

## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 41 OF 2021**

**DATE ISSUED 19 NOVEMBER 2021**

### **1. Introduction**

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

### **2. Directions to candidates**

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

### **3. Directions to departments**

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

### **4 SMS pre-entry certificate**

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

### **AMENDMENTS**

**DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:** Kindly note that the following posts was advertised in Public Service Vacancy Circular 39 of 2021 dated 05 November 2021, (1) Chief Works Manager (Building): Facilities Management Ref no: 2021/339, centre: Port Elizabeth regional office and (2) Assistant Administrative Officer: Professional Services Ref no: 2021/342, centre: Umtata regional office. (3) Assistant Admin Officer: Utilisation and Contract Administration Ref no: 2021/344, centre: Cape Town regional office. All three positions have been withdrawn. Closing Date: 03 December 2021.  
**DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT:** Kindly note that the following 2 posts were advertised in the Public Service Vacancy Circular 36 dated 15

October 2021: Director: Inshore Fisheries Management Ref No: FIM20/2021; and Director: Coastal Conservation Strategies Ref No: OC33/2021; the closing date was Monday, 15 November 2021, which has now been extended to Monday, 06 December 2021.

**DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION:** Kindly note that the following post was advertised in the Public Service Vacancy Circular 38 dated 29 October 2021, The post Deputy Director: Monitoring and Evaluation (Ref: DPSA 43/2021) with a closing date 15 November 2021, has been withdrawn until further notice.

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## DEPARTMENT OF BASIC EDUCATION

*The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.*

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Ms J Masipa/Ms N Monyela
- CLOSING DATE** : 03 December 2021
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration must be attached if required. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. applicants who do not comply with the above mentioned requirements will not be considered. Applications received after the closing date, e-mailed or faxed applications will not be considered. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants.

## OTHER POST

- POST 41/01** : **SENIOR SECRETARY REF NO: DBE/64/2021**  
Branch: Finance and Administration  
Chief Directorate: Human Resource Management, Development and Labour Relations
- SALARY** : R211 713 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Application must be in possession of a Senior Certificate or equivalent qualification and one (1) year relevant experience and excellent typing skills; In addition, applicants must have proven proficiency and high competency in the area of computers, including knowledge of MS Word, Excel and Outlook. Applicants should have good communication and interpersonal skills and the ability to deal with database.
- DUTIES** : The successful candidate will manage all communication; screen incoming and outgoing calls in the Office of the Chief Director and ensure the efficient flow of information; Receive visitors; Arrange meetings and workshops; Provide administrative support; Manage the diary of the Chief Director; Setup appointments as well as arrange travel and accommodation; Compile and reconcile subsistence and travel claims; manage and draft correspondence; Receive, record, file, scan, and dispatch submissions and memos and ordering stationary for the Chief Directorate; Type documents as required. Arrange staff meetings; Assist in managing events, campaigns, celebrations and commemorations organised by the chief directorate. Perform any other duties as instructed by the Chief Director.
- NOTE** : Short-listed candidates will be required to undertake a computer test prior to the interview.

