

CENTRE : CPP: Klerksdorp (Wolmaranstad) Ref No: Recruit 2019/401
CPP: Witbank (Standerton) Ref No: Recruit 2019/402
CPP: Thohoyandou (Tshilwavhusiku) Ref No: Recruit 2019/403
CPP: Polokwane (Nkowankowa) Ref No: Recruit 2019/404
CPP: George (Calitzdorp) Ref No: Recruit 2019/405

REQUIREMENTS : A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage. A valid driver's licence will be a requirement where applicable. Relevant service certificates must accompany the application.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.

ENQUIRIES : CPP: Klerksdorp: Flora Kalakgosi Tel No: (018) 381 9041
CPP: Witbank: Gift Chiloane Tel No: (013) 045 0623
CPP: Thohoyandou and CPP: Polokwane: Thuba Thubakgale Tel No: (015) 045 0285
CPP: George (Oudshoorn): Angelene Jansen Tel No: (021) 487 7123

APPLICATIONS : CPP: Klerksdorp (Wolmaranstad): Recruit2019401@npa.gov.za or Fax: 012 843 1880
CPP: Witbank (Standerton): Recruit2019402@npa.gov.za or Fax 012 843 1881
CPP: Thohoyandou (Tshilwavhusiku): Recruit2019403@npa.gov.za or Fax 012 843 1882
CPP: Polokwane (Nkowankowa): Recruit2019404@npa.gov.za or Fax 012 843 1883
CPP: George (Calitzdorp): Recruit2019405@npa.gov.za or Fax 012 843 1884

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. Website: www.dpme.gov.za
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 29 November 2019 @ 16:30 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on originally signed Z.83 accompanied by original certified copies of all qualifications, Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 41/52**SENIOR EVALUATION SPECIALIST REF NO: 037/2019**

Chief-Directorate: Evaluation

SALARY

- : R1 057 326 per annum (Level 13). (All-inclusive salary package per annum)
The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE REQUIREMENTS

- : Pretoria
- : An appropriate qualification (NQF 7) in Social/Economic Sciences/Research/Evaluation or equivalent with at least 8 years' relevant experience in evaluation/research of which 5 years' at MMS (Deputy Director or equivalent) level. An NQF 8 qualification and/or specialist training courses will be an added advantage. The successful candidate should have Strong knowledge of qualitative research methodologies and ideally quantitative as well and have Strong research background. Operate successfully with high-level staff in government. Should be credible in the academic environment.

Good understanding of government across the three spheres (National, Provincial and Local). Practical experience of undertaking several evaluations. Should have Project/Programme Management and financial management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. Ability to control financial resources and manage/supervise staff.

- DUTIES** : The successful incumbent will be responsible to lead on certain sectors or types of national evaluations. This would involve liaising with outcomes facilitators and specific departments to identify and take forward specific evaluations; Undertake certain evaluations and research assignments directly and Providing methodological support to government around evaluation. Participating in the national Evaluation Technical Working Group; Development of technical elements of the evaluation system and support specific provinces to produce provincial evaluation plans. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and Human Resources planning. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate.
- ENQUIRIES** : Mr N Nomlala Tel No: (012) 312-0452

OTHER POSTS

- POST 41/53** : **PROJECT AND CONTENT COORDINATOR REF NO: 036/2019**
Chief Directorate: Intervention Support

- SALARY CENTRE REQUIREMENTS** : R470 040 per annum (Level 10) plus benefits
: Pretoria
: A relevant 3-year tertiary qualification (NQF6) in the areas of Office Management & Technology, Business Administration, Public Management/Administration, Project Management or equivalent with at least 5 years' appropriate experience of which 3 years must be in Project and Content Coordination and 2 years at supervisory level. Must have a valid driver's license. Ability to travel. An NQF7 qualification or specialised training/courses will serve as an added advantage. Competencies/Skills: High level skills in report writing, project management and desktop research, sound knowledge of the Microsoft Office suite (including Excel and PowerPoint). Must have good problem solving skills & attention to detail, should have excellent verbal and written communication skills, analytical skills and strong customer service skills. Personal attributes: Professional demeanor, a heightened sense of urgency and accuracy, the ability to maintain high work standards under sustained pressure and frequent deadlines. The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to maintain high levels of confidentiality.

- DUTIES** : The successful candidate will be responsible for coordinating multiple projects and administrative systems in the Operation Phakisa Unit. This entails providing management support in the unit to ensure efficiency and effectiveness. Developing and implementing operating systems and procedures within the unit. Coordinating and consolidating the unit's Quarterly and Annual Performance Plans. Monitoring the budget of the unit (including monthly cash flow projections) and facilitate procurement of goods and services. Manage the Office of the Head of the Unit: Coordinating communication between the Head of the Unit and stakeholders on the work of the Unit. Providing the Head of the Unit with secretarial and administrative support. Coordinating meetings between the Head of the Unit and stakeholders and managing traveling and related duties on behalf of the Head of the Unit.
- ENQUIRIES** : Ms K Mogotsi Tel No (012) 312 0465.

- POST 41/54** : **SENIOR PERSONNEL PRACTITIONER: HRD REF NO: 038/2019**
Sub-Directorate: HR Utilisation Development

- SALARY** : R316 791 per annum (Level 08) plus benefits

- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (NQF 06) in the areas of HRD, HRM, Industrial Psychology, Public Administration/Management or related fields with at least 4 years appropriate experience of which 2 years must be in the various disciplines related to human resources development and 2 years at supervisory level. An NQF 7 qualification and supplementary HRD related courses will serve as a definite advantage. Knowledge of HRD policies and the relevant legislative framework (i.e. the Public Service Act, Public Service Regulations, and the Skills Development legislation). Should possess the following skills: Presentation skills, Report writing skills, high-level of computer skills (Ms Office Suite). Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, planning and execution skills and good leadership skills. Ability to manage/control financial resources and supervise staff. Must have the ability to delegate and empower subordinates.
- DUTIES** : The successful candidate will be responsible to provide an effective Human Resources Development and Bursary Administration service in the Department. This entails administration of bursaries, conducting and/or organising training courses, present and. organise the departmental induction workshops, the Compulsory Induction Programme (CIP); Assist to implement learnership, experiential and internship programmes and assist to develop the Workplace Skills Plan (WSP) & Annual Training Report (ATR) and the Quarterly Training and expenditure reports.
- ENQUIRIES** : Ms J Mchunu Tel No: (012) 312-0462

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

The Department of Public Works & Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.



CLOSING DATE : 29 November 2019 at 16h00

NOTE : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies (not Older than 3months) of qualifications (Matric and Tertiary Qualifications), an Identification Document and Valid driver's License where required. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

OTHER POSTS

POST 41/55 : **CONTROL ENGINEERING TECHNOLOGIST: STRUCTURAL REF NO: 2019/224**

SALARY : R751 542 – R859 323 per annum (All-inclusive salary package) (OSD) per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Cape Town Regional Office

REQUIREMENTS : Bachelor of Technology in Engineering (B Tech) or Relevant Qualification, Six Years post qualification Engineering Technologist Experience Required. Compulsory registration with the Engineering Council of South Africa as an Engineering Technologist. Extensive experience in the field of structural engineering which include but not limited to: design and construction of concrete structures; Steel structures and masonry structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior technicians, technologist and candidates.

DUTIES : Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised

civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate technologists and technicians.

ENQUIRIES APPLICATIONS : Ms. T Kolele Tel No: (021) 402 2963
 : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms. E Booyesen

POST 41/56 : **CONTROL WORKS MANAGER: BUILDING\ MECHANICAL REF NO: 2019/225 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R470 040 per annum
 : Durban Regional office
 : A three year tertiary qualification in Building\ Mechanical or Trade Certificate plus related technical experience plus relevant experience in the management position in the built environment. Ability to plan, organise and manage people and resources. A valid driver's licence. Computer literacy. Knowledge and understanding of OHSA, PFMA, Treasury regulations, National Building regulations and Environment Conservation. Sound analytical and good written verbal communication skills.

DUTIES : Manage minor projects, unplanned maintenance, building condition surveys, asset register with reference to building work. Monitor work performance of Works Managers and Contractors. Analyse all reports submitted by Works Managers. Responsible for site inspections and reports and attend Client liaison meetings. Negotiate with Contractors. Assist Facilities Management activities such as cleaning, horticultural security and other contracts. Compile Scope of Works and prepare specifications, estimates and quotations. Ensure all work complies with building regulations and OHSA and all relevant construction regulations and specifications. Compile technical and monthly reports.

ENQUIRIES APPLICATIONS : Mr P Singh Tel No: (031) 314 7157
 : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Mr BE Mbatha

POST 41/57 : **ASSISTANT DIRECTOR: INTERIOR DESIGNER PRESTIGE REF NO: 2019/226**

SALARY CENTRE REQUIREMENTS : R470 040 per annum
 : Cape Town Regional Office
 : A three year tertiary qualification in Interior Design or relevant tertiary qualification. Extensive practical experience in Interior design portfolio. Knowledge of the government supply chain management system and tender administration. Computer literacy and a valid driver's licence. Knowledge of the PFMA.

DUTIES : To manage the Interior Design portfolio for Ministerial houses and offices as well as residences in the Parliamentary Villages. Responsible for the Interior budget and cash flow forecast. Ensure portfolio is kept abreast of the latest market trends as well as the sourcing of relevant service providers. Supervise a staff compliment of interior designers, ensure assets are sourced for best value and movements are recorded to ensure asset register is updated. Develop Interior design schemes and presentations on story boards. Intensive client liaison and participation in client structured meetings and bilaterals. Quality control of development of specifications, project planning and management. Intensive knowledge of product quality and design. Writing of reports and submissions as and when required. Ensure the client requests are attended to within the specified period and feedback is provided. Participation in workshops as well as input required on policies relevant to the portfolio. Manage the compilation of tender specifications and quotations. Ensure the design handbook is updated and kept abreast of market trends.

ENQUIRIES APPLICATIONS : Ms B Manuel Tel No: (021) 402 2139
 : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms N Mtsulwane

POST 41/58 : **ASSISTANT DIRECTOR: KEY ACCOUNTS MANAGEMENT (PBA) REF NO: 2019/227**

SALARY : R470 040 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year qualification in finance and appropriate relevant experience in Budget. Knowledge of infrastructure projects and Works Control System (WCS). Knowledge of Budget, financial, programme management and administrative skills with specific reference to the Capital Works, Planned Maintenance and Day to day maintenance. Strong Supervisory Skills, strategic skills, interpersonal skills and client relation skills. Computer Literacy, (Ms Excel and Word). Understanding of the construction industry with specific reference to the Programme Management Environment.

DUTIES : Programme services on WCS, Report possible over and under expenditure with regards to Projects registered for the Regional Office. Interact with Projects Managers to identify budget shortage or surplus and report to Head of KAM and PBA H/O. Monitor Cash flow p Projects Unit to discuss budget inputs for budget allocations and budget reviews. Prepare monthly expenditure reports and distribute to internal stakeholders for analysis and intervention when necessary and meet set deadlines for submitting Interact with Finance Unit to consolidate Monthly Property Management Expenditure Report. Facilitate and coordinate monthly meeting with relevant units to analyse budget. Analyse and propose solutions with regard to Expenditure interventions. Prepare adhoc reports for reporting in various forums such as client liaison forums. Ensure data integrity with regard to Projects Registered on WCS. Manage Day to Day Maintenance Budget, Willingness and ability to travel as and when required. Supervise staff and manage their performance according to the PMDS policy.

ENQUIRIES : Ms C Sotshangane Tel No: (047) 502 7000
APPLICATIONS : Mthatha Regional: The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099. Or Hand Deliver at PRD 2 Building Southerland Street Umtata.

FOR ATTENTION : Ms N Mzalisi

POST 41/59 : **ASSISTANT DIRECTOR: PERSONNEL CONTROLLER REF NO: 2019/228**

SALARY : R470 040 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Human Resources Management, Public Administration and Management, or equivalent. Appropriate experience in Human Resource Administration, A valid drivers licence and a successful completion of PERSAL Personnel Administration and PERSAL Controller's course. Knowledge: Preferential HRA policies and related legislation, functioning of national, provincial and local government, HRA policies, Employment Equity Act and related policies, Public Finance Management Act, Public Service Regulations, Public Service Act, Basic Conditions of Employment Act, Treasury Regulations, Resolutions, PERSAL. SKILLS: Computer literacy, Ability to undertake research/gather information, Analytical thinking, Problem solving and solution orientated, Advanced communication. Personal Attributes: Ability to communicate at all levels, Ability to work independently, Self-motivated, People orientated, willing to adapt work schedule in accordance with professional requirements.

DUTIES : Provide first line support to PERSAL users, assist with unresolved problems to logik call centre (PERSAL), Register SCC's on the personnel related requests, maintain the departmental code structure, The management of PERSAL user profiles, Create PERSAL user profiles, allocate PERSAL functions, link user to reviser, facilitate resetting of PERSAL. Monitoring of PERSAL suspense file, Facilitate prompt approval of transactions by Regions and Head Office, Perform emergency approvals on the system, Assist users with the investigation and solution to faulty/rejected transactions, Consolidate reports on faulty/rejected and awaiting approvals. Amendment of appointment dates, advice users of important PERSAL messages Coordination of PERSAL training, Inform users of nominations or cancellation of courses, Follow-up and collect results and certificates, Request PERSAL reports and analysis, ensure that Exception reports are followed up and cleared.

ENQUIRIES : Ms S Khumalo Tel No: (012) 406 1754

APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

FOR ATTENTION : Ms N.P Mudau

POST 41/60 : **CHIEF ARTISAN: WORKSHOP REF NO: 2019/229 (X1 POST FOR BUILDING) AND (X1 POST FOR PAINTING)**

SALARY : R386 487 – R441 891 per annum (All-inclusive salary package) (OSD) per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE REQUIREMENTS : Pretoria Regional Office
: Appropriate Trade Test Certificate and Ten (10) years post qualification experience required as an Artisan/ Artisan Foreman. Knowledge of the PFMA and the OHS Act. Knowledge of Project Management, Technical design and analysis. Knowledge: Computer-aided technical applications, knowledge of legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills. A valid driver's License.

DUTIES : Effective supervision of day to day activities of the workshop, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, attend maintenance related meetings with client departments. Assist with financial and procurement administration process of workshops. Manage staff according to the PMDS. Compile reports on Workshop activities.

ENQUIRIES APPLICATIONS : Mr J. de wit Tel No: (082) 889 0283
: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.

FOR ATTENTION : Ms MC Lekganyane / Ms K Tlhapane

POST 41/61 : **ARTISAN CHIEF/SUPERINTENDENT: BUILDING WORKSHOP REF NO: 2019/230 (X2 POSTS)**

SALARY : R386 487 – R441 891 per annum (All-inclusive salary package) (OSD) per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE REQUIREMENTS : Cape Town Regional Office
: Appropriate Trade Test Certificate and ten years post qualification experience required as an Artisan/Artisan Foreman. Appropriate experience as a supervisor. General knowledge of maintenance and any other new installation in Engineering. Able to lead, control, plan, organize and manage a maintenance team. Experience in Building related operations, including repairs, new installations and maintenance in general Knowledge of OHS Act, 85 of 1993, PFMA, and its regulations .Effective communication (verbal and written) skills at operational level. Computer literacy and A valid Driver's License.

DUTIES : Manage Workshops in Western Cape. Manage human resources. Supervise, train and evaluate personnel and Learners .Supervise equipment, tools and machinery generally used in a technical and maintenance environment .Compile reports, records and material lists. Manage repairs and maintain costs. Maintain good housekeeping in the Workshop. Liaise with clients and other Governments departments. Supervise preventative maintenance services on infrastructure in government buildings .Supervise capital projects. Perform stand-by duties when required. It will be expected of the incumbent to climb ladders for inspection and maintenance on the government building/adherence requirement of the job.

ENQUIRIES APPLICATIONS : Mr. M Stephens: Tel No: (021) 402 2334 Mr. T Mudau Tel No: (021) 402 2333
: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms N Mtsulwane

POST 41/62 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING AND BUDGETS REF NO: 2019/231**

SALARY : R376 596 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three years tertiary qualification (NQF 6) in Accounting, Finance/Economics. Appropriate Financial Accounting experience. Knowledge of transversal systems (BAS, PMIS, WCS, PERSAL, LOGIS, etc) applicable in the Public Service. Knowledge or experience of auditing procedures by the Auditor-General. Ability to implement systems and exercise control to ensure sound financial management. Proven financial communication and interpersonal skills. Ability to follow a pro-active and creative problem solving approach. Computer literacy.

DUTIES : Prepare various financial statements and reports for management and for submission to the Auditor-General. Ensure transactions are in compliance with the Public Finance Management Act, National Treasury Regulations and Treasure Prescripts. Manage financial procedures and internal controls. Analyze the entire Regional Office budget and expenditure reports. Provide regular feedback to the Line Functions with recommendations regarding interventions. Confirm the availability of funds against procurement procedures and payments. Compile, coordinate and capture the budget projections from line managers on BAS. Advise Managers on their spending pattern in line with their projections and their expenditure. Ensure that correct SCOA codes are used every time procurement is made. Be able to attend to Audit queries.

ENQUIRIES : Mr M. Selepe Tel No: (012) 310 5194
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.

FOR ATTENTION : Ms MC Lekganyane / Ms K Tlhapane

POST 41/63 : **ASSISTANT DIRECTOR: SCM ACQUISITION MANAGEMENT REF NO: 2019/232 (X1 POST)**
(Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R376 596 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF 6) in Supply Chain Management, Finance or Procurement; appropriate relevant experience in supply chain management and procurement management, related supply chain experience at supervisory level. Knowledge: Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Skills: Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills. Ability to work under stressful situations; Ability to communicate at all levels; Able to establish and maintain networks; ability to work independently. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Manage and supervise the procurement office. Co-ordinate the procurement and processing of bids. Scrutinize specifications. Co-ordinate the compilation agenda for the Bid and Sub Bid Committees. Compile accurate minutes of the proceedings of the bid and sub bid committees. Advise the Sub Bid and Bid committee on procurement processes and prescripts. Assist the Head of Procurement on all procurement related functions. Liaise with project managers and project leaders with respect to bid recommendation submissions. Follow up on decision taken by the Sub Bid committees. Ensure monthly distribution of minutes to members of the Bid and Sub Bid committees of all decisions taken. Maintain record for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinizing bid recommendations. Check submitted bids for responsiveness criteria. Perform any other assigned duties in relation to the implementation of the SCM.

ENQUIRIES : Mr P Mashiane Tel No: 013 7536381

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.

FOR ATTENTION : Mr E Nguyuzza

POST 41/64 : **ASSISTANT DIRECTOR: BUDGETS REF NO: 2019/233**

SALARY : R376 596 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF 6) in Accounting/ Finance related. Appropriate budgeting experience. Knowledge of transversal systems applicable in the Public Service. Ability to implement systems and exercise control to ensure sound financial management. Understanding of PFMA and relevant Government regulations and policies. Computer literacy, with emphasis on working with spreadsheets and report writing.

DUTIES : Ensure effective monitoring, evaluation and reporting on the budget. Compile progress reports and submit to Management for financial reporting. Ensure that budget estimates or proposals are complete, accurate and conform to established procedures, regulations and departmental objectives. Analyze the entire Regional Office budget and expenditure reports. Provide regular feedbacks to Line Functions and recommendations regarding interventions. Confirm availability of funds against procurement procedures and payments. Compile, coordinate and capture the budget projections from Line Managers on BAS. Co-ordinate revised budget inputs from line managers. Coordinate shifting of funds. Advise Managers on their spending patterns in line with their projections and their expenditure. Ensure that correct SCOA codes are used every time procurement is made. Attend to Audit queries.

ENQUIRIES : Mr. M.L. Serepo Tel No: (015) 293 8003
APPLICATIONS : The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

FOR ATTENTION : Mr Nj Khotsa

POST 41/65 : **CHIEF WORKS MANAGERS (BUILDING): FACILITY MANAGEMENT REF NO: 2019/234**

SALARY : R316 791 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF 6) in Building Sciences and appropriate technical experience OR an N3 certificate plus competed trade test with three years technical experience in the built environment. A valid driver's license. Computer literacy. Knowledge and understanding of the PFMA, the OHSA, national building regulation, the environmental conservation act and the government procurement system. Willingness to travel and work irregular hours. Sound analytical and good communication (verbal and written) skills. Ability to work under pressure.

DUTIES : Attend to day-to-day maintenance requests from clients. Compile scopes of work and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect report on optimum use of building equipment and installation. Ensure building works and drawings comply with the OHSA. Preparation of procurement documentation. Verify and certify invoices from contractors. Ensure effective and efficient management of the building management functions. Prepare and compile reports.

ENQUIRIES : Mr M Ntshona Tel No: (041) 408 2307
APPLICATIONS : Port Elizabeth Regional Office: The Regional Manager, Department of Public Works, Private Bag X 3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth.

FOR ATTENTION : Mr S Mdlaka

POST 41/66 : **CHIEF WORKS MANAGER (MECHANICAL): FACILITY MANAGEMENT REF NO: 2019/235**

SALARY : R316 791 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualification in the Built Environment disciplines, or N3 plus trade test. Relevant experience in the technical field i.e. mechanical. Extensive knowledge of the Mechanical Regulations, Occupational Health and

Safety Act, Public Finance Management Act, A valid Driver's license, Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills.

DUTIES : Manage day-to-day mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, Ensure compliance with OHSA, Assist in the development of building programs and conditional surveys and reporting regularly to management on the progress thereof. Budget management, Render a co-ordinated and professional service at all levels regarding the maintenance and management of DPW clients.

ENQUIRIES : Mr. Monde Nqeketo Tel No: (047) 502 7000
APPLICATIONS : Mthatha Regional: The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099. Or Hand Deliver at PRD 2 Building Southerland Street Umtata.

FOR ATTENTION : Ms N Mzalisi

POST 41/67 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: 2019/236**

SALARY CENTRE REQUIREMENTS : R316 791 per annum
 : Kimberley Regional Office
 : A three year tertiary (NQF Level 6) qualification; in Human Resource Management, Human Resource Development, Labour Law or Relations. Relevant experience in training and development practices. Knowledge of standards, practices, processes and procedures related to HR development; structure and functioning of the Department; Employment Equity Plan of the Department; regulatory framework related to HR development, including the Skills Development Act; Constitution of the RSA, Public Service Act and Regulations, Collective Agreements, Codes of Remuneration and the Public Finance Management Act; Basic numeracy; interpersonal and diplomacy skills; general administration and organisational skills; interpretation of policies; ability to undertake basic research/gather information; computer utilisation; financial administration; change/diversity management; analytical thinking; problem solving skills; motivational skills; influencing skills; presentation skills; advanced negotiation skills; conflict management; communication and report writing abilities. Innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; assertive; hard-working; self-motivated; ability to work independently.

DUTIES : Support the skills development process with regard to; compliance with legislative requirements, the skills facilitation process, skills audit of regional competencies, development of individual development plans, development and implementation of the workplace skills plan, developing training plans and reports. Support the provisioning of education, development and training; support learnership and internship processes, ensure access to skills development opportunities on the basis of individual development plans, support the development and participation of mentors and coaches, facilitate induction programmes, facilitate the certification of successful learners, support the utilisation of related service providers, maintain the skills development database, compile data on training statistics, perform nodal point activities related to skills development administrative functions, provide secretarial support to regional education, development and training committees. Assist in the administration of study support; facilitate and market the allocation of study support, administrate the allocation and management of bursaries. Support personnel performance management processes; facilitate and monitor respective performance management processes, provide support and advice to supervisors and managers on the administration of the performance management process in general, and particularly during performance reviews, appraisals and processing of performance bonuses and rewards, determine and analyse trends on performance management, including data/statistics on employment equity, support integration of

performance management processes with related HR processes; facilitate the award of incentives for good performance and monitor the management of poor performance.

ENQUIRIES : Ms NJL Hlongwane
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley

FOR ATTENTION : Ms D Mashapa

POST 41/68 : **SENIOR STATE ACCOUNTANT: RECEIVABLE AND PAYMENTS (FINANCIAL ACCOUNTING) REF NO: 2019/237**

SALARY : R316 791 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF 6) in Accounting. Appropriate experience in financial accounting. Knowledge of financial systems BAS, SAGE, Persal, PMIS, WCS and LOGIS. Knowledge of Public Financial Management Act (PFMA), Treasury Regulations and policies. Knowledge and experience in audit procedures by the Auditor General. Ability to implement systems and exercise control, to ensure sound financial management. Knowledge of GAAP and GRAP, Accrual Basis and Cash base Accounting. Understanding of SCOA Segments. Computer literacy. Ability to follow proactive and creative approach. Be able to work under pressure. A driver license will be added advantage.

DUTIES : Manage financial procedures and internal control. Manage the processing and recording of day to day amounts of money received and spent in the department. Reconcile the ledger, including suspense accounts on monthly basis. Maintain accounts payable and receivables. Give advice on arrange of financial aspects of the department, such as financial procedures, tax and cash flow. Development and implementation of audit action plans. Preparation of financial statements and ensure that accruals and commitments are recorded and disclosed in line with relevant accounting standards. Processing of Journals. Give advice on range of financial aspects of the department such as tax and cash flow. Supervise staff.

ENQUIRIES : Mr.MV Mbukushe Tel No: (013) 753 6300/6390
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.

FOR ATTENTION : Mr E Nguyuzza

POST 41/69 : **SENIOR ADMINISTRATION OFFICER: TRANSPORT OFFICER REF NO: 2019/ 238**

SALARY : R316 791 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A Three year tertiary qualification (NQF 6) in Supply Chain or related to Supply Chain Management and relevant experience in the Logistical and Transport environment. Sound knowledge of Transport and Administrative delegations and prescripts. Knowledge of MS Word, Power point and Excel is vital. Good verbal and written communication skills. Good supervision skills. Be able to work under pressure. Knowledge of Registry and telecommunication units is essential. The candidate must be in possession of a valid driver's license.

DUTIES : Management of Transport unit, Registry, Telecommunication and Photocopier units. Supervision of transport clerks, Registry and Switchboard personnel; compile work plans and do performance reviews. Manage telecommunication system. Check and approve Subsistence and Transport claims. Manage utilization of subsidized vehicles. Manage fleet vehicles and other transport matters. Ensure optimum use of fleet vehicles. Ensure that effective control measures are implemented and adhered to. Liaise with Fleet Company. Handle queries regarding fleet vehicles.

ENQUIRIES : Mr M Raphesu Tel No: (012) 310 5161
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.

FOR ATTENTION : Ms MC Lekganyane / Ms K Tihapane

POST 41/70 : **SENIOR ADMINISTRATIVE OFFICER: ACQUISITION MANAGEMENT REF NO: 2019/239**

SALARY : R316 791 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF 6) in Financial Administration and/ or Supply Chain Management plus appropriate relevant experience. Must be prepared to travel. Knowledge of Supply Chain Management, Procurement and tender regulations, Public Finance Management Act, Treasury Regulations, PPPR 2017, Financial & SCM delegations and applicable financial management legislation. Ability to work with service providers and clients at various levels. Organisation and planning. Effective communication skills. Report writing. A Valid driver's license.

DUTIES : The provision of secretariat services to the Regional Bid Committee. Receive approved tenders from the Bid Committee. Prepare scoring model/tender recommendation. Preparing of evaluation reports. Attend to queries on tender administration phase. Receive and check all submissions to SCM committees. Check compliance on submissions to SCM committee. Communicate queries on submissions discussed by RBAC. Keep correct records on RBAC decisions. Advise and guide the Attend bid specification committee as a member and ensure that SCM prescripts and processes are complied with in line with the Procurement Strategy. Assist with general office administration functions. Check bids and quotations administrative responsiveness criteria. Conduct site visits to brief potential bidders. Evaluation and adjudication of responses on Proquote System. Provide information on audit queries. Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the procurement plan Risk Management. Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Perform any other assigned duties in relation to the implementation of the Supply Chain Management systems.

ENQUIRIES : Mr M Raphesu Tel No: (012) 310 5161
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.

FOR ATTENTION : Ms MC Lekganyane / Ms K Tlhapane

POST 41/71 : **IT TECHNICIAN: INFORMATION TECHNOLOGY: SYSTEM OPERATIONS REF NO: 2019/240**

SALARY : R316 791 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF 6) in Information Technology, Computer Science or equivalent qualification. MCSE, A+ and N+ with appropriate experience in a network environment highly recommended. Strong communication, interpersonal and report writing skills. Self-driven, independent individual with troubleshooting and problem solving skills. Good understanding of MS Windows 7 – 10 and MS Office suites. Understanding of Linux and Open Source will serve as an advantage. Knowledge of Call Logging systems and call centre environment. A valid driver's license.

DUTIES : The successful candidate will be responsible for detecting and repairing of faults on LAN/WAN, PC's, peripherals, network points and software. Assist with planning, design and implementation of LAN/WAN infrastructure. Provide, support and maintain business applications and printing including transversal system e.g. LOGIS, PERSAL, BAS, WCS and PMIS. Provide advanced desktop support to all official in the Department at all levels. Manage and maintain a virus-free network. Perform back-ups, monitor wide and local area networks. Liaise with equipment manufacturers about technical faults. Install and support software/applications. Travel to different areas to provide support.

ENQUIRIES : Ms MJ Masubelele Tel No: (012) 492 3187
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.

FOR ATTENTION : Ms MC Lekganyane/Ms K Tlhapane

<u>POST 41/72</u>	:	<u>CHIEF WORKS MANAGER REF NO: 2019/241 (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R316 791 per annum Durban Regional Office Electrical (X2 Posts) Mechanical (X2 Posts) Building (X1 Post)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in the Built Environment disciplines or equivalent, or N3 plus trade test. Extensive experience in the technical field ie. Electrical/Mechanical/Building. Extensive knowledge of the Building Regulations, Occupational Health and Safety Act, Public Finance Management Act, Driver's license, Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system.
<u>DUTIES</u>	:	Manage day-to-day Electrical/Mechanical/Building maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, Ensure compliance with OHS Act, Assist in the development of electrical/mechanical programs and conditional surveys and reporting regularly to management on the progress thereof. Budget management, Render a co-ordinated and professional service at all levels regarding the maintenance and management of DPW clients.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr P Singh Tel No: (031) 3147157
<u>FOR ATTENTION</u>	:	The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban. Mr BE Mbatha
<u>POST 41/73</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: 2019/242</u>
<u>SALARY CENTRE</u>	:	R316 791 per annum Durban Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Human Resources Management/Labour law/Labour Relation, relevant experience in Human Resources. Knowledge: Knowledge of standards, practices, processes and procedures related to labour relations; collective bargaining structures and processes; structure and functioning of the Department; Employment Equity Plan of the Department; Constitution of the RSA, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act. Skills: Basic numeracy; interpersonal and diplomacy skills; general administration and organisational skills; interpretation of policies; ability to undertake basic research/gather information; computer literacy; financial administration; change/diversity management; objectivity; analytical thinking; problem solving skills; motivational skills; influencing skills; conflict management; presentation skills; negotiation skills; communication and report writing abilities. Personal Attributes: Innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; assertive; hard-working; self-motivated; ability to work independently; a Valid Drivers' license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Implement and maintain policies, procedures related to labour relations; provide advice regarding labour issues in the workplace; support formal processes with organised labour; assess and make recommendations regarding the effectiveness and status of operational labour relations. Administer and support disciplinary matters; assess and recommend whether conduct warrants formal investigations. Receive complaints and liaise with relevant stakeholders; act as designated officer to resolve grievances; act as departmental representative in conciliations, mediations and arbitrations. Advise and assist management and staff on dispute resolution procedures and multi-lateral forums; liaise with organised labour on matters of mutual interest; represent the Department in various bargaining structures as appointment by the Regional Manager. Advise management and staff on issues related to

		labour relations; liaise and interact with related internal and external stakeholders; ensure compliance of HR policies and practices with labour law and collective agreements; conduct training and awareness on employee/labour relations; promote sound labour relations, equity and diversity.
<u>ENQUIRIES</u>	:	Ms NS Nxumalo Tel No: (031) 3147023
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.
<u>FOR ATTENTION</u>	:	Mr BE Mbatha
<u>POST 41/74</u>	:	<u>SENIOR ADMIN OFFICER: FACILITIES MANAGEMENT REF NO: 2019/243</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Durban Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Public Management, Administration or related qualification coupled with relevant experience in facilities management. Strong written and verbal communication and computer skills. A valid driver's license. Ability to work with budgets and knowledge of procurement of goods and services through tender procedures are added advantage. A knowledge of OHS&A and Labour Relations.
<u>DUTIES</u>	:	To check and approve requisitions for cleaning\gardening material and equipment and repairs thereof. To compile budget inputs and financial reports. To follow up outstanding orders and invoices and authorize payments. To supervise and assess staff. To do inspections, investigations and recommend or institute discipline action or training. To compile specifications of cleaning and gardening contracts. To ensure the correct filing in terms of the appropriate prescript.
<u>ENQUIRIES</u>	:	Mr ST Ngcobo, Tel No: (031) 3147176
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.
<u>FOR ATTENTION</u>	:	Mr BE Mbatha
<u>POST 41/75</u>	:	<u>SENIOR ADMINISTRATION OFFICER: PROPERTY DISPOSALS REF NO: 2019/244</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Town and Regional Planning, Property Law, Real Estate and/or Property. Appropriate experience within a property management environment or Knowledge of Departmental policies, procedures and processes regarding the disposals of State Immovable Assets will be an added advantage. Sound knowledge and understanding of State Land Disposals Act, PFMA, GIAMMA, BBBEE and Treasury Regulations. Good communication (verbal and written) skills and the ability to communicate at all levels. Good analytical, planning, organizing and financial management skills. High level of computer proficiency. Ability to work within diverse team and the willingness to travel extensively is necessary. Must have a valid driver's license.
<u>DUTIES</u>	:	Disposal of redundant/superfluous State Immovable Assets. Prepare disposal submissions and vesting applications to be presented at the Provincial State Land disposals and Vesting Committee (PSLVDC) for recommendation. Prepare disposals submissions for approval by the Minister and National Treasury. Keeping track of developments with regard to disposal of fixed assets to ensure that correct procedures and policies are complied with when disposing of redundant State properties. Liaise with the office of the State, Surveyor-Generals. Deeds, Local Authorities, Department of Rural Development and Land Reform (DRDLR), regional lands claim commission, Western Cape Provincial Government and other stakeholders. Ensure the disposal of state assets supports the Government's broader social, financial and socio-economic objectives. Conduct site inspections and prepare submissions for the removal of restrictive title deed condition, deed of grants and registration of servitudes. Attend to all property transfers and registrations and file records of all transactions. Attend to the endorsement of all relevant title deeds upon receipt of item 28(1) certificates from DRDLR. Prepare reports and submissions to top management and relevant stakeholders.
<u>ENQUIRIES</u>	:	Mr S Maholwana Tel No: (021) 402 2111

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms N Mtsulwane

POST 41/76 : **SENIOR ADMINISTRATION OFFICER: INTERIOR DESIGN PRESTIGE REF NO: 2019/245**

SALARY : R316 791.per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualifications in Interior Design or relevant qualification. Appropriate practical experience and design portfolio. Knowledge of the Government Provisioning administration system and tender administration. Computer skills. A valid driver's licence.

DUTIES : Assist the Assistant Director. Execute interior design scheme presentations. Site inspections to sample board plan. Intensive client relations. Project planning and maintenance. Ensure that projects are run cost effectively without compromising quality, delivered on time as well as implementation of socioeconomic objectives of the Department. Compile and develop specification for quotations and tender documents. Quality control in both specifications and service delivery. Compile and check tender documents, supervise contractors. Supervise cash flow forecast, process contractor's payments and prepare monthly reports. Facilitate and check the payments. Keep abreast of the latest market trends, do market research on the latest product ranges and assist with sourcing service providers. Facilitate the day-to-day maintenance of the portfolio maintenance plan.

ENQUIRIES : Ms B Manuel Tel No: (021) 402 2139
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms N Mtsulwane

POST 41/77 : **SENIOR ADMIN OFFICER: UTILISATION AND CONTRACTS ADMINISTRATION REF NO: 2019/246**

SALARY : R316 791 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three tertiary qualification in Real Estate, Property/Development Management, Built Environment or equivalent. Extensive experience in property management or fixed asset management environment. Knowledge: Public Finance Management Act (PFMA), Government Immovable Asset Management (GIAMA), and other relevant property related acts and regulations. Contracts and administration of leases will be a strong recommendation. A valid driver's licence. Skills: Effective communication skills; advanced report writing; computer literacy, policy analysis and presentation skills; Good verbal and written communication skills. Ability to negotiate at all levels. Good interpersonal skills. Good analytical, planning, organizing and financial skills. Ability to work in a team.

DUTIES : Oversee the updating of the national fixed assets register and the Property Management Information Systems of the regional office to reflect all relevant property-related information. Conduct property inspections to ensure and prepare them for vesting purposes and optimal utilization. Negotiate with potential tenants and conclude lease agreements in line with the requirements of the PFMA, Treasury Regulations and other prescripts and policies of the Department and proper management of debtors. Keep track of developments with regard to property management trends to ensure optimal performance and maximum value of fixed assets. Identify superfluous properties and prepare them for disposal. Take responsibility for identifying the most beneficial and accurate options of property management. Liaise with all relevant stakeholders and units to ensure that property information is correctly captured in good time and readily available when required. Assist in the preparation of reports and submission to top management and all relevant stakeholders. Supervision of staff.

ENQUIRIES : Mr AS Chonco Tel No: (031) 3147027
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Mr BE Mbatha

POST 41/78 : **CHIEF WORKS MANAGER: MECHANICAL FACILITY MANAGEMENT REF NO: 2019/247**

SALARY : R316 791 per annum
CENTRE : Cape Town Regional Office

REQUIREMENTS : A three year tertiary qualification (T/N/S Streams) in Mechanical engineering with appropriate relevant experience or N3 and a passed trade test (in terms of the provision of Section 13(2)(h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act) in the built environment with appropriate relevant experience. Broad based buildings maintenance experience and ability to implement proactive/preventative maintenance system. A valid driver's license is compulsory. Knowledge And Skills: Good management and interpersonal skills. Computer literacy. Understanding of Occupational Health and Safety Act (OHS) Act. Conflict management skills. Client orientation and customer focus skills. Self-management. Report writing skills Knowledge of Building regulations. Knowledge of quality control and relevant South African Bureau of Standard standards. Quality control of all Construction Works. Management of people, risk, change and the promotion of teamwork.

DUTIES : Manage day-to-day breakdowns, site inspections, conditioning assessments, report writing, costing, manage and compilation of term contracts, financial reporting and administrative duties related to facilities management. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow up. Ensure that the outputs are aligned to departmental strategic goals and objective and satisfy client's needs. Maintain policy for standard construction, maintenance operation specifications for all buildings services rendered on behalf of the department and client departments. Evaluate installation activities to ensure that the designs and specifications are executed and performed to acceptable standards. Monitor the performance and management of building inspectorate in terms of time, cost, quality and socio-economic objectives. Design and develop documentation for in-house projects as and when required. Travel and visit construction sites on a regular basis for control inspections. Monitor building programmes and report to management on a regular basis for control inspections. Be prepared to travel and overnight within the Western Cape as and required in the course of duty. Supervise the performance and conduct of subordinates through inter alia: Enter into agreements with sub-ordinates in terms of the PMDS policy. Identify skills development needs and provide training and development opportunities of subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures.

ENQUIRIES : Mr. Rameez Majal Tel No: (021) 402 2300

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms. E Booysen

POST 41/79 : **ARTISAN FOREMAN PAINTER: GRADE A REF NO: 2019/248**

SALARY : R304 263 – R344 640 per annum (All-inclusive salary package) (OSD) (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Port Elizabeth Regional Office

REQUIREMENTS : Appropriate Trade Test Certificate in Painting plus five years post qualification experience as an Artisan. Experience in technical and maintenance matters. Knowledge of the PFMA and the OHSA. Strong Leadership and Management ability. Ability to communicate affectively at operational level. Must be Computer Literate. A Valid Driver's License (attach a copy).

DUTIES : Effective supervision and management of day to day activities of the workshop, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, monitor the removal of refuse and office furniture at state buildings, attend maintenance related meetings with client departments. Assist with financial and procurement

administration processes of workshops. Manage staff and yearly allocated budgets according to the PMDS and PFMA. Identify training needs. Leave management and personnel performance management. Compile reports on Workshop activities and related inputs when required.

ENQUIRIES : Mr Z. Mashiyane Tel No: (041) 408 2194

APPLICATIONS : Port Elizabeth Regional Office: The Regional Manager, Department of Public Works, Private Bag X 3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth.

FOR ATTENTION : Mr S Mdlaka

POST 41/80 : **ARTISAN FOREMAN ELECTRICAL WORKSHOP OSD REF NO: 2019/249**

SALARY : R304 263 – R344 640 per annum (All-inclusive salary package) (OSD) (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Cape Town Regional Office

REQUIREMENTS : Proof of passing a trade test in Electrical in terms of the provision of Section 13(2)(h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act and relevant N3 coupled with three years' experience after Trade test. Eligible to register Three phase wireman's license. Computer literate. Knowledge of OHS Act, 85 OF 1993 and its regulations. Knowledge of general engineering works, plant works, operations of engineering equipment, be able to read and understand Electrical drawings.

DUTIES : The successful candidate must be able to compile material list per project, will be required to maintain all Government Buildings including new work to buildings, Must be willing to work overtime if and when required, and compile progress reports on projects and Monitor/Mentor/Train Artisans, Assistants and Learners. All officials must be prepared to be on stand-by. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection, to work in a confined space and do maintenance on the government buildings/Adherence requirement of the job.

ENQUIRIES : Mr G Burnell Tel No: (021) 402 2346 Mr M Stephens: Tel No: (021) 402 2334Mr. T Mudau Tel: No: (021) 402 2333

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms N Mtsulwane

POST 41/81 : **ARTISAN FOREMAN MECHANICAL REF NO: 2019/250**

SALARY : R304 263 – R344 640 per annum (All-inclusive salary package) (OSD) (total package to be structured in accordance with the rules of the Middle Management Service).

CENTRE : Kimberly Regional Office

REQUIREMENTS : Appropriate Trade Test Certificate and Five years post qualification and experience as an Artisan. Knowledge of the OHS Act and practices. Operation of equipment, tools and materials, Stores. Knowledge of built environment. Knowledge of Fitting and Turning will be an added advantage. Technical maintenance Interpersonal skills, Basic literacy, Resourceful, Motivational skills, Supervisory skills. Problem solving, Decision making. Technical skills, Planning and organising. Ability to work independently. Communication skills. A valid driver's license.

DUTIES : Design and production of objects- Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. The effective and efficient maintenance of technical faults, inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test, repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related function- update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required; provide inputs to the operational plan, ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Planning of resources and scheduling of work.

ENQUIRIES APPLICATIONS : Ms A Xentsa Tel No: (053) 838 5345
 : The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley

FOR ATTENTION : Ms D Mashapa

POST 41/82 : **ARTISAN FOREMAN: PLUMBING REF NO: 2019/251**

SALARY : R304 263 – R344 640 per annum (All-inclusive salary package) (OSD) (total package to be structured in accordance with the rules of the Middle Management Service).

CENTRE REQUIREMENTS : Pretoria Regional Office
 : Appropriate Trade Test Certificate and five years post qualification experience as an Artisan. Knowledge of the OHS Act and practices, Strong leadership and management ability. Ability to communicate effectively at operational level, Must be computer literate, A valid driver's license. Candidate must have extensive experience in the building and related operations, including repairs, new installations and maintenance in general.

DUTIES : Supervise and produce designs according to client specification and within limits of production capability; Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults; repair equipment and facilities according to standards; test repair equipment and/or facilities against specifications; service equipment and/or facilities. Update register of maintained and repaired faults; obtain quotations and purchase (order) required equipment and materials. The effective supervision of staff.

ENQUIRIES APPLICATIONS : Mr J. de Wit Tel No: (082) 889 0283
 : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.

FOR ATTENTION : Ms MC Lekganyane/Ms K Tihapane

POST 41/83 : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2019/252**

SALARY : R257 508 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualification in Accounting/cost and Management Accounting or equivalent qualification in finance. Must be able to resolve problems efficiently and work well under pressure. Computer skills, good communication and interpersonal skills. Good written, analytical and financial management skills. A valid driver's license.

DUTIES : Payment of accounts received from Municipalities, Landlords and service providers in respect of municipal services and rates and taxes for state owned assets and leased accommodation. Analyse and verify the correct billing of invoices from municipalities and service providers. Perform reconciliation of accounts payable. Preparing monthly, quarterly and any other reports as may be required. Perform any other property payments related functions when necessary.

ENQUIRIES APPLICATIONS : Ms T Rubhushe Tel No: (047)502 7000
 : Mthatha Regional: The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099. Or Hand Deliver at PRD 2 Building Southerland Street Umtata.

FOR ATTENTION : Ms N Mzalisi

POST 41/84 : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2019/253**

SALARY : R257 508 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification in the Finance/Accounting field. Appropriate experience in property payments or experience in the accounts payments section will be an added advantage. Basic understanding of Public Finance Management Act, and other property related legislations. Financial reconciliation and numerical skills. Good verbal and written communication skills. Good interpersonal relations. A valid driver's license would be an added advantage. Computer literacy.

DUTIES : Payments of accounts received from municipalities, service providers and land lords, in respect of rates, municipal services and accommodation leased by the

Department. Assist in the registration of state owned properties for municipal service providers, property owners, tenants and clients. Handling of enquiries from municipalities. Monitor and follow-up on balances on relevant accounts. Capture payments and rentals. Manage all accounts on his/her portfolio end ensure all accounts are paid within 30 days and in line with documented procedures and internal controls.

ENQUIRIES APPLICATIONS : Mr B Dlamini, Tel No: (031) 3147128

FOR ATTENTION : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

POST 41/85 : **ADMINISTRATION OFFICER: (ACQUISITION) SUPPLY CHAIN MANAGEMENT REF NO: 2019/25**

SALARY CENTRE REQUIREMENTS : R257 508 per annum
 : Johannesburg Regional Office
 : Three year tertiary qualification in Supply Chain Management/Logistics/Purchasing/Economics/Equivalent qualification. Relevant working experience in supply chain management, Knowledge and experience in the application of the legislative framework that governs supply chain management in the Public service environment, PFMA, PPPFA, BBBEE and Treasury Regulations. Excellent verbal and written communication skills. Problem Solving, analytical skills and computer literacy, Knowledge of Walker BAS, Strong planning and co-ordination abilities. A valid driver's license.

DUTIES : Advertising of tenders in the Government Tender Bulletin. Updating of tender register and relevant electronic Systems and databases. Support Admin Sections in briefing session. Compiling of tender documents. Handing out of tender documents to contractors. Opening of tenders. Type and publish bid results. Check SCM compliance in all submissions before submitted to RBAC.*Requesting extension of validity periods, confirmation of prices and unit rates from contractors. Secretariat to the Regional Bid Committees. Taking minutes and distributing agendas to members. Checking of responsiveness criteria in all bids received. Perform any other assigned duties in relation to Supply Chain Management. Supervise Assistant Admin Officer/s.

ENQUIRIES APPLICATIONS : Mr J Lesejane Tel No: (011) 7136233

FOR ATTENTION : The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

POST 41/86 : **STATE ACCOUNTANT – PMG AND RECONCILIATION PMTE REF NO: 2019/255**

SALARY CENTRE REQUIREMENTS : R257 508 per annum
 : Head Office
 : A three year tertiary qualification in Financial Accounting or related and relevant experience. Knowledge of SAGE system will be an added advantage. A candidate must have knowledge of PFMA and Treasury Regulations, ERP systems and Government transversal systems, accounts payables and financial policies and procedures. Problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and computer literacy.

DUTIES : Effective processing of receipts- capture and process journals of duly supported receipts on ERP system. Authorise duly supported telegraphic transfers on Safety Net. Liaison with clients and stakeholders on amounts received. Prepare and consolidate Compliance certificates. Monitoring and clearing of suspense accounts. Perform monthly bank reconciliation and suspense accounts. Effective document control of allocation journals. Make inputs to PMG related policies and procedures. Prepare and complete monthly reporting to National Treasury. Provide PMG related inputs for financial statements in line with GRAP and respond to Audit queries on related Financial Accounting related matters.

ENQUIRIES APPLICATIONS : Mr P Meso Tel No: (012) 406-1277

FOR ATTENTION : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

FOR ATTENTION : Ms N.P Mudau

POST 41/87 : **ADMIN OFFICER: UTILIZATION AND CONTRACT REF NO: 2019/256 (X1 POST)**

SALARY : R257 508 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A Three year tertiary qualification (NQF 6) in Property Management or related to property management with appropriate experience in property management, information systems or fixed asset environment. High degree of computer and good interpersonal skills. Good written, analytical and financial skills. A valid driver's licence, prepared to travel and willing to adapt work schedule in accordance with office requirements.

DUTIES : Update and keep National fixed asset register of the Regional Office. Update information on the property management system to reflect all relevant property related information. Keep track of developments with regard to property management trends. Liaise with all relevant stakeholders and units to ensure that property information is captured correctly and in time. Assist in preparation of reports to top management and all relevant stakeholders.

ENQUIRIES : Mr Zwelithini Sibanda Tel No: (018) 3865211
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

POST 41/88 : **ADMIN OFFICER: ACQUISITION MANAGEMENT: SUPPLY CHAIN MANAGEMENT REF NO: 2019/257**

SALARY : R257 508 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification in Supply Chain Management, Finance, Logistics, Public Administration, or equivalent qualification with appropriate experience in Procurement /Supply Chain Management. Knowledge of Supply Chain Management Framework, the PFMA and Treasury Regulations, PPPFA, Prescripts on CIDB and understanding of Advertising process, Suppliers Database Management , Scheduling of the Bid Committees and committee secretarial functions and Reporting at Regional level, Good communication skills- written and verbal. Knowledge of government procurement systems, Computer literacy (MS Office packages). Strong communication at regional level. Relevant research skills. Organizational management. Knowledge and application of relevant procurement legislation \ policies.

DUTIES : Compile reports , conduct internal procurement research and provide advisory support to Project Managers, Works Managers and Project Leaders on procurement processes on Built Environment (Capital & Maintenance) , Asset Management (Leasing, Acquisitions and Disposal). Ensure adherence to prescripts in all submissions to Supply Chain Management Committees. Supervise Supply Chain Management processes (Advertising, Database Administration), Custodian for all records of awards approved by Supply Chain Management Committees. Perform any other assigned duties in relation to the implementation of the supply chain management.

ENQUIRIES : Mr. TP Zwane Tel No: (031) 314 7109
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Mr BE Mbatha

POST 41/89 : **STATE ACCOUNTANT: BUDGET ANALYSIS REF NO: 2019/258**

SALARY : R257 508 per annum
CENTRE : Head Office
REQUIREMENTS : A three year tertiary qualification (NQF 6) in Financial Accounting or Management Accounting or related finance qualification. Appropriate relevant experience within the finance and accounting field. Knowledge of Basic Accounting System (BAS), Treasury Regulations, MS – Word, Excel & PowerPoint and Government budgeting procedures.

DUTIES : Monitor and investigate expenditure for misallocations purpose, Capture and reconcile original, adjustment budget and shifting of funds on BAS. Request expenditure reports from BAS and distribute to line function managers. Collect and register budget inputs from line managers. Ensure accurate expenditure

allocations of SCOA items. Maintain proper filling system. Provide support to Head and Regional Offices regarding budget allocations and expenditure items.

ENQUIRIES : Mr Segodi Selomo Tel No: (012) 406 1338
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

FOR ATTENTION : Ms N.P Mudau

POST 41/90 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT: ACQUISITION REF NO: 2019/259 (X2 POSTS)**

SALARY : R257 508 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification in Supply Chain Management/ Public Management/ Administration or equivalent relevant qualification. Appropriate experience in Supply Chain Management (Acquisition Management or Demand Management). Good understanding of Supply Chains Management procedures, and experience of PFMA, PPPFA, Treasury Regulations and B-BBEE. Client Care Management, Good communications and interpersonal skills, report writing skills and Computer Literacy (Excel and MS word). Able to plan and meet the pressurized deadlines and well-prepared to work in a team. Ability to interpret, apply policies, strategies and legislation. Highly organized and sense of responsibility and loyalty.

DUTIES : Facilitate the implementation of formal tender process (Advertisement, Closing and Awarding of tenders). Check Bid Responsiveness Criteria (Pre-Screening). Ensure the quality assurance and compliance of the procurement documents to BID Committees. Facilitate the Bid Evaluation and Specification Committee Meetings, and provide advice accordingly. Attend Compulsory site briefing meetings. Liaise with internal and external stakeholders with regard to tender enquiries. Implement the control measures to avoid the cancelling and lapsing of tenders. Provide Secretary Duties during the Bid Meetings, and make follow-ups the outcomes of it. Management and development of staff.

ENQUIRIES : Ms. R. Mouton Tel No: (021) 402 2076/2071
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms. E Booysen

POST 41/91 : **ADMINISTRATION OFFICER: PROVISIONING AND LOGISTICS REF NO: 2019/260**

SALARY : R257 508 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification in Public Management and Administration, Supply Chain Management, Logistics or equivalent with appropriate experience in Provisioning. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations, Supervisory, Computer literacy, Administration, Financial and Reconciliation skills. Good communication (verbal and writing) and interpersonal skills. Willing to adapt to work schedule in accordance with various requirements of the unit. Ability to perform under pressure and work overtime. Knowledge of financial systems (LOGIS, BAS or SAGE) and Reapatala invoice tracking system.

DUTIES : The successful candidate will be required to provide the following services. Provide effective administrative support to the Provisioning and Logistics unit. Assist with monthly, quarterly and annual financial reports. Assist with monthly reconciliation of accounts, ensure updating of commitment register, assist with administration and management of transversal and term contract accounts. (Copy machines, cellphones, courier services, office stationary). Provide compliance and quality checks on all procurement requests before issuing purchase order. Liaising with internal and external clients regarding procurement and payment issues. Receive, record and verify compliance of all invoices, certify correctness and ensure effective and efficient processing of payments on our systems in line with 30 days Treasury prescript. Assist with supervision of staff. Perform any other work schedule in accordance with the various requirements of the unit.

ENQUIRIES : Mr S Tyhomfa Tel No: (021) 402 2083

- APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
- FOR ATTENTION** : Ms N Mtsulwane
- POST 41/92** : **ADMINISTRATION OFFICER: PROPERTY DISPOSALS REF NO: 2019/261 (X2 POSTS)**
- SALARY** : R257 508 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification in Town and Regional Planning, Property Law, Real state and/or Property Studies. Appropriate experience within a property management environment. Knowledge of Departmental policies, procedures and processes regarding the disposals of State Immovable Assets will be added advantage. Sound knowledge and understanding of State Land Disposals Act, GIAMMA, PPPFM, BBBEE. Supply Chain Management and Treasury Regulations. Good communication (verbal and written) skills and the ability to communicate at all levels. Good analytical, planning, organizing and financial management skills. High level of computer proficiency. Ability to work within diverse team and the willingness to travel extensively is necessary. Must have a valid driver's license.
- DUTIES** : Disposal of redundant/superfluous State Immovable Assets. Prepare disposals submissions and vesting applications to be presented at the Provincial State Land disposals and Vesting Committee (PSLVDC) for recommendation. Prepare disposals submissions for approval by the Minister and National Treasury. Keeping track of developments with regard to disposal of fixed assets to ensure that correct procedures and policies are complied with when disposing of redundant State properties. Liaise with the office of the State, Surveyor-Generals. Deeds, Local Authorities, Department of Rural Development and Land Reform (DRDLR), regional lands claim commission, Western Cape Provincial Government and other stakeholders. Ensure the disposal of state assets supports the Government's broader social, financial and socio-economic objectives. Conduct site inspections and prepare submissions for the removal of restrictive title deed condition, deed of grants and registration of servitudes. Attend to all property transfers and registrations and file records of all transactions. Attend to the endorsement of all relevant title deeds upon receipt of item 28(1) certificates from DRDLR. Prepare reports and submissions to top management and relevant stakeholders.
- ENQUIRIES** : Mr S Maholwana Tel No: (021) 402 2111
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
- FOR ATTENTION** : Ms N Mtsulwane
- POST 41/93** : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2019/262**
 Re-Advertisement: Those who applied previously are encouraged to re-apply.
- SALARY** : R257 508 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification in the Built Environment; Property Management; Real Estate; Town & Regional Planning; Construction, Accounting, Commerce or Tertiary qualification with any of the following as major subject; Property Law/Asset Management or Accounting with relevant experience in Property/Accounting/Immovable Asset Register Management. Appropriate experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's licence. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good verbal and written communication skills. Ability to work under pressure and deadline driven.
- DUTIES** : General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and

endorsement of title deeds under the custodianship of DPW. Verify documents of information from numerous sources (Deeds office, Surveyor-General, Municipalities, etc.) Perform such other duties, appropriate to the role, as may be required by the Deputy Director.

ENQUIRIES APPLICATIONS : Ms L Mahlombe Tel No: (012) 406 1351
 : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms. E Booysen

POST 41/94 : **ADMINISTRATION OFFICER: PROJECTS REF NO: 2019/263**

SALARY CENTRE REQUIREMENTS : R257 508 per annum
 : Cape Town Regional Office
 : A three year tertiary qualification preferably in one of the following disciplines, Public Management/Administration, Computer literacy (MS Word, PowerPoint, and Excel & Outlook). Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. At least 2 years relevant experience; i.e. in the built environment, Ability to work independently.

DUTIES : Assist with the vesting of estate property. Assist with the updating of the Property Management Information System (PMIS) and the maintenance of the departmental fixed asset register. Attend to land administration queries. Identify redundant state property for disposal. Supervise staff in their various areas of responsibility.

ENQUIRIES APPLICATIONS : Ms T. Kolele, Tel No: (021) 402 2063
 : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms. E Booysen

POST 41/95 : **ASSISTANT ADMINISTRATION OFFICER HELPDESK AND COMPLAINTS REF NO: 2019/264**
 Facilities Management

SALARY CENTRE REQUIREMENTS : R208 584 per annum
 : Cape Town Regional Office
 : A Senior certificate/Grade 12 with appropriate experience. A tertiary qualification will be an added advantage. Computer literacy with relevant experience in clerical and administration duties. Computer literate with specific reference to MS Excel and MS Word. Good verbal and written communication skills. Ability to convert data into usable information (Statistics) be analytical. Be able to perform under pressure. A basic understanding of various facets of the built environment and project management skills. Typing will also be an advantage.

DUTIES : Liaise with internal clients and National client Departments in terms of follow-ups, queries and feedback. Assist with the consolidation of monthly / quarterly reports. Be responsible for the normal office administration e.g. Filing, Memorandum, letter writing etc. Gather inputs to resolve audit queries. Register OW 415's for day to day maintenance services and service contracts Updating and filing of record system for service contracts and day to day maintenance services. Follow up of outstanding cases and attend to queries in order to ensure enquiries are addressed and service delivery being maintained. Updating of information and administration of the day to day maintenance spreadsheet for distribution to internal and external clients. Provide National Call Centre with feedback in terms of the status of the complaints. Attend and arrange meetings with internal and external clients including normal administrative responsibilities.

ENQUIRIES APPLICATIONS : Ms Z Nghona Tel No: (021) 402 2013
 : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms. E Booysen

POST 41/96 : **ASSISTANT ADMIN OFFICER: WORKS MANAGEMENT REF NO: 2019/265**

SALARY CENTRE : R208 584 per annum
 : Durban Regional Office

REQUIREMENTS : A Senior Certificate/Grade 12 qualification and a high level of computer literacy, including experience in Microsoft packages, Knowledge of the Government's procurement systems, Good financial and negotiation skills, Sound analytical and problem-solving skills, An understanding of the PFMA, Good communication skills (verbal and written) and interpersonal skills, An understanding of derivative forms of the acquisition of property.

DUTIES : Compile, register, develop and write reports for the Works Management Section, Register and distribute all callouts to the relevant works managers, Record quotations and invoices for all works managers, Print, submit and collect photocopies and documentation to and from the registry and tender section, Fax and phone to confirm all suppliers' orders for works management, Create a filing system for all correspondence and tender documentation, Arrange meetings and take minutes of the sectional meetings.

ENQUIRIES : Ms G Manqele Tel No: (031) 3147169

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Mr BE Mbatha

POST 41/97 : **SENIOR SECURITY OFFICER: SECURITY MANAGEMENT SERVICES REF NO: 2019/266**

SALARY : R208 584 per annum

CENTRE : Cape Town Regional Office

REQUIREMENTS : A Senior Certificate/Grade 12 or equivalent qualification and Grade 'B' PSIRA accredited certificate, relevant experience within security industry, Be prepared to work extensive rotational hours, Experience in guarding services and control room monitoring and operations will be an added advantage. Knowledge of Occupational Health and Safety Act 85 of 1993, Control of Access to Public Premises and Vehicles Act, Act 53 of 1985, Criminal Procedures Act, Act 51 of 1977, as amended, Private Security Regulatory Authority Act 56 of 2001, National Key Point Act, Act 102 of 1980, Trespass Act, Act 6 of 1959, as amended and Firearms Control Act, Act 60 of 2000 National Security environment and security, policies, relevant legislation related to public security and access control, including MISS, MPSS and OHS and control room functions Recommendation: Knowledge of Computer literacy, willingness to travel on a regular basis and valid driver's license is essential, communication and interpersonal skills, planning, negotiation and conflict resolution.

DUTIES : Control of access in and out of the buildings occupied by the Department of Public Works and Infrastructure, Ensure all visitors complete access control registers and furnish positive identification (ID, Driver's License and passport), Ensure all contractors complete contractors access control registers, Confirm all visits telephonically, Scanning of all incoming and outgoing luggage's/packages, Ensure that firearms are kept in the firearm safe and locked, Ensure all equipment (laptops, computers, cartridges, etc.) coming in and out of the building are registered, Conduct building inspections and patrols daily as per schedule, Report all security breaches to supervisors and record on the Occurrence Book, Conduct escort duties, Perform production security duties, Perform control room duties including monitoring of CCTV and key control through registers. Ensure proper security housekeeping rules are adhered to.

ENQUIRIES : Mr. SP Segale Tel No: (021) 402 2327

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms. E Booyesen

POST 41/98 : **ASSISTANT ADMINISTRATION OFFICER: PROVISIONING AND LOGISTICS REF NO: 2019/267**

SALARY : R173 703 per annum

CENTRE : Cape Town Regional Office

REQUIREMENTS : A Senior Certificate or equivalent qualification. Extensive experience in Provisioning Administration/Purchasing Management plus electronic administration of a procurement system. Computer skills including Excel. Knowledge of Treasury Regulations. Must be multi-skilled in the procurement administration environment and operational understanding of LOGIS, BAS and SAGE systems. Client relations and communication skills. Ability to work in a

- pressured environment and willingness to adapt to work schedules in accordance with office requirements.
- DUTIES** : The successful candidate will be required to provide the following services. Assist with the issuing of orders on LOGIS and SAGE. Provide various functions on LOGIS, verifying requisitions and authorizing procurement advice for the purpose of generating procurement orders. Verify supplier banking details before effecting payments. Update the commitment register on leases. Capture invoice sundry payments for goods and services on BAS and SAGES as well as on LOGIS. Receive and verify travel request before issuing an order. Receive request for stationery stock, process and issuing out thereof and as well replenishments. Perform transit duties and other related tasks as per supervisor's instructions.
- ENQUIRIES APPLICATIONS** : Ms Bulelwa Ntoni Tel No: (021) 402 2020
- : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
- FOR ATTENTION** : Ms. E Booysen
- POST 41/99** : **SENIOR REGISTRY CLERKS: PROVISIONING AND LOGISTICS REF NO: 2019/268**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum
- : Cape Town Regional Office
- : A Senior Certificate/ Grade 12 with relevant experience in registry or documents management environment. Knowledge and understanding of records, mail and courier service procedures. Knowledge of National Archives and Records Service Act (NARSA) and Information Act (PAIA). Computer literacy is also essential. Customer care and client orientation skills. Ability to work under pressure and take initiatives. Proven communication, organizing and interpersonal skills.
- DUTIES** : The successful candidate will be required to maintain the filing system and records. Manage the flow of files and records, track and trace files and manage sensitive documentation. Render administrative support, serving internal and external clients. Manage the receipt and distribution of documents. Receive, Verify and Register invoices on Reapatala System. Drawing or downloading of Reapatala reports and filing thereof (electronically and manually). Receive, sort or prepare incoming or outgoing mail from/for Post office and internal clients. Operate and reload Franking Machine and render Courier services. Perform any other work schedule in accordance with the various requirements of the Unit.
- ENQUIRIES APPLICATIONS** : Sibulele Tyhomfa Tel No: (021) 402 2083
- : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
- FOR ATTENTION** : Ms. E Booysen
- POST 41/100** : **REGISTRY CLERK REF NO: 2019/269 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum
- : Durban Regional Office
- : A Senior Certificate/Grade 12 with appropriate experience. The following will serve as recommendations: Knowledge of the National Archives and Records of South Africa Act, No 43 of 1996, as amended. Computer literacy. Ability to identify and arrange different types of records. Ability to work under pressure and take initiative. Knowledge of disposal of records. Proven communication, organizing and interpersonal skills.
- DUTIES** : Keep registers, eg for stamps, registered mail, certified mail and others. Handle postal articles. Keep the file index up to date and maintain files. Keep and manage amendments, annual reports and delegations. Updating of the invoice Register for both PMTE and DPW.
- ENQUIRIES APPLICATIONS** : Mr BH Khanyeza, Tel No: (031) 3147038
- : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.
- FOR ATTENTION** : Mr BE Mbatha

POST 41/101 : **EPWP DATA CAPTURER REF NO: 2019/270**

SALARY : R173 703 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : Senior Certificate/Grade 12 with experience in usage of Microsoft Office packages (Word, Excel, Access) or Certificate National diploma/Degree in Information Technology/Statistics Information Science. Accurate capturing of data with a neat methodical approach. Ability to key and check work accurately, have communication (both written and oral) skills and interpersonal skills. This position requires somebody who is self-motivated, committed to meeting quality standards and has ability to work under pressure.

DUTIES : Be part of a team of data capturers dedicated to carrying out the capture of data on behalf of reporting bodies. Accurately capture EPWP data into the Web Based System and Infrastructure Management Information System. Transcription of data from source documents of variable quality and verification of work of others. Offer advice and guidance to public bodies on the process of capturing data and agree on deadlines for the capturing of the required information. Execute related administrative duties.

ENQUIRIES : Mr L Mpakato Tel No: (047)502 7000
APPLICATIONS : Mthatha Regional: The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099. Or Hand Deliver at PRD 2 Building Southerland Street Umtata.

FOR ATTENTION : Ms N Mzalisi

POST 41/102 : **ASSISTANT ADMINISTRATIVE CLERK: INVENTORY REF NO: 2019/271**

SALARY : R173 703 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A Senior Certificate or equivalent with relevant experience in Provisioning administration, Tertiary qualification will be an added advantage.

DUTIES : Manage store / warehouse, Update bin cards and the system on receiving and issuing stock. Conduct daily/ weekly/monthly cycle counting. Ensure proper record keeping and administration of records. Ensure maintenance and control of stock. Capture transactions on stock system. Verify and dispatch stock. Issue and pick stock. Report stock discrepancies when detected.

ENQUIRIES : Ms T Bomela Tel No: (047)502 7000
APPLICATIONS : Mthatha Regional: The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099. Or Hand Deliver at PRD 2 Building Southerland Street Umtata.

FOR ATTENTION : Ms N Mzalisi

POST 41/103 : **CREDITORS CLERK: PROPERTY PAYMENTS REF NO: 2019/272**

SALARY : R173 703 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : Senior Certificate/Grade 12 with appropriate experience within finances and payments. Knowledge and experience in the property industry as well as a valid driver's license will be an added advantage. Basic understanding of the PFMA of 1999 and other property related legislation. Financial reconciliation and numerical skills. Good verbal and communication skills. Good interpersonal relations. Computer literate.

DUTIES : Payment and managing of accounts received from municipalities, service providers and landlords, in respect of, municipal services, rates & taxes and accommodation leased by the Department. Compilation and rendering of accounts to tenants and clients, in respect of monitoring of accommodation and services provided by the Department, handling of enquiries from municipalities, service providers, property owners, tenants and clients. Monitoring and follow up balances on relevant accounts.

ENQUIRIES : Mr. G Van Niekerk Tel No: (051) 408 7546
APPLICATIONS : The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.

FOR ATTENTION : Mr D Manus

POST 41/104 : **REGISTRY CLERK: REGISTRY REF NO: 2019/273**

SALARY : R173 073 per annum

<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	Grade 12/Senior Certificate with appropriate relevant working experience in the central registry environment, completion of the Records Management course is a prerequisite. Knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Problem solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal Skills. Telephone etiquette. Good leadership Skills. Attributes: Accurate. Confident, Ability to work under pressure. Ability to work in a team and independently.
<u>DUTIES</u>	:	Receive mail from Post Office and internal clients. Open, stamp, sort mail and record in the register. Receive parcels delivered by hand and record in the register. Render courier service: package documents, place in envelopes, address envelopes; place them in and outgoing tray and record mail in the mail register. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to clients enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.
<u>ENQUIRIES</u>	:	Ms S. Maruma Tel No: (012) 310 5166
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.
<u>FOR ATTENTION</u>	:	Ms MC Lekganyane / Ms K Tlhapane
<u>POST 41/105</u>	:	<u>SWITCHBOARD OPERATOR HORTICULTURAL SERVICES: FACILITIES MANAGEMENT REF NO: 2019/274</u>
<u>SALARY</u>	:	R145 281 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	Applicant must have a Senior Certificate/with 2-5 years' experience. General knowledge of telephone systems, Language proficiency, Computer literacy. Interpersonal relations. Telephone etiquette. General office administration. Client-cantered service delivery. Effective verbal communication. Customer care. Previous experience of using operating switchboard is advantageous.
<u>DUTIES</u>	:	To operate the switchboard. Answer all internal and external calls. Receive and dispatch incoming calls in a professional manner, including taking and relaying of messages. Direct/connect telephone calls as required. Co-ordinate the installation/ transfer of telephone points and extension allocations. Maintain internal directory. Print and distribute telephone accounts. Arrange and Report faulty telephone equipment for repairs. Order local and national directories. Maintain and distribute an updated list of contact details on a regular basis. General office administration i.e. filing, copy making etc.
<u>ENQUIRIES</u>	:	Mr. MAE Jantjies Tel No: (021) 4022404
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
<u>FOR ATTENTION</u>	:	Ms. E Booysen
<u>POST 41/106</u>	:	<u>SUPERVISOR: CLEANING SERVICES: FACILITY MANAGEMENT REF NO: 2019/275</u>
<u>SALARY</u>	:	R145 281 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	Applicant must have a Junior certificate or equivalent qualification and relevant experience. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment's will be added advantage.
<u>DUTIES</u>	:	Manage and supervise cleaning staff and assist with the day-to-day cleaning. Administer attendance record and Work plans. Report any maintenance problems daily and follow up thereof. Co-ordinate with seniors timeously with regard to problems that may rise. Plan/recommend leave for the cleaning

personnel under supervision. Execute daily inspections of the building with regard to its cleanliness. Place orders for cleaning materials. Control inventory of cleaning materials and equipment for the building. Draft the cleaning program for the cleaning personnel.

ENQUIRIES APPLICATIONS : Ms. Faeza Meyer Tel No: (021) 402 2040
: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms. E Booysen

POST 41/107 : **MESSENGER/DRIVER HORTICULTURAL SERVICES FACILITIES MANAGEMENT REF NO: 2019/276**

SALARY CENTRE : R145 281 per annum
: Cape Town Regional Office (GSE Rondebosch)

REQUIREMENTS : Applicant must have a Junior Certificate or equivalent qualification with appropriate experience. Knowledge of the performance of messenger and delivery related functions. The performance of driver related functions. Must have a valid Code 8 driver's licence and PDP. Ability to work under pressure. Time management skills. Flexibility to work irregular hours. The successful candidate will be required to obtain a Secret Security Clearance.

DUTIES : Perform messenger/driving duties. Sorting and registering of mail. Collect, parcels, documentation, and deliver specified persons designations. Ensure proper control of the movement of documents and face value documents. Making of copies of documents. Collect office consumables. Drive departmental officials, clients and visitors as may be requested. Transport mail and documents for distribution. Complete transport schedule regarding trips travelled. Support the security profile of office. Support registry related activities. Computer literacy. Good communication and customer related skills. Maintain accurate filing system. Perform general administrative and record keeping tasks.

ENQUIRIES APPLICATIONS : Mr.MAE Jantjies Tel No: (021) 4022404
: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms. E Booysen

POST 41/108 : **SECONDARY DRIVER: HORTICULTURAL SERVICES: FACILITIES MANAGEMENT REF NO: 2019/277**

SALARY CENTRE : R145 281 per annum
: Cape Town Regional Office (GSE Rondebosch)

REQUIREMENTS : Applicant must have a Junior Certificate or Abet Level 4 Certificate, appropriate experience in transporting horticultural goods as well as workers. Applicant should be in Conversant with the requirements of the Occupational Health and Safety Act and Regulations. The candidate must also have had experience in leading a team of workers and giving instructions to these workers. Have good communication skills. The officer must be in possession of a heavy duty license (C1 and PDP).

DUTIES : The transportation of employees and horticultural goods. Able to travel long distance areas for plot clearing and firebreaks, Supervision of lorry assistance. Removal garden refuse and offloading to dumping site. Receiving instructions from supervisor and reporting back. Reporting of disciplinary matters to supervisor. Support to supervisor and colleagues.

ENQUIRIES APPLICATIONS : Mr MAE Jantjies Tel No: (021) 689 5741
: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms. E Booysen

POST 41/109 : **FOREMAN HORTICULTURAL SERVICES: FACILITIES MANAGEMENT REF NO: 2019/278 (X2 POSTS)**

SALARY CENTRE : R145 281 per annum
: Cape Town Regional Office (GSE Rondebosch)

REQUIREMENTS : Applicant must have a Junior Certificate/Abet Level 4 Certificate with relevant experience. Must have a valid driver's licence and PDP. Able to operate computer would be an advantage. Must have excellent knowledge of horticultural practices and the various disciplines of horticulture. Must be able to manage the large Prestige gardens and be able to work under pressure. To be able to handle large staff components. Must be able to liaise with high profile clients and have a good all round communication skills.

DUTIES : The Supervision of personnel and horticultural. Special request for long distances and plot clearing and firebreaks. Delegation/implementation of landscaping duties. Garden Maintenance. Notification of problem areas to supervisors. Oversee/maintain plot and fire break clearing. Site Inspection of vacant state property. Special indications/duties manage plant decorations and flower arrangements as requested. Nursery maintenance.

ENQUIRIES APPLICATIONS : Mr MAE Jantjies Tel No: (021) 689 5741

: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms. E Booysen

POST 41/110 : **SUPERVISOR: CLEANING SERVICES: FACILITIES MANAGEMENT REF NO: 2019/279 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R145 281 per annum
 : Pretoria Regional Office
 : Senior Certificate/Grade 12 or equivalent qualification and appropriate relevant experience. Knowledge of types and purpose of cleaning materials and operating cleaning equipment. Good understanding of Occupational Health and Safety Act (OHSA). Ability to handle large staff component. Good interpersonal skills and effective communication skills. Must be in possession of a valid driver's license and willing to travel extensively.

DUTIES : Effective monitoring of cleaning services. Inspecting physical environments to ensure hygiene and cleanliness. Monitor availability and condition of cleaning equipment. Control inventory of cleaning material and equipment in various buildings. Order, receive and issue cleaning materials. Compile cleaning reports. Draft cleaning programs for various buildings. Liaise with seniors timeously with regards to problem situations that may arise. Control and manage leave for the cleaning personnel under supervision. Monitor and manage discipline of subordinates. Manage staff according to PMDS.

ENQUIRIES APPLICATIONS : Mr S Kutu Tel No: (012) 310 5993
 : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.

FOR ATTENTION : Ms MC Lekganyane / Ms K Tlhapane

POST 41/111 : **DRIVER/MESSENGER REF NO: 2019/280**

SALARY CENTRE REQUIREMENTS : R145 281 per annum
 : Durban Regional Office (Durban Workshops)
 : A Senior Certificate or equivalent with appropriate experience. A valid Drivers' license. The following will serve as recommendations: Minimum Information Security Standards (MISS) Act; Technical skills; Ability to maintain integrity of confidential information; ability to prioritise; basic communication (verbal and written); basic numeracy; basic computer literacy; interpersonal relations.

DUTIES : Perform driver/messenger-related services - drive departmental officials, clients and visitors as may be requested; transport mail and documents for distribution; complete transport schedule regarding trips travelled. Render auxiliary administrative support as required - supports the security profile of the office; support registry related activities; support operator related activities. Perform general messenger and delivery services - collect post, parcels and documentation and deliver to specified persons/destinations; ensure proper control over the movement of documents and face value documents; make copies of documents; fax documents; collect office consumables. Perform driver-related services - drive departmental officials, clients and visitors as may be requested; transport mail and documents for distribution; complete transport schedule regarding trips travelled.

ENQUIRIES : Mr. MM Zuma: Tel No: (031) 305 6438

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.
FOR ATTENTION : Mr BE Mbatha

POST 41/112 : **CLEANER: FACILITIES MANAGEMENT REF NO: 2019/281 (X17 POSTS)**

SALARY : R122 595 per annum
CENTRE : Highflats (X1 Post)
Umzinto (X1 Post)
Pinetown (X1 Post)
Durban Central (X3 Posts)
Harding (X1 Post)
Stanger (X3 Posts)
Richmond (X2 Posts)
Mtunzini (X1 Post)
Mahlabathini (X1 Post)
Ngwelezane (X1 Post)
Verulam (X2 Posts)

CENTRE : Durban Regional Office
REQUIREMENTS : A Junior Certificate, ABET or equivalent qualification. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge of usage of cleaning materials and equipment will be an added advantage.

DUTIES : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, office floors, court yard, parking area and pavements. Scrubbing, mopping and polishing floors. Dust and polish furniture, clean windows, doors and walls.

ENQUIRIES : Mr S Ngcobo Tel No: (031) 3147176
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.
FOR ATTENTION : Mr BE Mbatha

POST 41/113 : **GENERAL WORKER REF NO: 2019/282 (X3 POSTS)**

SALARY : R122 595 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : Applicants must have a Junior Certificate, ABET or equivalent qualification and relevant working experience. Good understanding of the OHS Act, and technical maintenances. Basic communication skills.

DUTIES : Ensure the effective delivery of technical maintenance. Assist with checking and reporting faults. Assist Artisans with obtaining quotations related to equipment and materials required. Cut grass and clean surrounding environments at sewerage plants, fish ponds and boiler houses. Assist with movement of furniture around buildings. Collect stationery for the section. Remove rubbish/refuse around buildings.

ENQUIRIES : Mr MM Zuma Tel No: (031) 3056438
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.
FOR ATTENTION : Mr BE Mbatha

POST 41/114 : **CLEANER REF NO: 2019/283**

SALARY : R122 595 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : ABET level 3/or Grade 10 (STD 8) certificate. Good interpersonal skills, basic communication and literacy. Ability to perform routine cleaning tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage. Ability to handle cleaning equipment and conduct stock count.

DUTIES : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices, pavements and courtyards. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors. Effective use of cleaning agents. Maintain general hygienic and safe environment. Provisioning of sufficient amounts of toiletries, replenish or replace as required.

ENQUIRIES : Ms N Dlela Tel No: (053) 838 5275

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley

FOR ATTENTION : Ms D Mashapa

POST 41/115 : **TRADESMAN AID REF NO: 2019/284**

SALARY : R122 595 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A junior certificate/ABET level 3. (Technical N/NCV certificate in Chemical Plant Operation and related qualifications will serve as an advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks.

DUTIES : Assist Artisans with regards to repair and maintenance work. Operate water purification and waste water treatment plants. Perform minor repair and maintenance work, identify repair and maintenance needs, carrying, loading and unloading of tools as well as materials, check faults for repair and maintenance required. Maintain good housekeeping of the workshop and plant rooms.

ENQUIRIES : Ms A Xentsa Tel No: (053) 838 5345
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION : Ms D Mashapa

POST 41/116 : **CLEANERS: FACILITIES MANAGEMENT REF NO: 2019/285 (X15 POSTS)**

SALARY : R122 595 per annum
CENTRE : Mmabatho Regional Office
Potchefstroom (X4 Posts)
Delareyville (X1 Post)
Orkney (X1 Post)
Coligny (X1 Post)
Ventersdorp (X1 Post)
Klerksdorp (X4 Posts)
Wolmaransstad (X1 Post)
Rustenburg (X1 Post)
Itsoseng (X1 Post)

REQUIREMENTS : ABET Level 2, 3, 4 Or Standard 8. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equivalent will be an added advantage.

DUTIES : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices. Scrubbing, moping and polishing floor. Dust and polish furniture.

ENQUIRIES : Ms M Llali Tel No: (018) 386 5379
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

POST 41/117 : **CLEANER: FACILITIES MANAGEMENT REF NO: 2019/286 (X2 POSTS)**

SALARY : R122 595 per annum
CENTRE : Polokwane Regional office
Vuwani Magistrate Court (X1 Post)
Mokopane Magistrate Court (X1 Post)

REQUIREMENTS : ABET level 3/or Grade 10 (Std 8) certificate. Good interpersonal skills, basic communication and literacy. Ability to perform routine cleaning tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage. Ability to handle cleaning equipment and conduct stock count.

DUTIES : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices, pavements and courtyards. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors. Effective use of cleaning agents. Maintain general hygienic and safe environment. Provisioning of sufficient amounts of toiletries, replenish or replace as required.

ENQUIRIES : Ms. N.A. Sipungela Tel No: (015) 291 6389
APPLICATIONS : The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

FOR ATTENTION : Mr. NJ Khotsa

POST 41/118 : **TRADESMAN AID REF NO: 2019/287**

SALARY : R122 595 per annum
CENTRE : Polokwane Regional Office (Hoedspruit AFB Workshop)
REQUIREMENTS : A junior certificate/ABET level 3. (Technical N/NCV certificate in Chemical Plant Operation and related qualifications will serve as an advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks.

DUTIES : Assist Artisans with regards to repair and maintenance work. Operate water purification and waste water treatment plants. Perform minor repair and maintenance work, identify repair and maintenance needs, carrying, loading and unloading of tools as well as materials, check faults for repair and maintenance required. Maintain good housekeeping of the workshop and plant rooms.

ENQUIRIES : Mr. H Ngoatje Tel No: (015) 291 6300
APPLICATIONS : The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

FOR ATTENTION : Mr. NJ Khotsa

POST 41/119 : **FACILITIES: CLEANERS REF NO: 2019/288 (X5 POSTS)**

SALARY : R122 595 per annum
CENTRE : Nelspruit Regional Office
White river (X1 Post)
Witbank (X1 Post)
Delmas (X1 Post)
Volkrust (X1 Post)
Amersfort (X1 Post)

REQUIREMENTS : Grade 10 and appropriate experience in cleaning environment, good communication skills. Knowledge of cleaning material and equipment will be added advantage.

DUTIES : cleaning toilets and basin, empty and wash basin. Sweeping passages, floor and offices, mopping and polishing floor, dusting and polishing furniture.

ENQUIRIES : Mr EJ Mkhari Tel No: (013) 753 6347
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.

FOR ATTENTION : Mr E Nguyuzza

POST 41/120 : **CLEANERS: FACILITY MANAGEMENT REF NO: 2019/289 (X16 POSTS)**

SALARY : R122 595 per annum
CENTRE : Cape Town Regional Office and surrounding areas
REQUIREMENTS : A Junior Certificate or equivalent qualification. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage.

DUTIES : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, office floors and pavements. Scrubbing, mopping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls.

ENQUIRIES : Mr. Faeza Meyer Tel No: (021) 402 2040
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms N Mtsulwane

POST 41/121 : **GROUNDSMAN HORTICULTURAL SERVICES FACILITIES MANAGEMENT REF NO: 2019/290 (X6 POSTS)**

SALARY : R122 595 per annum
CENTRE : Cape Town Regional Office: GSE Rondebosch

- REQUIREMENTS** : Applicant must at least have a Junior certificate or equivalent plus at least appropriate experience in general garden maintenance. Basic Literacy and Numerical skills or ABET Qualification. An added advantage is that the candidate has had previous experience in chain saw work and or working with mowers.
- DUTIES** : To perform general garden maintenance tasks as given by the supervisor, planting, pruning, paving, watering, mowing and tree felling work. Maintenance of flower beds and weeding etc. Remove garden refuse and load onto truck to be transported to dumping site. Able to performed chainsaw or mowing duties when required.
- ENQUIRIES** : Mr.MAE Jantjies Tel No: (021) 402 2404
- APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
- FOR ATTENTION** : Ms. E Booysen
- POST 41/122** : **TRADESMAN AID WORKSHOP REF NO: 2019/291 (X5 POSTS)**
- SALARY** : R122 595 per annum
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : Senior Certificate/Grade 12/STD 10 and Technical related qualification to workshops (e.g. NTC/TVET/higher). Must have good communication skills and must be able to report effectively. Knowledge of Occupational Health and Safety Act, 85 of 1993.
- DUTIES** : Assist Artisans with regard to repair and maintained work, taking care of hand tools, machines and electric tools, perform minor repair and maintenance work, identify maintenance and repair needs, carrying, loading and off- loading of tools as well as material, check faults for repair and maintenance required and housekeeping of workshop and plant rooms. It will be expected of the incumbent to climb ladders for inspection, work in a confined space and perform maintenance on the government building/adherence requirement of the job.
- ENQUIRIES** : Mr. Dunga L Tel No: (021) 402 2336/Mr. Gazi M Tel No: (021) 402 2185/Mr.M Stephens: 021 402 2334
- APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
- FOR ATTENTION** : Ms. E Booysen
- POST 41/123** : **STORE MAN: WORKSHOP REF NO: 2019/292**
- SALARY** : R122 595 per annum
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : Senior Certificate/Grade 12/STD 10, workshop tools related experience. A Valid driver's license coupled with PDP. Must have knowledge in OHSACT, 85 of 1993. Must have the ability to work under pressure. Must have good communication skills and must be able to report effectively.
- DUTIES** : Repair all store items e.g. Machinery, equipment, tools and any other work related items. Ensure compliance as per OHS Act, 85, of 1993.Receive consumable materials from the suppliers. Transport Officials to various sites in all Government buildings. Assist with loading and off-loading any delivery in the section. Should be trustworthy. Adherence requirement of the job.
- ENQUIRIES** : Mr. Dunga L Tel No: (021) 402 2336/Mr. Gazi M Tel No: (021) 402 2185/Mr. M Stephens Tel No: (021) 402 2334
- APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
- FOR ATTENTION** : Ms. E Booysen

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.
- CLOSING DATE** : 29 November 2019 (E mailed, faxed and 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 certified copies (Certified copies must not be older than 6 months) 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 POSTS

- POST 41/124** : **DEPUTY DIRECTOR: HUMAN RESOURCE STRATEGY, PLANNING AND INFORMATION MANAGEMENT REF NO: DT 07/2019**
- SALARY** : R733 257 per annum/conditions apply) (A Total inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised Bachelor's Degree or National Diploma (NQF 6) in Human Resources or related field. At least 3-5 years' working experience in HR or appropriate field. Experience in managing human and financial resources. Knowledge of MS Office, PERSAL and Vulindlela systems. Knowledge of the South African Constitution, Employment Equity Act, Basic Conditions of Employment Act, the Promotion of Equality and Prevention of Unfair Discrimination Act, the Labour Relations Act and other relevant Policies and Prescripts. Knowledge of relevant HR practices in the Public Service and in the Department Knowledge of change management principles and retention practices and principles. Good leadership, verbal and written communication skills. Project management and research skills. Computer literacy. Financial and number skills. Ability to work individually and in a team.
- DUTIES** : The successful candidate will be responsible for Aligning the HR plan to the Strategic Plan of the department; Coordinating the collection and analysis of data on human resource activities for reporting purposes; Monitoring and ensuring the analysis of human resources utilisation; Monitoring and evaluating activities from the HR Plan; Compiling HR Planning and any other related reports; Ensuring the HR plan is linked to the MTEF; Monitoring the implementation of the business plan; Aligning individual performance to the strategic objectives of the unit; Reporting on the strategic frameworks/ plans in the area of functional responsibility; Monitoring and ensuring effective and efficient coordination of activities; Compiling monthly, quarterly and annual reports; Planning, organising and controlling activities pertaining to the component; Provide support on the development and implementation of the Employment Equity Plan; Managing HR PERSAL Control in the department including the accurate recording of human resources information; Managing the appropriate classification of confidential information; Interpreting and analysing information in order to draft quality reports to management enabling them to take informed decisions; Managing the orientation of users on the safe usage of passwords and the protection of information; Monitoring the suspense file and investigating questionable transactions; Ensuring the registration of SCC's with Treasury (PERSAL).

- ENQUIRIES** : Mr Mfana Percy Tshabane.Tel No: (012) 444 6195
- POST 41/125** : **BRANCH COORDINATOR: CORPORATE MANAGEMENT REF NO: DT 06/2019**
- SALARY** : R733 257 per annum (All-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework).
- CENTRE REQUIREMENTS** : Pretoria
: A recognised Bachelor's Degree/National Diploma (NQF6) plus a minimum of 3 years' relevant experience in rendering administrative and executive support services, preferably in a similar environment. Skills and Competencies: Project Management, Planning and Organising, Financial and Budget Administration, Stakeholder Liaison, High Level Communications (written and verbal), Human Resources and Asset Management skills. Exposure to an electronic document management system will serve as an added advantage. Ability to work under constant pressure and to solve problems.
- DUTIES** : The successful candidate will be responsible for consolidating budget inputs; Monitoring the branch budget to detect over/under expenditure; Reporting instances of deficit/excess expenditure during estimate of national expenditure; Providing Supply Chain Management support; Managing assets of the Branch in terms Supply Chain Management policies; Provisioning of administration and Human Resources support; Coordinating together with the HR Unit the implementation of Human Resource support initiatives; Coordinating the process of compiling the Strategic Plan, Annual Performance Plan, Branch business plans and Service Delivery Improvement Plan; Consolidating and coordinating branch quarterly performance reports; Analysing evidence for performance reporting, package and load them on EDMS; Managing the branch audit queries and ensuring that they are dealt with within specified period; Providing support on special projects; Ensuring proper filing of all electronics as well as hard copy documents of the branch; Rendering of general secretariat and logistical support services; Arranging and providing secretariat support for management and other meetings in the branch (Branch Management, Quarterly Review and Planning Sessions); Ensuring the implementation of action plans; Monitoring EDMS workflows of the branch; Providing support to the Office of the DDG on the monitoring of the implementation of executive and top management meeting decisions.; Coordinating submission of documents for departmental management meetings (Manco, EMC, MINMEC, Minister's Quarterly Review, MIPTECH, Top Management, Lekgotla etc). Managing channelled to the branch by Ministry, DG's office and other branches and ensuring that responses are provided within specified times.
- ENQUIRIES** : Adv AM Mafanele Tel No: (012) 444 6135
- POST 41/126** : **RECEPTIONIST REF NO: DT 08/2019**
- SALARY** : R173 703 per annum (Level 05) excluding service benefits
- CENTRE REQUIREMENTS** : Pretoria
: A Grade 12 certificate and an appropriate qualification in reception. A minimum of 2 years' work experience in reception and customer services. Knowledge and experience in a customer care environment. Knowledge of security policies and prescripts. Computer literacy. Be able to work under pressure within the environment of the reception. Sound organising and planning skills. Good communication skills. Ability to operate a computer. Ability to promote Batho Pele principles. Ability to work individually and in a team. Good interpersonal relations.
- DUTIES** : The successful candidate will be responsible for greeting, identifying and directing visitors and arranging for escort; Verifying identification of incoming visitors; Issuing visitor cards; Maintaining visitor logs and related documents; Recording incoming and outgoing mail; Compiling visitor statistics; Ensuring that all security equipment at the reception is operational and reporting defects to the maintenance unit/ Security Officer; Directing visitors to relevant information desk; Referring visitors to relevant officials for assistance; Screening visitors prior to referral.
- ENQUIRIES** : Mr R Benadie Tel No: (012) 444-6144

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 29 November 2019

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

MANAGEMENT ECHELON

POST 41/127 : **DIRECTOR: INSTITUTIONAL GOVERNANCE REF NO: 291119/01**
Branch Regulation, Dir: Institutional Governance

SALARY : R1 057 326 per annum (Level 13) (all Inclusive package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A Bachelor's Degree at NQF level 7 qualification in Social Science/Natural Sciences/ Economics or Financial Management. An NQF level 8 qualification in the above mentioned field will be added advantage. Six (6) to ten (10) years' experience in the public sector, preferably in the water sector environment and governance of institutions. Five (5) years' experience should be at Middle/Senior Managerial level. Knowledge and experience in policy development. Knowledge and understanding of programme and project management. Knowledge of business and management principles. Understanding of integrated water resources management. Knowledge of the National Water Act (NWA) and the Water Services Act (WSA). Knowledge and understanding of South African Constitutional Act. Knowledge and understanding of governance practices, King Reports (I, II, III & IV) Codes on Corporate Governance and Companies Act. Knowledge and understanding of Financial Management, Pricing Strategy, Public Finance Management Act (PFMA), National Treasury Regulations and Municipal Finance Management Act (MFMA). Knowledge of strategic planning and Human Resources.