**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**

: 06 December 2021 at 16:00

**NOTE**

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

**OTHER POSTS****POST 41/02**: **TEAM LEADER REF NO: HR4/4/5/35****SALARY**

: R321 543 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Kokstad Labour Centre
	:	Three (3) year tertiary qualification in Labour Relations/ Labour Law/ LLB/BCOM LAW or Electrical/ Mechanical Engineering/ Environmental Health/Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering/ Financial Management/ Auditing/ Accounting. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following Departmental Policies and procedures Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report Manage the finalisation of files of cases received and investigations conducted by the Inspectors. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Ensure that non-compliant employers are referred for prosecution within the relevant time frames.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr S Ngqoza Tel No: (039) 727 2140
	:	Deputy Director: Kokstad Labour Centre: PO Box 260, Kokstad 4700 or hand deliver at 59 Hope Street, Kokstad. Email: Jobs-KZN7@labour.gov.za.
<b><u>POST 41/03</u></b>	:	<b><u>SENIOR PRACTITIONER: ACQUISITION MANAGEMENT REF NO: HR4/4/3/1SPAM/UIF (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum
	:	Unemployment Insurance Fund: Head Office
	:	Three years' Tertiary qualification in Purchasing Management/ Facility Management/ Logistic Management/ Management. 2 years' functional experience in Acquisitions Management environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Basic Condition of Employment (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Electronic Operation System, Public Service Regulation (PSR), Public Service Act (PSA), National Treasury Regulations, Supply Chain Management Systems and Processes, Bid Procedures, Broad Based Black Economic Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA). Skills: Problem Solving, Presentation, Planning and Organising, Communication, Computer Literacy, Report Writing, Financial Management, Analysis, Time management, Numeracy.
<b><u>DUTIES</u></b>	:	Facilitate the administration of contracts for the UIF. Provide technical support on bidding process. Provide monthly reporting on awarded contracts and tenders. Provide secretarial functions to the Bid Committees. Supervise resources (Human, Financial, Equipment) in the section.
<b><u>ENQUIRIES APPLICATIONS FOR ATTENTION</u></b>	:	Ms WE Kruger Tel No: (012) 337 1915
	:	email: Jobs-UIF3@labour.gov.za
	:	Chief Director: Corporate Services

<b><u>POST 41/04</u></b>	:	<b><u>SENIOR PRACTITIONER: OPERATIONS SYSTEMS SUPPORT REF NO: HR4/4/3/1/SPOSSUIF</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum Unemployment Insurance Fund: Head Office Three years' tertiary qualification in Business Administration/ Public Management/ Public Administration/ Operations Management. Two (2) years' functional experience in Claims Management environment. Knowledge: Electronic Document Management System, UIF Operational and financial systems (Virtual Office and Siyaya etc), Unemployment Insurance Fund Standard Operating Guide (SOG), Siyaya and Virtual Office User Management Procedure, Department of Employment and Labour data security policy, Relevant requirements on the specification documents, Siyaya call logging guidelines, Basic Condition of Employment Act (BCEA), Labour Relations Act, Employment Equity Act, Public Service Act (PSA), Public Service Regulation. Skills: Communication (Written and Verbal), People Management, Listening, Computer Literacy, Time Management, Analytical, Numeracy, Interpersonal, Report Writing, Planning and Organizing, Conflict Management, Problem solving.
<b><u>DUTIES</u></b>	:	Maintain access and roles of users and operational calls on the operational systems. Provide inputs in system enhancement and conduct user acceptance test. Provide administrative system support service. Supervise resources (Human, Financial, Equipment / Assets) in the section.
<b><u>ENQUIRIES APPLICATIONS FOR ATTENTION</u></b>	:	Ms N Tshabalala Tel No: (012) 337 1508 email: Jobs-UIF6@labour.gov.za Chief Director: Corporate Services
<b><u>POST 41/05</u></b>	:	<b><u>SENIOR CLAIMS ASSESSOR (SENIOR ADMINISTRATION OFFICER) (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum Klerksdorp Labour Centre Ref No: HR 4/4/10/83 Rustenburg Labour Centre Ref No: HR 4/4/10/84 Three-year tertiary qualification in Public Management/ Administration/ Social Science/ OHS/ Finance/HRM is required. 3-5 years' experience in a claims processing environment of compensation or medical claims is highly desirable plus supervisory experience Knowledge: Compensation Fund policies, procedures and processes. Relevant Stakeholders. Human anatomy / Biology and medical terminology. Customer Service (Batho Pele Principles). COID Tariffs. Public Service Charter. Approved COID Delegation. Promotion of Access to Information Act. Road Accident Fund (RAF) Act. PFMA and Treasury Regulations Skills: Required Technical Proficiency. Data Capturing. Required IT Skills. Business writing skills. Data and records management. Telephone Skill and Etiquette. Numeracy.
<b><u>DUTIES</u></b>	:	Administer claim registration process. Adjudicate registered customer claims. Quality Assurance for medical / accounts payments. Serve as a Team Leader / Supervisor. Prepare for payment claim.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms N Litheko Tel No: (018) 387 8100 Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. E-mail: Jobs-NW@labour.gov.za
<b><u>POST 41/06</u></b>	:	<b><u>CLIENT SERVICE OFFICE: MOBILE REF NO: HR 4/4/8/501</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum Kroonstad Labour Centre Matriculation/Grade 12/ Senior Certificate plus National Certificate (N6)/ SAQA recognized Certificate (NQF) in Office Administration/ Public Management/ Administration/ Secretariat. Drivers license Code C10 PDP. No experience required. Knowledge: All Labour Legislations and Regulations, Private Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing,