DUTIES : Provide support and exercise oversight to Public Entities reporting to the Department. Implement/development of policies, strategic framework and procedures on the governance of water sector institutions. Ensure good governance, financial viability and alignment of water sector institutions. Monitor the performance and compliance of all entities to applicable statutory requirements and to their business plans, shareholder compacts, quarterly reports and annual reports. Manage human resources and budget of the component.

ENQUIRIES : Ms T Sigwaza Tel No: (012) 336 6600

APPLICATIONS : Head Office, Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms L Mabile

POST 41/128 : **DIRECTOR: NATIONAL PROJECT MANAGER REF NO: 291119/02**
Branch: IBOM
CD: Regional Bulk Infrastructure Programme
Re-Advertisement and applicants who have previously applied are encouraged to re-apply

SALARY : R1 057 326 per annum (Level 13) (all Inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Bachelors Degree (NQF level 7) qualification in Water Resources/Built Environment/ Project Management. Six (6) to ten (10) years management experience in Water Resource Management, policy and strategy development, and project management. (5) Five years' experience at Middle/Senior Management level. Sound knowledge and understanding of public management. Knowledge and experience of water services management. Knowledge of Public Finance Management Act (PFMA). Understanding of legislative regime. Strategic capability and leadership. Knowledge and experience in programme and project management. Knowledge of change management and knowledge management. Service Delivery Innovation (SDI). Problem solving and analytical skills. Good people management and empowerment. Good client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.

DUTIES : Development of strategic and business planning. Manage the development and implementation of policies and strategies for the directorate. Facilitate the rendering of support to institutions. Rendering of technical support services. Effective planning and support of the Water Sector. Development and implementation of a financial strategy and budget responsibility for the section as per the Division of Revenue Act.

ENQUIRIES : Ms Lerato Mokoena Tel No: (012) 336 6574
APPLICATIONS : Head Office, Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms L Mabile

OTHER POSTS

POST 41/129 : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS (SHARED WATERCOURSES) REF NO: 291119/03**
Branch: International Water Cooperation (IWC)
Dir: Shared Watercourses (SWC)

SALARY : R869 007 per annum (Level 12) (all inclusive package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A B-Degree in Human Sciences. Three (3) to six (6) years management experience in International Relations/Bilateral Relations/Multilateral Relations. Valid driver's license is required (Attach certified copy). Knowledge and understanding of international politics/international relations and difference between multilateral and bilateral agreements. Knowledge and experience in developing policies and its procedures. Knowledge and understanding of research and Public Finance Management Act (PFMA). Knowledge and experience of bilateral/multilateral management issues. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and Diversity Management. Client orientation and customer focus. Good Communication Skills. Accountability and Ethical Conduct. Ability to cope with long working hours and meet urgent deadlines. Willingness to travel locally and internationally.

DUTIES : Develop regional and international cooperation of bilateral/multilateral agreements. Provide advice on the impact of relevant programmes with reference to impact on Departmental priorities. Identify opportunities and manage strategic partnerships with local and international stakeholders. Coordinate the implementation of funded and strategic programmes and projects. Conduct research and report findings and recommendations that

advances the objectives of the Department of Water & Sanitation (DWS). Provide relevant support to the DWS Principals on Water Management issues within the relevant Commissions and Committees. Write minutes and reports of the Commissions and Committee meetings. Provide protocol service for the local and international stakeholders. Strengthen relations with shared watercourses/riparian states in support of the SADC and African Agenda. Draft speeches, briefing notes, submissions, memorandums and reports on shared watercourses projects and programmes. Ensure proper management of Staff in the Shared Watercourses (SWC) Directorate.

ENQUIRIES : Mr T Tlala Tel No: (012) 336 6632

POST 41/130 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 291119/04**
Branch: IBOM: Northern Operation

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

REQUIREMENTS : A relevant tertiary qualification at NQF level (7). Three (3) years relevant experience in Financial Accounting at supervisory/management experience (ASD) level. Knowledge and experience in Revenue management and Supply Chain Management. Knowledge and understanding on human resource management legislation, policies, procedures and procedures. Public finance management act (PFMA), treasury regulations and guidelines. Public service anti-corruption strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge of departmental policies and procedures, government financial systems and principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (both verbal and written), accountability and ethical conduct.

DUTIES : Manage the financial revenue, expenditure management, and Supply Chain Management and accounting sub-directorates. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submits reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting work as required. Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Provide financial administration and accounting services (legal/journals, accounting and reporting, interim and annual financial statements). Manage the sub-directorate revenue, expenditure management and accounting. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports, Serve on transverse task teams as required. Procurement and asset management for the Directorate. Planning and allocate work, Quality control of work delivered by employees. Functional technical advice and guidance.

ENQUIRIES : Mr S Murunzi Tel No: (012) 200 9018
APPLICATIONS : Hartbeespoort Dam Please forward your applications quoting the relevant reference number for Centre: The Director: Northern Operations, Private Bag X352, Hartbeespoort, 0216.

FOR ATTENTION : Mr S Murunzi

POST 41/131 : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 291119/05**
Branch: IBOM: Northern Operations

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

<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Human Resource Management/Labour Relations/LLB or post graduate diploma in Labour Law. Three (3) to five (5) years management experience in Labour Relations. Knowledge and experience in policy development and implementation. Knowledge and experience in Human Resource information. Understanding of government legislation, financial management and PFMA. Knowledge of negotiation skills. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge and experience of programme and project management. Knowledge of relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct. Knowledge of analytical procedures.
<u>DUTIES</u>	:	Provide input into Employee Relations policies. Analyse current policies and labour relations trends. Recommend policy amendments. Implement employee relations policies. Hold road shows advising the department (Area offices and Government Water Schemes) on key Labour Relations policy issues and new developments. Advise Management and Employees on all employee relations matters. Manage dispute resolution, collective bargaining matters, facilitation of grievance resolutions and disciplinary processes. Management of human resources. Investigate complex cases. Register and maintain a database of all cases including grievances. Maintain compliance in all labour relations matters, dissemination of information and conducting of training. Liaise with internal and external stakeholders. Represent the Department at Conciliation and Arbitrations proceedings. Ensure that approved resolutions are implemented. Manage conflict resolution.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Murunzi Tel No: (012) 200 9018
<u>FOR ATTENTION</u>	:	Hartbeespoort Dam: Please forward your applications quoting the relevant reference number for Centre: The Director: Northern Operations, Private Bag X352, Hartbeespoort, 0216. Mr S Murunzi
<u>POST 41/132</u>	:	<u>ENGINEER PRODUCTION GRADE A-C REF NO: 291119/06</u> Branch: Chief Operations Office Eastern Cape
<u>SALARY</u>	:	R718 059 – R1 090 458 per annum (OSD) (Offer will be based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Eastern Cape An Engineering degree (B Eng/BSc Civil Eng) or relevant qualification in civil engineering. Three years post qualification civil engineering experience required. A valid driver's licence (Attach certified copy). Compulsory registration with ECSA as Professional Engineer. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of relevant legislation applicable to the water sector: (NWA, CARA and NEMA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in multi-disciplinary teams. Willingness to work above normal working hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement.
<u>DUTIES</u>	:	Reviewing integrated water use licence applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in connection with water use licence applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Enhance and uphold legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations. Participation in post authorisation litigation processes.
<u>ENQUIRIES</u>	:	Mr P Chilton Tel No: (041) 501 0724

- APPLICATIONS** : Eastern Cape: Please forward your applications quoting the reference number to The Department of Water and Sanitation, Private Bag X7485, King William's Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William's Town.
- FOR ATTENTION** : Mr M Zenzile Tel No: (043) 604 5528
- POST 41/133** : **ENGINEER PRODUCTION GRADE A-C REF NO: 291119/07**
Branch: Chief Operations Office Gauteng
SD: Water Use Licensing Administration
- SALARY** : R718 059 – R1 090 458 per annum (OSD) (Offer will be based on proven years of experience)
- CENTRE** : Gauteng Provincial Office
- REQUIREMENTS** : An Engineering degree (B Eng/BSc Eng) or relevant qualification in civil engineering. Three years post qualification engineering experience required. A valid driver's licence (Attach certified copy). Compulsory registration with ECSA as Professional Engineer. Preference will be given to civil engineering. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA, NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in multi-disciplinary teams. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement.
- DUTIES** : Review integrated water use licence applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in connection with water use licence applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations. Participation in post authorisation litigation processes.
- ENQUIRIES** : Mrs F Mamabolo Tel No: (012) 392 1361
- APPLICATIONS** : Gauteng Provincial Office(Pretoria) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor ,Pretoria, 0001.
- FOR ATTENTION** : Mr SP Nevhorwa
- POST 41/134** : **SCIENTIST PRODUCTION GRADE A-C (GEOHYDROLOGY) REF NO: 291119/08 (X2 POSTS)**
Branch: Chief Operations Office Eastern Cape
Dir: Institutional Establishment
- SALARY** : R618 732 - R939 621 per annum (OSD) (Offer will be based on proven years of experience)
- CENTRE** : Mthatha (X1 Post)
Port Elizabeth (X1 Post)
- REQUIREMENTS** : A Science degree (Bsc) (Hon) or relevant qualification in Geohydrology or Earth Sciences (Specialised in Groundwater). Compulsory registration with the SACNASP as a Professional Natural Scientist. (Certified copy must be attached). Three (3) years post qualification natural scientific experience. A valid driver's licence (Attach certified copy. Knowledge of and experience in the following will serve as recommendations: Acquisition, auditing and provision of groundwater related data, geological borehole descriptions and logging, geophysics, monitoring network maintenance and extension, GIS, HYDSTRA, NGA/NGDB and applications in groundwater assessment and monitoring, technical report writing skills). Willingness to travel. Proven knowledge, understanding and use of specialized software applications in the field of groundwater. Good sound knowledge of geohydrological processes,

groundwater assessments and integrated water resource management. Computer skills. People management conflict management and report writing skills.

DUTIES : Implement National Water Act with focus on groundwater protection and management, groundwater protocol, groundwater strategies. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework. Assist with groundwater monitoring, assessment and reporting systems in the region. Create public awareness of the science system. Apply appropriate scientific data, information and advice as requested. Interpret, evaluate and analyse scientific data. Provide groundwater specialist input on water use licence applications for mining, industries, municipalities, urban development and agriculture activities. Conduct site inspections and attend meetings for various water use licence applications. Liaise with clients and other stakeholders to obtain outstanding information on groundwater reports submitted. Promote groundwater protection and management through the water use authorisation process and implement Department of Water and Sanitation roles and functions in respect of groundwater protection and management. Provide assistance in drafting of specific groundwater licence conditions. Interpretation and analysis of ground water data submitted. Manage special geohydrological projects.

ENQUIRIES : Ms I M Chilton Tel No: (043) 701 0221

APPLICATIONS : Mthatha and Port Elizabeth: Please forward your applications quoting the reference number to The Department of Water and Sanitation, Private Bag X7485, King William's Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William's Town.

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

POST 41/135 : **SCIENTIST PRODUCTION: GRADE A-C REF NO: 291119/09**
Branch: Chief Operations Office Free State

SALARY : R618 732 - R939 621 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE : Bloemfontein

REQUIREMENTS : A Science degree (Bsc) (Hon) or relevant qualification. Compulsory registration with SACNASP as Professional natural scientist (proof of registration must be provided). Three (3) years post qualification natural scientific experience. A valid driver's license (Attach certified copy) and willingness to travel. Proven knowledge, understanding and use of specialized software applications in the field of groundwater. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Understanding of Acid Mine Drainage (AMD). Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

DUTIES : Implement National Water Act with focus on groundwater protection and management, groundwater protocol, groundwater strategies. Provide groundwater specialist input on water use license applications for mining, industries, municipalities, urban development and agriculture activities. Conducting of site inspections and attend meetings for various water use license applications. Liaise with clients and other stakeholders to obtain outstanding information on 53 groundwater reports submitted. Promote groundwater protection and management through the water use authorisation process and implement DWS's role and function with respect to groundwater protection and management. Provide assistance in drafting of specific groundwater license conditions. Interpretation an analysis of ground water data submitted.

ENQUIRIES : Mr V Blair Tel No: (051) 405 9000

APPLICATIONS : Bloemfontein: Please forward your applications quoting the relevant reference number to the Provincial Head, Department Water and Sanitation, Bloemfontein, Private Bag 528, 9300 or hand-deliver at the Bloem-Plaza

Building, Corner Eastburger and Charlotte Maxeke streets, second floor, Bloemfontein.

FOR ATTENTION : Mrs L Wymers

POST 41/136 : **SCIENTIST PRODUCTION GRADE A-C (INSTREAM WATER USE) REF NO: 291119/10**
Branch: Chief Operations Office KwaZulu-Natal

SALARY : R618 732 - R939 621 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE : Durban

REQUIREMENTS : A Science degree (BSc) (Hon) in Aquatic, Natural or relevant qualification. Compulsory registration with SACNASP as a professional Natural Scientist (Proof must be attached). Three (3) years post qualification natural scientific experience. A valid driver's licence (Attach certified copy). Sound knowledge and functional experience in water use authorisations, water resource protection measures and environmental impact management. Sound understanding of water and environmental legislation and related policies, principles, guidelines, protocols and procedures. Functional and proven experience in in stream water use authorisations, compliance monitoring and auditing, wetland best management practices and rehabilitation plans. Sound scientific and evaluation skills of EIA, EMP, rehabilitation and remediation reports and procedures. Willingness to travel and work irregular hours. Proven communication, reporting, presentation and computer skills. Ability to resolve problems, conflict resolution and work under pressure. Sound and proven planning and project management skills. Ability to think creatively and take initiative. Sound interpersonal skills and the ability to work in multidisciplinary team.

DUTIES : Formulation and implementation of policy documents, regulations, guidelines, systems, strategies, protocols, norms and standards in the fields of in stream water use and environmental . Provide on-going scientific and technical support to the department and its stakeholders regarding in stream water use authorisations. Apply and evaluate environmental assessment and management tools, reports and plans. Liaise with departmental directorates, other departments and external stakeholders in the implementation of water and environmental legislation, in stream water use policies and related processes and procedures.

ENQUIRIES : Mr S Naidoo Tel No: (031) 336 2735

APPLICATIONS : Durban: Please forward your applications quoting the relevant reference number to the Provincial Head, Department Water and Sanitation, Private Bag X54304 Durban, 4000 or hand-deliver at the 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION : The Manager (Human Resources)

POST 41/137 : **SCIENTIST PRODUCTION GRADE A-C REF NO: 291119/11**
Branch: Chief Operations Office KwaZulu-Natal

SALARY : R618 732 - R939 621 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE : Durban

REQUIREMENTS : A Science degree (BSc) (Hons) in Geohydrology or relevant qualification. Compulsory registration with SACNASP as a professional Natural Scientist. Three (3) years post qualification natural scientific experience. Knowledge and experience in groundwater resources assessment/exploration, aquifer characterizations, acid mine drainage, development and use of information management products/tools. Ability to analyze and interpret hydrogeological data. Good report writing and knowledge of groundwater information systems. Knowledge and experience of computer based groundwater assessments programs. Knowledge of guidelines, protocol, standards and norms for groundwater developments, protection and management. Understanding of Integrated Water Resources Management. Knowledge of the National Water Act, Water Services Act, Environmental Management Act, Operational Knowledge of eWULAAS, National Groundwater Strategy and National Water Resources Strategy.

DUTIES : Evaluate and assess geohydrology reports and related information in support of Water Use License Applications. Assist WULA assessors and managers in drafting implementable water use license conditions. Provide and upload

geohydrological related comments /inputs on eWULAAS. Provide scientific and technical expertise in the field of geohydrology and / earth sciences in order to assess, develop, protect, use, conserve and manage groundwater resources within the Water Management Area / Catchment or Proto Catchment Management Area. Support the implementation of groundwater protection strategies and related protocols at the regional /provincial level. Provide groundwater extension services to stakeholders within the Water Management Area / Catchment or Proto Catchment Management Area. Provide inputs to the environmental impact assessment and related groundwater protection issues. Participating to planning and implementation of regional groundwater monitoring and information programs.

ENQUIRIES : Mr S Naidoo Tel No: (031) 336 2735

POST 41/138 : **SCIENTIST PRODUCTION GRADE A-C REF NO: 291119/12**
Branch: Chief Operations Office Western Cape

SALARY : R618 732 - R939 621 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE : Bellville
REQUIREMENTS : A Science degree (BSc) (Hons) in Geohydrology or relevant qualification. Compulsory registration with SACNASP as a professional Natural Scientist (proof of registration must be attached). Three (3) years post qualification natural scientific experience. Knowledge and experience in groundwater resources assessment/exploration, aquifer characterizations, acid mine drainage, development and use of information management products/tools. Ability to analyze and interpret hydrogeological data. Good report writing and knowledge of groundwater information systems. Knowledge and experience of computer based groundwater assessments programs. Knowledge of guidelines, protocol, standards and norms for groundwater developments, protection and management. Understanding of Integrated Water Resources Management. Knowledge of the National Water Act, Water Services Act, Environmental Management Act, Operational Knowledge of eWULAAS, National Groundwater Strategy and National Water Resources Strategy. Valid driver's license (certified copy must be attached).

DUTIES : Evaluate and assess geohydrology reports and related information in support of Water Use License Applications. Assist WULA assessors and managers in drafting implementable water use license conditions. Provide and upload geohydrological related comments /inputs on eWULAAS. Provide scientific and technical expertise in the field of geohydrology and / earth sciences in order to assess, develop, protect, use, conserve and manage groundwater resources within the Water Management Area/Catchment or Proto Catchment Management Area. Support the implementation of groundwater protection strategies and related protocols at the regional/provincial level. Provide groundwater extension services to stakeholders within the Water Management Area/Catchment or Proto Catchment Management Area. Provide inputs to the environmental impact assessment and related groundwater protection issues. Participating to planning and implementation of regional groundwater monitoring and information programs.

ENQUIRIES : Mr SA Xongo Tel No: (021) 941 6271
APPLICATIONS : Western Cape: Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

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

POST 41/139 : **SCIENTIST PRODUCTION GRADE A-C REF NO: 291119/13**
Branch: Chief Operations Office Northern Cape
SD: Proto CMA

SALARY : R618 732 - R939 621 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE : Upington
REQUIREMENTS : A Science degree (BSc) (Hons) in Geohydrology or relevant qualification. Compulsory registration with SACNASP as a Professional Natural Scientist. Three (3) years post qualification natural scientific experience. Knowledge and

experience in groundwater resources assessment/exploration, aquifer characterizations, acid mine drainage, development and use of information management products/tools. Ability to analyze and interpret hydrogeological data. Good report writing and knowledge of groundwater information systems. Knowledge and experience of computer based groundwater assessments programs. Knowledge of guidelines, protocol, standards and norms for groundwater developments, protection and management. Understanding of Integrated Water Resources Management. Knowledge of the National Water Act, Water Services Act, Environmental Management Act, Operational Knowledge of eWULAAS, National Groundwater Strategy and National Water Resources Strategy.

DUTIES : Evaluate and assess geohydrology reports and related information in support of Water Use License Applications. Assist WULA assessors and managers in drafting implementable water use license conditions. Provide and upload geohydrological related comments/inputs on eWULAAS. Provide scientific and technical expertise in the field of geohydrology and/earth sciences in order to assess, develop, protect, use, conserve and manage groundwater resources within the Water Management Area/Catchment or Proto Catchment Management Area. Support the implementation of groundwater protection strategies and related protocols at the regional/provincial level. Provide groundwater extension services to stakeholders within the Water Management Area / Catchment or Proto Catchment Management Area. Provide inputs to the environmental impact assessment and related groundwater protection issues. Participating to planning and implementation of regional groundwater monitoring and information programs.

ENQUIRIES : Mr K Masindi Tel No: (053) 830 8800
APPLICATIONS : Upington: Please forward your application, quoting the post reference number, to: The Acting Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

FOR ATTENTION : Ms C Du Plessis

POST 41/140 : **CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 291119/14**
 Branch: Chief Operations Office Gauteng
 SD: Water Use Licensing Administration

SALARY : R495 212 per annum (OSD)
CENTRE : Gauteng Provincial Office
REQUIREMENTS : A four (4) year degree or equivalent qualification in Natural/Environmental Sciences. Six (6) years post-qualification experience. A valid driver's licence (Attach certified copy). Computer literacy. A valid driver's licence (Attach certified copy). Extensive experience in integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills, conflict, project management, problem solving, negotiation and facilitation skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

DUTIES : Assist in development of policies, strategies and guidelines for the implementation of National Water Act (NWA), 36 of 1998, with regard to water use authorisation. Supervision of staff. Assist in the evaluation of water use authorisation applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Use Authorisations and make recommendations regarding the issuing of licences. Quality check completeness of (RoRs) and resultant decision documents. Support staff in liaising with clients and other stakeholders to obtain outstanding information during WULA assessments. Promote water conservation and efficient water utilisation through the authorisation process. Support staff in requesting of scientific input within the Department using the specified templates. Participate in the Water Use Authorisation Assessment Advisory Committee (WUAAAC). Facilitate training and development of staff. Final assessment of information submitted by Water Use Licence Applicants

and input from internal specialists. Assist on responding to queries from clients within and outside the department. Support catchment management forums and bilateral meetings with stakeholders. Assist in supporting Water Tribunal cases and related court cases. Conduct quality checks the report on statistics on water use authorisation. Promotion of Water Allocation Reform including allocation of water to Historically Disadvantaged Individual. Support Review and amendments of water use authorisations.

APPLICATIONS : Gauteng Provincial Office(Pretoria) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor ,Pretoria, 0001.

FOR ATTENTION : Mr SP Nevhorwa

POST 41/141 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 291119/15**
Branch: IBOM
Div: Southern Operations

SALARY : R470 040 per annum (Level 10)
CENTRE : Port Elizabeth
REQUIREMENTS : A National Diploma or Degree (NQF 6) in Human Resources Management. Three (3) to five (5) years management experience in Human Resources Management. A valid driver's licence. (Attached certified copy). Knowledge and experience of policy development, implementation, HR transactions and Persal. (Attached certified copy). Knowledge and understanding of Government legislation, financial management and PFMA. Knowledge of techniques and procedures for planning and execution of operations. Knowledge of programme, project management and relationships management. Problem solving, analysis, people, diversity management, client orientation and customer focus skills. Excellent communication skills. Accountability, ethical conduct and analytical procedures. Analytical skills.

DUTIES : To implement effective human resources strategies and management for the department. Implement HR strategies aligned with the overall business plan of the department. Coordinate and manage service benefits and conditions for the Cluster Offices. Implement general Human Resources provisions as per HR delegations including Performance Management Development Systems (PMDS) and training. Recruitment and selection processes. Monitor and evaluate the implementation of all HR policies. Implement effective personnel records management for the Cluster Offices.

ENQUIRIES : Ms EN Ngele Tel No: (041) 508 9744
APPLICATIONS : Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Building 3rd Avenue Walmer.

FOR ATTENTION : Ms EN Ngele

POST 41/142 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 291119/16**
Branch: Chief Operations Office Free State

SALARY : R446 202 per annum (OSD)
CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma or Degree in Engineering. Six (6) years post qualification technical Engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician (proof of registration must be provided). A valid driver's licence (Attach certified copy). Relevant experience in Integrated Water Resource Management and stakeholder management. Proven ability to interpret and implement policy and strategy. Relevant experience in project and programme management. Proven ability to solve problems. Demonstrate decision-making ability. Ability to communicate with a range of stakeholders. Proven experience in strategic and business planning. Proven ability to forge partnerships between government and non-government stakeholders. Excellent verbal and written skills. Excellent administrative and organizational skills. General management experience.

DUTIES : Perform duties in the Free State Provincial Office under Sub-Directorate: Water Use License Authorisation. Interpret the policy and the act in the recommendations of license applications. Review and evaluate water use license applications in terms of legal, technical water resource management inputs. Integrate key areas of work with relevant priority departmental

programmes such as Water allocation reform, Water for growth and development. Compile, manage and report on the statistics of all water use authorizations. Ensure maintenance of records, correspondence and appeals pertaining to water use authorization applications. Ensure co-ordination with affected Government Departments for water use authorization applications. Ensure water use authorization processes are correctly implemented. Render an advisory service to applicants in applying for water use. Liaise with stakeholders with regards to the applications. Provide strategic and operational leadership to the unit. Ensure that all policies and strategies relevant to the functions of the sections are implemented. Conduct strategic and business planning. Responsible for the financial management of the section. Responsible for human resource management of the section. General office management of the section.

**ENQUIRIES
APPLICATIONS**

: Mr VG Blair Tel No: (051) 405 9000
 : Bloemfontein: Please forward your applications quoting the relevant reference number to the Provincial Head, Department Water and Sanitation, Bloemfontein, Private Bag 528, 9300 or hand-deliver at the Bloem-Plaza Building, Corner Eastburger and Charlotte Maxeke streets, second floor, Bloemfontein.

FOR ATTENTION

: Mrs L Wymers

POST 41/143

: **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: INSTREAM WATER USES AUTHORISATION) ADMINISTRATION REF NO: 291119/17 (X2 POSTS**
 Branch: Chief Operations Office Gauteng
 SD: Water Use Licensing

**SALARY
CENTRE
REQUIREMENTS**

: R402 045 per annum (OSD)
 : Gauteng Provincial Office (Pretoria)
 : A relevant Honours Degree in Environmental Management, Hydrology, Botany or related field. Experience in integrated water resource management and water resource protection will serve as an added advantage. A valid driver's licence (Attach certified copy). Ability to work flexibly on a range of assignments, and adjust to and prioritize a variety of complex evolving tasks. Strong interpersonal skills and ability to develop effective relations within and outside the DWS. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement.

DUTIES

: Assess the costs and benefits of various activities, policies, or regulations that affect the environment or natural resource stocks to balance the politics of environmental rights with economics needs. Collect and analyze data to compare the environmental implications of economic policy or practice alternatives. Conduct research on economic and environmental topics, such as alternative fuel use, public and private land use, soil conservation, air and water pollution control, and endangered species protection to inform water use authorization and communicate outcomes of such research. Develop economic models, forecasts, or scenarios to predict future economic and environmental outcomes. Develop programs or policy recommendations to promote sustainability and sustainable development, and to achieve environmental goals in cost-effective ways. Develop systems for collecting, analyzing, and interpreting environmental and economic data. Examine the exhaustibility of natural resources or the long-term costs of environmental rehabilitation specifically on mining and industrial facilities in as so as it affects water use. Perform complex, dynamic, and integrated mathematical modeling of ecological, environmental, or economic systems and write social, legal, or economic impact statements to inform decision-makers for natural resource policies, standards, or programs. Demonstrate or promote the economic benefits of sound environmental regulations. Interpret indicators to ascertain the overall health of an environment. Prepare and deliver presentations to

communicate economic and environmental study results, to present policy recommendations or to raise awareness of environmental consequences.

ENQUIRIES : Mrs Florah Mamabolo Tel No: (012) 392 1361

APPLICATIONS : Gauteng Provincial Office(Pretoria) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor ,Pretoria, 0001.

FOR ATTENTION : Mr SP Nevhorwa

POST 41/144 : **COMMUNITY DEVELOPMENT SUPERVISOR REF NO: 291119/18**
Branch: IBOM: Gauteng

SALARY : R316 791 per annum, (Level 08)

CENTRE : Gauteng (Pretoria Office)

REQUIREMENTS : A National Diploma or Degree in Social Sciences. Three (3) to five (5) years' experience in community development. Knowledge and experience in strategic and operational plan management. Knowledge in Policy implementation. Monitoring and evaluation tools and principles. Good communication skills (written and verbal). Computer literacy skills. Creativity and awareness. Experience in professional development and project management. Cultural awareness, flexibility and initiatives skills. Presentation, leadership and interpretation skills. Knowledge in application of policy and strategy. Knowledge of relevant Water related legislation, policies and practices. Knowledge of Intergovernmental Relations (IGR). Understanding of water resource programmes. Experience in Community or Rural development as well as interacting with other spheres of Government. Ability to manage conflict through a transparent and participatory approach. A valid driver's license (certified copy must be attached). Willingness to travel extensively and work irregular hours.

DUTIES : Identify and facilitate the implementation of integrated community development interventions in partnership with community and other relevant stakeholders. Liaise and co-ordinate with relevant role players, internal and external stakeholders. Support communities and perform administrative support on community development and related activities. Ensure the planning of water programmes. Ensure the implementation of water regulatory framework. Ensure the monitoring and evaluation of water and sanitation programmes. Participates as a key player in the Sanitation Sector strategic plan. Develops and manage the budget for the section. Support communities and perform administrative support on community development and related communities. Promote water Advocacy programmes. Assist in Institutional business planning support, appraisal and monitoring. Assist in the regulation and support of WSAs in Sanitation implementation and reporting. Ensure the planning of water programmes. Assists with Water and Sanitation Capacity Building, skills training and job creation through EPWP. Assist with the promotion of health and hygiene awareness through the implementation of wash programmes to minimize water-born diseases.

ENQUIRIES : Ms S Rikhotso Tel No: (012) 392 1566

APPLICATIONS : Gauteng (Pretoria Office): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor ,Pretoria, 0001.

FOR ATTENTION : Ms Angie Nyathi

POST 41/145 : **COMMUNITY DEVELOPMENT SUPERVISOR REF NO: 291119/19**
Branch Chief Operation Officer: Eastern Cape

SALARY : R316 791 per annum (Level 08)

CENTRE : East London

REQUIREMENTS : A National Diploma or Bachelor's Degree in Social Sciences. Three (3) to (5) five years' experience in community development. Driver's License (Proof Must be Attached). Knowledge of strategic and operational plan management. Knowledge of policy implementation. Knowledge and experience of monitoring and evaluation principles. Understanding of conflict management, creativity and awareness. Professional development and experience in project management. Cultural awareness, flexibility and initiative. Good communication skill (both verbal and written).

DUTIES : Identify and facilitate the implementation of integrated community development interventions in partnership with community and other relevant stake holders. Liaise and co-ordinate with relevant role players, internal and external stake holders. Support communities and perform administrative support on community development and related activities. Ensure the planning of water programmes. Ensure the implementation of water regulatory framework. Ensure the monitoring and evaluation of water programmes. Participation in the development Catchment Management Strategy and scheduling list (List of Rateable Areas).

ENQUIRIES APPLICATIONS : FK Khoza Tel No: (043) 701 0253
: Eastern Cape (East London): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town 5600.

POST 41/146 : **ENGINEERING TECHNICIAN: GRADE A REF NO: 291119/20 (X2 POSTS)**
Branch: Chief Operations Office Free State

SALARY CENTRE : R311 859 per annum (OSD)
: Bloemfontein

REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with ECSA as an Engineering Technician (Proof of registration must be attached). A valid driver's licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills relevant to Corporate Governance and stakeholder engagement.

DUTIES : Reviewing integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in connection with water use license applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations.

ENQUIRIES APPLICATIONS : Mr V Blair Tel No: (051) 405 9000
: Bloemfontein: Please forward your applications quoting the relevant reference number to the Provincial Head, Department Water and Sanitation, Bloemfontein, Private Bag 528, 9300 or hand-deliver at the Bloem-Plaza Building, Corner Eastburger and Charlotte Maxeke streets, second floor, Bloemfontein.

FOR ATTENTION : Mrs L Wymers

POST 41/147 : **ENGINEERING TECHNICIAN: GRADE A REF NO: 291119/21**
Branch: Chief Operations Office KwaZulu-Natal

SALARY CENTRE : R311 859 per annum (OSD)
: Durban

REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with ECSA as an Engineering Technician (proof of registration must be provided). A valid driver's licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report

writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills relevant to Corporative Governance and stakeholder engagement.

DUTIES : Reviewing integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in connection with water use license applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations.

ENQUIRIES APPLICATIONS : Mr S Naidoo Tel No: (031) 336 2735
: Durban Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION : The Manager (Human Resources)

POST 41/148 : **ENGINEERING TECHNICIAN: GRADE A: CIVIL REF NO: 291119/22**
Branch: Chief Operations Office Western Cape

SALARY CENTRE REQUIREMENTS : R311 859 per annum (OSD)
: Bellville
: A National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with ECSA as an Engineering Technician (proof of registration must be attached). A valid driver's licence (Certified copy must be attached). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills relevant to Corporative Governance and stakeholder engagement.

DUTIES : Reviewing integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in connection with water use license applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations.

ENQUIRIES APPLICATIONS : Mr SA Xongo Tel No: (021) 941 6271
: Western Cape: Please forward your applications quoting the relevant reference number to the Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

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

POST 41/149 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A REF NO: 291119/23**
Branch: Chief Operations Office Northern Cape
SD: Proto CMA

SALARY CENTRE : R311 859 per annum (OSD)
: Kimberley

- REQUIREMENTS** : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with ECSA as an Engineering Technician (Proof of registration must be provided). A valid driver's licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially relevant to Corporative Governance and stakeholder engagement.
- DUTIES** : Reviewing integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in connection with water use license applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations.
- ENQUIRIES APPLICATIONS** : Mr K Masindi Tel No: (053) 830 8800
: Kimberley: Please forward your application, quoting the post reference number, to: The Acting Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.
- FOR ATTENTION** : Ms C Du Plessis
- POST 41/150** : **ENVIRONMENTAL OFFICER: GRADE A-C WATER USE AUTHORISATION PROCESSING REF NO: 291119/24 (X2 POSTS)**
Branch: Chief Operations Office Kwazulu-Natal
- SALARY** : R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)
- CENTRE REQUIREMENTS** : Durban
: A National Diploma in Environmental Management or Natural Sciences. One (1) year working experience including internship or experiential learning will be an added advantage. A valid driver's licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.
- DUTIES** : Assess completeness of WULAs & conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Requesting of scientific input within the Department using the specified templates. Access and evaluate Hydrological and Environmental information with regard to licence applications. Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998, with regard to water use sector. Final assessment of information submitted by Water Use Licence Applicants and input from internal specialists. Drafting record of recommendations (RoRs) and resultant decision documents. Draft licence conditions to control/mitigate the negative impacts of water uses. Assist on responding to queries from clients within and outside the department.
- ENQUIRIES** : Mr S Naidoo Tel No: (031) 336 2735

- APPLICATIONS** : Durban Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.
- FOR ATTENTION** : The Manager (Human Resources)
- POST 41/151** : **ENVIRONMENTAL OFFICER PRODUCTION: GRADE A-C REF NO: 291119/25 (X3 POSTS)**
Branch: Chief Operations Office: Gauteng
SD: Water Use Licensing Administration
- SALARY** : R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)
- CENTRE** : Gauteng Provincial Office (Pretoria)
- REQUIREMENTS** : A National Diploma in environmental Management or Natural Sciences in any one of the following fields; Agriculture, Agricultural, Forestry, Resource-economics, Integrated Water Resource Management, A postgraduate degree in any of the above relevant field(s) will be an added advantage. One year working experience, including internship or experiential learning will also be an added advantage. A valid driver's licence (Attach certified copy). Excellent knowledge of livestock and crop water requirements and related models including CROPWAT, SWB, PLANWAT, SAPWAT etc in evaluating WULAs. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement. Excellent knowledge of livestock and crop water requirements and related models including CROPWAT, SWB, PLANWAT, SAPWAT etc in evaluating WULAs.
- DUTIES** : Assess completeness of WULAs & conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Requesting of scientific input within the Department using the specified templates. Access and evaluate Hydrological and Environmental information with regard to licence applications, in order to advise the Committee for Coordination of Agricultural Water (CCAW) on allocation of water to agricultural users and on the advisability of issuing new water use licences or reviewing of existing licences. Determine crop water requirements using relevant models including CROPWAT, SWB, PLANWAT and or SAPWAT. Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998, with regard to Agricultural water uses. Final assessment of information submitted by Water Use Licence Applicants and input from internal specialists. Drafting of record of recommendations (RoRs) and resultant decision documents. Draft licence conditions to control/mitigate the negative impacts of water uses. Assist on responding to queries from clients within and outside the department. Access and evaluate socio-economic and environmental information with regard to SFRA water use licence applications, in order to advise the Licence Assessment Advisory Committees (LAACs) on allocation of water to SFRA and on the advisability of issuing new water use licences or altering existing licences. Technical assessment of the impact of Stream Flow Reduction Activities on the ecological and social environment. Assess water requirements for SFRA activities using models. Assist in development, implementation and review of socio-economic tools/standards for the evaluation of SFRA water use licences. Capture and process data for SFRA allocations, GPS surveys of plantation and wetland areas. Inspect and evaluate field conditions where plantations are proposed. Liaise with other authorising departments on SFRA issues.
- ENQUIRIES** : Mrs F Mamabolo Tel No: (012) 392 1361
- APPLICATIONS** : Gauteng Provincial Office(Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation,

Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor ,Pretoria, 0001.

FOR ATTENTION : Mr SP Nevhorwa

POST 41/152 : **ENVIRONMENTAL OFFICER: GRADE A-C REF NO REF NO: 291119/26 (X4 POSTS)**
Branch Eastern Cape: Institutional Establishment

SALARY : R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)

CENTRE : Port Elizabeth

REQUIREMENTS : A National Diploma in Environmental Management or Natural Sciences. Computer literate and proficiency in programs such as MS Word, Power Point, Access, Outlook and Excel. Knowledge of the National Water Act (Act 36 of 1998) and Validation and Verification of Existing Lawful Use. The Public Service Act and Regulations 1994 (Act 103 of 1994). A valid driver's licence (Must attach certified copy). Understanding of Integrated Water Resource Management (IWRM). Knowledge of Batho Pele Principles. Report writing skills. General knowledge of information systems. Data capturing skills office and project management skills.

DUTIES : Determine agricultural water use requirement for different crops. Generate validation and verification of water use tables. Validation and verification of existing lawful use in terms of Section 32 of the National Water Act, 1998 (Act 36 of 1998). Updating of List of rateable areas (LRA) for Water User Associations and Irrigation Boards. Capture verified water use data and update Departments Water Use Registration Management Systems (WARMS). Assist with generating, managing and distributing communication letters to water users. Providing monthly status of verified water use. Keep and update web based database with validation and verification information. Filing correspondence with the clients. Support and provide reports to the Manager.

ENQUIRIES : Ms Thandi Mmachaka Tel No: (041) 501 0704

APPLICATIONS : Port Elizabeth: Please forward your applications quoting the reference number to The Department of Water and Sanitation, Private Bag X7485, King William's Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William's Town.

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

POST 41/153 : **ENVIRONMENTAL OFFICER: GRADE A-C REF NO. WATER USE AUTHORISATION PROCESSING REF NO: 291119/27(X3 POSTS)**
Branch Chief Operations Office Eastern Cape
Dir: Institutional Establishment

SALARY : R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)

CENTRE : East London (X2 Posts)
Mthatha (X1 Post)

REQUIREMENTS : A National Diploma in Environmental Management or Natural Sciences. Working experience, including internship or experiential learning will be an added advantage. A valid driver's licence (Attach certified copy). Computer literacy. Sound knowledge of integrated water resource management and Resource Directed Measures and Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Knowledge and experience of water use authorizations in terms of Section 21c and i of the National Water Act as well as integration of different sciences disciplines (e.g., water quality, ecology, hydrology, and related environmental science practices, etc.) into water resource management and protection. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel extensively in remote areas. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

DUTIES : Receipt and processing of water use authorisation applications (WULA) across all economic sectors in accordance with legislation, policy, procedures and guidelines. Conduct site visits, draft Record of Recommendations (ROR), reports and other resultant decision documents for the WULA. Liaise other relevant stakeholders when processing water use authorisation applications.

Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998. Capacitate the applicants on procedures. Respond to queries from clients within and outside the department. Participate in post authorisation litigation processes. Provide comments on Environmental Impact Assessments (EIA's), Environmental Management Plans (EMP's) Environmental Program Reports (EMPR's), mine closures and other technical reports within the Water Management Area.

- ENQUIRIES** : Ms N Gwentshe Tel No: (043) 701 0352
- APPLICATIONS** : East London and Mthatha: Please forward your applications quoting the reference number to The Department of Water and Sanitation, Private Bag X7485, King William's Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William's Town.
- FOR ATTENTION** : Mr M Zenzile Tel No: 043 604 5528
- POST 41/154** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C WATER QUALITY REF NO: 291119/28**
Branch Chief Operations Office Eastern Cape
Dir: Institutional Establishment
- SALARY** : R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)
- CENTRE** : East London
- REQUIREMENTS** : A relevant National Diploma in Environmental Management or Natural Sciences. Practical experience in the field of water quality management will be an added advantage. A valid driver's license (attach certified copy). Good computer literacy and writing skills; Good communication skills both written and verbal. Understanding of the National Water Act 1998, the Water Services Act 1997 and related Environmental legislation e.g. NEMA. Knowledge of industrial, agricultural and mining processes. Practical knowledge on wastewater treatment process and related technologies will serve as an advantage. Knowledge of Water Quality Management with an understanding of prevailing principles of in Integrated Water Resource Management and Catchment Management will be additional requirement. Willing to travel extensively and work irregular hours.
- DUTIES** : Processing of Water Use Licence Applications in Water Management Areas. Provide comments on Environmental Impact Assessments, Environmental Management Reports and Development Applications in the Mzimvubu – Tsitsikamma Management area. Liaise with stakeholders in the Water Sector and other Government Departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, agricultural activities, local authorities, etc. Undertake water resource monitoring and special investigations. Manage water quality in designated catchment areas. Prepare reports and interpret water quality monitoring results. Capturing of water quality results of Water Management System.
- ENQUIRIES** : Ms M Mampane Tel No: (043) 701 0257
- APPLICATIONS** : East London: Please forward your applications quoting the reference number to The Department of Water and Sanitation, Private Bag X7485, King William's Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William's Town.
- FOR ATTENTION** : Mr M Zenzile Tel No: (043) 604 5528
- POST 41/155** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C: WATER USE AUTHORISATION REF NO: 291119/29 (X6 POSTS)**
Branch: Chief Operations Office Western Cape
- SALARY** : R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)
- CENTRE** : Bellville
- REQUIREMENTS** : A National Diploma in Environmental Management or Natural Sciences or in any one of the following fields; Agriculture, Agricultural, Forestry, Resource-economics, Integrated Water Resource Management. A postgraduate degree in any of the above relevant field(s) will be an added advantage. One year working experience, including internship or experiential learning will also be an added advantage. A valid driver's license (Certified copy must be attached). Excellent knowledge of livestock and crop water requirements and related models including CROPWAT, SWB, PLANWAT, SAPWAT etc in evaluating WULAs. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector:

relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement. Excellent knowledge of livestock and crop water requirements and related models including CROPWAT, SWB, PLANWAT, SAPWAT etc in evaluating WULAs.

DUTIES : Assess completeness of WULAs and conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Requesting of scientific input within the Department using the specified templates. Access and evaluate Hydrological and Environmental information with regard to licence applications, in order to advise the Committee for Coordination of Agricultural Water (CCAW) on allocation of water to agricultural users and on the advisability of issuing new water use licences or reviewing of existing licences. Determine crop water requirements using relevant models including CROPWAT, SWB, PLANWAT and or SAPWAT. Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998, with regard to Agricultural water uses. Final assessment of information submitted by Water Use Licence Applicants and input from internal specialists. Drafting of record of recommendations (RoRs) and resultant decision documents. Draft licence conditions to control/mitigate the negative impacts of water uses. Assist on responding to queries from clients within and outside the department. Access and evaluate socio-economic and environmental information with regard to SFRA water use licence applications, in order to advise the Licence Assessment Advisory Committees (LAACs) on allocation of water to SFRAs and on the advisability of issuing new water use licences or altering existing licences. Technical assessment of the impact of Stream Flow Reduction Activities on the ecological and social environment. Assess water requirements for SFRA activities using models. Assist in development, implementation and review of socio-economic tools/standards for the evaluation of SFRAs water use licences. Capture and process data for SFRA allocations, GPS surveys of plantation and wetland areas. Inspect and evaluate field conditions where plantations are proposed. Liaise with other authorising departments on SFRA issues.

ENQUIRIES : Mr. S.A. Xongo Tel No: (021) 941 6271
APPLICATIONS : Western Cape: Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

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

POST 41/156 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C: INSTREAM WATER USES AUTHORISATION REF NO: 291119/30 (X2 POSTS)**
 Branch: Chief Operations Office Western Cape

SALARY : R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)

CENTRE : Bellville
REQUIREMENTS : A National Diploma in Environmental Management or Natural Science. One (1) year working experience, including internship or experiential learning will be an added advantage. Ability to work flexibly on a range of assignments and adjust to and prioritize a variety of complex evolving tasks. Strong interpersonal skills and ability to develop effective relations within and outside the DWS. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as

the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement. Valid driver's license (certified copy must be attached).

DUTIES : Assess the costs and benefits of various activities, policies, or regulations that affect the environment or natural resource stocks to balance the politics of environmental rights with economics needs. Collect and analyze data to compare the environmental implications of economic policy or practice alternatives. Conduct research on economic and environmental topics, such as alternative fuel use, public and private land use, soil conservation, air and water pollution control, and endangered species protection to inform water use authorization and communicate outcomes of such research. Develop economic models, forecasts, or scenarios to predict future economic and environmental outcomes. Develop programs or policy recommendations to promote sustainability and sustainable development, and to achieve environmental goals in cost-effective ways. Develop systems for collecting, analyzing, and interpreting environmental and economic data. Examine the exhaustibility of natural resources or the long-term costs of environmental rehabilitation specifically on mining and industrial facilities in as so as it affects water use. Perform complex, dynamic, and integrated mathematical modeling of ecological, environmental, or economic systems and write social, legal, or economic impact statements to inform decision-makers for natural resource policies, standards, or programs. Demonstrate or promote the economic benefits of sound environmental regulations. Interpret indicators to ascertain the overall health of an environment. Prepare and deliver presentations to communicate economic and environmental study results, to present policy recommendations, or to raise awareness of environmental consequences.

ENQUIRIES : Mr. S.A. Xongo Tel No: (021) 941 6271

APPLICATIONS : Western Cape: Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Ms K Melelo

NOTE : Persons with disabilities, Females, African Males, White Males and Indian Males are encouraged to apply.

POST 41/157 : **ENVIRONMENTAL OFFICER GRADE A-C WATER USE AUTHORISATION PROCESSING REF NO: 291119/31 (X4 POSTS)**
Branch: Chief Operations Office Free State

SALARY : R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)

CENTRE : Bloemfontein

REQUIREMENTS : A National Diploma in Environmental Management or Natural Science in any one of the following fields; Agriculture, Agricultural, Forestry, Resource-economics, Integrated Water Resource Management, Hydrology (Surface or Ground); Chemistry, Biochemistry, Microbiology, Water Utilisation, Water Resource Engineering and or Geohydrology;. A valid driver's licence (Attach certified copy). Two (2) years appropriate/recognisable experience in an area after obtaining the relevant qualification will be an added advantage. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector including relevant legislation (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

DUTIES : Assess completeness of WULAs and conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Request scientific inputs within the Department using the specified templates. Access and evaluate Hydrological and Environmental information with regard to licence applications. Assist in development of

		<p>policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998 with regard to the water use sector. Final assessment of information submitted by Water Use Licence Applicants and input from internal specialists. Drafting record of recommendations (RoRs) and resultant decision documents. Draft licence conditions to control/mitigate the negative impacts of water uses. Assist on responding to queries from clients within and outside the department.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	Mr V Blair Tel No: (051) 405 9000
	:	Bloemfontein: Please forward all applications for the centre: Bloemfontein quoting the reference number to: The Provincial Head, Department of Water and Sanitation, Private Bag X 528 Bloemfontein 9300 or hand deliver to 2nd Floor, Bloem Plaza Building, c/o Charlotte Maxeke and Eastburger Streets.
<u>FOR ATTENTION</u>	:	Mrs LP Wymers
<u>POST 41/158</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C - WATER USE AUTHORISATION PROCESSING REF NO: 291119/32 (X4 POSTS)</u> Branch: Chief Operations Office Northern Cape SD: Proto CMA
<u>SALARY</u>	:	R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)
<u>CENTRE</u>	:	Kimberley (X2 Posts) Upington (X2 Posts)
<u>REQUIREMENTS</u>	:	A relevant National Diploma or Degree in Environmental Management in Natural Sciences. Practical experience in the field of water quality management will be an added advantage. A valid driver's license (attach certified copy). Good computer literacy and writing skills; Good communication skills (both written and verbal). Understanding of the National Water Act 1998, the Water Services Act 1997, and related Environmental legislation e.g. NEMA. Knowledge of industrial, agricultural and mining processes. Practical knowledge on wastewater treatment process and related technologies will serve as an advantage. Knowledge of Water Quality Management with an understanding of prevailing principles of in Integrated Water Resource Management and Catchment Management will be additional requirement. Willing to travel extensively and work irregular hours.
<u>DUTIES</u>	:	Processing of Water Use Licence Applications in Water Management Areas. Provide comments on Environmental Impact Assessments, Environmental Management Reports and Development Applications in the Water Management areas. Liaise with stakeholders in the Water Sector and other Government Departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, agricultural activities, local authorities, etc. Undertake water resource monitoring and special investigations. Manage water quality in designated catchment areas. Prepare reports and interpret water quality monitoring results. Capturing of water quality results of Water Management System.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K Masindi Tel No: (053) 830 8800
	:	Kimberley and Upington: Please forward your application, quoting the post reference number, to: The Acting Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.
<u>FOR ATTENTION</u>	:	Ms C Du Plessis
<u>POST 41/159</u>	:	<u>ADMINISTRATION OFFICER: WATER USE AUTHORISATION REF NO: 291119/33 (X4 POSTS)</u> Branch: Chief Operations Office Eastern Cape Dir: Institutional Establishment
<u>SALARY</u>	:	R257 507 per annum (Level 07)
<u>CENTRE</u>	:	East London (X1 Post) Port Elizabeth (X2 Posts) Mthatha (X1 Post)
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Public Management/Administration. One (1) to three (3) years' experience in administration. A valid driver's licence (Attach certified copy). Experience including an internship or experiential learning will be an added advantage. Computer literate and proficiency in programs such as MS 2007 Word, PowerPoint, Access, Outlook and Excel. Knowledge of the National Water Act (Act 36 of 1998). A valid driver's licence (Attach certified copy). Knowledge of Administration Procedures. Knowledge of Batho Pele

Principles. Report writing skills. General knowledge of information systems. Data capturing skills. Office and project management skills.

DUTIES : Coordinate the administrative functions and provide support related to the Water Use Authorisation process. Management of incoming and outgoing Water Use Authorisation applications. Manage the handling of queries and ensuring amicable resolution. Respond to internal and external queries or enquiries relating to Water Use Authorisations. Manage the updating of the Electronic Water Use Licence Application and Authorization System (e-WULAAS) and ensure accurate Reporting. Ensure that statistics of all Water Use Authorisation applications are accurate and updated. Support e-WULAAS user training process. Filing correspondences with clients. Support and provide reports to management.

ENQUIRIES APPLICATIONS : Ms L Fourie Tel No: (043) 701 0248
 : East London, Port Elizabeth and Mthatha: Please forward your applications quoting the reference number to The Department of Water and Sanitation, Private Bag X7485, King William's Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William's Town.

FOR ATTENTION : Mr M Zenzile

POST 41/160 : **ADMINISTRATION OFFICER: EWULAAS REF NO: 291119/34 (X2 POSTS)**
 Branch: Chief Operations Office: KwaZulu-Natal

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
 : Durban
 : A National Diploma or Degree in Public Management/ Administration. One (1) to three (3) years' experience in administration. A valid driver's licence (Attach certified copy). Computer literate and proficiency in programs such as MS 2007 Word, Powerpoint, Access, Outlook and Excel. Knowledge of the National Water Act (Act 36 of 1998). The Public Service Act and Regulations 1994 (Act 103 of 1994). Knowledge of Administration Procedures Knowledge of Batho Pele Principles. Report writing skills. General knowledge of information systems. Data capturing skills. Office management and project management skills.

DUTIES : Coordinate the administrative functions and provide support related to the Water Use Authorisation process. Management of incoming and outgoing Water Use Authorisation applications. Manage the handling of queries and ensuring amicable resolution. Respond to internal and external queries or enquiries relating to Water Use Authorisations. Manage the updating of the Electronic Water Use Licence Application and Authorization System (E-WULAAS) and ensure accurate Reporting. Ensure that statistics of all Water Use Authorisation applications are accurate and updated. Support E-WULAAS user training process. Filing correspondences with clients. Support and provide reports to management.

ENQUIRIES APPLICATIONS : Ms Z Hadebe Tel No: (031) 336 2820
 : Durban Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION : The Manager (Human Resources)

POST 41/161 : **ADMINISTRATION OFFICER: EWULAAS REF NO: 291119/35**
 Branch: Chief Operations Office Gauteng

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
 : Gauteng Provincial Office (Pretoria)
 : A National Diploma or Degree in Public Management/Administration. One (1) to three (3) years' experience in administration. A valid driver's licence (Attach certified copy) Computer literate and proficiency in programs such as MS Word, Powerpoint, Access, Outlook and Excel. Knowledge of Public Service Act and Regulations. Knowledge of National Water Act will be an added advantage. Knowledge of Administration Procedures, Knowledge of Batho Pele Principles, Report writing skills, General knowledge of information systems, Data capturing skills, Office and Project Management Skills.

DUTIES : Coordinate the administrative functions and provide support related to the Water Use Authorisation process. Management of incoming and outgoing Water Use Authorisation applications. Manage the handling of queries and ensuring amicable resolution. Respond to internal and external queries or

enquiries relating to Water Use Authorisations. Manage the updating of the Electronic Water Use Licence Application and Authorization System (E-WULAAS) and ensure accurate Reporting. Ensure that statistics of all Water Use Authorisation applications are accurate and updated. Support E-WULAAS user training process. Filing correspondences with clients. Support and provide reports to management.

ENQUIRIES APPLICATIONS : Mrs F Mamabolo Tel No: (012) 392 1361
: Gauteng Provincial Office(Pretoria) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor ,Pretoria, 0001.

FOR ATTENTION : Mr SP Nevhorwa

POST 41/162 : **ADMINISTRATION OFFICER: WATER USE AUTHORISATION REF NO: 291119/36 (X4 POSTS)**
Branch: Chief Operations Office Western Cape

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
: Bellville
: A National Diploma or Degree in Public Management/Administration. One (1) to three (3) years' experience in administration. A valid driver's licence (Attach certified copy). Computer literate and proficiency in programs such as MS 2007 Word, PowerPoint, Access, Outlook and Excel. Knowledge of the National Water Act (Act 36 of 1998). Knowledge of Administration Procedures. Knowledge of Batho Pele Principles. Report writing skills. General knowledge of information systems. Data capturing skills. Office and Project Management Skills. A valid driver's license (certified copy must be attached).

DUTIES : Coordinate the administrative functions and provide support related to the Water Use Authorisation process. Management of incoming and outgoing Water Use Authorisation applications. Manage the handling of queries and ensuring amicable resolution. Respond to internal and external queries or enquiries relating to Water Use Authorisations. Manage the updating of the Electronic Water Use Licence Application and Authorization System (e-WULAAS) and ensure accurate reporting. Ensure that statistics of all Water Use Authorisation applications are accurate and updated. Support e-WULAAS user training process. Filing correspondences with clients. Support and provide reports to management.

ENQUIRIES APPLICATIONS : Mr SA Xongo Tel No: (021) 941 6271
: Bellville: Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

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

POST 41/163 : **ADMINISTRATION OFFICER: EWULAAS REF NO: 291119/37**
Branch: Chief Operations Office Northern Cape
SD: Proto CMA

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
: Upington
: A National Diploma or Degree in Public Management/Administration. One (1) to three (3) years' experience in administration. A valid driver's licence (Attach certified copy). Computer literate and proficiency in programs such as MS 2007 Word, PowerPoint, Access, Outlook and Excel. Knowledge of the National Water Act (Act 36 of 1998). The Public Service Act and Regulations 1994 (Act 103 of 1994). Knowledge of Administration Procedures Knowledge of Batho Pele Principles. Report writing skills. General knowledge of information systems. Data capturing skills. Office management and project management skills.

DUTIES : Coordinate the administrative functions and provide support related to the Water Use Authorisation process. Management of incoming and outgoing Water Use Authorisation applications. Manage the handling of queries and ensuring amicable resolution. Respond to internal and external queries or enquiries relating to Water Use Authorisations. Manage the updating of the Electronic Water Use Licence Application and Authorization System (E-

WULAAS) and ensure accurate Reporting. Ensure that statistics of all Water Use Authorisation applications are accurate and updated. Support E-WULAAS user training process. Filing correspondences with clients. Support and provide reports to management.

ENQUIRIES APPLICATIONS : Mr K Masindi Tel No: (053) 830 8800
 : Kimberley and Upington: Please forward your application, quoting the post reference number, to: The Acting Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

FOR ATTENTION : Ms C Du Plessis

POST 41/164 : **CHIEF ADMINISTRATION CLERK WARMS REF NO: 291119/38**
 Branch: Chief Operations Office Gauteng

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
 : Gauteng Provincial Office (Pretoria)
 : A senior certificate (Grade 12 certificate) or equivalent. Three (3) to five (5) years' experience in administration. A valid driver's licence (Attach certified copy). Computer literate and proficiency in programs such as MS Word, PowerPoint, Access, Outlook and Excel. Knowledge of the Public Service Act and Regulations. Knowledge of Administration Procedures, Knowledge of Batho Pele Principles, Report writing skills, General knowledge of information systems, Data capturing skills, Office and Project Management Skills.

DUTIES : Assess completeness of the Water Use Licence Applications. Capturing water use applications in the Water Use Authorization and Registration Management System (WARMS). Maintaining water use data in WARMS. Auditing of synergy between hardcopy forms and WARMS. Mapping data correlation with other systems. Auditing the completeness of the data before input in WARMS. Communicating monthly status of captured water use application to WARMS manager. Opening files for water use application according relevant filing prescripts. Keeping a record of water use applications. Filing correspondence with the clients. Ensuring effective operations of hardcopy file tracking system. Ensuring the water use registration website is up-to-date and has all water use registration products. Support and provide reports to the WARMS Manager.

ENQUIRIES APPLICATIONS : Mrs F Mamabolo Tel No: (012) 392 1361
 : Gauteng Provincial Office(Pretoria) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor ,Pretoria, 0001.

FOR ATTENTION : Mr SP Nevhorwa

POST 41/165 : **CHIEF ADMINISTRATION CLERK REF NO: 291119/39 (X3 POSTS)**
 Branch Eastern Cape
 Dir: Institutional Establishment Warms

SALARY CENTRE REQUIREMENTS : R257 507 per annum (Level 07)
 : East London (X2 Posts)
 : Port Elizabeth (X1 Post)
 : A Senior Certificate (Grade 12). Three (3) to five (5) years' experience in administration. Working experience in WARMS will be an added advantage. A valid driver's licence (Attach certified copy). Computer literate and proficiency in programs such as MS 2007 Word, PowerPoint, Access, Outlook and Excel. Knowledge of the National Water Act (Act 36 of 1998). The Public Service Act and Regulations 1994 (Act 103 of 1994). Knowledge of Administration Procedures. Knowledge of Batho Pele Principles. Report writing skills. General knowledge of information systems. Data capturing skills. Record management skills. Office and Project Management Skills.

DUTIES : Assess completeness of the Water Use Licence Applications. Capturing water use applications in the Water Use Authorization and Registration Management System (WARMS). Maintaining water use data in WARMS. Auditing of synergy between hardcopy forms and WARMS. Mapping data correlation with other systems. Auditing the completeness of the data before input in WARMS. Communicating monthly status of captured water use application to WARMS manager. Opening files for water use application according relevant filing prescripts. Keeping a record of water use applications. Filing correspondence with the clients. Ensuring effective operations of hardcopy file tracking system.

		Ensuring the water use registration website is up-to-date and has all water use registration products. Support and provide reports to the WARMS Manager.
<u>ENQUIRIES</u>	:	Ms N Ngcwembe Tel No: (043) 701 0220
<u>APPLICATIONS</u>	:	East London and Port Elizabeth Please forward your applications quoting the reference number to The Department of Water and Sanitation, Private Bag X7485, King William's Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William's Town.
<u>FOR ATTENTION</u>	:	Mr M Zenzile Tel 043 604 5528
<u>POST 41/166</u>	:	<u>ADMINISTRATION CLERK: WATER USE AUTHORISATION REF NO: 291119/40 (X4 POSTS)</u> Branch: Chief Operations Office Free State
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Bloemfontein: Ewulaas (X2 Posts) Wua (X2 Posts)
<u>REQUIREMENTS</u>	:	A Senior Certificate (Grade 12) or equivalent qualification. Computer literate and proficiency in programs such as MS 2007 Word, PowerPoint, Access, Outlook and Excel. Knowledge of the National Water Act (Act 36 of 1998). Knowledge of Administration Procedures. Knowledge of Batho Pele Principles. Report writing skills. General knowledge of information systems. Data capturing skills. Office and Project Management Skills. A valid driver's licence (Attach certified copy).
<u>DUTIES</u>	:	Render general administrative functions and provide support related to the Water Use Authorisation process. Keep and maintain the incoming and outgoing register of Water Use Authorisation applications. Handle routine enquiries relating to Water Use Authorisations. Update the Electronic Water Use Licence Application and Authorization System (e-WULAAS) and ensure accurate Reporting. Maintain and ensure statistics of all Water Use Authorisation applications are accurate and updated. Provide administrative support to e-WULAAS user training process. Record, organise, capture and retrieve correspondence and data. Keep and maintain the filing system and correspondences with clients. Provide reports to management.
<u>ENQUIRIES</u>	:	Mr V Blair Tel No: (051) 405 9000
<u>APPLICATIONS</u>	:	Bloemfontein: Please forward your applications quoting the relevant reference number to the Provincial Head, Department Water and Sanitation, Bloemfontein, Private Bag 528, 9300 or hand-deliver at the Bloem-Plaza Building, Corner Eastburger and Charlotte Maxeke streets, second floor, Bloemfontein.
<u>FOR ATTENTION</u>	:	Mrs L Wymers
<u>POST 41/167</u>	:	<u>ADMINISTRATIVE CLERK: INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE REF NO: 291119/41</u> Branch: Chief Operations Office Free State The purpose of this post is to render administrative support services in the Directorate.
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Senior Certificate (Grade 12) or equivalent qualification. Good knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Good planning, organising and reporting skills. Good financial management skills. Ability to have good interpersonal relations, flexibility and teamwork. Good verbal and written communication skills. Computer literacy (Word, Excel and Power Point). Practical test on computer literacy to form part of interview. Ability to work independently and to work under pressure.
<u>DUTIES</u>	:	The incumbent is expected to render general clerical support services by recording, organising, storing, capturing and retrieving correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component.

Keeping record of all files received by and returned from the office of the Director. Provide supply chain clerical support within the component. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component, keeping the leave register for the Directorate and reporting monthly to HR. Keep and maintain personnel records in the component. Provide financial administration support services in the component. Capture and update expenditure in component. Capturing S&Ts received from Finance for approval and keeping a register of S&T returned to Finance for payment; Check completeness of subsistence and travel claims of officials and submit to manager for approval; Keeping record of all invoices received for approval and payment; Keeping record of all sundry payments received for approval and payment. Handle telephone accounts and petty cash for the component. Coordinate the requests for quotations for the Directorate and follow up with SCM. Assist with the creation of Log 1s and ensure that expenditure is within the allocated budget.

ENQUIRIES : Mr M Manyama Tel No: (051) 406 9130
APPLICATIONS : Bloemfontein: Please forward your applications quoting the relevant reference number to the Provincial Head, Department Water and Sanitation, Bloemfontein, Private Bag 528, 9300 or hand-deliver at the Bloem-Plaza Building, Corner Eastburger and Charlotte Maxeke streets, second floor, Bloemfontein.

FOR ATTENTION : Mrs L Wymers

POST 41/168 : **ADMINISTRATION CLERK REF NO: 291119/42 (X3 POSTS)**
 Branch: Chief Operations Office Kwazulu-Natal

SALARY : R173 703 per annum (Level 05)
CENTRE : Durban
REQUIREMENTS : A Senior Certificate (Grade 12) or equivalent qualification. Computer literate and proficiency in programs such as MS 2007 Word, PowerPoint, Access, Outlook and Excel. A valid driver's licence. Knowledge of the National Water Act (Act 36 of 1998). The Public Service Act and Regulations 1994 (Act 103 of 1994). Competences: Knowledge of Administration Procedures. Knowledge of Batho Pele Principles. Report writing skills. General knowledge of information systems. Data capturing skills. Office and Project Management Skills.

DUTIES : Assess completeness of the Water Use Licence Applications. Capturing water use applications in the Water Use Authorization and Registration Management System (WARMS). Maintaining water use data in WARMS. Auditing of synergy between hardcopy forms and WARMS. Mapping data correlation with other systems. Auditing the completeness of the data before input in WARMS. Communicating monthly status of captured water use application to WARMS manager. Opening files for water use application according relevant filing prescripts. Keeping a record of water use applications. Filing correspondence with the clients. Ensuring effective operations of hardcopy file tracking system. Ensuring the water use registration website is up-to-date and has all water use registration products. Support and provide reports to the WARMS Manager.

ENQUIRIES : Ms Z Hadebe Tel No: (031) 336 2820
APPLICATIONS : Durban: Please forward your applications quoting the relevant reference number to the Provincial Head, Department Water and Sanitation, Private Bag X54304, Durban, 4000 or hand-deliver at the 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION : The Manager (Human Resources)

POST 41/169 : **ADMINISTRATION CLERK: WARMS REF NO: 291119/43 (X2 POSTS)**
 Branch: Chief Operations Office Gauteng

SALARY : R173 703 (Level 05)
CENTRE : Gauteng Provincial Office (Pretoria)
REQUIREMENTS : A Senior Certificate (Grade 12) or equivalent qualification. Computer literate and proficiency in programs such as MS Word, PowerPoint, Access, Outlook and Excel. Knowledge of Water Services Act and National Water Act 1998 (Act No 36 of 1998). Knowledge of the National Water use Registration process. Knowledge of administrative procedures. Understanding of Social and Economic development issues. Basic Financial management and knowledge

of PFMA. Problem solving and analysis. Client Orientation an customer focus. A valid driver's licence (Attach certified copy).

DUTIES : Render general clerical support services. Provide supply chain Assess completeness of the Water Use Licence Applications. Capturing water use applications in the Water Use Authorization and Registration Management System (WARMS). Maintaining water use data in WARMS. Auditing of synergy between hardcopy forms and WARMS. Mapping data correlation with other systems. Auditing the completeness of the data before input in WARMS. Communicating monthly status of captured water use application to WARMS manager. Opening files for water use application according relevant filing prescripts. Keeping a record of water use applications. Filing correspondence with the clients. Ensuring effective operations of hardcopy file tracking system. Ensuring the water use registration website is up-to-date and has all water use registration products. Support and provide reports to the WARMS Manager.

ENQUIRIES APPLICATIONS : Mrs Florah Mamabolo Tel No: (012) 392 1361
: Gauteng Provincial Office(Pretoria) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor ,Pretoria, 0001.

FOR ATTENTION : Mr SP Nevhorwa

POST 41/170 : **ADMINISTRATION CLERK: WARMS REF NO: 291119/44 (X4 POSTS)**
Branch: Chief Operations Office Western Cape

SALARY CENTRE REQUIREMENTS : R173 703 (Level 05)
: Bellville
: A Senior Certificate (Grade 12) or equivalent qualification. Computer literate and have sound knowledge of Microsoft Office. Knowledge of Water Services Act and National Water Act 1998 (Act No 36 of 1998). Knowledge of the National Water use Registration process. Knowledge of administrative procedures. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Problem solving and analysis. Client Orientation an customer focus. A valid driver's licence (Attach certified copy).

DUTIES : Render general clerical support services. Provide supply chain Assess completeness of the Water Use Licence Applications. Capturing water use applications in the Water Use Authorization and Registration Management System (WARMS). Maintaining water use data in WARMS. Auditing of synergy between hardcopy forms and WARMS. Mapping data correlation with other systems. Auditing the completeness of the data before input in WARMS. Communicating monthly status of captured water use application to WARMS manager. Opening files for water use application according relevant filing prescripts. Keeping a record of water use applications. Filing correspondence with the clients. Ensuring effective operations of hardcopy file tracking system. Ensuring the water use registration website is up-to-date and has all water use registration products. Support and provide reports to the WARMS Manager.

ENQUIRIES APPLICATIONS : Mr SA Xongo Tel No: (021) 941 6271
: Bellville: Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

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

POST 41/171 : **ADMINISTRATION CLERK: WATER USE LICENCE AUTHORISATION REF NO: 291119/45**
Branch: Chief Operations Office Northern Cape
SD: Proto CMA

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Upington
: A Senior Certificate (Grade 12) or equivalent qualification. Computer literate and proficiency in programs such as MS 2007 Word, PowerPoint, Access, Outlook and Excel. Knowledge of the National Water Act (Act 36 of 1998). Knowledge of Administration Procedures. Knowledge of Batho Pele Principles. Report writing skills. General knowledge of information systems. Data

capturing skills. Office and Project Management Skills. A valid driver's licence (Attach certified copy).

DUTIES : Assess completeness of the Water Use Licence Applications. Capturing water use applications in the Water Use Authorization and Registration Management System (WARMS). Maintaining water use data in WARMS. Auditing of synergy between hardcopy forms and WARMS. Mapping data correlation with other systems. Auditing the completeness of the data before input in WARMS. Communicating monthly status of captured water use application to WARMS manager. Opening files for water use application according relevant filing prescripts. Keeping a record of water use applications. Filing correspondence with the clients. Ensuring effective operations of hardcopy file tracking system. Ensuring the water use registration website is up-to-date and has all water use registration products. Support and provide reports to the WARMS Manager.

ENQUIRIES APPLICATIONS : Mr K Masindi Tel No: (053) 830 8800
 : Kimberley: Please forward your application, quoting the post reference number, to: The Acting Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

FOR ATTENTION : Ms C Du Plessis

POST 41/172 : **FINANCE CLERK: PRODUCTION REF NO: 291119/46**
 Branch: IBOM
 Div: Southern Operations

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
 : Port Elizabeth
 : A Senior Certificate (Grade 12) or equivalent qualification. Basic knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics. Computer literacy skills. Good communication and interpersonal skills. Problem solving and report writing skills.

DUTIES : Perform reconciliation of customer accounts and billing adjustments. Liaise with customers and attend to customer queries. Monitor debtors and do follow up on outstanding balances. Printing of customer statements and invoices. Follow up and process return to sender (RTS). Filling all relevant documentation and customer correspondence. Monthly reporting of revenue duties.

ENQUIRIES APPLICATIONS : Ms AU Erasmus Tel No: (041) 508 9735
 : Port Elizabeth: Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Building 3rd Avenue Walmer.

FOR ATTENTION : Ms EN Ngele

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. As the apex of Government in the Republic of South Africa, the Presidency coordinates policy development and implementation that enable responses to short-term opportunities and challenges in the country and to direct the country's progress towards the realisation of the NDP's Vision 2030. The Policy and Research Services (PRS) unit in The Presidency is a reconstituted structure which will drive policy coordination and alignment and institutionalise the practice of evidence-based policy formulation. Candidates joining PRS must be accomplished in their fields as researchers and policy analysts, self-driven, collaborative, innovative, solution-oriented, confident presenters of ideas, passionate about the country's development, vigilant against failures of implementing government's programme of action, and willing to put in long hours in the interest of growing the South Africa we want.

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings.
- FOR ATTENTION** : Mr K Futhane
- CLOSING DATE** : 29 November 2019
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. In addition, your qualifications(s) will be submitted to SAQA for verification. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to a pre-employment screening and Top Secret security vetting to determine their suitability for working in an environment that handles sensitive state information. In addition, your qualifications(s) will be submitted to SAQA for verification and failure to submit the requested documents will result in your application not being considered. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 41/173** : **CHIEF POLICY ANALYST (SECTOR LEAD): ECONOMY, TRADE AND INVESTMENT**
Branch: Policy and Research Services
- SALARY** : R1 251 183 per annum (Level 14) (All-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Charged with leading engagement on policies that will facilitate inclusive economic growth and job creation, the successful candidate must have a Bachelor's Degree/Advanced Diploma in Economics or in Public Finance or equivalent qualification on NQF Level 7. Post-graduate qualifications at Masters Level will serve as an added advantage. Candidates should have 5 years of senior management experience and must have proven exposure in the public sector policy space and programme implementation in areas such as investment promotion, industrial strategy and macro-economic policy. Process competencies: Candidates should have proven communication skills and in particular, must provide evidence of writing at advanced level. They require superior levels of client and stakeholder orientation, honesty and integrity, and commitment to work collaboratively. They should bring to the

position in-depth understanding of the Public Service Regulatory Framework as well as the legal and political environment within which The Presidency operates (as the centre of government). They should demonstrate understanding of the South African political economy, global development trends and innovations in the fields of economic policy implementation, investment promotion and industrialisation. Advanced statistical and research skills are required, including capacity to use research tools for processing and analysing data. Ability to work in multiple discipline teams, knowledge management, leadership, people management and empowerment, programme and project management as well working under tight deadlines will be added advantage.

DUTIES : The successful candidate will be expected to provide leadership as Chief Policy Analyst serving the Economic Sectors, Investment, Employment and Infrastructure Development Cluster whose work increase the management of the economy, trade and investment. She/he must identify and report on critical economic trends/data that require the attention of the President and Deputy President, track the implementation of the programme of action (economic development priorities and flagship projects ranging from re-imagined industrial strategy, 4IR and job creation), draft critical notes and appraisals on Cabinet Memorandums, commission relevant research, establish relations with researchers/think tanks and identify policy gaps that require the attention of the President and Deputy President. You will coordinate (working with relevant departments) relevant economic sector advisory councils and working groups. Work with relevant departments and agencies to track and report on the implementation of the Investment Conference and Jobs Summit outcomes.

ENQUIRIES : Mr Thabiso Moloi Tel No: (012) 300 5866

POST 41/174 : **CHIEF POLICY ANALYST (SECTOR LEAD): GOVERNANCE AND INSTITUTIONAL DEVELOPMENT**
Branch: Policy and Research Service

SALARY CENTRE REQUIREMENTS : R1 251 183 per annum (Level 14) (All-inclusive package)
: Pretoria
: Charged with supporting efforts towards building a democratic, responsible and developmental public service, the successful candidate must have a Bachelor's Degree/ Advanced Diploma in Law, institutional Economics or Public Administration with specialisation in governance and capacity building or equivalent qualification on NQF level 7. Post-graduate qualifications at Masters Level will serve as an added advantage. Must have 5 years of senior management experience and must have proven exposure in the public sector policy space and programme implementation in areas such as corporate governance, institutional development, assurance and compliance strategy implementation. Competencies and minimum areas of knowledge and expertise include: communication - both oral and written; client orientation and customer focus; honesty and integrity; innovation in the way you operate and engage with stakeholders; strategic leadership; problem-solving and analysis; knowledge management; change management; financial management; project management and research management. The successful candidate must have in-depth understanding of the Public Service Regulatory Framework, inter-governmental relations legislation, the National Development Plans, appreciate meaning and application of theories of democratic developmental state and be familiar with the Companies Act and the King Codes. Candidate must have the ability to apply research, monitoring and evaluation methodologies and tools that leads to the development of insights and proposals for advancing good governance and the building of a responsive and capable state.

DUTIES : The successful candidate will lead policy formulation and analysis, and research on governance and institutional development within the public service. In addition to supporting the Governance, State Capacity and Institutional Development Cluster, the candidate must anchor the structures set up by The Presidency to reform the governing including the Presidential State Owned Enterprises Advisory Council. Support the Director-General in The Presidency with regard to oversight over the Public Service. Monitor and report on interventions related to building the capacity of the state. Work alongside Presidency legal advisors to make inputs on priority projects aimed at strengthening governance across the State.

ENQUIRIES : Mr Thabiso Moloi Tel No: (012) 300 5866

POST 41/175 : **SENIOR POLICY ANALYST: TELECOMMUNICATIONS AND NETWORK INDUSTRIES**
Branch: Policy and Research Service

SALARY : R1 057 326 per annum (Level 13) (All-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's degree in Computer Science or Information Systems or Engineering or equivalent qualification on NQF level 7. A relevant Master's degree will serve as an added advantage. Experience: 5 years at a middle/senior management level. Job Knowledge: Knowledge of the telecommunications policy and regulatory environment is essential, as well as thorough understand of the Electronic and Communication Act. Functional knowledge of key 4IR technologies (Artificial Intelligence, Robotics, Internet of Things, Data Science, Cloud Computing, Cybersecurity, Block-chain, Nano-technology, Precision medicine, etc.). Competencies Required: Business analysis, software development, policy analysis, strategic leadership, financial analysis and budget management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management and service delivery innovation. Core competencies: Be a professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Communication skills. Good interpersonal skills. Have excellent computer skills. High level Research skill. Have excellent organisational and planning skills flexible with ability to work on multiple projects simultaneously. High-Level negotiation and decision making ability. Have sense of urgency and ability to identify and resolve problems in a timely manner. Relationship building and teamwork skills. Excellent in litigation matters as well as executive matters. Be able to work independently and under pressure. Monitoring and evaluation. Integrity and trust. Problem solving and analysis. Good computer knowledge. Good decision-making skills. Applied strategic thinking. Negotiation techniques. Business acumen. Consultation skills. Program and project management. Maintain confidentiality. Financial management. Public Service regulatory Framework. Policy formulation process within Government.

DUTIES : The successful candidate will be working across functional areas in the Policy and Research Services Unit in The Presidency, the Senior Policy Analyst will be responsible for conducting research, policy analysis and project support in the broader area of telecommunications. He/she will work with Chief Policy Analysts and the Head of the Policy Unit to monitor the implementation of priority Fourth Industrial Revolution (4IR) interventions and programmes with a special focus universal access, skills development and industrialisation. He/she will also participate in international and regional structures that promote economic development through 4IR and must work with the SEIAS Unit to perform socio-economic impact assessment of the 4IR.

ENQUIRIES : Mr Thabiso Moloi Tel No: (012) 300 5866

POST 41/176 : **SENIOR POLICY ANALYST: AGRICULTURE AND NATURAL RESOURCES**
Branch: Policy and Research Service

SALARY : R1 057 326 per annum (Level 13) (All-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree/Advanced Diploma in Agriculture or Mining Economics or equivalent qualification on NQF level 7 and expertise in the following areas: Agricultural Economics/Statistics, Macro/Policy Economics and Modelling, International Economics and or Trade Policy, Resource Economics, Mining or Water Resource Management. Post-graduate qualifications at Masters Level will serve as an added advantage. Must have 5 years middle/senior management experience. Core competencies: Be a professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Communication skills. Good interpersonal skills. Have excellent computer skills. High level Research skill. Have excellent organisational and planning skills flexible with ability to work on multiple projects simultaneously. High-Level negotiation and decision making ability. Have sense of urgency and ability to identify and resolve problems in a timely manner. Relationship building and teamwork skills. Excellent in litigation matters as well as executive matters. Be able to work independently and under pressure. Monitoring and evaluation. Integrity and trust. Problem solving and

analysis. Good computer knowledge. Good decision-making skills. Applied strategic thinking. Negotiation techniques. Business acumen. Consultation skills. Program and project management. Maintain confidentiality. Financial management. Public Service regulatory Framework. Policy formulation process within Government.

DUTIES

: Continuous in-depth study/research of developments/patterns/trends in a specific agricultural environment (e.g. resources, production, marketing, reform, macroeconomics, farm management, agricultural business, international trade and investment, business support, rural development etc.): Resources (spending, allocation, access, utilization, cost benefit, etc.): Human resources (labour, entrepreneurship, etc.) Natural resources (land, water, environment, etc.) Capital resources (equipment, finance, infrastructure, technology, etc.) Intermediate inputs (consumables) Production (performance, viability, efficiency, profitability, etc.) Marketing (supply chain efficiency, opportunities, beneficiation, access, equitable participation, initiatives, etc.) International trade (negotiations, trade policy and legislation, norms & standards, market access) Agrarian reform (restitution, redistribution, co-operative development, business development, entrepreneurial development, etc.) Render support in the promotion of agribusiness management by means of research and extension support Analyse agriculture and natural resources local and international trends, offer regular insights, produce policy briefs economic and be part of internal and external foras that support the development of growth in agriculture and national resources sectors. She/he must validate the reliability of economic models in relation the specific scenarios and do forecasting. From time to time, the candidate will be expected to partner with and or commission research projects to close knowledge gaps or to mobilize evidence to test policy propositions.

ENQUIRIES

: Mr Thabiso Moloi Tel No: (012) 300 5866

POST 41/177

: **SENIOR POLICY ANALYST:**
ECONOMETRICS/STATISTICS/DEVELOPMENT
PLANNING/DEMOGRAPHY
Branch: Policy and Research Service

SALARY
CENTRE
REQUIREMENTS

: R1 057 326 per annum (Level 13) (All-inclusive package)
: Pretoria
: Qualifications: A Bachelor's degree or equivalent qualification (NQF level 7) Econometrics, Statistics, Development Planning or Demography as recognised by SAQA. A Masters Degree in econometrics, statistics /mathematics, finance, development planning or demography will serve as an added advantage. Experience: At least 5 years as a statistician or conducting econometric models. Proven research design, execution and research management is essential. Job Knowledge: Knowledge of macro- and microeconomic policies, advanced quantitative research methods, analysis and report writing, understanding of geospatial mapping, demography and or behavioural economics. Demonstrable econometrics, predictive and or statistical modelling expertise and proven research/project management experience. Competencies Required: Strategic leadership, financial management, problem solving, people management and empowerment, project management, knowledge management, change management and service delivery innovation.

DUTIES

: Core competencies: Be a professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Communication skills. Good interpersonal skills. Have excellent computer skills. High level Research skill. Have excellent organisational and planning skills flexible with ability to work on multiple projects simultaneously. High-Level negotiation and decision making ability. Have sense of urgency and ability to identify and resolve problems in a timely manner. Relationship building and teamwork skills. Excellent in litigation matters as well as executive matters. Be able to work independently and under pressure. Monitoring and evaluation. Integrity and trust. Problem solving and analysis. Good computer knowledge. Good decision-making skills. Applied strategic thinking. Negotiation techniques. Business acumen. Consultation skills. Program and project management. Maintain confidentiality. Financial management. Public Service regulatory Framework. Policy formulation process within Government.

ENQUIRIES

: Mr Thabiso Moloi Tel No: (012) 300 5866

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

CLOSING DATE : 06 December 2019

APPLICATIONS : must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver's license where applicable]. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer/promotion/appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 41/178 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: H/D/23**
Labour Relations Directorate: Corporate Office

SALARY : R733 257 per annum (Level 11)

CENTRE : Bloemfontein

REQUIREMENTS : Recognized three-year degree/diploma in Labour Law/Labour Relations or equivalent qualification plus 3-5 years' functional experience of which 3 years must be on management level. Valid driver's license. Knowledge and Skills: Knowledge of Labour Relations Legislation. General working conditions within the Public Service. Knowledge of the Public Service Processes of the CCMA, PSCBC and GPSSBC. Public Service Resolution in terms of labour relation issues, rules, GSSBC rules etc. Skills: Policy analysis and develop skills. Computer literacy, good communication skills. Facilitation skills, Conflict management skills, Negotiation skills, organizing skills, management skills, confidentiality.

DUTIES : Develop labour relations policies and strategies. Improve operational relations methods. Manage the investigation of misconduct and grievance cases including disputes and to advise appropriately thereon. Manage misconduct cases, grievances and disputes. Represent the Department in bilateral discussions with organized labour unions. Oversee the implementation of arbitration awards and collective agreements. Provide information sessions on labour relation matters to Senior Management. Perform and manage administrative and related functions. Ensure compilation and submit monthly and quarterly progress and technical reports (functional and support related e.g. work plans for PMDS.) Manage and control personnel assets. Determine specifications for procurement of goods and services. Comply with the Public Service prescripts. Develop a business plan and action plan for the sub-directorate. Manage and ensure the development of all human resources in the directorate. Financial management of the cost centre (i.e. Directorate). Ensure

the development and maintenance of the databases. Provide training on all Labour Relations matters. Ensure that collective agreements and legislation is correctly implemented in the department. Ensure that there is workplace peace, harmony and democracy throughout the Department. Ensure the consultation structures are in place throughout the Department.

ENQUIRIES : Mr D P Maqina Tel No: (051) 408 1355
APPLICATIONS : To Be Send To: The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein
FOR ATTENTION : Me P Mpu

POST 41/179 : **ASSISTANT DIRECTOR: LABOUR RELATIONS: REF NO: H/A/41 (X2 POSTS)**
Labour Relations Directorate: Corporate Office

SALARY : R376 596 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : Recognized three-year degree/diploma in Labour Law/Labour Relations or equivalent qualification plus 3-5 years' functional experience of which 2 years must be on supervisory level. Valid driver's license. Knowledge And Skills: Knowledge of Labour Relations legislation. General working conditions within the Public Service. Knowledge of the Public Service Processes of the CCMA, PSCBC and GPSSBC. Skills: Policy analysis and develop skills. Computer literacy, good communication skills. Facilitation skills, Conflict management skills, Negotiation skills, organizing skills, management skills, confidentiality.

DUTIES : Supervision of Labour Relations Officers and Admin Clerks. Assist with the development of labour relations policies. Submit proposals on the departmental policy. Support the development of departmental frameworks, procedures and processes. Coordinate/conduct investigations on misconduct and grievances including disputes and advise appropriately thereon. Report on outcome of preliminary investigations of labour relations matters. Advise on labour relations matters in order to minimize unfair labour practices. Represent the Department in bilateral discussions with organized labour relation unions. Coordinate the implementation of arbitration awards and collective agreements. Provide information sessions on labour relation matters. Perform and manage administrative and related functions. Compile and submit monthly and quarterly reports (functional and support related e.g. work plans for PDM). Provide inputs to the Operational Plan for the Unit. Manage and control personnel and assets. Monitor budget, determine specifications for procurement of goods and services. Develop, implement and maintain database. Comply with Public Services prescripts.

ENQUIRIES : Mr D P Maqina Tel No: (051) 408 1355
APPLICATIONS : To Be Send To: The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein
FOR ATTENTION : Me P Mpu

POST 41/180 : **LABOUR RELATIONS OFFICER REF NO: H/L/12 (X4 POSTS)**
Labour Relations Directorate: Corporate Office

SALARY : R257 508 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate recognized 3-year Degree/Diploma in Labour Law/Labour Relations or equivalent qualification plus 1-3 years' functional experience. Valid driver's license. Knowledge and Skills: Knowledge of Labour Relations Legislation. General working conditions within the Public Service. Knowledge of Public Service Processes of the PHSDBC, PSCBC and CCMA. Computer literacy, good communication skills. Conflict management skills.

DUTIES : Handle misconduct cases, grievances and disputes in line with relevant legislation/resolutions to ensure proper resolution thereof. Report on outcome of preliminary investigation of labour relation matters. Advise management on all Labour Relations matters in order to minimize unfair labour practices. Capture information of misconduct cases, grievances and disputes on employee relations management information system for record keeping purposes. Provide secretariat service to the departmental consultative committee. Update labour relation information on the system. Report progress on monthly basis. Maintain the disciplinary filing system. Report on strike

actions. Conduct training on labour relation matters. Assist in ensuring that consultation structures are in place in all facilities allocated to the incumbent. To assist in ensuring that there is workplace peace, harmony and democracy throughout the Department.

ENQUIRIES : Mr D P Maqina Tel No: (051) 408 1355
APPLICATIONS : To Be Send To: The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
FOR ATTENTION : Me P Mpu

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.



APPLICATIONS : Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or delivered by hand in Room 426B, 4th Floor, Fidel Castro Building, 55 Miriam Makeba Street, Bloemfontein.

FOR ATTENTION : Mr. I B Pheello Tel. No: (051) 405 5069

CLOSING DATE : 29 November 2019

NOTE : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in the CV), driver's license (if required), identity document and an updated C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Candidates will also be subjected to a practical test. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised posts.

OTHER POSTS

POST 41/181 : **DEPUTY DIRECTOR: DEPARTMENTAL INFORMATION TECHNOLOGY**
REF NO: FSPT 011/19

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

REQUIREMENTS : An NQF 7 qualification (B-Tech: Information Technology/B.Sc Informatics/B.Sc Computer Science and A+, N+, CCNA, Security+ and SharePoint certification) with a minimum of five (5) years' experience in the information technology environment of which at least three (3) years should have been in a junior management position. Knowledge of ISO/IEC 27002, ITIL, CoBit 5 and LMS, Exchange, AD, firewall, Cisco systems, Linux, and Microsoft server infrastructure. Knowledge of relevant legislation, regulations and policies. Good communication (verbal and written), problem solving, analytical, reporting and presentation skills. Computer literate (MS Word, Excel and Power Point).

DUTIES : Manage and provide information technology solutions and systems that are effective in supporting the Department's objectives to improve service delivery.

Manage the development and maintenance of the Departmental website (Internet and Intranet) and web services to improve the Departmental web presence and corporate image. Manage the resources of the Sub-directorate. Manage Departmental information and knowledge management to ensure the maximization of IT resources. Manage information security to protect Departmental information and systems. Management of the corporate governance of the ICT framework.