		Computer literacy, Communication, Ability to interpret legislation, Problem solving, Driving.
<b><u>DUTIES</u></b>	:	Render services at visiting points as the first point of entry within the Registration Services. Render all Labour Legislations services received from Clients. Render all Unemployment Insurance Benefits Applications and Employer declaration. Render COIDA Services and Employer registration forms for COIDA received from visiting point.
<b><u>ENQUIRIES</u></b>	:	Mr S Malope Tel No: (056) 215 1812
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS5@labour.gov.za
<b><u>POST 41/07</u></b>	:	<b><u>MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/8/510</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R260 760 –R302 292 per annum, (OSD) Grade 2: R320 703 –R368 307 per annum, (OSD) Grade 3: R388 974- R492 756 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Labour Centre: Welkom
<b><u>REQUIREMENTS</u></b>	:	Four (4) years nursing degree/three years diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. <b>Grade 1:</b> 2 to 9 years experience gained after registration. <b>Grade 2:</b> 10-19 years experience gained after registration. <b>Grade 3:</b> 20 years experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and 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.
<b><u>DUTIES</u></b>	:	Provide medical advice and recommendation in the acceptations 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.
<b><u>ENQUIRIES</u></b>	:	Ms. M Mamburu Tel No: (057) 391 0216
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
<b><u>POST 41/08</u></b>	:	<b><u>SENIOR ADMIN CLERK (CLAIMS PROCESSOR) REF NO: HR 4/4/8/513</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum
<b><u>CENTRE</u></b>	:	Welkom Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate / three-year tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM. 1-2 years experience on compensation and medical claims processing. Knowledge: DoL and Compensation Fund objectives and business functions, Directorate or sub directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes Relevant Fund policies, procedures and processes, Human anatomy/ Biology, Medical terminology, Stakeholders and customer, Customer Service (Batho Pele Principles), Fund Values, Required IT Knowledge, IT Operating Systems, Risk Awareness, COIDA Act, Regulations and Policies, DPSA guidelines on COIDA, COIDA tariffs, Technical Knowledge. Skills: Required Technical Proficiency, Business Writing Skills, Required IT Skills, Fund IT Operation Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette.