ENQUIRIES : Mr. S Mhlambi, Tel No: 051 405 5031/Cell: 079 525 4192 (during office hours only)

POST 41/182 : **ASSISTANT DIRECTOR: BUDGET CONTROL REF NO: FSPT: 012/19**

SALARY : R376 596 per annum (Level 09)

CENTRE : Bloemfontein

REQUIREMENTS : A degree or equivalent qualification (NQF level 7) in Accounting/Budgeting/Finance. Three years' experience in budget control and/or financial control in the Public Sector. Knowledge of the financial management environment, management of resources, BAS, Logis and Persal systems, batch control, budget formats and Microsoft Office. Good communication skills, numeracy and presentation skills. Computer literate.

DUTIES : Budget, review, analyse and quality assure the budget preparation process. Render a financial accounting service to the Department by preparing official documentation in line with prescribed templates, prescripts and guidelines. Create, review and quality assure the management accounting reporting processes. Manage the operational processes, resources and procedures associated with the management accounting functions. Supervise employees to ensure an effective finance and budget control service.

ENQUIRIES : Ms. FP Prinsloo Tel No: (051) 405 5462

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT**

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

- APPLICATIONS** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107/ private bag X112, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.
- CLOSING DATE** : 29 November 2019
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

- POST 41/183** : **DEPUTY DIRECTOR: ASSET MANAGEMENT (GBN) REF NO: REFS/004757**
(12 Months Contract)
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (all-inclusive remuneration package)
: Johannesburg
: Matric certificate plus a recognised National Diploma (NQF level 6) in Supply Chain Management/Accounting. 3-5 years' experience at Supervisory or Assistant Director Level within IT environment. Track record in preparation and management of operational plans, business plans and budgeting. Ability to implement internal systems and control to ensure sound asset management.
- DUTIES** : Manage the assets management unit by providing leadership and guidance. Monitor and manage staff development plan and performance against the achievement of Departmental objectives. Develop, manage and monitor the implementation and adherence to the Asset Management Policy. Effectively manage the assets of the e-Government as required by the Public Finance Management Act, Treasury Regulations and Asset Framework. Manage and Monitor the development and implementation of the Asset Management Strategy in line with the business plans on programmes. Develop, monitor and implement an acquisition, maintenance and disposal plans for assets. Effective Coordination of assets management activities and to report accurately on the asset within the e-Government at any point in time. Coordinate and monitor asset management initiatives in the e-Government (including off side Assets). Manage and maintain a comprehensive asset register. Manage the acquisition, losses and disposal of assets in the e-Government. Manage the annual verification of asset within e-Government. To ensure effective integration and working procedure between the Asset Management Unit, Supply Chain Management and Budget Control Unit within the department. Manage the preparation of monthly reconciliation between the Asset Register and ledger as well as an annual reconciliation of the register, Annual Financial Statements (AFS) and the ledger. Manage the barcode tagging, movement, disposal of assets for e-Government. To ensure officials within the asset management

		function are sufficiently trained on asset management function are sufficiently trained on asset management systems, processes, procedure and policies.
<u>ENQUIRIES</u>	:	Ms. Nonhlanhla Mabuza Tel No: (011) 689 8511
<u>POST 41/184</u>	:	<u>ASSISTANT DIRECTOR: ERP BASIS REF NO: REFS/004756</u> Chief Directorate: Applications Competency Centre
<u>SALARY CENTRE REQUIREMENTS</u>	:	R470 040 per annum (Level 10) (plus benefits) Johannesburg
	:	Matric plus National Diploma/B. Degree in IT/Commerce with 2-3 years comprehensive ERP Basis experience. Relevant ERP qualification, people management, experience in ERP and IT program management/project management are strongly desired.
<u>DUTIES</u>	:	Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Communicate with colleagues, management and business unit(s) on requirements, problems, project status and issues. Perform all administrative tasks associated with tracking project components or support request that are assigned by project management. Formulate appropriate system procedures/processes. Assist in the planning of new hardware and new platform components. Participate in any system upgrade activities as planned by the customer department management. Identify, document and resolve project issues. Design and execute functional and integration test plans and test scripts. Support system testing and production change-over activities; prepare production change-over plan in customer areas; advise on strategies/best practices for migration from existing systems to new systems. Identify any application issues that may impact project deadlines, and other issues that may negatively impact the business processes of the customer department. Provide training to customer team members/users.
<u>ENQUIRES</u>	:	Mr. Themba Psungu Tel No: (011) 689 6980
<u>POST 41/185</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT (GBN) REF NO: REFS/004758 (X2 POSTS)</u> (12 Months Contract) Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (plus 37% benefits) Johannesburg
	:	Matric certificate plus a recognised National Diploma (NQF level 6) in Supply Chain Management/ Accounting. 2-3-year related asset management experience. Proven supervisory skills. Ability to implement internal systems and controls to ensure sound asset management. IT background will serve as an advantage.
<u>DUTIES</u>	:	Plan and supervise the assets verification against the assets register and Financial Statements. Supervise the implementation of the acquisition, maintenance and disposal plans of assets in e-Government. Ensure the implementation of the Asset Management Policy. Manage staff development and performance plans against the achievement of the departmental objectives ensure the implementation of the Assets Management Strategy in line with the business plans of the programmes. Ensure the maintenance and updated comprehensive Assets Management register. Ensure the preparation of monthly reconciliation between the Asset Register and ledger as well as an annual reconciliation of the register, Annual Financial Statement (AFS) and the ledger. Supervisor the barcode tagging, movement, disposal of assets for the e-Government. To ensure officials within the asset management function are sufficiently trained on asset management systems, processes, procedures and policies. To implement and maintain assets management policies and procedures for e-Government. Supervise and prepare recommendation disposals of redundant assets. Supervise the movement of assets, barcode tagging, and disposals of redundant assets for the department. Liaise with the Budget Controller to ensure adherence to budget requirements and proper budgeting in line with the life –cycle planning and strategy of the Department. Implement and maintain asset management policies and procedures for e-Government. To ensure effective management of assets within the Department

- according to the Asset Management Strategy and requirement of the PFMA. Effectively implement the Asset Management Strategy within e-government. Ms. Nonhlanhla Mabuza Tel No: (011) 689 8511
- ENQUIRIES** :
- POST 41/186** : **SENIOR ADMIN OFFICER: ASSET MANAGEMENT (GBN) REFS/004759 (X2 POSTS)**
(12 Months Contract)
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (plus 37% benefits)
: Johannesburg
- REQUIREMENTS** : Matric certificate plus a recognised National Diploma (NQF level 6) in Supply Chain Management/ Accounting. 2-3 years' experience in Asset Management, Supply Chain & Finance environment. Knowledge of the PFMA & Treasury Regulations and other relevant prescripts.
- DUTIES** : Ensure the maintenance, accurate and complete asset register of the entire department. Prepare the reconciliation of assets procured on monthly basis between BAS/SAP and asset register. Report on Asset Management assist in preparation of financial statement and assist in asset related audit (external and internal). Assist in the development and implementation of the Asset Management strategy and policy in line with e-Government operational plan.
- ENQUIRIES** : Ms. Nonhlanhla Mabuza Tel No: (011) 689 8511

DEPARTMENT OF HEALTH

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

ERRATUM: Kindly note that the following posts for **Leratong Hospital** post of advertised in Public Service Vacancy Circular 39 dated 01 November 2019 namely: Dietician with Ref No: LRT/MED/02 correction of requirement, should state, Certified HPCSA registration certificate and proof of current registration with HPCSA and also the post of Medical officer in the Ophthalmology Department with Ref No: LRT/MED/02 and Medical Specialist Anaesthesia with Ref No: LRT/MSA/0012 has been withdrawn. Kindly note that the post of Deputy Director: Admin & Logistics with Ref No: TDHS/A/2019/39 (**For Tshwane District Health Services**) advertised in Public Service Vacancy Circular 39 dated 01 November 2019, Requirements have been amended as follows: An appropriate recognized 3 years Bachelor's Degree/National Diploma in Public Management/Administration or equivalent qualification; with at least 10 years' experience in the relevant field of which 5 years must be management level, experience in Admin & Logistics, transport management, cleaning & laundry management including audit & risk management. Candidates who previous applied, do not need to re-apply. The closing date has been extended to 22 November 2019.

OTHER POSTS

- POST 41/187** : **MEDICAL OFFICER GRADE 1 (OHS) REF NO: CHBAH 251 (X1 POST)**
Directorate: Employee Wellness Program (EWP)
- SALARY CENTRE REQUIREMENTS** : R821 205 – R884 670 per annum (All-inclusive package)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: MBChB degree with a post graduate Diploma in Occupational Medicine/Occupational Health. Registration with the Health Professions Council of South Africa (HPCSA). At least three (3) years' experience post MBChB in Public Health Care Sector and five (5) years' experience in private Occupational Health setting. A valid licence and dispensing licence. Computer literacy (Ms Office, Excel, PowerPoint). Ability to communicate well with people at different levels and backgrounds. Sound Organization skills. Good telephone etiquette and interpersonal skills. Must be able to work under pressure and to take initiative. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Must be self-motivated. Knowledge and application of Batho Pele Principles. Knowledge of relevant Public Service regulations, policies, acts and procedures. Compliance with budgeting, Quality assurance, National Core Standards, Health and Safety and Infection Control principles.

- Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** :
- Provide a Comprehensive Occupational Health and Safety Services as required by OHS Act no 85 of 1993, COIDA Act no. 130 of 1993. Establishes the system that facilitates injuries on duty to ensure that they are acknowledged and handled in accordance with COIDA. To oversee medical reports for injuries on duty that are treated in the hospital and to ensure that they are completed by a treating doctor in accordance with COIDA. To be prepared and involved to a routine walkthrough in and around the facility. Conduct medicals on prescribed cases (including issuing of medical fitness to work certificate or to drive certificate) evaluations. Assess employee's mental and physical ability to continuously perform job functions in order to assist line management with incapacity procedures. Analyse Health Risk Assessment results as well as the occupational hygiene survey reports and recommend control measures and risk based medical surveillance. Ensure that Health Risk Assessment results are recorded, maintained and evaluated. Collaborate with other areas of specialisation within the department to ensure departmental programmes are aligned with the relevant legislation. Develop policies, protocols and standard operating procedures for the unit. Stay abreast with organisation developments. Provide an advisory and support service to management in respect of occupational health related matters. Write referral letters of employees to an external service provider where necessary. Improve quality of care by providing appropriate clinical care. Implement and monitor adherence to National Core standards (norms and standards). Participating in multidisciplinary team to manage patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Reduce medical litigation by exercising good clinical ethics. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES** :
- APPLICATIONS** :
- Mr. V Adoons Tel No: (011) 933 8885
- Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** :
- Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** :
- 29 November 2019
- POST 41/188** :
- MEDICAL OFFICER REFS: MO/CMJAH/NEURO-DEV**
Directorate: Neurodevelopment Unit
- SALARY** :
- Grade 1: R821 205 per annum (All –inclusive package)
Grade 2: R938 964 per annum (All –inclusive package)
Grade 3: R1 089 693 per annum (All –inclusive package)

<u>CENTRE REQUIREMENTS</u>	: Charlotte Maxeke Johannesburg Academic Hospital : Medical Officer Grade 1 , an appropriate qualification that allows for registration with the HPCSA as a Medical Practitioner Registration with the HPCSA as a Medical Practitioner and proof of current registration. No Knowledge and Skills: Providing care for children with neurodevelopmental conditions including Autism Spectrum Disorder, Cerebral Palsy, Genetic Conditions, Intellectual Disability, Learning Disability, ADHD, Epilepsy, Visual and Hearing IMPAIRMENT, Global and Speech Delay, Inborn Errors of Metabolism and Behavioural problems will be added advantage. Medical Officer Grade 2 : Appropriate Qualifications that allow registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 5 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Medical Officer Grade 3 : Appropriate Qualifications that allow registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 10 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.
<u>DUTIES</u>	: Full participation in the activities of the neurodevelopment units and department of paediatrics which include patient care, junior doctors (House doctor) supervision, student training and maintaining proper statistics and Health information data. Experience required with the HPCSA as a Medical Officer.
<u>ENQUIRIES APPLICATIONS</u>	: Dr. S. Mabunda Tel No: (011) 488 5929 : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: www.gautengonline.gov.za
<u>NOTE</u>	: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (if you are using smart ID card please make copies of both sides), HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
<u>CLOSING DATE</u>	: 29 November 2019
<u>POST 41/189</u>	: <u>DEPUTY DIRECTOR REF NO: DD/OFFMAN/2019</u> Directorate: Office of the CEO Department
<u>SALARY CENTRE REQUIREMENTS</u>	: R733 257 per annum (plus benefits) : Charlotte Maxeke Johannesburg Academic Hospital : A matric plus appropriate (NQF 6) qualification in Office/Administration/Business/Public Management or equivalent. Minimum of 3-6 years' experience of which 3 years should be at junior management level. Experience as a Personal Assistant and a post graduate qualification will be an added advantage. A valid driver's license. Extensive management and administration support experience. Computer literacy (Ms Word, Ms Excel, Power Point, Publishing, Microsoft office, etc) analytical capacity, leadership, people management, programme project management, financial management, decision making, negotiation and communication skills (Verbal and Written).
<u>DUTIES</u>	: Coordinate functions and manage all activities in the office of the CEO and senior management. Manage the general budget of the office of the CEO. Determine and collate information regarding the budget needs of the office. Manage and supervise employees. Monitor and evaluate the performance of the staff in the office. Manage human resource aspects related to the staff in the CEO office. Manage general support services in the office of the CEO. Establish, implement and maintain effective processes and procedure for information and document flow to and from the office. Ensure confidentiality and safekeeping of documentation in the office. Ensuring that all queries and questions are responded to by responsible managers and are reviewed before submitted to the CEO. Maintain and enhance the image of the office by providing professional, cordial and efficient. Verbal and written communication. Provide support to the CEO. Collect and compile information regarding issues that needs to be discussed. Compile agenda of the meetings chaired by the CEO and ensure circulation of accompanying memoranda. Undertake policy

or line functions tasks are required. Compile memoranda as required. Scrutinize submissions and reports. Make notes and recommendations to present to the CEO. Co-ordinate, follow up and compile reports of a transverses nature and presentations for the CEO. Enforce compliance with legislation and corporate governance.

- ENQUIRIES** : Ms. G.M. Bogoshi Tel No: (011) 488 3792
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and employment equity, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart ID; copies of both side of ID) and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
- CLOSING DATE** : 29 November 2019
- POST 41/190** : **ASSISTANT MANAGER: OBSETRICS AND GYNAECOLOGY (SPECIALTY)**
REF NO: LRT/ AMO/0020 (X1 POST)
Directorate: Nursing
Re-Advertisement: Applicants Who Previously Applied Are Encouraged To Reapply
- SALARY** : R614 991 – R692 166 per annum (plus benefits)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification with duration of at least 1 year accredited with SANC in terms of Government Notice No. R 212 in the relevant specialty. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1- year post basic qualification in the relevant speciality. At least (3) years of the period referred to above must be appropriate/ recognizable experience at management level. Knowledge of PFMA, SCM procedures, public sector regulations and relevant legislative frameworks. Strong leadership, sound interpersonal and good communication skills are a necessity. Computer literacy.
- DUTIES** : To supervise a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. Manage effectively the utilization and supervision of resources and assist in recruitment and conducting of interviews. Develop nursing policies and procedures to enhance quality nursing care and management. Ensure effective implementation of the PMDS in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance, infection prevention and control. Assist in career planning and development of nursing staff. Conduct and oversee clinical audits in the wars and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in his/ her absence. Take charge of the hospital on regular basis and be on call on rotational basis. Work scheduled, public holidays and or weekends, per rotation.
- ENQUIRIES** : Ms. W.M Phambuka Tel No: (011) 411 3506
- APPLICATIONS** : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy,

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

- CLOSING DATE** : 29 November (at 12h00 PM)
- POST 41/191** : **HEAD OF DEPARTMENT IN COMMUNITY NURSING SCIENCES REF NO: CHBNC/2019NOVEMBER /COMMUNITY**
Directorate: Nursing Education and Training
- SALARY** : R579 696 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Nursing College
REQUIREMENTS : A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R425 (Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education and Administration registered with SANC. Proof of current registration with SANC. Diploma in Primary Health care (PHC). A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing/Midwife. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education and Administration after obtaining the post–basic qualification in Nursing Education. Knowledge: Knowledge of relevant Acts and legislations, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance management. Knowledge of procedures and processes related to examinations and management of data/records. Problem solving and analytical thinking skills. Good communication skills, leadership skills, supervisory skills, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. Valid driver’s license.
- DUTIES** : Initiate and/or participate in nursing research. Participate in continuing professional development in Nursing Education and in own field of practice. Serve as a chairperson/member on applicable academic/management committees. Prepare and deliver reports as required. Exercise control and supervision of staff. Facilitate training and guidance of staff. Participate in daily Management of the college. Facilitate budget needs for the Community Nursing Science Department. Collaborate with stakeholders and building of strong relationships with other departments.
- ENQUIRIES** : Ms. I.M Makgoka Tel No: (011) 983 3002
APPLICATIONS : Applications should be submitted to the Human Resource Department at Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to the Human resource Department, Private Bag X05, Bertsham, 2013.
- NOTE** : Applications must be submitted on a Z83 form with your C. V, valid certified copies of your I.D, current SANC receipt, valid driver’s license and qualifications. Certified copy of service records from accredited Nursing Education institution. State all your competencies including computer literacy in your C.V. Certification stamp must not be over six months. Smart card must be copied both sides (Driver’s license and ID). Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to the security clearance process (citizenship, criminal records; qualification and financial records). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.

CLOSING DATE : 29 November 2019

POST 41/192 : **HEAD OF DEPARTMENT NURSING COLLEGE – MIDWIFERY REF NO: 3/5/1/1/1**
Directorate: Nursing Education and Training

SALARY : R579 696 – R672 018 per annum PND3 (plus benefits)
CENTRE : Ann Latsky Nursing College
REQUIREMENTS : Bachelor's degree. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a registered nurse, registered midwife, and a post basic qualification in Midwifery and Neonatal Nursing Science and up to date in respect of clinical practice. Bachelor's Degree/Diploma in Nursing Education and Management. Current registration with the SANC. A minimum of nine years (9) recognizable/appropriate experience after registration as a professional nurse with SANC. At least five years (5) of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the post-basic qualification in Nursing Education. Experience in assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing Programmes. Knowledge of academic requirements, relevant acts and legislation, Code of ethics and professional practice of the SANC. Skilled in computer technology and programmes. Sound communication skills. A valid code 8 driver's license.

DUTIES : Coordinate and manage the provision of education and training to student nurses. Manage clinical learning exposure to learners between College and clinical areas. Develop and ensure implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes theory and clinical practice. Supervise the marking and moderation of the theoretical and practical examinations. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Perform research relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Serve as chairperson/member on applicable academic/management committees. Participate in the management of the College. Oversee the supervision of students.

ENQUIRIES : Mr. JD. Cloete or Ms A. van As Tel No: 011 644-8917
APPLICATIONS : Application documents must be submitted to Ann Latsky Nursing College. Physical address: No.1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address: P/Bag X40, Auckland Park, 2006.

NOTE : Applications must be submitted on a Z83 form with your C.V, certified copies not older than three months of all required documents must be attached (driver's license, current SANC receipt and certified copies of qualifications). Applicants will be subjected to a pre-employment Medical Surveillance. Persons with disabilities will receive preference. The institution reserves the right not to appoint.

CLOSING DATE : 29 November 2019

POST 41/193 : **OPERATIONAL MANAGER NURSING PHC (WESTONARIA) REF NO: WRD010 (X1 POST)**
Directorate: Nursing

SALARY : R562 800 per annum (Plus Benefits)
CENTRE : West Rand District Health
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) as Professional Nurse plus a post basic nursing qualification (Advanced Midwifery and Neonatal Nursing Science), with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant Speciality. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant Speciality (Advanced Midwifery and Neonatal Nursing Science). Computer literacy. A valid Driver's licence is essential. Knowledge of all Legislation relevant to HealthCare Services.

- DUTIES** : Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Management of resources. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Manager.
- ENQUIRIES** : Mr. Madikwane KS Tel No: (011) 755 2240
- APPLICATIONS** : must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.
- NOTE** : Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. NB: The incumbent will be subject to a pre-screening process. People with disability are encouraged to apply.
- CLOSING DATE** : 29 November 2019 (12h00pm)
- POST 41/194** : **QUALITY ASSURANCE (COORDINATOR) REF NO: HRM/01/11/19**
Directorate: Quality Assurance
Re- Advertisement
- SALARY** : R444 276 per annum (plus benefits)
- CENTRE** : Mamelodi Regional Hospital
- REQUIREMENTS** : Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in Nursing as a Professional Nurse plus Midwifery) A minimum of 7 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in general nursing. A one-year diploma/degree in nursing management will be an added advantage. 2 years' experience and knowledge of Quality Assurance including National Core Standards for health establishment and related legislation and Ideal Hospital Realisation and Maintenance. Basic Computer literacy is essential. Familiar with Code of Good Practice in the public sector and labour relations practices. Ability to collect and analyse data. Evidence of current registration with SANC. Able to perform under pressure. Initiative, motivated and reliable and a team player. Good decision making, communication and presentation skills are essential.
- DUTIES** : Development and maintenance of quality patient care environment that promote optimum patient experience of care. Provide leadership to quality assurance committee in the hospital. Manage the clinical audits system. Ensure proper management of Complaints, Compliments, Suggestions, and Patients Safety Incidents in the hospital. Ensure the implementation of National Core Standards. Coordinate the development and implementation of institutional guidelines in line with legislation. Ensure adherence to quality assurance norms and standard in the institution. Coordinate compilation of quality improvement plans and communicated with external and internal stakeholders. Provide leadership in quality assurance unit, staff and customer training. Perform other duties that are delegated by Supervisor/Manager. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.
- ENQUIRIES** : Ms. S Mahlangu Tel No: (012) 841 8363
- APPLICATIONS** : to be sent to Mamelodi Hospital, Hand Post-delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032 Rethabile Mamelodi East 0122.
- FOR ATTENTION** : Ms. H Mokwana (Recruitment Section)
- CLOSING DATE** : 29 November 2019

POST 41/195 : **OPERATIONAL MANAGER NURSING GENERAL (WESTONARIA) REF NO: WRD011 (X1 POST)**
 Directorate: Nursing

SALARY : R444 276 per annum (Plus Benefits)
CENTRE : West Rand District Health
REQUIREMENTS : A Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 9 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : To ensure smooth-running of qualitative service delivery by the department, according to state legislature, ethics and key result/ performance activities/areas. To ensure that holistic nursing care service is delivered to patients in a cost effective, efficient equitable manner that is compliant to professional and ethical practice by the above mentioned units/departments. Manage and monitor proper utilization of human, financial and physical resources. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Develop and monitor implementation of EPMDS. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implantation of nursing plans and evaluation thereof. Maintain constructive working relationship with nursing and other stake holders i.e inter-professional, inter-sectoral and multi-disciplinary team work. Provide relevant health care and rehabilitation of patients. Participate in the implementation of DOH initiative's e.g National Core Standards. Ensure accurate timeous collection and analysis of data for planning and improving service delivery. Demonstrate basic computer literacy as a tool to enhance service delivery. Compile and submit reports timeously. Monitor performance of contractors and reports to Mother institution.

ENQUIRIES : Mr. Madikwane KS Tel No: (011) 755 2240
APPLICATIONS : should be delivered to West Rand District Health, Cnr. Vlei & Luipaard Street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740. People with disability are encouraged to apply.

NOTE : Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. NB: The incumbent will be subject to a pre-screening process

CLOSING DATE : 29 November 2019 (12h00pm)

POST 41/196 : **TB COORDINATOR REF NO: WRD012**
 Directorate: Nursing

SALARY : R444 276 – R500 031.per annum (plus benefits) (NB: salary will be determined in line with OSD Resolution).
CENTRE : West Rand District Health
REQUIREMENTS : Basic R425 qualification, i.e. Diploma or Degree in nursing that allows registration with the SANC as Professional Nurse. Minimum 5 years as a Professional nurse. Current registration with SANC. Computer literacy. A valid driver's licence.

DUTIES : Ensuring effective implementation of the TB Programme at Sub District level Promote implementation of the National TB Control Guidelines and Policies in all facilities Monitor and Support all TB Reporting units in the Sub District and Hospital, affiliated private clinics and Correctional Services Plan and organize TB Quarterly meetings for the Sub District Conduct structured support visits in the facilities in the Sub District Monitor and Evaluate NGO's, Hospitals and TB Wards. Support and monitor TB Focal point in Hospitals Ensure good working relationship with the WBOT Programme Liaison with all Programmes within the Sub District and other Stakeholders for effective management of the TB Programme Support and guide Managers and Nurses on both Programmes policies and guidelines Facilitate and Coordinate TB training and In-service

trainings for Facility Healthcare Workers Coordinate monthly and quarterly TB Reports for submission to District. Validate, verify and analyze data prior to submission to the next level. Attend District and Provincial meetings as required. Ensure team work in the TB Programme.

ENQUIRIES : Ms. Lizzy Sebokolodi Tel No: (011) 953 4515
APPLICATIONS : must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.
NOTE : Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. NB: The incumbent will be subject to a pre-screening process. People with disability are encouraged to apply.
CLOSING DATE : 29 November 2019 (12h00pm)

POST 41/197 : **PROFESSIONAL NURSE CLINICAL NURSE PRACTITIONER (PHC) REF NO: WRD013 (X7 POSTS)**
Directorate: Nursing

SALARY : Grade 1: R383 226 – R444 276 per annum (plus benefits)
Grade 2: R471 333 – R579 696 per annum (plus benefits)
salary will be determined in line with OSD Resolution)

CENTRE : West Rand District Health
Mogale Sub (X6 Posts)
Westonaria (X1 Post)

REQUIREMENT : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : Demonstrate an understanding of nursing legislation and related frameworks. Perform a clinical nursing practice and nursing standard 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. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Display a concern for patients promoting advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. (Batho-Pele / Nursing values and priority areas).

ENQUIRIES : Mchunu MN Tel No: (011) 953 1515 (Mogale Sub-District)
K.S Madikwane Tel No: (011) 753 1506 (Westonaria Sub-District)
APPLICATIONS : should be delivered to West Rand District Health, Cnr. Vlei & Luipaard Street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740. People with disability are encouraged to apply.

NOTES : Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached NB: The incumbent will be subject to a pre-screening process.

CLOSING DATE : 29 November 2019 (12h00pm)

POST 41/198 : **COMMUNICATION OFFICER REF NO: CMJAH/01/COMMOFF/2019**
Directorate: Public Relations Department

SALARY : R257 568 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 10/Grade 12 or equivalent with more than 10 years' relevant experience or relevant three (3) year degree/diploma within the Media and Communication with 0 – 2 years' experience. Excellent working knowledge of writing, sub-editing and understanding of the media environment in Gauteng and South Africa. Research. Scripting, content management, editing, proof reading and project management skills. Computer literacy (Microsoft office suites, Ms Word, Ms PowerPoint) Excellent communication (verbal and written) reporting skills.

DUTIES : Provide an efficient and effective communication support service to the department. Implement public relation strategies in line with the strategic

objectives of the department's communication strategy. Manage branding of the department. Support in facilitating Public Relations functions in the hospital. Co-lead all internal and external communication initiative of the department. Production of hospital newsletter and contribute to the provincial one. Support in marketing and co-ordinating hospital events. Assist in preparation of press statement, media invitations and media responses. Maintain the media database on a regular basis.

- ENQUIRIES APPLICATIONS** : Ms. L. Mvumvu Tel No: (011) 488 3862
- NOTES** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.
- NOTES** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart ID; copies of both side of ID) and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
- CLOSING DATE** : 29 November 2019
- POST 41/199** : **PROFESSIONAL NURSE GENERAL REF NO: WRD014 (X4 POSTS)**
Directorate: Nursing
- SALARY** : Grade 1: R256 905 – R297 825 per annum (plus benefits)
Grade 2: R315 963 – R362 865 per annum (plus benefits)
Grade 3: R383 226 - R485 475 Per annum (plus benefits)
Salary will be determined in line with OSD Resolution)
- CENTRE REQUIREMENTS** : West Rand District Health (Mogale Sub)
: Basic R425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. No experience required after registration with the SANC as Professional Nurse. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
- DUTIES** : Demonstrate an understanding of nursing legislation and related frameworks. Perform a clinical nursing practice and nursing standard 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. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Display a concern for patients promoting advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. (Batho-Pele/Nursing values and priority areas).
- ENQUIRIES APPLICATIONS** : Mchunu MN Tel No: (011) 953 1515 Mogale Sub-District.
: should be delivered to West Rand District Health, Cnr. Vlei & Luipaard street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740. People with disability are encouraged to apply.
- NOTE** : Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. NB: The incumbent will be subject to a pre-screening process.
- CLOSING DATE** : 29 November 2019 (12h00pm)
- POST 41/200** : **POST BASIC PHARMACIST ASSISTANT REF NO: LERA/PBPA/0023 (X1 POST)**
Directorate: Pharmacy
Re-Advertisement Applicants Who Previously Applied Are Encouraged To Reapply
- SALARY** : Grade 1: R208 383 - R234 738 per annum (Plus benefits)
Grade 2: R241 839 – R256 686 per annum (Plus benefits)
Grade 3: R262 068 – R299 658 per annum (Plus benefits)

- CENTRE REQUIREMENTS** : Leratong Hospital
 : Basic qualification accredited with South African Pharmacy Council That allows registration with SAPC as a Post basic Pharmacy assistant. Basic computer skills. Good interpersonal relations and communication skills. Customer focus and responsiveness. Basic data collection and analysis skills. Time management skills. Basic problem solving and decision making skills. Good organizational skills. Embedded knowledge regarding GPP/GMP and DSM. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.
- DUTIES** : Manufacturing, compounding and prepacking of medicine. Procurement, receipt and distribution of pharmaceuticals within the hospital. Dispense medicine and provision of information. Assist with training of staff and controlling of stock. Maintenance of documents and record keeping. Partake in quality improvement projects/quality assurance. Compliance to Good Pharmacy Practice, NCS and LEAN Management. Recording and collating data for relevant reports. Assist with compliance with EML and STGs. Assist the pharmacist with management functions. Assist the pharmacist with management functions. Participate in monitoring of Ideal Hospital standards and LEAN management.
- ENQUIRIES APPLICATIONS** : Ms Rehana Laher Tel No: (011) 411 3882
 : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified SAPC registration certificate and proof of current registration with SAPC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).
- CLOSING DATE** : 29 November 2019
- POST 41/201** : **KEY BOARD OPERATOR CLERK REF NO: LERA/KBO/008 (X1 POST)**
 Directorate: Nursing Administration
 Re-Advertisement Applicants Who Previously Apply Are Encourage To Re-Apply
- SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 per annum (Plus Benefits)
 : Leratong Hospital
 : Grade 10 or Equivalent Qualification with 5 years hospital experience. Grade 12 or Equivalent Qualification. Computer literacy (Ms Word, Excel and PowerPoint) will be an added advantage. Sound knowledge on customer care service in the hospital setting. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.
- DUTIES** : Screen, transfer calls and handle telephonic as well as other enquiries from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support in the office of the Nursing Manager. Ensure safekeeping of all documentation in the office. Compile, type and distribute Documents correspondence, reports and documents. Administer the in and out flow of correspondence. Assist with

		various administrative and secretarial duties as assigned by the Nursing Manager. Maintenance of a user-friendly office. Assist with the following administrative records: e.g Leave lists, allocation lists, overtime records etc.
<u>ENQUIRIES</u>	:	Ms. W.M Phambuka Tel No: (011) 411 3506
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached are certified ID copy, certified copies of qualification/s including matric. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).
<u>CLOSING DATE</u>	:	29 November (at 12h00 PM)
<u>POST 41/202</u>	:	<u>ADMINISTRATION CLERK REF NO: HRM 95/2019</u> Directorate: Administration and Logistics
<u>SALARY</u>	:	R173 703.per annum
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Computer Literate. Medicom Systems Knowledge and hospital experience will be an advantage. Must have sound interpersonal and communication skills and a caring attitude towards patients, relatives, staff members and external clients. Be able to work independently and under pressure. Must be prepared to relieve in and rotate to other sections of Patient Administration. Must be prepared to work shifts without transport problems.
<u>DUTIES</u>	:	Performing patient administration duties in all sections of Patient administration. (Registration, wards, clinics and casualties) Prepared to rotate to all departments within patient administration. Accurately recording of patient information and patient activities and all other related tasks- manually and on Medicom system. Updating and controlling file information of patients. Collection of revenue for services rendered. Efficient handling of enquiries. Other tasks allocated by supervisor or team leader.
<u>ENQUIRIES</u>	:	Mr. M.F Monama Tel No: (012) 354 1421
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. 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>	:	29 November 2019
<u>POST 41/203</u>	:	<u>REGISTRY CLERK REF NO: HRM 96/2019</u> Directorate: Administration and logistics
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate plus computer literate. Must be computer literate and well number orientated. Be prepared to rotate and act as a reliever. Medicom and hospital registry background will be an added advantage. Be able to work under pressure. Good interpersonal and communication skills. Must be in good health and be able to do physical hardwork. Must be able to function well in team.

- DUTIES** : Accurate numerical sorting and filing of patient files and documentation. Drawing of files for wards, clinics, billing sections, Patient report office, Auditors etc. File tracking and checking movement history of patients on the medico system. Efficient handling of queries. Daily checking of files for misfiles. Regular removal of inactive patient files according to prescribed policies and moving of files around. Performing other tasks as allocated by the supervisor.
- ENQUIRIES** : Ms C Janse van Rensburg/Mr. P.F Pitjeng Tel No: (012) 354 1659 /012-354 4879
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. 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** : 29 November 2019
- POST 41/204** : **ADMINISTRATION CLERK (INTERNAL) REF NO: WRD015 (X2 POSTS)**
Directorate: Admin and Support
- SALARY** : R173 703 per annum (plus benefits)
- CENTRE** : West Rand District Health (Mogale Sub)
- REQUIREMENTS** : Grade 12 or equivalent qualifications, computer literacy certificate. Good communication skills, Ability to analyse statistics, ability to work under pressure. Minimum of one-year Administration experience in the Public service.
- DUTIES** : Admission of patients, proper records managements systems, management of queues. Recording of patients waiting times and proper direction of patients. Ordering and safe keeping of stationary. Monitoring and recording of facility assets. Capture information electronically and manually. File documents properly. Retrieve files as per request. Coordinate logistical arrangements for meetings and functions. Make copies and fax. Render auxiliary services to supervisory and professional personnel. Do receptionist functions. Updating of patient's information and files. Data management, capturing of information in the ETR.net software at sub district level. Data validation, verification, analysis & mop clean up Adherence to the DMIS policy to strengthen data management in the sub district. Dispatch of ETR.net data to the district. Validate, verify and analyze data prior to submission to the next level.
- ENQUIRIES** : Ms. Mchunu NM Tel No: (011) 953 1515/06
- APPLICATIONS** : must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739.Private Bag X2053 Krugersdorp, 1740. People with disability are encouraged to apply.
- NOTES** : Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. NB: The incumbent will be subject to a pre-screening process.
- CLOSING DATE** : 29 November 2019 (12h00pm)
- POST 41/205** : **MEDICAL ORTHOTIST AND PROSTHETIC ASSISTANT GRADE 1 REF NO: CHBAH 247 (X3 POSTS)**
Directorate: Orthopaedic Workshop
- SALARY** : R168 429 – R192 576 per annum (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Grade 12 or equivalent with two years knowledge of general shoe repairs. Registration with the HPCSA Council. Competencies/Knowledge/Skills: Someone who is eager to learn new skills, ability to work with hands, knowledge of how to use hand tools safely, knowledge of using industrial machinery related to the work and someone who can work in a team and can work under pressure. Knowledge of using Sewing Machinery. Good interpersonal relations. Computer literacy. Undergo in-formal/in-service training and formal studies /training in the Medical Orthotists and Prosthetist. Applicant should be prepared to undergo medical surveillance as an inherit job requirement.
- DUTIES** : Adjust patient shoes and insoles as to prescription. Do splints. Do laminations for Prosthesis. Do insoles. Fill casts. Work under supervision. Maintain orthoses and machinery. Do repairs to all types of orthoses and prosthesis. Keep work area clean. Record all duties done for the month. Submit statistic form monthly through the supervisor. Do Leather work on calipers. Comply with

		the Performance Management and Development System (contracting, quarterly reviews and final assessment).
<u>ENQUIRIES</u>	:	Mr D Mashaba Tel No: (011) 933 8395
<u>APPLICATIONS</u>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Certifying stamp on documents shouldn't be more than three (3) months. Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	29 November 2019
<u>POST 41/206</u>	:	<u>PHYSIOTHERAPY ASSISTANT REF NO: LERA/PHYSIOA/0021 (X1 POST)</u> Directorate: Allied Re-Advertisement Applicants Who Previously Applied Are Encouraged To Reapply
<u>SALARY</u>	:	Grade 1: R168 429 – R192 576.per annum (Plus benefits) Grade 2: R198 396 – R230 238 per annum (Plus benefits)
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Appropriate/ equivalent qualification with or prescribed in service training that allowed registration with HPCSA as a Physiotherapist Assistant. Candidates should have should have a good understanding of the job requirements as well as the limitation regarding scope of practice and prospects of career advancement. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.
<u>DUTIES</u>	:	To re-asses and treat patients allocated, to assist in emergency situations and be able to recognise cardinal signs of distress, do patient group activities allocated, assist in departmental housekeeping, clerical and reception requirements to ensure patient and environmental safety.
<u>ENQUIRIES</u>	:	Ms Peggy Selepe Tel No: (011) 411 3570/3682
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date,

please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

- CLOSING DATE** : 29 November 2019 (at 12h00 PM)
- POST 41/207** : **NURSING ASSISTANT REF NO: WRD016 (X2 POSTS)**
Directorate: Nursing
- SALARY** : Grade 1: R132 525 -R149 163 per annum plus benefit
Grade 2: R156 846 – R176 526 per annum plus benefit
Grade 3: R187 263 – R230 307 per annum plus benefit
Salary will be determined in line with OSD Resolution)
- CENTRE REQUIREMENTS** : West Rand District Health (Westonaria)
: Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nursing Assistant). Registration with the South African Nursing Council. Good communication skills (verbal and written). Knowledge of relevant nursing legislation.
- DUTIES** : Assist patients with activities of daily living (Physical care). Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Provide basic Nursing care and patient safety. Implement infection control practices and proper waste management. Maintain ethical standards. Assist professional nurse with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Compulsory shift work and flexibility. Give health education to patients and families. Perform any other delegated duties with the scope of Nursing Assistant.
- ENQUIRIES APPLICATIONS** : Mr. Madikwane KS Tel No: (011) 755 2240
: must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.
- NOTE** : Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. NB: The incumbent will be subject to a pre-screening process. People with disability are encouraged to apply.
- CLOSING DATE** : 29 November 2019 (12h00pm)
- POST 41/208** : **SECURITY GUARD CCTV OPERATOR REF NO: HRM 97/2019**
Directorate: Administration and logistics
- SALARY** : R102 534 per annum
- CENTRE REQUIREMENTS** : Steve Biko Academic Hospital
: Matric Grade 12 plus CCTV training certificate. 5 years' experience as a CCTV Operator. New Grade C PSIRA registered certificate. Good report writing skills. Good communication skills. Computer literacy will be added as an advantage. Knowledge of health and Safety Act and fire prevention. Knowledge and understanding of security legislations including MISS. Willingness to work shifts and extended hours. CCTV training certificate. SAPS clearance certificate will be an advantage.
- DUTIES** : Operate Surveillance camera system of the hospital. Record and submit evidence footage for investigation. Monitor and patrol designed areas by surveillance cameras. Report all security breach to manager. Make verbal and written reports of all incidents to the security manager. Investigate incidents reported and compile a report to the security manager. Report all defects of OHS and facilities to relevant management. Maintain cleanliness of registers and update them accordingly. Operate patient monitoring system and track down lost or absconding patients.
- ENQUIRIES APPLICATIONS** : Mr. M.F Monama Tel No: (012) 354 1421
: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. 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** : 29 November 2019

POST 41/209 : **CLEANER (INTERNAL) REF NO: WRD017 (X1 POST)**
 Directorate: Admin and Support

SALARY : R102 534 per annum (plus benefits)
CENTRE : West Rand District Health (Westonaria)
REQUIREMENTS : Grade 10 or Abet & cleaning experience. Possess good communication skills; be able to work shifts, including weekends & public holidays. Be able to rotate when required. Honest & reliable, possess physical strength & able to cope with physical demands of the position. Be able to work in a team.

DUTIES : Cleaning of facilities; offices; toilets; passages & waiting areas. Dust, was, scrub & polish floor, walls; windows; side walls etc. Clean equipment; clean and was dustbins & remove waste & adhere to Health Waste Management policy. Operate heavy duty cleaning machines. Be able to rotate within the scope of work & assist in laundry duties.

ENQUIRIES : Mr. Madikwane K.S Tel No: (011) 755-2240
APPLICATIONS : should be hand delivered to West Rand District Health, Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp, 1740.

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

CLOSING DATE : 29 November 2019 (12h00pm)

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS : Please apply online at www.gautengonline.gov.za
CLOSING DATE : 06 December 2019, 12H00 No late applications will be considered.
NOTE : Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

POST 41/210 : **CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: REFS/004750**

SALARY : R718 059 - R766 278 per annum
CENTRE : Westrand Region
REQUIREMENTS : A Matric plus a National Diploma/ NQF level 6 in Building Environment discipline, plus minimum of 4 years managerial experience. Registration with South African Council for Project and Construction Management Professions (SACPCMP) will be added as an advantage. A drivers Licence is a must. Competencies: MS Office, proficient Report Writing and financial acumen, project and contract management knowledge. Knowledge of relevant policies governing the industry, knowledge of the JBCC, NEC, GCC and other relevant building contracts. Excellent verbal and written communication skills at all levels. Excellent presentation skills independently and under pressure is prerequisites for this post. Knowledge of the skills development act and other related legislation will be an added advantage.

DUTIES : Oversee the construction project from start to finish: Co-ordinate and manage all activities relating to a project and manage all stake holders involved in the project including PRT's (consultants) and contractors. Establish project meetings with the stake holders. Conduct periodic inspection visits to construction site(s): Manage project schedule to ensure that construction activities take place as scheduled. Manage project budget from time to time to ensure that expenditure is according to projection and properly note and

manage deviations. Manage invoices and claims submitted by service providers and ensure that they are implemented within a set period. Develop an effective communication system to provide timely feedback to management and stakeholders involved in the project. Coordinate site meetings and ensure issuance of minutes and action plans. Compile weekly projects reports, including financials. Compile monthly progress reports. Attend to all correspondence relating to the project as well as conducting presentations regarding the project when required.

ENQUIRIES

: Mr M Khubeka Tel No: (011) 662 8305

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

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

OTHER POSTS

- POST 41/211** : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1 (INTERNAL MEDICINE) REF NO: PMMH/HCU/IM 01/2019 (X1 POST)**
Re-Advertised
- SALARY** : Grade 1: R1 728 807 – R1 834 890 per annum. All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable Rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply)/the incumbent in the post would be required to enter into a performance contract for commuted overtime.
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital – Internal Medicine
: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist or a recognized sub-specialty (Internal Medicine). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Internal Medicine) or in a recognized Sub-specialty. Proof of current registration as a Medical Specialist with HPCSA. Experience: Head: Clinical Unit (Medical) **Grade 1**: A minimum of three (3) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal specialty or in a recognized Sub-Specialty. NB: There is no direct appointment to Grade 2. To progress from Grade 1 to 2 is through grade progression only. Knowledge, Skills, Training and Competencies: Sound knowledge and skills associated with the practice of Internal Medicine. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and policies at Public Institutions. Knowledge and skill of handling of staff wellness and labour relation issues.
- DUTIES** : Assist Senior Medical Manager for the rendering quality service of medical department. Manage and supervise the internal medicine department. Liaise with the University of KZN for teaching, training and clinical service in KZN. Participate and supervise specialized clinics. Provide quality in-patient and out-patient clinical services. Supervise and participate in both undergraduate and post-graduate trainings. Maintain clinical, professional and ethical conduct. Administrative responsibilities. Provide and supervise 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).
- ENQUIRIES APPLICATIONS** : 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, Mobeni, 4060.
- FOR ATTENTION NOTE** : Mrs TZ Makanya
: NB: Please note that due to financial constraints, there will be no payment of S&T Claims.
- CLOSING DATE** : 29 November 2019
- POST 41/212** : **CLINICAL MANAGER GRADE 1 REF NO HGHD 11/ 2019**
Directorate: Paeds
Re-advert Candidates who previously applied must re-apply
- SALARY** : Grade 1: R1 173 900 – R1 302 849 per annum (All-inclusive package) plus Rural allowance on a claim basis.
- CENTRE REQUIREMENTS** : Harry Gwala Health District Office – (District Specialist Team)
: Appropriate qualification i.e. MBChB Degree plus registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner; PLUS Current registration with the relevant professional statutory body (HPCSA);

PLUS At least 6 years' experience after registration with HPCSA as a Medical Practitioner. It would be required of the successful candidate to sign a performance agreement. Non- South African citizens who are not permanent residents will be considered for an annual renewable contract and will be responsible for providing proof of verification of qualifications. Unendorsed valid Code B driver's license (code 08). Competencies: Knowledge: Own clinical discipline. Relevant legislation, regulations and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources and financial management. Skills: Leadership. Communication, Problem solving, Computer literacy, Behavioural Attributes: Stress tolerance. Self-confidence. Objective. Ethical. Emphatic.