<b><u>DUTIES</u></b>	:	Handle claims registration documentation, Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administration duties.
<b><u>ENQUIRIES</u></b>	:	Ms. M Mamburu Tel No: (057) 391 0200
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS5@labour.gov.za
<b><u>POST 41/09</u></b>	:	<b><u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Kroonstad - Ref No: HR 4/4/8/512 (X1 Post) Labour Centre Mount Ayliff-Ref No: HR4/4/5/509 (X1 Post) Labour Centre: Rustenburg –Ref No: HR 4/4/10/78 (X2 Posts) Labour Centre: Emalahleni –Ref No: HR4/4/7/01 (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	Matriculation/Grade 12. No experience. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of all Departmental Policies, Procedures & Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.
<b><u>DUTIES</u></b>	:	Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all Unemployment Insurance benefits and Employer declarations. Resolve all complaints on all Labour Legislations received from clients. Receive application form in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<b><u>ENQUIRIES</u></b>	:	Mr S Malope Tel No: (056) 215 1812 Mr M Ntonga Tel No: (039) 254 0282 Ms N Litheko Tel No: (018) 387 8100 Ms GK Malatsi Tel No: (013) 653 3846
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS1@labour.gov.za Deputy Director: Mt Ayliff Labour Centre: Private Bag X 530, Mt Ayliff, 4735 OR hand deliver to 52 Church Street Mt Ayliff. E-mail: Jobs-EC@LABOUR.gov.za Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. E-mail: Jobs-NW@labour.gov.za Private Bag X 7293, Emalahleni, 1035.Hand delivery: 38 Mandela Avenue, or Corner Escombe and Mandela Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
<b><u>POST 41/10</u></b>	:	<b><u>INSPECTOR REF NO: HR 4/4/8/514 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum
<b><u>CENTRE</u></b>	:	Welkom Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. A valid drivers license. Zero experience. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheet, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<b><u>DUTIES</u></b>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<b><u>ENQUIRIES</u></b>	:	Ms. M Mamburu Tel No: (057) 391 0200

<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS1@labour.gov.za
<b><u>POST 41/11</u></b>	:	<b><u>SENIOR ADMIN CLERK: CLAIMS PROCESSOR REF NO: HR 4/4/10/85</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum
<b><u>CENTRE</u></b>	:	Klerksdorp Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Three-year year tertiary qualification in degree/diploma in Public Management / Administration / Social Science / OHS / Finance / HRM is required. 1-2 years' experience in a compensation or medical claims processing environment Knowledge: Compensation Fund policies, procedures and processes. Relevant Stakeholders. Human anatomy/Biology and medical terminology. Customer Service (Batho Pele Principles). COID Tariffs. Public Service Charter. Approved COID Delegation. Promotion of Access to Information Act. Road Accident Fund (RAF) Act. PFMA and Treasury Regulations. Skills: Required Technical Proficiency. Numeracy. Business Writing skills. Required IT Skills. Communication (written and verbal). Data Capturing. Data and Records Management. Telephone Skills and Etiquette.
<b><u>DUTIES</u></b>	:	Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.
<b><u>ENQUIRIES</u></b>	:	Ms. N Litheko Tel No: (018) 387 8100
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. E-mail: Jobs-NW@labour.gov.za

**GOVERNMENT PRINTING WORKS**

*The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.*

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001
- FOR ATTENTION** : Ms N Kana or Ms D Kgosana, Human Resources, Tel No: 012 748 6279 / 012 748 6277.
- CLOSING DATE** : 09 December 2021 (12:00 noon)
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies), the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed, and clear indication of the reference number on the Z 83. A recent comprehensive CV specifying all qualifications and experience with respective dates, Copies of qualifications, ID and a valid driver's license (where required), must be attached. Such copies need not to be certified when applying for a post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews, which might be virtual at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise, which might be virtual that intends to test relevant technical elements of the jobs; by the Government Printing Works, Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), 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.

**OTHER POSTS**

- POST 41/12** : **SPECIALIST SYSTEMS ADMINISTRATOR (VIRTUAL INFRASTRUCTURE)**  
**REF NO: (GPW21/44)**  
Re-advert candidates who previously applied for the post must / may re-apply.
- SALARY** : R744 255 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 or equivalent qualification and a NQF level 6/7 National Diploma/Degree, in Information Technology/Information Management/ Business Informatics/Computer Science/Software Development as recognized by SAQA with 5 - 7 years' experience in ICT Support and a minimum of 3 years server support experience. Experience in migration tools (P2P, P2V, V2V, and V2P), Advanced technical knowledge of VMWare virtualization technologies (vCenter, vSphere, ESXi, DRS, vMotion, HA, vSAN), VMWare, VMWare View, data backup management and shared storage (SAN, Vsan) administration. ITIL Foundations certification will be an added advantage.
- DUTIES** : Manage problem and service tickets ensuring timely resolution to meet Service Level Agreements. Handle third level support calls. Provide advanced troubleshooting and problem resolution of the Virtualization Infrastructure. Responsible for Physical Hardware, HP Blade and ProLiant Servers deployment and management. Responsible for VMWare View administration and support