DUTIES

: General: Represent own specialist discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-borns and children at all levels within a health district. Promote equitable access to an appropriate level of care for all mothers, new-borns and children throughout the district. Maintain personal competency in own clinical discipline whilst ensuring that no more than 10-20% of time is spent on clinical care at the regional or tertiary hospitals is optional. Support Service Delivery: Support clinics, community health centres and district hospitals with all aspects of service delivery related to own specialist discipline. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines. Provide Education and Training: Facilitate and participate in the development, training and mentorship under post-graduate medical, nursing and allied health professionals; this may require involvement with local academic training institutions. Support Health Systems and Logistics: Work with the district management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Monitor and Evaluate Services: Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meeting) practitioner (e.g. infection control) and the organisation (e.g. performance reviews). Initiate, support and participate in the clinical audits and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate support and participation in relevant research: this may require involvement with local academic training institutions. Collaborate, Communicate and Report Effectively: Foster effective teamwork and collaborate within the district Specialist team. Enable engagement with the local community and relevant non-government organisations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Support Organisational Activities: Assist with strategic and operational planning of services in the district and/ or catchment area of the regional. Assist with the co-ordination and supervision of discipline related services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES

: All enquiries must be directed to Mrs. GLL Zuma: District Director Tel No: (039) 834 8200.

APPLICATIONS

: Applications must be directed to: Att Mr. ZN Dotyeni, Assistant Director: HRM, Harry Gwala Health District Office, Private Bag x502, Ixopo, 3276 or Hand delivers to: 111 Main Street, Ixopo under KFC building, Room 99, District office.

NOTE

: An application for employment form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity 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 HGHD 11/2019. Please note

that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. 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. Persons with disability are encouraged to apply.

- CLOSING DATE** : 29 November 2019
- POST 41/213** : **CLINICAL MANAGER GR 1 REF NO: HGHD 12/2019**
 Directorate: Family Medicine
 Re-Advert: Candidates who previously applied must re-apply
- SALARY** : Grade 1: R1 173 900 – R1 302 849 per annum (All-inclusive package) plus Rural allowance on a claim basis.
- CENTRE REQUIREMENTS** : Harry Gwala Health District Office – (District Specialist Team)
 : Appropriate qualification i.e. MBChB Degree plus registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner; PLUS Current registration with the relevant professional statutory body (HPCSA); PLUS At least 6 years' experience after registration with HPCSA as a Medical Practitioner. It would be required of the successful candidate to sign a performance agreement. Non- South African citizens who are not permanent residents will be considered for an annual renewable contract and will be responsible for providing proof of verification of qualifications. Unendorsed valid Code B driver's license (code 08). Competencies: Knowledge: Own clinical discipline. Relevant legislation, regulations and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources and financial management. Skills: Leadership. Communication, Problem solving, Computer literacy, Behavioural Attributes: Stress tolerance. Self-confidence. Objective. Ethical. Emphatic.
- DUTIES** : General: Represent own specialist discipline as a member of district clinical specialist team responsible for the delivery of quality health care at all levels within Harry Gwala health district. Promote equitable access to an appropriate level of care through coordination of quality, regular and reliable medical services in the PHC clinics and Community Health Centre for Harry Gwala Health District. Provide supervision and support to Medical officers, sessional doctors, community service doctors and PHC nurse practitioners. Provide technical advice and support to District Director and District Management team. Conduct quality improvement and Audit programs. Contribute to training and development programs in the district especially IMCI and PHC etc. Ensure maintenance of optimal referral patterns, clinical protocols and medical processes within the District, based on epidemiological research, disease profiles and community needs. Ensures effective and active participation in Clinical Governance meetings in the District. Consult personally as a Family Physician in the PHC clinics and Community Health Centre. Working with Multidisciplinary District Health management and Health Care team. Foster effective teamwork and collaborate within the district specialist team. Enable engagement with the local community and relevant non-government organisations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/ or catchment area of the regional. Assist with the co-ordination and supervision of discipline related services within the district. Assist with the recruitment and management of relevant human resources.
- ENQUIRIES** : All enquiries must be directed to Mrs. GLL Zuma: District Director. Tel No: (039) 834 8200.
- APPLICATIONS** : Applications must be directed to: At: Mr. ZN Dotyeni: Assistant Director: HRM, Harry Gwala Health District Office, Private Bag x502, Ixopo, 3276 or Hand delivers to: 111 Main Street, Ixopo under KFC building, Room 99 of the District office building.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity 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 HGHD 12/2019. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. 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.

CLOSING DATE : 29 November 2019

POST 41/214 **MEDICAL SPECIALIST - (GRADE 1, 2, 3) REF NO: GS 78/19**
Component – Internal Medicine

SALARY : Grade 1: R1 106 040 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.
Grade 2: R1 264 623 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.
Grade 3: R1 467 651 per annum 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 REQUIREMENTS : Greys Hospital, PMB Metropolitan Hospitals Complex
: MBChB or equivalent, FCP (SA) or equivalent. Current Registration with HPCSA as a Specialist in Internal Medicine by the time of appointment. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Recommendations: MMed or MMed(Sci) Experience or interest in a medical subspecialty Knowledge, Skills, Training And Competency Required: Competent general medicals skills, appropriate for the level of a specialist in Internal Medicine; Ability and willingness to develop skills in various Internal Medicine subspecialties based on operational need and where possible, based on vocational interest Ability and willingness to supervise and train junior staff, undergraduates, postgraduates, ancillary and nursing staff. Ability to apply public sector and health sector legislation, medical ethics and research ethics. Ability and willingness to participate in information management, quality assurance programmes, human resource management and financial and equipment management of relevant resources as appropriate to the post.

DUTIES : Clinical Duties: Manage the Greys Medical Acute Ward and General Medicine patients. Manage internal and external referrals to Greys General Medicine Supervise the interdisciplinary triage and management of Internal Medicine patients. Assist or manage subspecialty services when required. Where possible, vocational interest will be supported. Participate in the after-hours Internal Medicine service as required by operational need Perform outreach services in Area 2. This may include periods of rotation to Edendale Hospital Academic Duties - Supervision and training of undergraduates, postgraduates, interns, medical officers and allied health care personnel. This includes: Outpatient clinics, ward rounds, clinical bedside and procedural teaching

Formal tutorials, lectures and assessments Participation in the departmental academic and clinical meeting programs Assisting with administration related to academic activities Research supervision Administrative and managerial responsibilities: Assist with departmental clinical service administration Assist with departmental junior staff supervision and administration Assist in development of clinical protocols for the Internal Medicine service Participate in departmental audits and quality assurance programs Any other duties as assigned by the Head of Department.

- ENQUIRIES** : Dr K. Rasmussen Tel No: (033) 897 3289
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs M. Chandulal
- NOTE** : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 78/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). Note: The incumbent will be primarily based at Greys Hospital but will be expected to provide support and services for Area Two as directed by the Head Clinical Department of Internal Medicine in the following spheres.
- CLOSING DATE** : 29th November 2019
- POST 41/215** : **MEDICAL SPECIALIST FAMILY PHYSICIAN (GR1, 2, 3) REF NO: OSI M/O 04/2019 (X1 POST)**
- SALARY** : Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum
Other Benefits: all-inclusive packages (This inclusive package consists of 70% Basic salary and 30% flexible portion that can be structured in terms of the applicable rules. Additional Benefits: Commuted Overtime subjected to approval Plus Rural Allowances (18% of basic salary).
- CENTRE** : Osindisweni District Hospital, Verulam
- REQUIREMENTS** : Minimum Requirements: Senior Certificate STD 10/Grade 12, MBCHB Degree or equivalent qualification, Plus Appropriate qualification that allows for registration with the Professional Council of South Africa (HPCSA) as a medical Specialist in Family Medicine. Foreign applicants must attach the police clearance and SAQA verification for foreign qualification. Plus Current registration with HPCSA as a Medical Specialist in Family Medicine. Experience: **Grade 1:** No experience required. **Grade 2:** Minimum of 5 years' experience after registration with HPCSA as a Medical Specialist. **Grade 3:** Minimum of 10 years after registration with HPCSA as a Medical Specialist. Plus Certificate of service for previous and current work experience endorsed and stamped by HR Office must be attached.
- DUTIES** : Provide safe, ethical and high quality care through the development of standards and risks assessment in the area of clinical and customer care (patient perspective). Provide a full package services including commuted overtime. Develop, maintain and audit correct implementation of clinical protocols and guidelines, implement and maintain an effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide specialist services and support to the Medical Manager. Ensure compliance with National Core Standards. Participate in the continued medical education programme in the Institution. Manage EPMDS of the junior staff. Participate in the extended management activities. Develop,

implement and monitor quality improvement programmes. Ensure a functional referral system. Clinical teaching of Interns Doctors and Clinical Associates students. The incumbent should have comprehensive knowledge of the specialty Discipline. Competence in the clinical evaluation of patients, interpretation of special investigation within the Departmental discipline. Assist the Medical Manager in the development of management protocols/policies for departmental discipline. Assist the Medical Manager to ensure an optimal delivery of services within the Institution. Partake in outreach programmes of the Department of Health. Successful candidate is expected to perform Commuted Overtime.

- ENQUIRIES** : Dr O. Francis Tel No: (032) 541 9269
- APPLICATIONS** : Applications to be forwarded to: The Acting Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.
- CLOSING DATE** : 29 November 2019
- POST 41/216** : **MEDICAL SPECIALIST GRADE 1/2/3: PAEDIATRICS (PMB METROPOLITAN HOSPITALS COMPLEX) REF NO: MED 52/2019 (X3 POSTS)**
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum
Grade 2: R1 264 623 - R1 342 230 per annum
Grade 3: R1 467 651 – R1 834 890 per annum
All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime (performed within the metropolitan). Day time duties performed at Edendale Hospital will be credited with 18% Inhospitable Area Allowance.
- CENTRE REQUIREMENTS** : Edendale Hospital
Grade 12 Certificate, MBCHB OR equivalent qualification, Plus FC Paeds (SA) OR equivalent, Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics OR as a registrar in Paediatrics, Current practice with the HPCSA as a Medical Specialist (2019-2020). N.B. Those candidates who have completed and are completing requirements (i.e. signed Form 57 on MMed, Part 1 & Part 2 CMSA exams) 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 specialist in Paediatrics (independent practice). Experience Required:
Grade 1: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service.
Grade 2: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. 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. A certificate of service obtained from the HR Department must be attached.
Grade 3: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. Recommendation: Three (3) years' or more experience as a Paediatrician will be an advantage. Sub-specialist qualifications in line with current disease burden and resources will be an advantage.
- DUTIES** : (Will cover clinical skills, performance, training, research and supervision & support). Participate in the provision of 24-hour in- and outpatient Paediatric clinical care within the Pietermaritzburg Metropolitan Hospitals Complex (Grey's and/or Edendale Hospital) as deemed necessary for patient care. Participate in the departmental Outreach program to the catchment area. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of registrars, medical officers, CSOs and interns in the department. Participate in the departmental academic and training programme/s. Assist with the administration of a component of the Paediatric department in Pietermaritzburg. Participate in the departmental activities for the development and training of undergraduate, post graduate and vocational students,

including joining the University of KwaZulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, Department of Paediatrics & Child Health. Assist and participate in research activities as defined within the department. Specialist or Sub-specialist medical knowledge, skills & competence in Paediatrics and child health. Current health and public service legislation, regulations and policy. Medical ethics, epidemiology, research and statistics. Medical education training and experience. Research publications, research knowledge, skills & competence.

- ENQUIRIES** : Dr. Y. Naidoo Tel No: (033) 395 4176
- APPLICATIONS** : All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.
- FOR ATTENTION** : Mr. L. Makhaye
- NOTE** : Eligibility To Apply: This post would be suitable for candidates who have recently passed their subspecialist examinations and completed the subspecialist training time. In the event that a candidate who is eligible for subspecialist registration, but has not received such registration is successful in his/her application for this post, the appointment will be as a specialist at their current salary level. 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, Indian Male.
- CLOSING DATE** : 29 November 2019
- POST 41/217** : **MANAGER NURSING (LEVEL 3 HOSPITAL) (MIDWIFERY DISTRICT SPECIALIST) REF NO: HGHD 10/2019**
Directorate: Specialist Team
- SALARY** : R949 482 – R1 068 666 per annum (All-inclusive package) plus Rural allowance on a claim basis.
- CENTRE** : Harry Gwala Health District Office
- REQUIREMENTS** : A basic qualification (i.e. diploma/degree in nursing) or an equivalent that allows registration with South African Nursing Council(SANC) as a Professional Nurse, plus a post basic nursing qualification with a duration of at least 1 (one) year accredited with the SANC in a relevant speciality :plus a minimum of 10 (ten) years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General nursing .at least 6 six years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the 1 one year post basic qualification advance midwifery. At least 4 (four) years of the above must be appropriate/recognizable experience at management level. Competencies: Knowledge: Own clinical discipline. Relevant legislation, regulations and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources and financial management. Skills: Leadership. Communication, Problem solving, Computer literacy. Behavioural Attributes: Stress tolerance. Self-confidence. Objective. Ethical. Emphatic.
- DUTIES** : General: Represent own specialist discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for all mothers, new-borns and children at all levels within a health district. Promote equitable access to an appropriate level of care for all mothers, new-borns and children throughout the district. Maintain personal competency in own clinical discipline. Support Service Delivery: Support clinics, community health centres and district hospitals with all aspects of service delivery related to own specialist discipline. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Provide Education and Training: Facilitate and participate in the development, training and mentorship under post-graduate medical, nursing and allied health professionals; this may require involvement with local academic training institutions. Support Health Systems and Logistics: Work with the district management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Monitor and Evaluate Services: Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meeting)

practitioner (e.g. infection control) and the organisation (e.g. performance reviews). Initiate, support and participate in the clinical audits and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate support and participation in relevant research: this may require involvement with local academic training institutions. Collaborate, Communicate and Report Effectively: Foster effective teamwork and collaborate within the district Specialist team. Enable engagement with the local community and relevant non-government organisations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Support Organisational Activities: Assist with strategic and operational planning of services in the district and/ or catchment area of the regional. Assist with the co-ordination and supervision of discipline related services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES : All enquiries must be directed to Mrs. GLL Zuma: District Director: Tel No: (039) 834 8200.

APPLICATIONS : Applications must be directed For: Att: Mr. ZN Dotyeni: Assistant Director: HRM, Harry Gwala Health District Office, Private Bag X502, Ixopo, 3276 OR Hand delivers to: 111 Main Street, Ixopo under KFC building, Room 99, District office.

NOTE : An application for employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. 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 HGHD 10/2019. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. 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. Persons with disability are encouraged to apply

CLOSING DATE : 29 November 2019

POST 41/218 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: COSH 11/2019 (X1 POST)**

SALARY : R897 936 - R1 042 095 per annum (all-inclusive package consists of 70% basic salary and 30% flexi portion) Plus Rural Allowance (17% of basic salary).

CENTRE REQUIREMENTS : Church of Scotland Hospital
 : Matric/Senior Certificate/Grade 12 Bachelor Degree in Pharmacy Registration certificate with South African Pharmacy Council (SAPC) as a Pharmacist Proof of current registration with SAPC as a Pharmacist (registration card plus proof of payment of annual fees for 2019/ receipt) Minimum of five (5) years' experience after registration with SAPC as a Pharmacist. Valid unendorsed driver's license- Certificate of Service to prove current and previous work experience endorsed by Human Resource. Recommendations: Minimum of one (1) year supervisory experience in the Pharmacy environment. Knowledge, Skills, Training and Competencies: Knowledge of public sector pharmacy, as well as relevant acts, regulations, District Health System, EML, Good Pharmacy Practice, policies and procedures, the National Drug Policy Sound understanding of Procurement reforms and the CCMDD program Sound knowledge of legislation relating to pharmaceutical practice in South Africa Sound knowledge of the District Health System and National Drug Policy Good

communication, leadership, motivational, decision-making, team-building, ethics, operational, professional and supervisory skills Knowledge of the principles, functioning and operation of a PTC and Anti-Microbial Stewardship. Knowledge of Human Resource Management, staff training and development and financial management. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical and legal principles. Effective, planning, organisational, managerial and interpersonal skills. Computer literacy, (MS Word, MS Excel, MS PowerPoint and Ms Outlook) as well as knowledge and experience in RX Solution.

DUTIES : Supervise, oversee and manage the pharmaceutical services at the institution and surrounding clinics. Supervise and manage the provision, implementation and review of pharmaceutical management protocols, policies and procedures and ensure that they are in accordance with statutory regulations and guidelines. Support and Monitor adherence to National Core Standards for Quality Assurance in Pharmaceutical Services. Ensure that Standards for operating systems for prescribing and dispensing practice are maintained. Ensure that availability of medicines is in line with new standard treatment guidelines. Support Pharmacovigilance activities and develop systems for ADR reporting. Support Human Resource Development and training of Pharmacists, pharmacy support personnel and other health professionals. Implement in-patient Pharmaceutical Care services. Ensure effective and efficient Pharmaceutical budget & expenditure control. Monitoring the implementation of the Pharmacy Programs in the hospital. Conduct Pharmaceutical Audit and carry out Quality Improvement Plans. Ensure compilation and submission of statistics. Ensure the reviewing and implementation of departmental SOPs. Advocate and ensure promotion of Pharmaceutical Ethics and Professional. Work as part of a multi-disciplinary team and provide secretarial duties to the Pharmacy and Therapeutic Committee (PTC).Execute control over expenditure of pharmaceutical and related products. Provide a consultative pharmaceutical service to other health professional and patients.

ENQUIRIES : Dr T. Kabwe Kapasula Tel No: (033) 4931000 Ext. No. 4126
APPLICATIONS : Please forward/deliver applications quoting the reference number to: The Human Resource Department, Church of Scotland Hospital, R33 Dundee Main Road, Tugela Ferry, 3010, Postal Address: Private Bag X 502, Tugela Ferry, 3010.

FOR ATTENTION : Mrs N.P. Sithole
NOTE : Application must be submitted on the Application for Employment Form (Form Z.83) which is obtainable at any Government Department or from the website-www.kznhealth.gov.za must accurately complete and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of Identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the posts. Applicants in possession of a foreign qualification must attach evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. None – RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks; security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 2 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE : 29 November 2019 (Late applications will not be accepted)

POST 41/219 : **DEPUTY MANAGER NURSING (LEVELS 1 & 2 HOSPITAL) REF NO: N01/2019**
 Cluster: Nursing Services

SALARY : R843 618 per annum (An all-inclusive salary package)
CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital
REQUIREMENTS : Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC). Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/recognisable

experience in nursing after registration as professional nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Unendorsed valid Code B driver's license (Code 08). Knowledge, Skills, Training And Competencies Required:-The incumbent of this post will report to the Chief Executive Officer, and will be responsible to ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner by Nursing Department of the institution including the overall management of nursing services (i.e operational, HR and Finance of the nursing department). Ensure compliance to professional and ethical practice. The ideal candidate must have an in depth knowledge and understanding of health related Acts, Regulations, Guidelines and other related policies such as: Nursing Act and Regulations Health Act, Code of Ethics. Professional Practice of the South African Nursing Council. Nursing Standard of Practice and Scope of Practice. Occupational Health and Safety Act. Mental Health Act. Knowledge and understanding of the legislative framework governing the Public Service include:- Skills Development Act, Public Service Regulations, Labour relations Act, Grievance Procedure, Disciplinary Code and Procedure. Good Communication Skills. Report writing skills. Facilitation skills. Key Performance Areas: - Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, 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 promote efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation.

- ENQUIRIES** : Ms Rt Ngcobo Tel No: (033) 940 2499
- APPLICATIONS** : Should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Deliver to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.
- FOR ATTENTION** : Mr NC Mbatha
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (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.
- CLOSING DATE** : 29 November 2019
- POST 41/220** : **MEDICAL OFFICER GRADE. 1, 2 OR 3 REF NO: EGUM 23/2019 (X2 POSTS)**
- SALARY** : Grade 1: R821 205 – R884 670 per annum (All- Inclusive Packages):
Grade 2: R938 964 – R1 026 693 per annum (All- Inclusive Packages):
Grade 3: R1 089 693 – R1 362 366 per annum (All- Inclusive Packages)
Other Allowances: Rural allowance (18%), Commuted overtime (subject to prior approval)
- CENTRE** : Institution: E G & Usher Memorial Hospital

REQUIREMENTS

: Matric or senior certificate. A tertiary medical qualification: MBCHB or equivalent. Proof of Current registration with the Health Professional Council of South Africa as an independent Medical Practitioner - In addition: **Grade 1:** One (1) year relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years post registration experience as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years post registration experience as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. NB: Proof of experience endorsed and stamped by Human Resource (Service Certificate). Knowledge, Skills, Training and Competencies Required: Ability to diagnose and manage common medical problems including emergencies in all disciplines of medicine. Clinical knowledge and surgical skills as a generalist. Experience in Outpatients, Casualty and ward areas of a District Hospital. Good communication skills, leadership and decision making qualities. Management and organizational skills.

DUTIES

: Manage patients presenting to district level OPD, In-patients services and Acute medical Emergencies. Ensure the provision of safe, ethical and high quality medical care. Manage and handle medicine and surgical emergencies, gynaecological and obstetrics, PHC coverage. Provide after hour's medical service as per on call roster, including obstetric services. Manage and facilitate the formulation of medical service policies and procedures of the institution and ensure that these are in line with the current statutory regulations and code of ethics. Assist with the development, maintaining and updating of clinical protocols. Ensure that Clinical audits, Standard Treatment Guidelines and quality assurance initiatives are implemented. Participate in National Core Standards assessments, Infection Control, Ideal Clinic Realization and etc. Participate in Perinatal, Pippchip, information sharing meetings adverse events, complaints management, specimen gatekeeping and etc.

ENQUIRIES

: DR. N. Dambuza Tel No: (039) 797 8100

APPLICATIONS

: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

**FOR ATTENTION
NOTE**

: Human Resource Department
: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA/Permanent Residents/Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his

or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To financial constraints, No S&T will be paid to candidates when attending the interviews.

- CLOSING DATE** : 29 November 2019.at 16H00 afternoon
- POST 41/221** : **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 77/19 (X3 POSTS)**
Component – Paediatrics Department
- SALARY** : Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum
All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, with compulsory Commuted Overtime. Incumbents will have to sign the commuted overtime contract form.
- CENTRE REQUIREMENTS** : Greys Hospital, PMB Metropolitan Complex
: MBCHB Degree or Equivalent qualification, Plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner in independent practice, Recommendation Prior clinical care experience in Paediatrics & Child Health will be considered as an advantage at short-listing. Diploma in Child Health (will be an added advantage) **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Applicants who are in the last few months of completing Community Service time may apply on the understanding that they can be appointed only after receiving full registration as a Medical Practitioner with the HPCSA. Priority will be applied to incumbent/s that are available immediately or sooner to maintain clinical services. **Grade 2** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa Knowledge, Skills and Experience: Relevant medical knowledge, with Paediatrics and Child Health focus Specific knowledge of Paediatric conditions Skills and competence at procedures and care in children Current health and public service legislation, regulations and policy Medical ethics, epidemiology and statistics.
- DUTIES** : (Will cover clinical care, scholarship, professionalism, clinical governance and administration & management.) Participate in the provision of in- and outpatient clinical care within the Paediatrics on a rotational basis at Grey's, Edendale & Northdale Hospital. Assist with the maintenance of standards of care, clinical governance framework within the department Assist with the training & development AND supervision & support of CSOs, interns and students in the Department. (For those with requisite experience – Eg. Grade 2 & 3) Participate in the personal and departmental scholarship activities including mandatory attendance of the academic programme Support the departmental activities for the staff development and training of undergraduate, post graduate and vocational students Assist and participate in research activities/projects as defined within the department Assist with the administration and management of the Unit one is allocated to.
- ENQUIRIES APPLICATIONS** : Mrs K. Moses Tel No: (033) 897 3264
: 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) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the

above instructions will disqualify applicants. 2. The circular minute number /reference must be indicated in the column provided on the form Z83 e.g GS 77/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African males are encouraged to apply.

- CLOSING DATE** : 29 November 2019
- POST 41/222** : **MEDICAL OFFICER (GRADE 1, 2) REF NO: NDW /MED/05/19 (X1 POST)**
- SALARY** : Grade 1: R821 205 – R884 670 per annum
Grade 2: R938 964 – R1 026 693 per annum
All-inclusive package consists of 70% basic salary and 30% flexible Portion that may be structured in terms of the applicable rules, Plus Compulsory Commuted Overtime. Additional Benefits Commuted Overtime; subject to approval. Rural allowances (18% of basic salary).
- CENTRE** : Ndwedwe CHC
- REQUIREMENTS** : Senior Certificate STD 10/Grade 12, MBCHB Degree or equivalent qualification, Plus Registration with Health Professional as a Medical Practitioner, Plus Current registration with HPCSA as a Medical Practitioner post-Community service, OR Foreign Workforce Management Programme (FWMP) approval from NDOH to register with HPCSA, Plus Police clearance and SAQA verification for foreign graduates. Proof of work experience for previous and current work experience endorsed and stamped by HR must be attached. Experience Medical Officer **Grade 1** Registration with HPCSA as a Medical Practitioner. Foreign candidates require 01 year relevant experience after registration with a recognized foreign Health Professional Council, of whom it is not required to perform Community Services. Medical Officer **Grade 2** Minimum of 5 years experiences after registration with HPCSA as a Medical Practitioner post- Community Service. Foreign candidates require 6 years experiences after registration with a recognized foreign Health Professional Council, of whom it is not required to perform Community Services. Certificate of service for previous and current work experience endorsed and stamped by HR office must be attached. Knowledge, Skills and Competencies Required: Ability to diagnose and manage common Medical and Surgical problems including emergencies in the major clinical disciplines. Surgical and Anaesthetics skills. Knowledge of current Health and Public service legislation, regulations and policies. Good communication, verbal, leadership, interpersonal skills. Teaching & Supervision skills. Ability to function as part of a multi-disciplinary team to District/Regional level. Ability to work under stressful conditions and maintain meaningful relationships with all relevant stakeholders.
- DUTIES** : Consultation, diagnosis and treatment of patients in outpatients, casualty, wards and clinics. Implementation of required standards of care, including treatment protocol and guidelines. Referral to higher levels of care when indicated. Participate in duty rosters. Performance of required administrative duties. Facilitation of staff training and on-going Medical Education. Outreach services to PHC clinics and mobile points. Collaboration with Medical Practitioners and other Health Care workers in neighbouring Health Institutions to promote an effective PHC and District Health service. NB: Community service doctors may also apply on the condition that their employment will be subject to the successful completion of community service. Commuted Overtime is compulsory.
- ENQUIRIES** : Dr O Ayeni; CEO/Medical Manager Tel No: (032) 532 3050
- APPLICANTIONS** : should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag x 528, Ndwedwe, 4342.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Directions To Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable at any Government Department or from website www.kznhealth.gov.za. Certified copies of highest educational qualifications – not copies of certified copies. Certified copies of registration certificates where applicable and HPCSA receipts. Curriculum

Vitae. The reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010. Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department) "People with disabilities should feel free to apply" Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

CLOSING DATE

:

29 November 2019

POST 41/223

:

MEDICAL OFFICER (GR1, 2, 3) REF NO: OSI M/O 03/2019 (X2 POSTS)

Component: Medical and Surgical Services

Re-Advertisement: Candidates who apply before are free to re-apply

SALARY

:

Grade 1: R821 205 per annum

Grade 2: R938 964 per annum

Grade 3: R1 089 693 per annum

Other Benefits: all-inclusive packages (This inclusive package consists of 70% Basic salary and 30% flexible portion that can be structured in terms of the applicable rules. Additional Benefits: Commuted Overtime subjected to approval Plus Rural Allowances (18% of basic salary).

CENTRE REQUIREMENTS

:

Osindisweni District Hospital, Verulam

:

Minimum Requirements: Senior Certificate STD 10/Grade 12, MBCHB Degree or equivalent qualification, Plus Current registration with HPCSA as a Medical Practitioner. Foreign applicant must attach Police clearance and SAQA verification for foreign qualification. Experience: **Grade 1:** No experience required. **Grade 2:** Minimum of 5 years' experience after registration with HPCSA as a Medical Practitioner. Certificate of service for previous and current work experience endorsed and stamped by HR Office must be attached. **Grade 3:** Minimum of 10 years after registration with HPCSA as a Medical practitioner. Certificate of service for previous and current work experience endorsed and stamped by HR Office must be attached. Recommendation: Community Service who's their completion is December 2019 and will be able to obtain registration as a Medical Practitioner in 1st January 2020 are free to apply. South African citizen and Foreigners with permanent residence will be priority. Consultation, diagnosis and treatment of patients in outpatients, casualty, wards and Clinics. Implementation of required standards of care, including treatment protocol and guidelines. Referral to higher levels of care when indicated. Participation in duty rosters. Performance of required administrative duties. Facilitation of staff training and on-going medical education. Collaboration with Medical practitioners and other Health Care workers in neighbouring health Institution to promote and effective District Health service. Successful candidate is expected to perform Commuted Overtime.

DUTIES

:

Consultation, diagnosis and treatment of patients in outpatients, casualty, wards and Clinics. Implementation of required standards of care, including treatment protocol and guidelines. Referral to higher levels of care when indicated. Participation in duty rosters. Performance of required administrative duties. Facilitation of staff training and on-going medical education. Collaboration with Medical practitioners and other Health Care workers in neighbouring health Institution to promote and effective District Health service. Successful candidate is expected to perform Commuted Overtime.

ENQUIRIES APPLICATIONS

:

Dr O. Francis Tel No: (032) 541 9269

:

Applications to be forwarded to: The Acting Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.

CLOSING DATE

:

29 November 2019

POST 41/224

:

MEDICAL OFFICER GR 1, 2, 3 REF NO: CJMH11/2019 (X2 POSTS)

SALARY

:

Grade 1: R821 205 - R884 670 per annum

Grade 2: R938 964 - R1 026 693 per annum

Grade 3: R1 089 693 - R1 362 366 per annum

This inclusive package consists of 70% basic salary and 30% flexible portion. That can be structured in terms of applicable rules): Commuted overtime plus 22% rural allowance

CENTRE REQUIREMENTS

:

C. J. M. Hospital

:

MBCHB or Equivalent. Proof of Current registration with HPCSA as a Medical Practitioner Experience **Grade 1:** One year experience after registration as a medical practitioner Community service medical officer completing community service by 31 December 2019 completion of community. **Grade 2:** Minimum of five years appropriate experience as a medical officer after registration with HPCSA. **Grade 3:** Minimum of ten years appropriate experience as a medical officer after registration with HPCSA Knowledge, Skills, Training and

- Competencies Required Knowledge of health legislation and policies at public institution Excellent human, communication and leadership skills. Sound knowledge and clinical skills Good team building and problem solver Good research and presentation skills. Problem solving skills
- DUTIES** : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Participate in communicable health programme and ensure the relevant patient. Statistics are maintained to facilitate proper decision making. Undertake on going care of individuals patient to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations, train and guide staff and health associated professionals. Liaise with emotional, social and physical aspects of disease. Provide preventive health interventions and measures to promote health.
- ENQUIRIES** : Dr. O. O. Dipeolu Tel No: (034) 271 6404
- APPLICATIONS** : The Chief Executive Officer Charles Johnson Memorial Hospital Private Bag X5503 Nqutu 3135.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applications should be submitted on form Z83 from any Public Service Department Human Resource Department Or from the website www.kznhealth.gov.za. Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified Copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of certificates and service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. CJM 04/2019. Faxed documents will not be accepted. NB Failure to comply with the above instructions with the above instructions will results in disqualification. Please note that if you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.
- CLOSING DATE** : 29 November 2019
- POST 41/225** : **MEDICAL OFFICER REF NO: KCHC MED 04/2019 (X2 POSTS)**
- SALARY** : Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding Commuted Overtime. Additional Benefit: Commuted overtime (compulsory) and 18% Rural Allowance
- CENTRE** : Kwa-Mashu Community Health Centre
- REQUIREMENTS** : Grade 1. No experience. Certified copy of Grade 12/Matric certificate or equivalent, Certified copy of MBCHB Degree, Certified copy of Registration certificate with HPCSA, Proof of current registration with HPCSA as a medical officer, Minimum of one (1) year relevant experience after registration with the HPCSA as a medical practitioner, Certificate of service to be provided (certified of service to be signed and stamped by HR section), Non South African citizen applicants need to have a valid work permit in compliance HRM Circular 49/2008 (obtainable from any KZN Health Department). Knowledge, Training, Skills & Competencies 'required Knowledge of the relevant Acts Policies and regulation administered by KZN DOH ,Sound knowledge of HIV/AIDS management including current National guidelines, Sound knowledge of District and KZN Health Department, Sound clinical knowledge and experience ,Good communication, leadership ,decision-making, interpersonal skills, and computer literacy skills, Ability to manage conflict and apply disciplinary procedures.
- DUTIES** : Clinical responsibility including examine, investigate, diagnosis and oversee treatment of patients, Provision of quality patient centered care, Maintaining a high quality clinical service by providing regular-in service training for other clinical personnel, Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care, To manage critically ill patients appropriately and transfer them timeously, Provide preventive health interventions and measures to promote health care, Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice,

Performance of required administrative duties, Collaboration with medical practitioners and other health care workers in neighboring health institutions, Incumbent will rotate through the following departments: Paeds, Casualty, HAST unit, PHC and maternity, Perform duties in the ARV Clinic, Perform commuted overtime, Provide support to the Institution in ensuring an efficient standard patients care and service is maintained, Perform duties as delegated by supervisor, Examine diagnose and treat patients, in all wards, Emergency and non-emergency care patients.

- ENQUIRIES** : Dr. M.I Rahmtoola Tel No: (031) 5049102/9216
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhawane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Grade 12/Matric certificate or equivalent, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref KCHC MED 04/2019. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.
- CLOSING DATE** : 29 November 2019
- POST 41/226** : **ASSISTANT MANAGER NURSING - PHC REF NO: PMMH/AMN/PHC/14/2019 (X2 POSTS)**
- SALARY** : R614 991 – R692 166.per annum Benefits: Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) and Medical Aid (Optional) Inhabitable Area Allowance (8% of basic salary).
- CENTRE** : Prince Mshiyeni Memorial Hospital
- REQUIREMENTS** : Degree or Diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse” A post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC. Certificates of registration with SANC as a Professional Nurse and post basic qualification. Proof of current registration with SANC (2019). Experience: A minimum of ten (10) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least six (06) years of the period referred to above must be appropriate/recognizable experience after obtaining the one 1 year post basic qualification in Primary Health Care. At least three (03) years of the period above must be appropriate/recognizable experience at management level. Recommendation: Appropriate/recognizable supervisory/managerial experience in a nurse component; please attach proof endorsed by your HR Manager Proof of Computer literacy (MS Office suite) and Valid Driver’s License. Please provide all your certificate of service from previous and current employer endorsed and stamped by HR Department Knowledge, Skills Training And Competencies Required: Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services Knowledge of nursing care processes and procedures Appropriate understanding of Scope of Practice and nursing standards Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patient Rights Charter, Batho Pele Principles, Sound knowledge of Labour Relations Act Leadership, supervisory, organizing, decision making, problem solving abilities skills. Coordination and Report writing skills. Time and Conflict management skills. Personal attributes: responsiveness, professionalism, supportive, assertive

and must be a team player. Good communication and interpersonal skills and ability to function well within a team. Demonstrate a basic understanding of HR and Financial Policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery.

DUTIES : Manage, facilitate and co-ordinate provision of comprehensive package of service at PHC level, specialised nursing care, including priority programs and Quality Improvement Programs, in conjunction within a professional and legal framework. Assist and facilitate development Operational Plan, monitor the implementation and submit progress reports; Participate in clinical audits in the PHC under the establishment of PMMH and ensure implementation of the quality improvement plans supported by strong work ethics Manage assets, consumables, and service effectively, Manage and support education, in-service training, and orientation and practice development initiatives in the area, maintain professional growth and ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele principles, National Core Standards and ideal clinic priorities are implemented Provide safe therapeutics environment that allows for practice of safe nursing care as laid down by Nursing act, Occupational and safety act. Ensure completion of accident/incident reports as they occur and timeous reporting Co-ordinate special projects and health promotion in line with the program goals of health calendar. Compile Monthly, Quarterly statistics and other reports, Maintain constructive working relationships with all stake holders i.e. inter-professional, the multi-disciplinary team Maintain intersect oral collaboration with other Government structures and provide support to Sukuma Sakhe Activities Advocate and promote nursing ethos and professionalism in the clinic. 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 multi- disciplinary team to ensure good nursing care that is cost effective, equitable and efficient.

ENQUIRIES : Ms No Masondo Tel No: (031) 240 5310
APPLICATIONS : to be forwarded to: The Deputy Director: HRMS Prince Mshiyeni Memorial Hospital; Private Bag X 07; Moberi; 4060

FOR ATTENTION : Mr VM Phewa

NOTE : Due To Financial Constraints Currently Experience by the Department, Please Note that No S&T will be paid to candidates when attending the interviews.

CLOSING DATE : 29 November 2019

POST 41/227 : **OPERATIONAL MANAGER – PRIMARY HEALTH CARE REF NO: GJC 12/2019**

SALARY : R562 800 per annum Other Benefits: 13th cheque, Rural allowance 12% of annual salary, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE : GJ Crookes Hospital – Dlangezwa Clinic
REQUIREMENTS : Grade 12. Current SANC receipt. Diploma/Degree in General nursing and midwifery plus 1 year post basic qualification in Primary Health Care. Current registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery of which at least 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Valid Code 08 drivers licence. Proof of current and previous experience endorsed by Human Resources Knowledge: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Negotiating, Interpersonal skills, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Basic Computer Skills.

DUTIES : Supervise and develop all practices and systems to 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 of diseases to provide community based activities for health promotion and disease prevention. Ensure the effective and efficient allocation of resources, including the development of staff, budgetary, procurement planning inputs and maintenance of the prescribed information

		management system(s). Undertake monitoring and evaluation functions at the clinic and catchment area, ensuring verified data returns, analysis of data for local use and if required plan and implement corrective actions. Undertake comprehensive supervision of staff Provide accurate reports to the District office. Deal with disciplinary issues, grievances and other labour issues including monitoring and managing absenteeism.
<u>ENQUIRIES</u>	:	Mr. SG. Ngcobo Tel No: (039) 978 7000
<u>APPLICATIONS</u>	:	Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180.
<u>FOR ATTENTION</u>	:	Mr. JL Majola
<u>NOTE</u>	:	Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving licence. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.
<u>CLOSING DATE</u>	:	29 November 2019 at 16h00
<u>POST 41/228</u>	:	<u>OPERATIONAL MANAGER (MATERNITY) REF NO: NDW /OM/04/19 (X1 POST)</u> Re-Advertisement: Those who applied previously may re-apply
<u>SALARY</u>	:	Grade 1: R562 800 – R633 432 per annum Other Benefits: Medical aid (optional), housing allowance: employee must meet prescribed requirements, 8% rural allowance and 13th cheque.
<u>CENTRE</u>	:	Ndwedwe CHC
<u>REQUIREMENTS</u>	:	National senior certificate/Grade 12. Diploma/Degree in General nursing and Midwifery plus 1 year post basic qualification in Advanced Midwifery. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse and Midwife with SANC, of which 5 years must be recognizable experience after obtaining 1 year post-basic qualification in Advanced Midwifery. Current registration with South African Nursing Council as a Professional Nurse and Advanced Midwife. Valid Driver's Licence. Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Recommendations Computer Literacy Knowledge, Skills and Competencies Required: Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services. Knowledge of nursing care processes and procedures. In depth knowledge of nursing legislation, related legal, ethical practice & legislative framework governing the Public Services. Knowledge of quality assurance standards as directed by negotiated service delivery agreement, National core standards. Appropriate understanding of Scope of Practice and nursing standards. Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patients Right's Charter, Batho Pele Principles. Sound knowledge of Labour Relations Act. Leadership, Supervisory, organizing, decision making, problem solving abilities skills Co-ordination and report writing skills. Time Management. Personal attributes, responsiveness, professionalism, supportive, assertive and must be a team player. Good communication and interpersonal skills and ability to function well within a team. Demonstrate a basic understanding of HR and Financial Policies and Practices. Demonstrate basic computer literacy.
<u>DUTIES</u>	:	Manage the practice of all staff in Maternity Unit to ensure that individual patient care provided is of the highest standard. Provide adequate supervision and mentoring of junior personnel. Ensure effective utilization and monitoring of all resources in line with cost containment Plan of the Institution. Facilitate implementation of integrated maternal and child health programmes. Conduct clinical audits and develop remedial action plans and implementation of such. Ensure accurate collation, analysis and verification of monthly data within the unit and participate in data management meetings. Participate and oversee

development and implementation of clinical policies, procedures and guidelines for MNCWH (TB, Nutrition, FP, MBFI, PMTCT, Mom connect, ESMOE, KMC and CARMMA). Ensure implementation, monitoring and evaluation of EPMDs in the unit. Work shifts, weekends and public holidays. Participate, co-ordinate and conduct Perinatal and Child Mortality meetings. Ensure compilation and timely submission of relevant reports. Provide effective, adequate leadership and supervision of all sub-units in the subcomponent i.e. ANC, Labour and Post Natal Care. Improve quality of care through reduction of public complaints and waiting times, implement and monitor National Core Standards. Monitor infection control measures in the unit. Participate in outreach, preventive and promotive programmes within the community.

ENQUIRIES
APPLICANTIONS

: Dr. O Ayeni Tel No: (032) 532 3048/50
: should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag x 528, Ndwedwe, 4342.

FOR ATTENTION
NOTE

: Human Resource Manager
: Directions To Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable at any Government Department or from website www.kznhealth.gov.za. Certified copies of highest educational qualifications – not copies of certified copies. Certified copies of registration certificates where applicable and HPCSA receipts. Curriculum Vitae. The reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010 Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department) "People with disabilities should feel free to apply" Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

CLOSING DATE

: 29 November 2019

POST 41/229

CLINICAL NURSE PRACTITIONER - GRADE 1 AND 2

Re-Advertisement: Those who applied previously may re-apply

SALARY

: Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Other Benefits Home Owner Allowance (conditions apply); 13th Cheque (conditions apply) and Medical Aid (Optional) Inhospital Area Allowance (08 % of basic salary)

CENTRE

: Folweni PHC Ref No: PMMH/CNP/08/2019 (X3 Posts)
Nsimbini PHC Ref No: PMMH/CNP/09/2019 (X2 Posts)
Umlazi U21 PHC Ref No: PMMH/CNP/10/2019 (X3 Posts)
Umnini PHC Ref No: PMMH/CNP/11/2019 (X1 Post)
Umlazi D PHC Ref No: PMMH/CNP/12/2019 (X2 Posts)
Ekuphileni PHC Ref No PMMH/CNP/13/2019 (X1 Post)

REQUIREMENTS

: **Grade 1:** Basic R425 qualification (i.e. Degree/Diploma) 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 1 year in 'Curative Skills in Primary Health Care' accredited with SANC. Current Registrations with SANC as Professional Nurse A minimum 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing Proof of current registration with SANC (2019). Minimum Appointment Requirements
Grade 2: Basic R425 qualification (i.e. Degree/Diploma) 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 1 year in 'Curative Skills in Primary Health Care' accredited with SANC. A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional 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 specialty. Proof of current registration with SANC (2019). NB: The recognition of relevant experience for new appointments is determined subject to minusing of 1 year relevant experience. Please provide

all your certificate of service from previous and current employer endorsed and stamped by HR Department Knowledge, Skills Training and Competencies Required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the National core Standards and data management.

DUTIES

: Demonstrate effective communication with patients, supervisory and other clinicians, including report writing and statistics. Assist the unit manager/ Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Implement and advocate for preventive and promotive 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. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients 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. Ensure that programme specific data collected is timeous and accurate. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Refer patients promptly according to the set guidelines, protocols, policies. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock.

ENQUIRIES

: Mrs P Xabatel Tel No: (031) 240 5300 and Ms No Masondo Tel No: (031) 240 5310

APPLICATIONS

: to be forwarded to: The Deputy Director: HRMS Prince Mshiyeni Memorial Hospital; Private Bag X 07; Moberi; 4060.

**FOR ATTENTION
CLOSING DATE**

: Mr VM Phewa
: 29 November 2019

POST 41/230

: **CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 & 2 REF NO: STC 06/2019 (X1 POST)**

SALARY

: Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 969 per annum
Other Benefits: 13th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance

**CENTRE
REQUIREMENTS**

: St Chads CHC
: Senior certificate/Grade 12 or equivalent qualification. Degree/Diploma in General Nursing and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2019).Post-Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Appropriate/recognisable experience after registration in the Post Basic Qualification is recognised to determine the salary on appointment. Only certificate of service from the previous employer/s is recognised for this purpose. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in General Nursing .At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Experience: **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 10 years must be appropriate/recognisable experience after obtaining the one year Post Basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Knowledge, skills, training and competencies required: Knowledge of nursing care process and procedures, and other legal framework. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills.

<u>DUTIES</u>	:	Ensure the provision of nursing care through adequate supervision. Ensure the provision of nursing care through adequate supervision. Key Performance Areas: Provision of nursing comprehensive of service according to PHC CORE packages. Provision of quality comprehensive community health care (preventative and promote curative and rehabilitative) services. Provision of administration services. Involvement with community meetings and committees. Provision of educational services through clinical teaching, training and continuous evaluation of employees. Responsible for screening, diagnosis and management of patients at Primary Health Care level. Initiate treatment, implementation of programme and evaluation patient's clinical conditions. Initiate community projects, involvement in Operation Sukuma Sakhe projects. Work as part of multidisciplinary team to ensure quality nursing care and target on priority programmes are achieved. Involved in clinical audits. Data management. Advocate for professionalism and ethics. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/ procedures. Evaluate and follow up patients during clinic visits. Attend and participate in doctor's visits. Participate in out-reach services. Hours of duty 40 hours per week. Shift work (day and night duty). Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.
<u>ENQUIRIES</u>	:	Mrs C.I.Ndlovu 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 Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), and registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Certified copies should not be older than three months. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.
<u>CLOSING DATE</u>	:	29 November 2019
<u>POST 41/231</u>	:	<u>PROFESSIONAL NURSE-SPECIALTY STREAM-THEATRE REF NO: MURCH 18/2019 (X1 POST)</u> Re-Advertisement
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<u>CENTRE</u>	:	Murchison Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate, Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Operating Theatre Technique, Current

Registration with SANC as General Nurse and Operating Theatre. Current SANC receipt, previous work experience/Certificate of service endorsed by your Human Resource Department (to be attached to application) **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional with SANC in general nursing and Operating Theatre Technique **Grade 2** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Operating Theatre Technique, of which at least 10 years must be appropriate/recognizable experience, after obtaining the one year post basic qualification in the relevant speciality. Knowledge, Skills and Competencies Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter.

- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework Effective utilization of resources: Human, material and financial resources Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff Assist in the planning coordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Complete patient related data and partake in research. Assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift Partake in overall specialized unit function, i.e. team building Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Mrs. C Mkhwanazi Tel No: (039)6877311 ext. 127
: All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital.
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 18/2019 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA/Permanent Residents/Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
- CLOSING DATE** : 29 November 2019
- POST 41/232** : **CLINICAL NURSE PRACTITIONER REF NO: GJC 13/2019**
- SALARY** : R383 226 per annum Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : Dududu Clinic (X2 Posts)
Umzinto Clinic (X1 Post)
Dlangezwa Clinic (X1 Post)
- REQUIREMENTS** : Grade 12 (senior certificate). Current SANC receipt (2019).Diploma/Degree in General nursing and midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Current registration with SANC as a General Nurse, Midwifery. A minimum of 4 years

		appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. knowledge: Knowledge of Nursing Care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, Occupational Health and safety Act, Batho Pele Principles, Patients' Rights Charter, Labour Relations Act. Leadership, organizational skills, decision making skills and problem solving skills. Good communication and interpersonal skills. Basic computer skills.
<u>DUTIES</u>	:	Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Utilize human, material and physical resources effectively and efficiently. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Provide safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Develop and ensure implementation of nursing care plans. Participate in clinical records audits. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities.
<u>ENQUIRIES</u>	:	Mr. SG. Ngcobo Tel No: (039) 978 7000
<u>APPLICATIONS</u>	:	Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180.
<u>FOR ATTENTION</u>	:	Mr. JL Majola
<u>NOTE</u>	:	Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za . Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving licence. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful. NB: Candidates should separate applications if they are interested to apply in all clinics.
<u>CLOSING DATE</u>	:	29 November 2019 at 16h00
<u>POST 41/233</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO CJMH12/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	R383 226 – R444 276 per annum. Other Benefits 13th Cheque Medical aid optional Homeowner's allowance: Employee must meet the prescribed requirement Rural Allowance is compulsory.
<u>CENTRE</u>	:	Mangeni and Kwanyezi Clinics
<u>REQUIREMENTS</u>	:	Matric or senior certificate. Diploma/Degree in General nursing and midwifery One year post basic qualification in Primary Health Care a minimum of 4 years appropriate /recognizable experience after registration as a professional nurse. Proof of current registration with South African Nursing Council as General Nurse, Midwifery and Primary Health Care Nurse Current S.A N.C Receipt 2018. Proof of current and previous experience endorsed and stamped by Human Resource (service certificate) must be attached Knowledge of all applicable legislation, and guidelines, including Scientific Nursing and nursing principles Good Communication, counselling, conflict management, decision making and problem solving skills. Good interpersonal and listening skills Co-ordination and planning skills .Ability to relive in the service areas. Team building and supervisory skills.
<u>DUTIES</u>	:	Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic.

Assist the unit manager with overall management and necessary support for effective functioning of the clinic. Promote preventive health for clients and community in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Work as part of the multidisciplinary team to ensure good Nursing Care in the clinic. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented in a clinic. Must be able to handle obstetric emergencies and high risk conditions. Supervision of patients and provision of basic patients' needs e.g. oxygen, nutrition, elimination fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines. Provide direct and indirect supervision of all nursing staff and to give guidance. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Ensure clinical intervention to client including administering of prescribed medication and ongoing observation of patients in the clinic. Provide nursing care that lead to improved service delivery by upholding Batho Pele Principles and Patients' Rights Charter. Ensure compliance with and implementation of National Core Standards, deal Clinic Realization and Maintenance, CCMDD, etc.

- ENQUIRIES** : Mrs. P.N Kunene Tel No: (034) 271 6400
- APPLICATIONS** : should be forwarded to Human Resource Office 92 Hlubi Street, C.J.M. Hospital Nqutu Private Bag X5503 3135 Nqutu 3135.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za. Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified Copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of certificates and service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. CJM 04/2019. Faxed documents will not be accepted. NB Failure to comply with the above instructions with the above instructions will results in disqualification. Please note that if you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.
- CLOSING DATE** : 29 November 2019
- POST 41/234** : **RADIOGRAPHER GRADE 1: DIAGNOSTIC IMAGING SERVICES REF NO: DRAD/DIAG/2019 (X2 POSTS)**
Re-Advertisements: Applicants to re-apply
- SALARY** : R317 976 per annum: Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum Requirements)
- CENTRE** : Addington Hospital: KwaZulu-Natal
- REQUIREMENTS** : Grade 12 certificate. An appropriate three-year National Diploma/Degree in Diagnostic Radiography. Registration certificate as a Diagnostic Radiographer with the HPC of SA. Current annual fees registration with the HPC of SA. Certificates of service where applicable. In-Service applicants are required to obtain the proof of SAQA verification from their Human Resource Department. Recommendation: At least 1 to 2 years' experience in Radiography would be an advantage. Knowledge, Skills, Training and Competence Required: Sound knowledge of Diagnostic Radiography procedures and equipment. Knowledge of relevant Health and Safety policies. Sound planning and organisational skills. Knowledge of Radiation Control and Safety Regulation. Sound communication and problem solving skills. Good interpersonal relations and ability to perform well within a team. Ability to perform basic quality assurance test. Computer literacy.
- DUTIES** : To provide high quality Diagnostic Radiographic services according to patient needs. To promote good health practices and ensure optimal care of patients. To execute all clinical procedures competently to prevent complications. Reception, clerical and darkroom duties when required. Participate in Quality Assurance and Quality Improvements Programs. General administrative duties. To comply with and promote Batho Pele Principles. Recommendation: At least 1 to 2 years' experience in Radiography would be an advantage. CT

		scanner experience would be recommendation. Hours of Duty Normal shift 07h45 – 16h15 Monday to Friday. Participate in shift and standby duties, including nights/weekend/public holidays.
<u>ENQUIRIES</u>	:	MR M Chetty Tel No: (031) 327 2522/Z Nkabinde Tel No: (031) 327 2524
<u>APPLICATIONS</u>	:	All documents to be posted to:, Addington Hospital, P O Box 977, Durban, 4000 Or Dropped off in the application box, Security/Staff Entrance, Prince St side of the Hospital, South Beach, Durban.
<u>FOR ATTENTION</u>	:	Human Resource Dept
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae indicating email address, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview. Employment Equity for the post is: African Male.
<u>CLOSING DATE</u>	:	29 November 2019 or two weeks from date advertised
<u>POST 41/235</u>	:	<u>PROFESSIONAL NURSE – GENERAL STREAM REF NO: EGUM 22/2019 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 per annum Grade 2: R315 936 – R362 865 per annum Grade 3: R383 226 – R485 475 per annum Other Allowances: 13th Cheque, Medical Aid (Optional), Housing Allowance, (employee must meet prescribed requirements).
<u>CENTRE</u>	:	Institution: E G & Usher Memorial Hospital
<u>REQUIREMENTS</u>	:	Matric or senior certificate. Diploma/Degree in General nursing and midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and Midwifery. Current South African Nursing Council receipt (2019). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Grade 1: No experience required. Grade 2: A minimum of 10 years appropriate/recognizable experience as Professional Nurse with SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Knowledge of nursing care processes and procedures, nursing statues and other legal framework such as Nursing Act, Health Act, Patient’s Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relation Act, Disciplinary Code and Procedure, etc. Good skills in Communication, report writing, facilitation, co-ordination, planning & organizing, decision making, computer usage. Ability to formulate patient related policies. Basic understanding of HR and Financial policies and procedures. Good communication skills, leadership and decision making qualities. Team building and cross cultural awareness.
<u>DUTIES</u>	:	Provision of quality patient care through setting of standards, policies and procedures. Conduct antenatal and post-natal assessment and care. Implement maternal and obstetric policies and guidelines. Promote and maintain baby friendly status. Implement all obstetric programs (i.e. PIPP, CHIPP, PMTC, CARMA, MBFI, ESMOE) etc. To provide nursing care that leads to improved service delivery by upholding Batho Pele Principles and patient’s rights. Provide and manage all resources within the unit effectively and ensure optimum service delivery. Create and maintain complete and accurate patient records and registers. Implementation of the National Core Standards. Participate in the implementation of Nursing and Clinical Care Plan. Assist to avert potential medic-legal risks in the Maternity ward.
<u>ENQUIRIES</u>	:	Mr M.J. Mbali Tel. No: (039) 797 8100

- APPLICATIONS** : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).
- FOR ATTENTION NOTE** : Human Resource Department
 The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Permanent Residents/Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T Will Be Paid To Candidates When Attending The Interviews Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.
- CLOSING DATE** : 29 November 2019 at 16H00 afternoon

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 29 November 2019 (at 16h00). Applications received after the closing date and time will not be considered.
- NOTE** : Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including Senior Certificate where the requirement is a tertiary qualification) (including academic record/statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), certified copies of identity document as well as valid driver's licence (where a driver's licence is a requirement). Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's

responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill these post(s).

OTHER POST

- POST 41/236** : **CHIEF PROVINCIAL INSPECTOR (X2 POSTS)**
- SALARY CENTRE** : R470 040 per annum
: Traffic Training College' Pietermaritzburg Ref No: P 21/2019 (X1 Post)
: RTI Kokstad Ref No: P 22/2019 (X1 Post)
- REQUIREMENTS** : A relevant tertiary qualification (3-year Diploma/Degree in a Management or Law field – NQF 6); plus a Basic Traffic Officer's Diploma; plus Registered as a Traffic Officer; plus 3-5 years' supervisory experience in a Traffic Law Enforcement field; plus 7-10 years' working experience in Traffic Law Enforcement field; plus All valid relevant driving licences (A and EC); plus Valid Peace Officer's Certificate; plus No criminal record. Knowledge, Skills, Training and Competencies Required: Extensive knowledge of Traffic Management policies and regulations. Knowledge of relevant legislations and traffic management regulations. Knowledge of vehicle inspections / impoundment. Knowledge of driving skills. Records and resource management skills. Customer relationship management skills. Planning, organizing, leadership, controlling and monitoring skills. People Management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Negotiation and initiative skills. Project management, mentoring and coaching skills.
- DUTIES** : Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centre management and facilitate the development of and participation in a centre strategic/operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are

filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station/centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that gets lost and put measures in place to deal with it. Manage assets as per inventories of station/centre.

ENQUIRIES
FOR ATTENTION
NOTE

- : Mr VK Chetty Tel No: (033) 355 8880/8071
- : Mr C McDougall
- : It is the intention of this Department to consider equity targets when filling these positions. The Successful candidates will be required to enter into a Performance Agreement. Shortlisted candidates may be required to undergo a competency test.

PROVINCIAL ADMINISTRATION: LIMPOPO

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply. The Department of Co-operative Governance, Human Settlements & Traditional Affairs would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for the positions as they appear below.

- APPLICATIONS** : Applications should be submitted to: The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, Polokwane 0700 Or delivered personally at 28 Market Street (next to UNISA) HR Records (First floor).
- CLOSING DATE** : 29 November 2019
- NOTE** : Applications should be submitted on form Z83 obtainable from all Public Service Departments or at www.dpsa.gov.za and must be completed in full. A Copy of your Curriculum Vitae, identity document, driver's license and qualifications must be attached. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify applications. "All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with 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." Short-listed candidates for the below posts will be subjected to a Security clearance, and verification of qualifications. NB: Faxed or e-mailed applications will not be considered. This advert will also be available on the following website: www.coghsta.limpopo.gov.za. The Department reserves the right to make an appointment of the advertised posts. Communication will only be limited to shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful.

MANAGEMENT ECHELON

- POST 41/237** : **DEPUTY DIRECTOR-GENERAL: INTERGRATED SUSTAINABLE HUMAN SETTLEMENTS REF NO: COGHSTA 02/19**
Branch: ISHS
- SALARY** : R1 521 591 per annum (Level 15) (All inclusive salary package)
- CENTRE** : Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA. 8-10 years' experience at a Senior Management level & a valid driver's license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g: Housing Act no. 107 of 1997, Town Planning & Township Ordinance 15 of 1986, Development & Facilitation Act 67 of 1995, National Housing Code of 2009, National Home Builders Registration Act(NHBRC Act),National Building Regulation and Standard Act of 1977.Skills in: Policy Formulation; Research; Computer utilization; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation(SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication.
- DUTIES** : Oversee and monitor human settlement programs performance and technical services; Oversee and manage the municipal accreditation, capacity building, policy research and planning; Manage and co-ordinate the monitoring and evaluation of housing programs; Co-ordinate and manage the monitoring of housing properties and assets; Oversee the management of human settlement

- subsidy administration, contracts management and human settlement secretariat; Oversee, manage and monitor the provision of human settlement development; Manage resources (financial, human and physical).
- ENQUIRIES** : Mr Ramagoshi Phuti Tel No: (015) 294 2225
- POST 41/238** : **CHIEF FINANCIAL OFFICER REF NO: COGHSTA 03/19**
Branch: CFO
- SALARY** : R1 521 591 per annum (Level 15) (All inclusive salary package)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA.8-10 years' experience at a Senior Management level & a valid driver's license (with exception of disabled applicants).Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, etc. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.
- DUTIES** : General management functions; General responsibilities; Responsibilities relating to budgetary control; Reporting Responsibilities; Information to be submitted; Responsibilities relating to transferring of assets and liabilities; Virement between main devisions within votes.
- ENQUIRIES** : Mr Ramagoshi Phuti Tel No: (015) 294 2225
- POST 41/239** : **CHIEF DIRECTOR: REGULATORY & COMPLIANCE REF NO: COGHSTA 04/19**
Branch: Corporate Services
- SALARY** : R1 251 183 per annum (Level 14) (All inclusive salary package)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years' experience at a senior managerial level & a valid driver's license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA. Knowledge on the relevant policies/prescripts and procedures etc. Skills in: Negotiation skills; Language skills and ability to communicate well with people at different levels and from different backgrounds; People management skills; Good telephone etiquette; Time management; Communication, both formal, and informal; Good people skills; Sound organizational skills; High level of reliability.
- DUTIES** : Oversee legal management services; Ensure sound labour relations climate; Manage resources (financial, human and physical).
- ENQUIRIES** : Ms Mokhomole Makgano Tel No: (015) 294 2286
- POST 41/240** : **DIRECTOR: BUDGET SERVICES REF NO: COGHSTA 05/19**
Branch: chief financial officer (CFO)
- SALARY** : R1 057 326 per annum (Level 13) (All inclusive salary package)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years' experience at a middle/senior managerial level & a valid driver's license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA, Knowledge on the relevant policies/prescripts and procedures etc; Batho pele principles application; Project management; Customer care. Skills in: Strategic Capacity and Leadershp; Programme and Project Management; People management and Empowerment; Financial Management; Change Management; Service Delivery Innovation(SDI); Problem Solving Analysis; Client Orientation and Customer and Customer Focus; Workshop facilitation; Policy development; Confident communicator; Change agent; Research oriented person.
- DUTIES** : Oversee the budget planning services; Oversee the budget implementation services; Manage budget monitoring; Manage budget reporting services; Manage resources (financial, human and physical).
- ENQUIRIES** : Ms Mokhomole Makgano Tel No: (015) 294 2286

POST 41/241 : **DIRECTOR: SECURITY & INVESTIGATION REF NO: COGHSTA 06/19**
Branch: HOD Support

SALARY : R1 057 326 per annum (Level 13) (All inclusive salary package)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years' experience at a middle/senior managerial level & a valid driver's license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, Knowledge on the relevant policies/prescripts and procedures etc; Extensive knowledge of security (Minimum Information Security Standards-MISS and MPSS Minimum Physical Security Standards0; Handling of firearm. Skills in: Strategic capacity & Leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Research; Computer utilization; Policy formulation; Vetting; Investigation.

DUTIES : Manage the development and implementation of fraud corruption prevention measures; Oversee the investigations on fraud and corruption related matters in both the Department & Municipalities; Oversee awareness workshops on Anti-corruption and security within Municipalities; Oversee management of the physical , information and vetting security disciplines/function within the Department and Municipalities; Manage physical/information security and assets protection for the Department and Municipalities; Coordinate and manage implementation of access control within the Department & Municipalities; Oversee contract security and Municipalities with the development of private security Specification; Development and implementation of the vetting strategy in the Department and the Municipalities; Manage resources (financial, Human and Physical).

ENQUIRIES : Mr Monkoe Mphodi Tel No: (015) 294 2223

POST 41/242 : **DIRECTOR: MUNICIAPL INFRASTRUCTURE DELIVERY PROGRAMMES (MIDP) REF NO: COGHSTA 07/19**
Branch: COGTA

SALARY : R1 057 326 per annum (Level 13) (All inclusive salary package)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years' experience at a middle/senior managerial level & a valid driver's license (with exception of disabled applicants). Key Competencies: Strategic Planning; Infrastructure programme and project management; Financial Management; MTEF; Municipal Infrastructure related policies and legislations; Construction norms and standards; Infrastructure related; Management information Systems; EPWP principles; Public Service legislation; Local Government legislation; Infrastructure Asset Management; Free basic services programme. Skills in: Strategic Capability and Leadership; Programme and Project Management; People management and empowerment; Problem solving and analysis; Service delivery Innovation (SDI); Client Orientation and Customer focus; Research; Policy formulation; Financial Management; Adaptability during changes to meet the Goals; Computer utilization; Conflict management; Presentation; Communication; Time management; Change management; Knowledge management.

DUTIES : Manage Municipal Infrastructure Grant implementation; Coordinate development and implementation of municipal infrastructure operations and maintenance plans; Facilitate and monitor implementation of free basic services; Manage and support municipalities in the provision of water, sanitation and energy services; Manage Resources (Financial, Human and Physical).

ENQUIRIES : Mr Monkoe Mphodi Tel No: (015) 294 2223

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF PROVINCIAL TREASURY**

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. It is our intention to promote representivity (race, gender and disability) through the filling of these posts, and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

- APPLICATIONS** : Applications quoting the relevant reference, should be forwarded as follows:
The Deputy Director – Human Resource Management, Department of Provincial Treasury, Private Bag X5054, Kimberley 8300 or delivered to at the Metlife Towers Building, Cnr Knight & Stead, 5th Floor, Post Office Building, Kimberley
- FOR ATTENTION** : Ms. D Barnett
- CLOSING DATE** : 29 November 2019
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be originally signed (an unsigned or scanned Z83 form will disqualify an application). The application should be accompanied by a recently updated comprehensive CV as well as originally certified copies of all qualifications (matric certificate must also be attached) as well as an ID Document and Driver's license. Non-RSA citizens/Permanent residents permit holders must attach a copy of their Permanent Residence Permit to their application. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The specific reference number of the post must be quoted; Failure to submit all the requested documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The department reserves the right not to make appointments to the advertised posts. Please note suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON

- POST 41/243** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: NCPT/2019/01**
Re-advertisements (candidates who previously applied are encouraged to re-apply)
- SALARY** : R1 251 183 per annum (Level 14) (TCE Package)
- CENTRE** : Kimberley Office
- REQUIREMENTS** : Degree: (NQF/7) in Human Resource Management/Public Management or related fields. A minimum of 5- 10 year's relevant experience at a Senior Managerial level within Human Resource Management, Operational Management or Administrative Support Functions in the Public Sector. A valid driver's licence Knowledge of Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Levy Act, Occupational Health & Safety Act, Human Resource Development Strategy, Public Finance Management Act, Treasury Regulations, PSCBC resolutions. Strategic and leadership management, Programme and Project Management, Change and Knowledge management, Good Corporate Governance Principles. Planning and organisational skills. Report writing and communication skills. Leading and controlling skills. Computer literacy. Decision making. Networking skills. Leadership and team building skills. Analytical problem solving skill. Policy development. Financial management and formal presentation skills.
- DUTIES** : Manage the administration of HRM policies, procedures and programmes: Oversee and monitor the implementation and reviewing of HRM policies.

Present to the departmental committee/meetings of all HRM matters. Monitor the implementation of Organizational Efficiency. Monitor the implementation of HR plan and EE plan. Ensure the implementation of Employee Health and Wellness programmes in the department. Monitor the development and the implementation of HRD strategy and Workplace skills plan. Monitor the implementation of EPMSD procedures and policies. Manage the implementation of Corporate Support Services in the department: Monitor the implementation of sound Legal and Labour Relations Services. Oversee the development, implementation and maintenance of Departmental Information Technology strategies. Manage and monitor the provision of Special programmes in the department. Oversee and direct the provisioning of internal and external communication and media services. Manage corporate services directorate, e.g. Facilities, and security management. Manage records management services. Provide fleet management services. Strategic management of the Chief Directorate: Develop strategic priorities of the Chief Directorate. Develop operational plans for the Chief Directorate. Manage written contributions to departmental quarterly progress reports, Annual reports, Portfolio Committees, Budget speeches, Annual Performance plans. Advice and guide the HOD on matters relating to Corporate Services: Coordinate the development of HRM delegations. Recommend on discipline, grievances and disputes. Recommend on payment of merit awards. Approve appointment of Departmental staff as per HRM delegations. Manage resources in the Chief Directorate: Financial resources. Manage human resources in the Chief Directorate and maintain discipline. Manage training and development of personnel according to agreed interventions. Manage the provision of equipment (assets) required by personnel for achievement of outputs in their respective Job Descriptions. Manage Asset Management.

**ENQUIRIES
NOTE**

: Ms. K Mojanaga Tel No: (053) 830 8333
 : Please note successful candidates for will be required to sign a performance agreement and will be subjected to a technical and competency assessment.

POST 41/244

: **DIRECTOR: INTERNAL AUDIT REF NO: NCPT/2019/02**
 Re-advertisements (candidates who previously applied are encouraged to re-apply)

**SALARY
CENTRE
REQUIREMENTS**

: R1 057 326 per annum (Level 13) (TCE Package)
 : Kimberley Office
 : B-Tech/B.Com Degree (NQF: 7) in Accounting/Auditing/Internal Audit. Accreditation as a Certified Internal Auditor (CIA) will be an added advantage. 5 years full-time Middle Management experience in an auditing environment. A valid Driver's license. Extensive knowledge of and skills in applying internal auditing and accounting principles and practices, and management principles and preferred business practices. Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors. Knowledge of management information systems terminology, concepts and practices. Knowledge of industry program policies, procedures, regulations and laws. Skill in conducting quality control reviews of audit work products. Skills in collecting and analysing complex data, evaluating information and systems, and drawing logical conclusions. Considerable skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines. Skill in negotiating issues and resolving problems. Considerable skill in using a computer with word processing, spreadsheet and other business software to prepare reports, memos, summaries and analyses. Considerable skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations. Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment.

DUTIES

: Provide strategic leadership to the cluster in the delivering of efficient and value adding assurance and consulting services to provincial departments and listed public entities: Establish annually a 3 year rolling internal audit plan and annual internal audit plan per client department/entity for approval by the Audit Committee. Oversee the delivery of the internal audit plans, requests/ad hoc assignments by discussing operational challenges and reviewing draft internal audit reports. Oversee that follow up audits are performed and implementation is monitored. Oversee that the audits are performed in terms of the required IIA standard. Liaise with departments/entity and relevant assurance

stakeholders regarding assurance and consulting services by: Engaging with departments to build working relationships and a conducive audit environment by attending management, risk management committee meetings and AGSA steering committee meetings. Facilitate combined assurance plans through coordinating with other assurance providers to ensure proper coverage and to minimize duplication of effort. Report quarterly progress on the performance of internal audit and the results of internal audit engagements against the internal audit plan to client departments/entity/audit committee and assess/confirm the relevance of internal audit plans. Report annually on the control environment per client department/entity to client department/entity and the audit committee. Forster effective IA management: Provide leadership to the cluster through cluster staff meetings. Provide input into unit's strategic, annual performance plans, Methodology/policies/charters. Provide strategic leadership in respect of the cluster's operational plans and compiling the quarterly performance reports. Manage the clusters operational risks by providing input to the unit/s risk registers and ensuring that mitigating actions are implemented. Manage the budget, financial resources and assets. Manage the performance, training and development of officials and ensure the maintenance of discipline. Oversee that the audit management system is applied effectively (audits/timesheets). Participate in NCPT management, unit management and staff meetings. Participate in relevant forum meetings. Oversee and provide valuable IA support to the Audit Committee: Convene and attend Audit Committee cluster meetings as coordinating official and participate in Joint Audit Committee (JAC) meetings. Oversee the Audit Committee pack preparation. Prepare draft reports for AC chairperson. Provide support to Audit Committee secretariat function.

**ENQUIRIES
NOTE**

: Mr. J Van Tonder Tel No: (053) 802 5228
 : Please note successful candidates for will be required to sign a performance agreement and will be subjected to a technical and competency assessment.

OTHER POSTS

POST 41/245

: **DEPUTY DIRECTOR – DEPARTMENTAL INFORMATION TECHNOLOGY
REF NO: NCPT/2019/04**
 Re-advertisements (candidates who previously applied are encouraged to re-apply)

**SALARY
CENTRE
REQUIREMENTS**

: R869 007 per annum (Level 12) (TCE Package)
 : Kimberley Office
 : Degree or National Diploma (NQF: 6/7) in Information Technology. Three to five (3-5) years' supervisory experience in a relevant IT support field. A valid Driver's license. Knowledge of IT Technical Support, IT Networks and the DPSA CGICT Framework, training, administration, career management, strategic planning, reporting procedures and research. Technical Expertise, Project Management, Functional Ability, Quick Thinking, Diagnostic Action Research, Strategic and Conceptual, Orientation, Innovative Thinking, Problem solving, Communication, Team Player, Coaching and Developing People, Self-driven, Interpersonal Understanding, Departmental Organizational Knowledge, Networking and Influencing skills.

DUTIES

: Align the department's information management system and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the department, with due consideration of its strategic plan. Establish an information plan, information technology plan and operational plans to give effect to the strategic direction and management plans of the department. Manage IT Governance. Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focused on the specific requirements of the department. Facilitate the implementation of and adherence to the policies and strategies as contained in the different plans, policies, etc. Manage and develop departmental ICT strategies and policies. Represent the relevant department at the GITO Council: Attend GITO Council meetings. Report on issues emanate from the GITO Council meetings. Promote effective management of information and information technology as enabler as a strategic resource: Apply an enterprise wide approach to the use

of information management, (Information technology systems and infrastructure included) in supporting the business units and business processes, bridging diverse systems to establish a client-focused service strategy, eliminating unnecessary duplication, increase overall coordination and control, and rapidly introduce new systems and technology to improve service delivery. Development information and technology system infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Rationalize unnecessary duplication and redundancy of information and technologies in the department. Where feasible, promote common solutions for common requirements across the department. Promote the Utilization of technology as a key enabler for the future in delivering information and services and promote its use in the reengineering/transformation of government service delivery. Manage ICT e-Infrastructure. Manage effectiveness maintenance of hardware, software and licensing. Create an enabling environment for other managers to perform their functions more effectively and efficiently: Close communication as part of the top management team of the department with the top echelon of the department to promote the utilization of information. Raising the level of awareness of top management to the potential of the delivery of information services through enabling technologies. Change the culture of the department to embrace an enterprise-wide information management and information technology approach. This requires the visible, strong and continuous support of senior managers. Take a leadership role in knowledge management. Manage IT backup process. Manage the SITA relationship: This entails control of the Business Agreement (BA) and Service Level Agreements (SLA's) with SITA and/or other suppliers of information management and information technology goods and services. Manage the standardization of equipment software according to policy. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework: Manage IT Risk register. Manage network integrity (WAN system in relation to SLAs/MOUS). Responsible for ensuring development and training of the members in the department in relevant information technology matters. Manage the Departmental IT unit and staff. Management of Financial Resources and Assets. Provide 3rd line IT support to the department. Responsible for AG Audit outcomes, Manage IT infrastructures and IT security.

ENQUIRIES

: Mr. TG Ngamole Tel. No: (053) 830 8228

POST 41/246

: **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: NCPT/2019/13**
Re-advertisements (candidates who previously applied are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS

: R733 257 per annum (Level 11) (TCE Package)
: Kimberley Office
: National Diploma / B-Tech / B.Com degree (NQF 6/7/) in Accounting/Auditing/Internal Audit. Accreditation as a Certified Internal Auditor (CIA) will be an added advantage. 3-5 years full-time experience in an auditing environment. A valid Driver's License Extensive knowledge of and skills in applying internal auditing and accounting principles and practices, and management principles and preferred business practices. Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors. Knowledge of management information systems terminology, concepts and practices. Knowledge of industry program policies, procedures, regulations and laws. Skill in conducting quality control reviews of audit work products. Skill in collecting and analysing complex data, evaluating information and systems, and drawing logical conclusions. Considerable skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines. Skill in negotiating issues and resolving problems. Considerable skill in using a computer with word processing, spreadsheet and other business software to prepare reports, memos, summaries and analyses. Considerable skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations. Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment.

DUTIES

: Provide key input to assurance and consulting coverage in terms of governance, risk and controls: Provide inputs into 3 year rolling and annual internal audit plan per client department/entity. Compile quarterly project

management plan. Provide input into unit annual performance plan and Risk Management, methodologies, policies/charter. Manage assurance and consulting services in terms of governance, risk and controls: Manage the delivery of the internal audit plans, requests/ad hoc assignments. Manage that follow up audits are performed and implementation is monitored. Manage that the audits are performed in terms of the required IIA standard. Manage that the audits are valuable to the department. Report audit results: Provide input into quarterly progress reports against internal audit plan to client departments / entity. Review draft report. Discuss the draft report with clients. Support liaison with all IA stakeholders and IA Administration: Participate in Audit Committee meetings. Participate in relevant forum meetings Provide assurance to Audit Committee packs. Management of performance, training and development of officials. Ensure audit management system is applied effectively (audits/timesheets). Ensure the maintenance of discipline.

ENQUIRIES : Mr. J Van Tonder Tel No: (053) 802 5228

POST 41/247 : **ASSISTANT DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: NCPT/2019/09**
Re-advertisements (candidates who previously applied are encouraged to re-apply)

SALARY : R470 040 per annum (Level 10)
CENTRE : Kimberley
REQUIREMENTS : Degree or National Diploma (NQF: 6/7) in Building and Construction, Project Management, LLB (law) Building environment. 2-3 years' relevant experience in Public Sector building environment, PPP environment, Budgeting and Financial environment. A valid driver's license. Knowledge of relevant legislation and policies, Policy analysis and development, Monitoring systems and processes, Strategic planning, Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skill, computer literacy (Ms Word, Excel and PowerPoint).

DUTIES : Assist with the provision of technical advisory support on Local Government Infrastructure Delivery Management: Municipal Infrastructure plans aligned to strategic infrastructure objectives in the Integrated Development Plans. Municipal Infrastructure annual assessment on performance in line with budget process. Provide advisory support in establishing the viability of cost effective PPP projects. Support in ensuring compliance to Standard for Infrastructure Procurement and Delivery Management (SIPDM): Full compliance to SIPDM audit actions. Assist in monitoring Local Government Infrastructure expenditure trends against budget allocations: Credible Monthly DoRA reports and IRM sign off for the Department of COGHSTA (Human Settlement). Credible infrastructure financial reporting in line with section 71 and 72 reports. Assist in monitoring Local Government Infrastructure Implementation against service delivery outcomes: Reduced service delivery backlogs and value for money on delivered infrastructure assets.

ENQUIRIES : Mr. E Wax, Tel. No: (053) 802 5018

POST 41/248 : **ASSISTANT DIRECTOR – EMPLOYEE HEALTH AND WELLNESS REF NO: NCPT/2019/08**
Re-advertisements (candidates who previously applied are encouraged to re-apply)

SALARY : R376 596 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS : Degree/Diploma (NQF: 6/7) in Psychology/Health & or Social Sciences. 2-3 years' relevant experience in an Employee Health & Wellness environment. A valid Driver's License. Knowledge of Policy analysis and development, monitoring systems and procedures. Relevant legislation and related policies, Labour Relations, Employee Assistance Programme, Ability to communicate ideas verbally and in writing and informally and formally. Basic counselling, planning and organizing skills. Decision making skills, analytical and problem solving skills. Negotiation skills, facilitation skills and conflict management. Presentation and computer literacy (Word, Excel and PowerPoint).

DUTIES : Coordinate HIV/AIDS and TB Programmes in the department Commemorate HIV and TB events, facilitate the awareness and prevention programmes, Liaise with health care stakeholders regarding the treatment of affected and

infected employees. Promote human rights and access to justice in the workplace. Attend EH & W stakeholders forums. Provide support in the management of health and productivity: Facilitate disease and chronic illnesses programmes, promote occupational health education and promotion. Referral of mental health cases to relevant stakeholders. Facilitate health and safety in the work environment: Provide Occupational health and safety awareness programme. Conduct health and safety risk assessments. Capacity building of health and safety representatives. Coordinate individual and organizational wellness programmes: Promote individual physical wellness of employees, eg. Physical activities. Promote individual psychosocial wellness, eg. Social, financial and spiritual wellness. Promote work-life balance, eg. Programmes accommodating personal and family needs.

ENQUIRIES : Ms. ML Mooki Tel No: (053) 830 8315

POST 41/249 : **ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING & FINANCIAL REPORTING REF NO: NCPT/2019/06**

Re-advertisements (candidates who previously applied are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Kimberley

: Degree /Diploma (NQF: 6/7) in Accounting, or a B Com Degree in Accounting with Accounting 3 as a major. 2 -3 years relevant experience in an accounting environment with experience of the compilation of financial statements. A valid driver's license. Good knowledge of accounting standards, guidelines and frameworks i.e. GRAP, IFRS, GAAP etc. MFMA and other applicable legislation, regulation and prescripts. Administration procedures relating to specific working environment including norms and standards. Compilation of management reports. Change Management. Research and analysis. Project Management. Project planning. Conflict management and Performance Management skills.

DUTIES : Provide technical support on the implementation of GRAP and monitoring tool to delegated municipalities: Request submissions of the monitoring tool from the delegated municipalities. Evaluate and recommend on the tool. Follow up on non-submission. Issue a letter of non-compliance. Compile a report on municipal visits. Facilitate training to Municipalities. Assist and update municipalities on latest accounting frameworks and policies. Provide technical guidance during annual municipal audits. Review, monitor and assist with the development and implementation of an audit action plan: Review action plan. Evaluate and recommend on the action plan. Follow up on non-submission. Issue a letter of non-compliance. Report on progress made by delegated municipalities. Promote timely submission of credible annual financial statements by delegated municipalities: Sensitize municipalities on the submission of annual financial statements. Compile monthly follow-up schedules and checklist of annual financial statements submission. Monitor and assist with the implementation of annual financial statement plan. Follow up on outstanding annual financial statements after due date. Coordination of Capacity Building initiatives: Compile and circulate invitations. Obtain confirmation of attendance from delegated municipalities. Compile analysis of training attendance. Compile a report on the capacity building session.

ENQUIRIES : Ms. B Nortjie Tel No: (053) 802 5190

POST 41/250 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: NCPT/2019/05 (X2 POSTS)**

Re-advertisements (candidates who previously applied are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Kimberley Office

: National Diploma/ B-Tech/B. Com Degree (NQF: 6/7) in Accounting/Auditing, Internal Auditor (CIA). Accreditation as a certified Internal Auditor (CIA) (will be an added advantage). 2-3 years full time experience in an auditing environment. A valid Driver's license. Extensive knowledge of and skills in applying internal auditing and accounting principles and practices, management principles and preferred business practices. Experience in government auditing or accounting, and in supervising and conducting audits in Information Systems and other areas pertinent to the industry. Knowledge

of the Standard for the Professional Practices of Internal Auditing and the Code of Ethics developed by the institute of Internal Auditors. Knowledge of management information systems terminology, concepts and practices. Knowledge of industry program policies, procedures, regulation and laws. Skill in conducting quality control reviews of audit work products. Skills in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions. Considerable skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines. Skill in negotiating issues and resolving problems. Considerable skill in using a computer with word processing, Spreadsheet and other business software to prepare reports, memos, Summaries and analyses. Considerable skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations. Ability to establish and maintain harmonious working relationship with co-Workers, staff and external contracts, and to work effectively in a professional team environment, innovative and creative, accuracy and discipline.

DUTIES

: Supervise planning of auditing audit projects: Initiate audit assignment: Define audit engagement scope, audit objectives, timeframes and determine audit sample strategy. Perform engagement activities: Prepare notification letter to notify client about engagement. Facilitate the setting of engagement meeting with audit clients. Conduct interviews and identify and monitor the gathering and analysis of relevant information about the auditee, business structure, process, system, key personnel etc. in order to obtain a general overview of operations and plan the audit. Document/ review the detailed process matrix (DPM) from the system notes and documentation received and review/finalized the internal control structure and mapping of controls against actual and potential risks identified. Supervise the risk assessment and evaluation activities. Supervise the execution of the audit program: Compile audit programs: Draft audit programs and plan the audit sampling accordingly. Liaise with team members at the planning execution and reporting phase. Perform special assignment as directed by management. Monitor Compilation of audits as per the operational plan and compliance thereto. Supervise and review client processes and procedure, criteria and evidence: Review, supervise and monitor the work done by senior and internal Auditors for compliance to the international standards for the professional practices of internal audit and internal audit Methodology. Review and assess evidence collected for competency, validity, completeness and determine that it support finding raised and working papers. Supervise and review audit issues and recommendations: Review/ identify/ assess shortcoming that need to be communicated to line management, discuss any significant finding with the client by issuing informal queries. Provide timely coaching to the team members to resolve encountered relating to the working papers. Interact with the client on the need basis to ensure that all audit requests are forwarded timely to achieve the key audit objectives. Report audit results: Review teammate file to determine the completeness of audit wok performed and sign off. Review and summaries the audit findings, criteria, effect, foot causes, conclusion and recommendation necessary for the draft audit report. Assist in discussion of the draft report with clients. Update draft report with management comment and action plan received. Update the draft report with auditors comment.

ENQUIRIES

: Mr. J Van Tonder Tel. No: (053) 802 5228

POST 41/251

: **ASSISTANT DIRECTOR: M ACRO ECONOMIC ANALYSIS & RESEARCH REF NO: NCPT/2019/07 (X2 POSTS)**
Re-advertisements (candidates who previously applied are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS

: R376 596 per annum (Level 09)
: Kimberley Office
: A Degree (NQF 7 as recognised by SAQA) in Economics, Econometrics or Statistics. 2-3 Years relevant experience in research and analysis. A valid driver's license'. Knowledge of economic research and analysis, econometrics, applied economics and quantitative tools (such as econometrics or economic modelling) Medium Term Expenditure Framework and intergovernmental relations. Knowledge and understanding of the PFMA, National Treasury Regulations, Expenditure Framework Budget process and procedures, Division of Revenue Act, Provincial Directives and Treasury Regulations

DUTIES

Knowledge and understanding of the functioning of Provincial Departments.
Analytical thinking, team work and team leadership.

:

Research the impact of the resource allocation on service delivery and the economy of the province. Collect, capture, edit, tabulate, analyse, research, and interpret key variables that impact on budget decision and outcomes. Identify and analyse development constraints that contribute to the budget process and fiscal development of the Province Assist in compiling the annual Socio- Economic Review of the Province and the Medium Term Budget Policy Statement. Assist with the development, coordinating and updating of the directorate's statistical/economic database. Disseminate data and research findings to provincial departments, municipalities and other relevant stakeholders. Presenting and reporting writing.

ENQUIRIES

:

Mr. B Moea Tel No: (053) 830 8321

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

CLOSING DATE : 02 and 09 December 2019 as indicated
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 41/252 : **SENIOR AGRICULTURAL ECONOMIST: AGRIBEE ADVISORY AND AGRIBUSINESS DEVELOPMENT REF NO: AGR 2019-64**

SALARY : R470 040 per annum (Level 10)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Honours degree in Economics or Agricultural Economics with subjects in Agricultural Marketing or an equivalent degree; A minimum of 3 years relevant experience; A valid (code 8/B) driving licence. Recommendation: A Master's degree; Practical experience in and exposure to agricultural marketing value chains analysis (domestic and international); A broader practical understanding of the agricultural marketing environment, agricultural marketing policies and marketing of agricultural products legislation. Competencies: A good working knowledge and understanding of Broad Based Black Economic Empowerment (BBBEE) with particular emphasis to the agricultural sector; A knowledge and clear articulation of the challenges faced by the agricultural sector in relation to empowerment initiatives, agribusiness and entrepreneur support requirements; Ability to work independently as well as in a team; Proven computer literacy (MS Office); Networking, analytical report writing and presentation skills; Communication (written and verbal) skills.

DUTIES : Conducting in-depth research on Black Economic Empowerment issues in the Western Cape agricultural sector; Facilitation of public awareness campaigns on AgriBEE throughout the Western Cape; Providing inputs into the AgriBEE Charter and provincial BEE strategy any other sub sector charters; Promote agribusiness support through value-adding, provision of advisory services to unlock opportunities provided by AgriBEE Charter; Assessing the empowerment status in terms of the empowerment according to the generic Codes of Good Practice and AgriBEE scorecard; Report writing on AgriBEE projects analysis, challenges encountered, empowerment status and participation of members from designated groups (youth women, people with disabilities and farm workers) and recommend possible solutions for decision making; Engaging with various stakeholders to promote implementation of the Codes and AgriBEE Charter and ensure relationship management thereof; Establishment, support and training of cooperatives and other business entities & ensure integration of SMMEs and entrepreneurship development into the mainstream agricultural and agribusiness sector; Facilitation of partnerships and acquisition of funding for increased investment in the sector; Perform Administrative related functions.

ENQUIRIES : Ms L Thabethe at Tel No: (021) 808 7733
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>

CLOSING DATE : 02 December 2019

POST 41/253 : **CHIEF MECHANICAL ARTISAN: MAINTENANCE, ELSENBURG, STELLENBOSCH REF NO: AGR 2019-58**

SALARY : R386 487 - R441 891 per annum (Grade A, OSD as prescribed)
CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Appropriate Trade Test Certificate (Mechanical); A minimum of 10 years post qualification experience post qualification experience required as an Artisan/Artisan Foreman; A valid driving licence. Recommendation: Experience in mechanical workshop management; personnel supervision and procurement and stock keeping; Proven experience in tractor and implement maintenance and repairs. Competencies: Knowledge of the following: Mechanical fault detection and tractor maintenance and repairs; Maintenance of farm implements and equipment; Personnel and workshop management skills; Analysing, legal compliance and computer aid applications; Mathematical abilities; Ability to write reports on the diagnoses of mechanical, hydraulic and electrical problems; Written and verbal communication skills; Adherence and application to the Occupational Health and Safety Act.

DUTIES : Management of technical services in the mechanical and welding workshop; Maintenance and repairing of tractors, implements and other farm machinery and equipment; General administration and stock-keeping of goods and consumables; Manage and develop human resources; Financial Management including procurement and expenditure control.

ENQUIRIES : Mr BB Aucamp at Tel No: (021) 808 5222

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>

CLOSING DATE : 02 December 2019

POST 41/254 : **FARM AID: FARMING REF NO: AGR 2019-57**

SALARY : R102 534 per annum (Level 02)

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : Ability to read and write/ Adult Basic Education and Training (ABET).Recommendation: Proven experience of general farm work; Proven skills of working with farm animals; Working knowledge and skills to do farm infrastructure construction and maintenance (e.g. fencing, building and water pipe systems); A valid driving license. Competencies: A good understanding of the following: General farm work and maintenance; Working with research farm animals; Communication skills.

DUTIES : Perform the following: Routine activities of crop production (e.g. planting, harvesting, irrigation); Routine activities of livestock (e.g. caring, dipping and dosing); General farm activities (e.g. cleaning, loading and maintain water supply systems); General routine activities in respect of infrastructure (e.g. maintain fences roads and pipelines).

ENQUIRIES : Mr B Aucamp at Tel No: (021) 808 5222

APPLICATIONS : To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

NOTE : Applicants from relevant local communities will receive preference.