(Advanced). Administer all Virtual server hosts. Migrating data from old to new equipment during hardware refresh periods. Regularly check event logs. Manage Backups schedules and rotation of offsite storage check available media & disk space (Third level Capacity Planning). Manage Veeam and HP data protector administration. Create and schedule backup jobs. Restore of data as and when required. Test backups restores. Participate in Business Continuity Disaster Recovery. Configure and design the Virtual infrastructure in line with best practices and international standards. Ensure minimal systems downtime on the Virtual Infrastructure for all production systems servers. Monitor performance and resource utilisation across the virtual servers and storage. Clone and create server snapshots. Provide virtual servers as required. Ensure that Virtual server deployments aligns with license agreements. Patching Microsoft servers to harden the Operating Systems to avert risks and vulnerabilities. Build, install, configure, and maintain VMware products including ESXi servers, Hyper-converged systems, High Availability clusters and Virtual Centre.

**ENQUIRIES**

: Mr. A Apleni Tel No: (012) 748 6090

**POST 41/13**

: **SENIOR DATABASE ADMINISTRATOR REF NO: (GPW21/45)**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R744 255 per annum (Level 11), (all-inclusive salary package)  
: Pretoria  
: Grade 12 or equivalent qualification and a NQF level 6/7 National Diploma/Degree, in Information Technology/Information Management/ Business Informatics/Computer Science/Software Development as recognized by SAQA with 5 - 7 years' experience in ICT of which a minimum of 5 years must be managing SQL 2012/2016/2019 or SQL Azure. Moreover with a solid hands-on experience in T-SQL, database design, development, performance tuning and maintenance. Completely exposed to SSRS, SSIS and SSAS. The ability to work independently in installing and configuring of Microsoft SQL Server both standalone and clustered. Administering and troubleshooting any relational database issues.

**DUTIES**

: Strategically design and implement databases across the organization, while ensuring high levels of data availability. Define standards and models for database architectures, which includes developing and designing the database strategy, monitoring and improving database performance and capacity, and planning for future expansion requirements. Plan, coordinate and implement security measures to safeguard the organization's database. Design and deploy data table structures, forms, reports, and queries. Conduct research and make recommendations on database products, services, protocols, and standards in support of procurement and development efforts. Coordinate and work with other technical staff to develop primary databases and secondary databases. Develop automated database applications, where necessary, using the applicable database packages. Identify data entry, retrieval, change, and delete issues, and work to ensure a high level of data availability. Work with project managers to ensure that data entry, retrieval, change and delete functions meet business requirements for project completion. Identify inefficiencies in current databases and leverage solutions. Install and configure relevant components to ensure database access. Diagnose and resolve database access and performance issues. Perform cost estimates for data migration to new databases during upgrades, and plan and coordinate these migrations. Evaluate and select database components, including hardware, database management systems, data extraction software, metadata management tools, and database design solutions. Backup and disaster recovery of databases. Request / Incident / Problem / Change management - meet all GPW governance and operational requirements. Security Management - Adhere to all GPW and security measures and report transgressions to the appropriate authority. Configuration management - Ensure compliance to all licensing requirements and report exceptions. Request / Incident / Problem / Change management - meet all GPW governance and operational requirements. Assisting developers with development of databases. Mentor and provide skills transfer to junior members of the team.