CLOSING DATE : 09 December 2019

DEPARTMENT OF CULTURAL AFFAIRS AND SPORTS

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>

CLOSING DATE : 02 December 2019

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

- POST 41/255** : **DEPUTY DIRECTOR: LIBRARY SERVICES (REGIONAL ORGANISATION)**
REF NO: CAS 2019-40
- SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Cultural Affairs and Sports, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Library and Information Services; A minimum of 3 years management level experience in a public library environment. Recommendation: Working knowledge in all aspects of public librarianship. Competencies: Knowledge of the following: Government systems, policies and procedures; People Management; Practical library planning; Provision of professional guidance and training to public librarians; Stock management including managing books as assets; Establishment of needs relating to library material; Written and verbal communication skills; Team leadership skills.
- DUTIES** : Responsible for the management of Sub-Directorate: Regional Organisation; Coordinate and monitor training programmes for the regional organisation and public libraries; Facilitate and coordinate the building of new and upgraded physical library buildings in communities; Maintaining contact with external role players on public library level especially local government (municipalities); Representing library service on committees as requested; Financial Management: Providing input into budget management; Monitoring relevant budget items with regard to expenditure; Responsible for the sub-directorate's budget.
- ENQUIRIES** : Ms C Sani at Tel No: (021) 483 2273

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- 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>
- CLOSING DATE** : 02 December 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

- POST 41/256** : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: DEDAT 2019-39**
- SALARY** : R316 791 per annum (Level 08)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Management Accounting; A minimum of 3 years' experience in Management Accounting; A valid code B driving licence. Recommendation: Experience in the following: Cash flow management experience; Budget compilation experience; Compiling submissions. Competencies: Extensive knowledge of Financial Reporting procedures including Earmarked Funding Reporting, Reporting on Game Changers, etc; Knowledge of compiling submissions to the Accounting Officer, Ministers, Cabinet, Treasury; Ability to interpret relevant directives and policies; A high level of computer literacy (MS Office), especially high level of excel capability and managing databases in excel; Communication (written and verbal) skills; Organisational and numerical skills; Financial reporting skills.
- DUTIES** : Assist in the following: Co-ordination of the Budgeting and Planning portfolio; Management of the Revenue and Expenditure Portfolio; Co-ordination of the Reporting portfolio; Participate in Committees/Forums/Working Groups.
- ENQUIRIES** : Mr R Le Breton at Tel No: (021) 483 9158

<u>POST 41/257</u>	:	<u>SUPPLY CHAIN MANAGEMENT OFFICER: ASSET MANAGEMENT REF NO: DEDAT 2019-37</u>
<u>SALARY CENTRE</u>	:	R257 508 per annum (Level 07) Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher). Recommendation: Working experience in asset management or related environment. Competencies: Knowledge of the following: Legislation policies prescripts related to the PFMA; Supply Chain Management and Procurement prescripts; Knowledge of the LOGIS system; Good communication (written and verbal) skills; Interpersonal skills; Computer literacy skills; Decision making; Numeracy; Analytical and problem solving.
<u>DUTIES</u>	:	Assist with: The development/revising and implementing of the asset management policies and procedures; Monitoring, evaluating and reporting on compliance with asset management policies and procedures; Execute and monitor the implementation of the asset acquisition, maintenance and disposal plans; Maintain, monitor and review the capturing of all movable assets in the Asset Register; Receipt and capturing of all movable assets in the Asset Register; Develop, implement and manage mechanisms to safeguard assets ; Implementation of a system of movement of assets between locations; Plan and execute the asset verification process; Investigate and report on variances (shortages/surpluses); Ensure that the disposal of departmental assets occurs within the regulated framework; Initiate disposal of redundant/obsolete assets; Prepare monthly reconciliations with supporting schedules of the Asset Register to the relevant accounting records.
<u>ENQUIRIES</u>	:	Mr L. Segers at Tel No: (021) 483 9236

DEPARTMENT OF HEALTH

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

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

<u>POST 41/258</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	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).
<u>CENTRE</u>	:	Witzenberg Sub-district, Ceres Langeberg Sub-district, Robertson
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Family Medicine. Grade 2: A minimum of 5 years appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Successful candidate is expected to participate Commuted overtime (1st, 2nd and 3rd calls). Competencies (knowledge/skills): Knowledge and understanding of the Health Care 2030. Excellent administrative and research skills and computer literacy (Ms Office: Word, PowerPoint and Excel). Good communication skills (verbal

- and written) in at least two of three official languages of the Western Cape. Clinical competencies (District Hospital package of care and PHC services).
- DUTIES** : The successful candidate will report to the Manager: Medical Services of the respective Sub-district. Be part of the Sub-District Health Services management team and support management in the planning and governance of clinical services in the Sub-district. Provide a comprehensive Acute and Primary Health Care (PHC) package of care to patients, with a person-centered approach, on the DHS platform, (including emergency care, ward rounds, OPD, outreaches to PHC facilities, theatre work, Obstetrics, after-hours duties) in order to ensure efficient delivery of the core package of services at a District Hospital and PHC facilities. Develop, maintain and monitor protocols for proper clinical governance of the PHC services in the Sub-District, following a life course approach and Supervision and Line Management of Medical Officers, including the maintenance of competence of medical practitioners for the Sub-district and initiate, supervise and conduct research appropriate to the needs of the Sub-district and responsible for the training and learning of health staff and medical students. Implement a Chronic Disease Management system including protocols and standards for qualitative care for patients with chronic illnesses including non- communicable diseases, mental health illnesses and HIV+ patients on ART in the Sub-district. Conduct clinical audits, appropriate to the needs of the Sub-district and liaise with specialists at the referral hospital to implement the Outreach and support policy of the Department.
- ENQUIRIES** : Witzenberg Sub District - Dr E Titus Tel. No: (023) 316-9600
Langeberg Sub District -Dr EW Steinmann Tel No: (023) 626-8574
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. A competency test will form part of the selection process "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."
- CLOSING DATE** : 29 November 2019
- POST 41/259** : **ASSISTANT MANAGER NURSING (HEAD OF NURSING)**
Central Karoo District
- SALARY** : R562 800 (PN-B1) per annum
- CENTRE** : Laingsburg Health Facility (COPC, Primary Healthcare and Acute Hospital)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Work overtime, day or night should the need arise. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Good conflict management and communication (writing and verbally) skills. Ability to work effectively and amicably, at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance all services at the institution. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards. Proficiency in at least two of the three official languages of the Western Cape.
- DUTIES** : Co-ordinate, supervise and delegate the provision of effective and efficient patient care through quality care within set standards and legal framework within the service framework of COPC, Primary healthcare and the acute hospital. Participate in analysis, formulation and implementation of all guidelines, practices, standards and procedures. Manage and monitor the cost effective utilisation of human, financial and physical resources. Co-ordinate the provision of effective training and research. Provide effective support to Nursing services, Administration services and Support services and maintain

professional self-development. Co-ordinate, monitor and participate clinically in the COPC, Primary Health Care Clinic and the Acute Hospital.

ENQUIRIES : Dr A J Muller Tel No: (023) 414-8202

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE : 29 November 2019

POST 41/260 : **OPERATIONAL MANAGER NURSING (SPECIALTY: ONCOLOGY) (OPD)**

SALARY : R562 800 per annum (PN-B3) per annum

CENTRE : Grootte Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse 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 in Medical and Surgical Nursing Science: Oncology. Registration with a Professional Council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Leadership and the principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Extensive knowledge in Oncology Nursing Science. 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 communication and computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

DUTIES : 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. Participate and encourage nursing research and collate, interpret, provide and use relevant information for the enhancement of quality service delivery.

ENQUIRIES : Mr A Mohamed Tel No: (021) 404-2071

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

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

CLOSING DATE : 29 November 2019

POST 41/261 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**

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

CENTRE : Mossel Bay 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 a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration for 2019. 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 Psychiatry after obtaining the 1-year post-basic qualification in the relevant

specialty. Inherent requirement of the job: Willingness to work overtime. 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. Leadership towards the realisation of strategic goals and objectives of the psychiatry complex with regards to emergency and non-emergency nursing, as well as day patient care.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care and the education of nursing and other personnel. Render and supervise specialised clinical nursing care and support clinical staff with surgical and medical procedures. Utilise human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health in the execution of duties.

ENQUIRIES : Ms JA Mahlangu Tel No: (044) 604-6100
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. "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 : 29 November 2019

POST 41/262 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY) (X2 POSTS)**
 Chief Directorate: Metro Health Services

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

CENTRE : False Bay 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 a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2019/2020). 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 1-year post-basic nursing qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts and after-hours (weekends, public holidays and night duty). Competencies: Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of policies and legislation regarding Trauma/Emergency/Critical Care Services and the ability to implement it. Leadership and interpersonal skills. Computer skills.

DUTIES : Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Mentor and assist with orientation within Trauma and Emergency. Ensure overall quality of the nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional an ethical practice. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice.

ENQUIRIES : Ms S Safar Tel No: (021) 782-1121

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	29 November 2019
<u>POST 41/263</u>	:	<u>ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in a financial management and/or accounting field as well as supply chain management. Appropriate managerial and/or supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and understanding of the treasury regulations, Public Finance Management Act requirements and the Accounting Officers Systems. High level of computer literacy (Microsoft Office package, Integrated Procurement System, Basic Accounting System and LOGIS). Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing.
<u>DUTIES</u>	:	Manage overall performance of Finance and Supply Chain Management. Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury Instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on Finance and SCM for various FBUs, including management. Accurate and timeous preparation of reports and compilation of Annual and Interim Financial statements. Monitor overall hospital budget and expenditure patterns and projections. Manage all People Management related functions within the component.
<u>ENQUIRIES</u>	:	Ms S Janki Tel No: (044) 802-4365
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test.
<u>CLOSING DATE</u>	:	29 November 2019
<u>POST 41/264</u>	:	<u>BED MANAGER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Western Cape Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year health related National Diploma/Degree registrable with an appropriate Health Professional Council. Experience: Appropriate experience in a rehabilitation health environment. General Managerial experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in full Microsoft Office package (MS Word, MS Excel and MS PowerPoint). Knowledge and insight of bed management within the public sector. Ability to think and function independently, to collect and collate information, and to critically analyse data and produce reports. Ability to communicate in two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Facilitate inpatient and outpatient referrals to/from all relevant health institutions. Utilise Performance parameters in order to optimise bed utilisation.

		Provide feedback to the institutional Management regarding optimal utilization of hospital inpatient facilities and resources. Supervision of administrative support staff. Establish and maintain close working relationships with referring institutions, community based services and internal clinical areas to facilitate a streamlined patient pathway through the WCRC.
<u>ENQUIRIES</u>	:	Dr H Sammons Tel No: (021) 370-2313/Ms J White Tel No: (021) 370-2317
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test.
<u>CLOSING DATE</u>	:	29 November 2019
<u>POST 41/265</u>	:	<u>INDUSTRIAL TECHNICIAN: IN-CHARGE OF UNIT- CLINICAL ENGINEERING</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Diploma in Electrical, Clinical or Bio- medical engineering (T-or N- or S- Stream). Experience: Appropriate experience in the repair and maintenance of medical equipment. Competencies (knowledge/skills): Good written and verbal communication skills. Computer literacy. Candidate must have the ability to fault-find and repair electro-mechanical hospital equipment. Candidate must be able to compile technical specifications for hospital equipment.
<u>DUTIES</u>	:	Carry out maintenance, repairs, routine inspection and evaluation of electronic and related hospital equipment. General administrative duties as required by Clinical Engineering ie. Write reports, specifications and record keeping of departmental activities. Financial control and Manage service contracts. Liaise with hospital staff and private sector employees. Supervise technical staff in the section, train junior staff and hospital personnel. Manage the Electronics workshop and ensure compliance with Occupational Health and Safety Act.
<u>ENQUIRIES</u>	:	Mr L Van Niekerk Tel No: (021) 404-4402
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 November 2019
<u>POST 41/266</u>	:	<u>CASE MANAGER</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A health related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management Functions. Competencies (knowledge/skills): Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation (i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Computer literacy (Word/Excel). Knowledge and understanding of Case Management Policies and procedures in Public Hospitals. Good knowledge of the Uniform Patient Fees Schedule (UPFS) and Managed Health Care or Hospital. Knowledge of UPFS and Clinicom.
<u>DUTIES</u>	:	Gather all clinical information regarding Case Management on a daily basis. Control the correctness of the hospital bills, medical aids and privately funded patients. Assist various Hospital Fees Departments with follow-up of outstanding medical scheme and state department balances and account queries. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Provide quotations to H2, H3 and Private patients.
<u>ENQUIRIES</u>	:	Mr R James Tel No: (021) 404-2358
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click. online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post
<u>CLOSING DATE</u>	:	29 November 2019

POST 41/267 : **SENIOR PERSONNEL PRACTITIONER: HEALTH AND PRODUCTIVITY & SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY (SHERQ)**
Head Office, Cape Town

SALARY : R316 791 per annum
CENTRE : Directorate: People Management and Administration
REQUIREMENTS : Minimum educational qualification: Appropriate 3 year National Diploma or Degree in Human Resource/Social Science/Occupational Health and Safety (OHS)/Public Administration. Experience: Appropriate experience and knowledge in Employee Health and Wellness. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and overnight at various workplaces across the geographical area of the Western Cape and other provinces. Competencies (knowledge/skills): Computer Proficiency (MS Office (Word, MS Excel, MS PowerPoint, email). Communication skills (written and verbal). Presentation and facilitation skills. Understanding of Employee Health and Wellness Framework for the Public Service. Research, conceptualization, statistical analysis and analytical skills. Creativity, self-motivation and assertiveness. Ability to function under pressure and handle a high work volume. Ability to prioritise and organise work and to exercise self-discipline. Ability to work independently without supervision.

DUTIES : Administer the development, implementation, monitoring and reporting of strategies, programmes, policies and projects for Health and Productivity and SHERQ within budgetary guidelines as per DPSA Employee Health and Wellness Strategic Framework. Administer and promote Health, Wellness and Safety programmes for employees in the Department. Administer contract management in the SHERQ and Health and Productivity Focus Areas. Provide administrative support to provincial steercom committees. Administer Health and Safety departmental audits and reporting. Conduct trend and statistical analysis to determine challenges, problem trends and best practices relating to health and productivity of employees in the Department. Assist with the development of monitoring and evaluation tools for the implementation of a DPSA M&E framework. Conduct research analysis to identify determinants of ill-health, injury on duty and occupational diseases.

ENQUIRIES : Mr N Ismail, Tel. No: (021) 483-3951

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

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

CLOSING DATE : 29 November 2019

POST 41/268 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (FBU/COST CENTRE)**

SALARY : R316 791 per annum
CENTRE : Red Cross War Memorial Children`s Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Cost Management and Accounting practices. Competencies (knowledge/skills): Appropriate experience in a public Health Care statistical environment. Understanding of Public Health Information Systems and Accounting systems. Clinicom, SINJANI, PERSAL, BAS, BMI, LOGIS. Excellent writing skills, e.g. editing and formulating documents. Understanding of financial accounting and Cost Centre Management/FBU in a Health environment. Appropriate experience with Budgeting Principals and Planning. Excellent computer skills with advance knowledge in MS Office (Word, Excel, Access and PowerPoint). Knowledge of data base management, data filing and collation. Ability to work under pressure and meeting deadlines. Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal, communication and organisational skills.

DUTIES : (key result areas/outputs): Ensure effective implementation of Functional Business Unit/Area reporting structures. Develop and maintain regular and ad-hoc reports for management (i.e. Financial, Budget/Expenditure, Personnel, Patient Statistics and Research). Data analysis, prepare and present reports as well as accurate and timeous reporting. Plan and assist in the Budgeting Process and Cost Centre Management of Functional Business Units (BMI). Sustain, update and amend the Cost Centre Management Masterfile and structures. Provide guidelines, train and assist hospital staff in Cost Centre Management and Budgeting. Assist with operational and statistical matters

including supervising staff in the IM unit. Effective reconciliations between Accounting Systems and the various feeder systems. Regular and/or Ad Hoc reconciling of Cost Centre or FBU requisitions.

ENQUIRIES : Mr E Jacobs, Tel No: (021) 658-5786

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

CLOSING DATE : 29 November 2019

POST 41/269 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Chief Directorate: Metro Health Services

SALARY : R257 508 per annum

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate or equivalent qualification plus competencies. Experience: Appropriate experience in Support Service and Contract Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge and understanding of Health Care Risk Waste Regulation, 2013, Human Resource Policies, Disciplinary Code and Procedures. Excellent report-writing skills and the ability to motivate and train staff. Sound verbal and written communication skills in at least two of the three official languages of the Western Cape. Excellent computer skills (MS Office).

DUTIES : Manage the environmental hygiene services within the hospital, including service delivery outputs (i.e. Integrated Medical and Domestic Waste Disposal Management, Porters, Cleaning within Clinical and Non-clinical areas and Cleaning of External Grounds). Manage and oversee Contract Management i.e. Cleaning, Waste management, and any other adhoc contract services. Manage and oversee Porters, Linen services, Registry & transport, Switchboard/telecom services, gardening service, pest control. Effective and efficient Human Resource Management e.g. recruitment and selection process, performance management system, leave management, disciplinary procedures, grievance procedures, Project Management, Training and Development of staff. Provide relieve duty in the absence of the Assistant Director (Support Services) and provide support to Supervisor. Conduct compliance checks with regard to National Core Standards, Internal Policies and Practices.

ENQUIRIES : Ms F Hardnick Tel No: (021) 402-6461

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

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

CLOSING DATE : 29 November 2019

POST 41/270 : **HOUSEHOLD AID**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum

CENTRE : Lentegour, Stikland, Valkenberg and Alexandra Hospital

REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in cleaning, linen, stock and food related services in a hospital/health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Incumbent must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of basic food preparation. Appropriate knowledge with the use of the cleaning equipment, cleaning materials and cleaning detergents; stock and linen.

DUTIES : Deliver an effective cleaning service such as dusting, sweeping, polishing, scrubbing and mopping of floors, clean furniture and other equipment and empty dustbins. Effective use of cleaning agents, equipment and provide a hygienic environment to prevent the spread of infection. Ensure that cleaning equipment is cleaned after usage and securely stored. Safekeeping and stock control of linen, stock, consumables and equipment. Serve meals to patients and when required prepare basic snacks. Responsible for general hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.

ENQUIRIES : Ms C Veldman Tel No: (021) 815-8839

APPLICATIONS : The Chief-Director: Metro Health Services, Private Bag X15, Parow, 7500.

FOR ATTENTION : Ms G Owies
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test. Kindly indicate your preference of institution on your Z83. A separate application has to be submitted if you apply for more than one institution. If a Z83 is received with more than one preference, only the first preference will be considered.
CLOSING DATE : 06 December 2019

DEPARTMENT OF HUMAN SETTLEMENTS

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>
CLOSING DATE : 02 December 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 41/271 : **DEPUTY DIRECTOR: POST RESTITUTION SUPPORT: RURAL AREAS AND SETTLEMENT CONTROL REF NO: HS 2019-68**

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience in a land and asset management environment; A valid code B driving license. Recommendation Working knowledge and understanding of the administration of the assets (e.g. leasing and maintenance, normalisation of tenure, transfers, leases, cancellation of bonds etc.) Competencies: Knowledge and understanding of the following: Rural Areas Act, Western Cape Land use Planning Act, The Prevention of Illegal Eviction from and Unlawful Occupation of Land Act; The Restitution of Land Rights Act; The Rental Act, no 50 of 1999; The Consumer Protection Act; Property maintenance administration including erven in accordance to the policy and maintenance plan; Relevant public service procedures, property management and maintenance from a rental perspective; Skills: Communication(written and verbal); Proven computer literacy in MS Office, Intranet and Internet; Proven dispute, conflict resolution and problem-solving.

DUTIES : Manage the following: The letting and maintenance of the Departmental stock in terms of the Rental Act, nr 50 of 1999 and the Departmental Rental Policy; The transfer/conveyancing of Departmental properties to beneficiaries; Settlement control and field services; Rural areas in terms of Act 9 of 1987 and the Western Cape Land Use Planning Act 4 of 2014 to finalise the administration of these areas; Strategic Management; Financial and People Management.

ENQUIRIES : Mr RC Stewart at Tel No: (021) 483 4444

POST 41/272 : **CANDIDATE TOWN AND REGIONAL PLANNER: LAND PLANNING AND DISPOSAL REF NO: HS 2019-72 (X2 POSTS)**
(3-Year Contract)

SALARY : R535 563 per annum (All -inclusive salary package) (OSD as prescribed)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : An appropriate B-degree in Urban/Town and Regional Planning or relevant qualification; Registration with SACPLAN as a Candidate Town and Regional Planner in training is compulsory upon appointment; A valid code B driving licence. Recommendation Ability to work across disciplines in multi-disciplinary teams at different scales (project municipal planning or forward planning). Competencies: Knowledge of town and regional planning legal and operational compliance; Knowledge of town and regional planning systems and principles;

Communication (written and verbal) skills; Good computer literacy skills in Microsoft Project, Microsoft Planner, MS Office, Intranet, Internet, Arc Map GIS/Arc View GIS, AutoCAD and other relevant software packages; Project management skills; Research and development skills; Analytical skills; Planning and organising skills; Proven problem and analysis skills; Ability to work within specific time frames, work effectively both as part of a team and independently; Ability to draft complex technical reports, memorandums and submissions; Ability to work within specific timeframes; Ability to interpret relevant town and regional planning legislation, policies, prescripts, guidelines, norms and standards, procedures and best practice.

- DUTIES** : Perform planning functions and activities in accordance with town and regional planning principles in land development entail: Provide technical assistance to professional teams on all aspects regarding town and regional planning projects; Adhere to legal requirements in town and regional planning; Coordinate the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines; Provide support in the compilation and adoption of technical and planning standards, norms and guidelines; Implement planning legislation, guidelines, policies and regulations; Coordinate site clearance processes in terms of Project Execution Plans; Support the planning and design of sustainable human settlement; Provide technical assistance in the compilation of spatial development frameworks (SDF), as part of the IDP processes; Office Administration; Research and Development.
- ENQUIRIES** : Mr H Mostert at Tel No: (021) 483 3684

DEPARTMENT OF THE PREMIER

- 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>
- CLOSING DATE** : 02 December 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

- POST 41/273** : **FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS (CLUSTER B)**
REF NO: DOTP 2019-91

- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (B-Degree or equivalent) in Commerce/Law/Auditing/Forensics with a minimum of 3 years' experience in conducting forensic investigations into economic crime; A valid code B driving licence. Recommendation Experience in investigations within the public sector; Qualification of B. Com Honours in Forensic Accountancy; Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP) professional designation or similar professional designation. Competencies: Analysis and fact-finding skills; Factual and legal analysis skills; Knowledge of relevant legislation in the field of forensic investigation in governance; Good interviewing skills and ability to take statements during investigations; Project management skills; Forensic report writing skills; Written and verbal communication skills.

- DUTIES** : Planning and execution of forensic investigations and managing multiple investigations at the same time; Conducting investigations through meticulous fact finding and evidence retrieval within allocated time frames; Drafting factual reports containing appropriate findings, recommendations and subsequent follow-up of recommendations made; Testifying in disciplinary hearings and in criminal trials; Developing and maintaining professional relationships with all stakeholders.

- ENQUIRIES** : Mr R Janse van Rensburg at Tel No: (021) 483 0901

PROVINCIAL TREASURY

- 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>
- CLOSING DATE** : 02 December 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

- POST 41/274** : **DEPUTY DIRECTOR: INFORMATION AND RECORDS MANAGEMENT REF NO: PT 2019-45**

- SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years management experience in a records management or similar environment. Recommendation: A post-graduate qualification; Completed the following courses: Registry clerks course, Records Management Course, Records Audit Course and Electronic Records Management Course. Competencies: Specialist knowledge of the following: Records Management practice; Applicable legislative and regulatory requirements, policies and standards; Applicable Information Management Systems; Excellent communication (written, verbal, presentation) and report writing skills in at least two of the three official languages of the Western Cape; Planning and organising skills.

- DUTIES** : To ensure that records management is an objective in the departments strategy and strategic plan; To determine what the current records keeping and records management situation is and to ensure that relevant information is available regarding the records keeping and records management practises of the department; Ensure that information contained in records is managed effectively throughout the department by drafting and implementing a records management policy; Ensure that records management staff understands their responsibilities and acquire the necessary skills to manage records effectively; To ensure that information can be identified and retrieved when required by providing well-structured records management classification systems and record keeping systems; Ensure that all records are kept in safe custody; Ensure that there is a systematic disposal programme in place; Ensure that all record types and medium e.g. electronic records micrographic, audio visual projects are managed according to the requirements of the National Archives and Records Services, good governance and standards; Ensure that there are evaluation criteria in place to monitor compliance with sound records management practices.

- ENQUIRIES** : Mr P. Pienaar at Tel No: (021) 483 5618

- POST 41/275** : **PERSONAL ASSISTANT: LOCAL GOVERNMENT ACCOUNTING REF NO: PT 2019-46**

- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years relevant experience in office administration and rendering support services to Senior Management. Recommendation: A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Policies, prescripts, regulations and procedures; Administrative systems and procedures; Procurement Processes and legislation; Financial administration; Proven computer literacy in MS Office; Planning and organising skills; Written and verbal communication skills.

- DUTIES** : Provides a secretarial support service to the manager; Rendering administrative support services; Provide support to manager regarding meetings; Supports the manager 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.
- ENQUIRIES** : Mr L Brinders at Tel No: (021) 483 6684

DEPARTMENT OF SOCIAL DEVELOPMENT

- 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>
- CLOSING DATE** : 02 December 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

- POST 41/276** : **STATE ACCOUNTANT: CREDIT CONTROL REF NO: DSD 2019-130**
- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant experience in a financial management or related environment. Recommendation: None. Competencies: Knowledge of financial norms and standards (Public Finance Management Act PFMA, National Treasury regulations NTRs, Provincial Treasury Directives/Instructions PTIs); Policy Development; Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Communication (written and verbal) skills; Computer Literacy; Numeric and mathematical skills.
- DUTIES** : Bookkeeping: Maintain the process for the accounting of assets, liabilities, cash, guarantees, borrowings, securities and leases; Manage financial instructions and circulars and in-year and annual reports on recorded financial affairs and financial systems. Credit Control: Check, verify and reconcile the current payments of Head Office; Follow up on payments not processed within the 30-compliance period and on current payments in the regions to ensure all current accounts are paid each month. Debt management: Collect revenue; Recover debt; Allocate monies received; Manage the information of the disclosure of debtors in the financial statements; Administer debtor accounts; Write off and take on debt. Supervision of subordinates and managing human resource and finance related matters.
- ENQUIRIES** : Mr J Joubert at Tel No: (021) 483 6022
- POST 41/277** : **SOCIAL WORKER: SOCIAL WORK SERVICES (SALDAHNA) REF NO: DSD 2019-129**
- SALARY** : Grade 1: R257 592 -R298 614 per annum (OSD as prescribed)
Grade 2: R316 794 - R363 801 per annum (OSD as prescribed)
Grade 3: R384 228 - R445 425 per annum (OSD as prescribed)
Grade 4: R472 551 - R581 178 per annum (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service

Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: None. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms CA Nell at Tel No: (027) 213 2096

POST 41/278 : **REGISTRY CLERK: LOGISTICAL SERVICES (EDEN KAROO) REF NO: DSD 2019-131**

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: None. Competencies: Team building and interpersonal skills; proven computer literacy (MS Office); Planning, organising and people management skills; Written and verbal communication skills.

DUTIES : Receive and disseminate mail; manage incoming and outgoing mail (franking and courier services); Maintain the filing system of the region (collecting, storing, disseminating and disposal/archiving of documents and records); Assist with the e-filing of the region (assist in managing electronic documents, e.g. ECM); Search for urgent/outstanding files.

ENQUIRIES : Mr M Skosana at Tel No: (044) 814 1660

POST 41/279 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (LANGA) REF NO: DSD 2019-132**

SALARY : Grade 1: R148 215 - R166 830 per annum (OSD as prescribed)
 Grade 2: R176 982 - R199 188 per annum (OSD as prescribed)
 Grade 3: R211 323 - R265 320 per annum (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. **OR Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; **OR** No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; **Or, Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; **OR** A minimum of 10 years appropriate experience in social auxiliary work after registration as

Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Recommendation: None. Competencies: Knowledge of information and knowledge management; Protocol and professional ethics; A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Use appropriate resources in service delivery to client systems; Adhere to protocol, and professional ethics; Work effectively with social workers and members of multi-sectoral teams in social service delivery.
- ENQUIRIES** : Ms V Swartz at Tel No: (021) 483 7961

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** : 02 and 09 December 2019, as indicated
- NOTE** : Only applications submitted online will be accepted unless indicated otherwise. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

- POST 41/280** : **DEPUTY DIRECTOR: MEDIATION AND STAKEHOLDER RELATIONS REF NO: TPW 2019-277**

- SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (B-degree or higher qualification) with a minimum of 3 years management experience; A valid code driving licence and willingness to travel away from the office as required. Recommendation: Experience in the following: Budget Management and Financial Management; Human Resource Management; Transport enforcement or legal environment; Competencies: Knowledge of the following: National Land Transport Act; Criminal Procedures Act; National Road Traffic Act; PFMA; Conflict Management; Mediation skills; Excellent communication skills (written, verbal and presentations); Relationship Management; Problem solving and decision making; Planning, organising and research skills.

- DUTIES** : Manage the Conflict Monitoring, Analysis and Prevention unit; Monitor conflict areas and establish a system of early warning signs; Set up and ensure the effective functioning of intergovernmental stakeholder committees and commuter forums; Assist with the implementation of extra-ordinary measures in declared areas as defined by the NLTA; Make recommendations to enforcement and regulatory authorities on enforcement and other sanctions against errant transport operators and groups.

- ENQUIRIES** : Mr Y Ahmed at Tel No: (021) 483 2137

- 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>
- CLOSING DATE** : 02 December 2019
- POST 41/281** : **MECHANICAL ENGINEER: (PRODUCTION LEVEL): PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY: HEALTH REF NO: TPW 2019-228**
- SALARY** : Grade A: R718 059 - R766 278 per annum
Grade B: R809 631 - R872 220 per annum
Grade C: R925 734 - R1 090 458 per annum
(Salary will be determined based on recognisable prior experience as per OSD as prescripts)
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
An appropriate Engineering Degree (B Eng/BSc (Eng) or relevant qualification); Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer or candidates must have applied for Professional registration with ECSA and be registered within 6 months of appointment (proof of payment must be submitted with application); A valid code B driving licence. Recommendation: Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure; Willingness to undergo a security clearance.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.
- ENQUIRIES APPLICATIONS** : Ms Jodie Thomas at Tel No: (021) 483 2004
- CLOSING DATE** : 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>
02 December 2019
- POST 41/282** : **ENGINEER: CONSTRUCTION MAINTENANCE (CONSTRUCTION COORDINATION) REF NO: TPW 2019-226**
- SALARY** : Grade A: R718 059 - R766 278 per annum

Grade B: R809 631 - R872 220 per annum
Grade C: R925 734 - R1 090 458 per annum
(Salary will be determined based on recognisable prior experience as per OSD as prescripts).

CENTRE REQUIREMENTS

: Department of Transport and Public Works, Western Cape Government
: Civil Engineering degree (B Eng/BSC (Eng) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer; A valid driving licence. Recommendation: Post graduate studies in the field; Extensive experience in the field. Competencies: Knowledge in Road infrastructure maintenance and construction; Engineering design and analysis knowledge; Computer literacy (MS Office); Programme and Project Management; Contract administration; Tender conditions and evaluation; Conditions of contract (GCC 2015); Standard Specifications (Colto); Compilation of contract documentation; Contract law and Contract adjudication; Willingness to travel away from headquarters on a regular basis; Computer literacy; Technical report writing skills; Sound engineering and professional judgement; Problem solving and analysis; Decision making, Team work, Creativity; Communication and people management skills.

DUTIES

: Provide technical input into tender and contract documentation and ensure through evaluation that specifications are based on sound engineering principles and according to norms and standards and code of practice; Develop cost effective construction solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures; Input into the development of tender specifications; Approval of engineering works according to prescribed norms and standards; Ensure training and development of candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Administer performance management and development; Manage resources and provide input for resource utilisation; Ensure adherence to regulations and procedures for procurement and contract administration; Monitor, control and report on expenditure and service delivery; Continues professional development to keep up with new technologies and procedures; Liaise with other Directorates, regional offices and local authorities regarding contracts; Human capital development including training of technical staff; Office administration and budget planning; Provide inputs for standardisation of plans and project procedure manual; Monitor, control and report on expenditure and service delivery; Input towards improvement of standard documentation and administrative procedures; Provide assistance to contractors and consultants to ensure adherence to regulations, procedures and standards; Liaise with relevant bodies/councils on engineering matters; Keep abreast of new technological changes.

ENQUIRIES APPLICATIONS

: Mr A Nell at Tel No: (021) 483 2167
: 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>

CLOSING DATE

: 02 December 2019

POST 41/283

: **ARCHITECT (PRODUCTION LEVEL): PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY: HEALTH REF NO: TPW 2019-225 (X2 POSTS)**

SALARY

: Grade A: R618 732 - R666 540 per annum
Grade B: R707 451 - R754 953 per annum
Grade C: R797 670 - R939 621 per annum
(Salary will be determined by post registration experience- OSD as prescribed)

CENTRE REQUIREMENTS

: Department of Transport and Public Works, Western Cape Government
: B-Degree in Architecture or relevant qualification; Compulsory registration with SACAP as professional Architect; A minimum of 3 years post qualification architectural experience; A valid code B driving licence. Recommendation: Proven experience in project management, formulation of policies in a multi-disciplinary professional environment. Competencies: Knowledge in the following: Contract documentation and administration, act /regulations of Occupation Health and Safety (OHS -Act), National Building Regulations, SANS and all relevant built environment legislation; Programme and Project Management, research and planning procedures; Financial management; Leadership, communication, organising and teamwork; Verbal and written

communication skills; Ability to work under pressure and meet deadlines; Conflict management.

DUTIES : Perform architectural activities on state-owned or leased buildings, structures or facilities; Project management, administration and budget planning; Human Capital development; Research & professional development.

ENQUIRIES APPLICATIONS : Mr L Binkowski at Tel No: (021) 483 3237

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>

CLOSING DATE : 02 December 2019

POST 41/284 : **PROJECT ADMINISTRATOR: PROJECT OFFICE (ROAD NETWORK MANAGEMENT) REF NO: TPW 2019-222**

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
 : Department of Transport and Public Works, Western Cape Government
 : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 1-year experience. Recommendations: Working knowledge of the following: Budgeting processes; Data application of Data Audit Management Procedures; Supervision of staff; Data Management Compliance with project procedures; Project administration Experience; Previous Experience in using RPM of similar software; Previous experience with road network information systems; Exposure to Government Procurement and financial processes; Qualification in Public Administration, any industry Management, Project Management or Infrastructure related fields, inclusive of Engineering or Architecture. Competencies: Written and verbal communication skills; Data management; Proven computer literacy.

DUTIES : Ensure project data integrity; Provide formal as well as one-on-one user training; Assist the project manager in developing project reports, newsletters and high quality presentations to facilitate project administration; Assist the project manager in monitoring and controlling project schedules; Establish baselines regarding configuration items; Establish and maintain Master Record Indexes; Ensure the change process is followed; Assist in the development and maintenance of the change control process; Develop, implement and maintain per project of all quality plans, standards, processes and procedures under the instruction of the project manager; Participate in project reviews, walkthroughs, inspections and acceptance process; Plan and execute internal audits.

ENQUIRIES APPLICATIONS : Mr H Coetzee at Tel No: (021) 483 2214

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>

CLOSING DATE : 02 December 2019

POST 41/285 : **ADMINISTRATIVE OFFICER: FLEET RENTAL SERVICES REF NO: TPW 2019-216**

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
 : Department of Transport and Public Works, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A Minimum of 3 years Fleet Management experience; A valid Code B (08) driving licence. Recommendation: Supervisory experience in an office administration environment. Competencies Knowledge and understanding of the following: GMT policies and standard operating procedures; National Treasury regulations; Provincial Treasury Instructions; Public Finance Management Act; Written and verbal communication skills; Proven computer Literacy.

DUTIES : Ensure Effective GMT Rental Services function; Control and co-ordinate GMT shuttle service; Plan and budget for vehicles; Monitor and control accidents and losses pertaining to GMT fleet rental services; Ensure adherence to policies and regulations pertaining to GMT rental vehicles and bookings; Administration and supervision of subordinates within section; Human Resource Management.

ENQUIRIES APPLICATIONS : Mr R Fourie at Tel No: (021) 467 4747

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>

CLOSING DATE : 02 December 2019

POST 41/286 : **DATA AND INFORMATION ADMINISTRATOR: PROJECT OFFICE (ROAD NETWORK MANAGEMENT) REF NO: TPW 2019-212 (X3 POSTS)**

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate NQF 5 Certificate/Diploma (1-2 years post school qualification); A minimum of 3 years' appropriate experience. Recommendation: Experience in any of the following: Project administration, Using RPM of similar software, Road network information systems; Exposure to Government Procurement and Financial processes; Certificate or Diploma in any Industry Management, Project Management or Infrastructure related fields, inclusive of Engineering or Architecture. Competencies: Knowledge of the following: Project administration; Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology; Applicable data entry applications; Roads environment; EPWP; Proven computer literacy; Communication (written and verbal) skills; Programme/ Project Management and Administration; Planning and organising skills.

DUTIES : Provide regional project office support; Ensure all project expenses are captured and provide support to regions in this regard; Update all project plans regarding progress; Update Premier's dashboard; Collate and update EPWP information on National EPWP system; Allocate project numbers and compile reports, letters and other documents for publication and electronic transmission; Maintain an electronic filing system to maintain project information and data; Provide administrative support to component and project managers.

ENQUIRIES : Mr H Coetzee Tel No: (021) 483 2214
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>

CLOSING DATE : 02 December 2019

POST 41/287 : **ROAD WORKER: OUDTSHOORN REF NO: TPW 2019-213**

SALARY : R102 534 per annum (Level 02)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Ability to read and write/ Adult Basic Education and Training (ABET). Recommendations: 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; Ability to work within a team; Reliable.

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 or improvement of road surfaces, road reserves, road signs and 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, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

NOTE : Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. Candidates will be required to complete a practical exercise as part of the interview process as well as 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 preference. The selection process will be guided by the EE targets of the employing department.
<u>CLOSING DATE</u>	:	09 December 2019
<u>POST 41/288</u>	:	<u>DRIVER REF NO: TPW 2019-217</u>
<u>SALARY CENTRE</u>	:	R102 534 per annum (Level 02)
	:	Department of Transport and Public Works, Western Cape Government: Maitland (X4 Posts) George (X1 Post)
<u>REQUIREMENTS</u>	:	Ability to read and write/Adult Basic Education and Training (ABET); A minimum of 7 months experience as a driver by occupation; A valid code 8 driving license with a professional valid driving permit (PDP). Recommendations: None. Competencies: A good understanding and knowledge of the following: Driving and operating a (flatbed) tow truck; To jumpstart a vehicle, and changing a wheel; Basic administration to complete forms, as well as to be able to operate a Garmin (navigation device), smart phone (and a hands free kit), digital camera, two-way radio and a tablet/laptop; Reporting procedures with reference to accidents, hijacking/vehicle theft and vehicle maintenance; Communication skills; Ability to work under pressurised circumstances and meet deadlines; Ability to deal with diversity; Telephone etiquette; Good client liaison skills; Able to work in a team and individually.
<u>DUTIES</u>	:	Deliver vehicles to merchants for quotations, services and repairs, and collect once serviced/repared; Perform GMT tow truck duties for local and long distance trips, as well as perform VIP standby duties (i.e. after hours call out and roadside assistance); Transporting vehicles from GMT to the auction site (for monthly auctions); Transporting new, relief and redundant vehicles between GMT's premises; Moving vehicles on site – booked in at Division Repairs and Maintenance Coordination; Assist with fitment or removing decals from vehicles at the GMT premises or at Client Departments premises; Assist with charging vehicles batteries, and jumpstarting vehicles at GMT premises and Top Yard (Cape Town), and call outs to VIP clients.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Fourie at Tel No: (021) 467 4747
	:	To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.
<u>NOTE</u>	:	Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.
<u>CLOSING DATE</u>	:	09 December 2019
<u>POST 41/289</u>	:	<u>TECHNICAL AID: REPAIR AND MAINTENANCE REF NO: TPW 2019-218</u>
<u>SALARY CENTRE</u>	:	R102 534 per annum (Level 02)
	:	Department of Transport and Public Works, Western Cape Government Maitland (X2 Posts) George (X1 Post)
<u>REQUIREMENTS</u>	:	Basic education/ABET; A valid driving licence and Prdp with a willingness to utilise a GG vehicle in the execution of official duties Recommendations: Grade 10 (Junior Certificate or equivalent qualification); Operate hand tools and equipment in a workshop environment. Competencies: Have a good understanding of the following: As a driver, you should be familiar with reporting procedures with reference to accidents, hijacking/vehicle theft and vehicle maintenance; Jumpstart a vehicle, and change a wheel; Able to complete forms and operate a cell phone with a hands-free kit, digital camera and two-way radio; Excellent customer service; Able to multitask and perform well in stressful situations; Work independently as well as in a team; Ability to perform routine tasks.

- DUTIES** : Fitting decals to vehicles or removing the decals, fitment of number plates, licence and COF disks, GMT Toll free number window sticker, jumpstart vehicles, charging vehicle batteries, washing and cleaning vehicles; Moving office and vehicle equipment, general workshop duties, assist with moving vehicles on site and transporting vehicles; Assist with setup of vehicles on the vehicle lifts for inspection and “invites to quotes”; Assist with the monthly vehicle auctions held for GMT; Assist the Technical Assistants to setup vehicles on the vehicle lifts and/or tripod stands for vehicle inspections and/or invite to quote.
- ENQUIRIES** : Mr R Fourie at Tel No: (021) 467 4747
- APPLICATIONS** : To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.
- NOTE** : Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.
- CLOSING DATE** : 09 December 2019

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

- APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/> via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the posts.
- CLOSING DATE** : 29 November 2019
- NOTE** : All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 41/290** : **CHIEF DIRECTOR: PEOPLE MANAGEMENT PRACTICES REF NO: 322**
Branch: Corporate Services
Job Purpose: To render people management practices services.
- SALARY** : R1 251 183 per annum (Level 14). An all-inclusive salary package consists of a basic salary, and the employer’s contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
- CENTRE** : Cape Town, Head Office
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years’ experience at senior managerial level. Additional Requirements: A post graduate qualification in Human Resources or Business Administration. A valid code EB driver’s license.
- DUTIES** : Render people planning and empowerment services: Participation, interpretation and implementation of National specific human resource policies. Develop and interpret the implementation of departmental specific human resource policy as well as input to provincial policy. Develop and maintain human resource information and knowledge management system. Provide human resource research and product development. Develop and maintain

human resource plan (including EE). Coordinate organisational development interventions, job evaluation and change management. Monitor, evaluate and report on HR matters. Manage employee Health and Wellness and HR special programmes (Human Rights, SDIP, HIV/Aids, Youth, Gender equity, Disability, EE, EAP, OHSA). Management of performance management systems (PS & Educators). Recruit people and administer the organisational establishment: Administration of recruitment, selection and placement. Render a PERSAL control service. Maintain staff establishments. Render people service benefits and registry service: Implementation and maintenance of systems, procedures and processes to administer people management functions. Administration of service conditions. Render an exit management service. Render personnel registry service. Provide human resource information (inclusive of statutory reporting). Provide inputs in National Committees/Sub Committee to ensure effective and efficient human resource administration. Promote sound employee relations. Manage interaction with organised labour. Ensure behaviour normalisation. Deal with labour disputes. Implement strategies to prevent labour unrest. Manage training w.r.t labour relations issues.

ENQUIRIES :

Mr L Ely Tel No: (021) 467-2537

POST 41/291 :

DISTRICT DIRECTOR: METROPOLE NORTH EDUCATION DISTRICT OFFICE REF NO: 321

Job Purpose: To manage the quality of education and education institutions in the district.

SALARY :

R1 057 326 per annum (Level 13). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

CENTRE REQUIREMENTS :

Metropole North Education District Office, Parow
Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at a middle/senior managerial level within an educational environment. Recommendation: A successful track record as a Principal of a well-performing school will be a recommendation. Additional Requirements: Proven relevant management experience in an education environment. Valid drivers' licence. Advanced knowledge of the South African Schools Act. Knowledge of all legislation as related to the Key Performance Areas applicable to districts. Proven excellence in management of district support and/or school management.

DUTIES :

Lead and manage the following sub-components within the district office:
Corporate services: Financial Management, Compliance Management and People Management. Circuit Managers; Management and governance; Curriculum: FET, Senior and Intermediate and Foundation Phases; Learner Support: Psychological support services, Social Work and Therapists. Develop, implement and maintain a plan of district improvement. Champion the improvement of quality educational delivery in all schools in the district. Champion quality assurance using Whole School Evaluation and other performance management systems (IQMS/SPMDS). Manage operational interfaces with Head Office components and external agencies. Ensure compliance at educational institutions with specific focus on: Curriculum delivery, Learning and teaching support materials, Learner transport, compliant Financial administration and management and Infrastructure management. Travel extensively within the district to visit schools.

ENQUIRIES :

Mr HA Lewis Tel No: (021) 467-2105

POST 41/292 :

DIRECTOR: FINANCIAL ACCOUNTING REF NO: 323

SALARY :

R1 057 326 per annum (Level 13) all-inclusive package (A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS :

Cape Town, Head Office
Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at a middle/senior managerial level, valid driver's licence. Additional Requirements: A post graduate qualification in Finance or Economics.

DUTIES :

Act as Departmental Accountant for the Western Cape Education Department. Develop, implement, monitor and review departmental accounting policies, procedures and processes. Responsible for the reconciliation and management of the Departmental Bank Account. Manage own revenue policies, tariffs, systems and procedures. Perform month-end and year-end

accounts closure process. Prepare the Quarterly and Annual Financial Statements and supporting working papers. Manage liabilities and commitments within budget constraints, including; recording, reconciliation and settlement. Monitor Departmental Asset and Liability accounts. Manage receivables due to the department, including; the recording, collection, banking and write-off of irrecoverable amounts. Responsible for Salary Administration and the pay-over of statutory deductions, i.e. tax, pensions, etc. Consolidate and reconcile payroll data and prepare statutory and other payroll returns. Maintain statutory and other required registers with supporting documents, including but not limited to registers of unauthorised, fruitless and wasteful and irregular expenditure and register of losses, damages and claims. Manage all audit responses including the Auditor-General, Internal Audit and Forensic Investigative Unit. Manage and maintain transversal financial systems. Identify staff capacity needs and ensure training interventions. Manage directorate's budget in line with the strategic objectives of the Department. Provide strategic direction for Financial Administration within the Department.

ENQUIRIES

: Ms E Veldman Tel No: (021) 467-2544