**ENQUIRIES**

: Mr. A Apleni Tel No: (012) 748 6090

<b><u>POST 41/14</u></b>	:	<b><u>SHAREPOINT ADMINISTRATOR REF NO: (GPW21/46)</u></b>
		Re-advert candidates who previously applied for the post must / may re-apply.
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification and a NQF level 6/7 National Diploma/Degree, in Information Technology/Information Management/ Business Informatics/Computer Science/Software Development as recognized by SAQA with 5 - 7 years' experience in ICT. Knowledge in installing, configuring and troubleshooting Microsoft SharePoint 2010 or higher. Knowledge in building extranets, Microsoft SQL administration and troubleshooting. Experience using SharePoint designer, knowledge of workflow tools such as K2/Nintex and MS Dynamics. Knowledge of Microsoft CRM.
<b><u>DUTIES</u></b>	:	Install and configure SharePoint infrastructure. Plan, design and implement SharePoint security including, but not limited to, authentication, security roles, user groups, audiences, and item level security. Plan, design and implement SharePoint data protection, backup and recovery. Assist with evaluating new SharePoint technologies and recommend best-practice solutions. Troubleshoot functional and technical incidents occurring within SharePoint. Plan and design improvements to SharePoint performance as directed. Perform corrective SharePoint administration, configuration and maintenance as required. Create documentation for any function performed under any competency as directed. Plan, design, implement and modify navigational and aesthetic changes to SharePoint pages as directed. Create and configure workflows and the troubleshooting thereof. Manage and administer MS CRM. Ensure solutions require minimal training to the end user while maintaining high reliability and usability. Plan and execute SharePoint end user training. Maintain technical documentation that supports the systems. Analysis reporting for the purpose of capacity planning. Guide record management processes and procedures.
<b><u>ENQUIRIES</u></b>	:	Mr. A Apleni Tel No: (012) 748 6090
<b><u>POST 41/15</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER (STRATEGIC SUPPORT) REF NO: (GPW21/47)</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) qualification in Risk Management / Internal Audit / Public Administration / Business Administration, 3 years functional experience in administrative support / risk management / internal audit, Problem solving skills, Good computer literacy in MS Office software (Word, Excel and Outlook), Knowledge: Public Sector Risk Management Framework, COSO Framework, Knowledge of Business Continuity Management, King report on Corporate Governance, Public Finance Management Act, Treasury Regulations, Batho Pele Principles, Public Service Act Skills: Communication (written, verbal and presentation), Interpersonal, Computer Literacy, Time Management, Analytical, Planning and organizing, A valid code 08 driver's license.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties Provisioning of support to Risk and Compliance Specialist in terms of conducting risk assessments, drafting risk mitigation strategies, monitoring and reporting progress on implementation of risk mitigation plans, coordination of risk management training/awareness workshops, providing secretariat support to the risk management committee and Operational Risk Management Committee (ORMC). Perform general administrative activities in support of the unit.
<b><u>ENQUIRIES</u></b>	:	Mr A Sibanyoni Tel No: (012) 748 6183
<b><u>POST 41/16</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: (GPW21/48)</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Knowledge management, problem solving and analytical skills. Need to work extended hours when necessary and when required.

<b><u>DUTIES</u></b>	:	Capturing quotations. Recording and capturing of orders. Generate invoices. Attend to and resolve customer queries. General administration duties to render administrative support to the regional office warehouse. Assist co-workers with administrative duties. Ensure proper document control and filing. Adhere to Occupational Health and Safety requirements.
<b><u>ENQUIRIES</u></b>	:	Ms. N Ndindane Tel No: (012) 764 4080
<b><u>POST 41/17</u></b>	:	<b><u>WAREHOUSE CLERK REF NO: (GPW21/49)</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Good computer literacy (Outlook and Excel), Numerical proficiency, Good communication skills, Problem-solving skills, Good interpersonal relations, Attention to detail. Need to work extended hours when necessary and when required.
<b><u>DUTIES</u></b>	:	Verify and dispatch stock. Issue and pick stock. Ensure maintenance and control of stock. Capture transactions on stock system. Handle internal and external telephonic queries. Ensure proper record management.
<b><u>ENQUIRIES</u></b>	:	Ms. N Ndindane Tel No: (012) 764 4080
<b><u>POST 41/18</u></b>	:	<b><u>STORES ASSISTANT REF NO: (GPW21/50) (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R147 459 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification. Numerical proficiency. Good communication and interpersonal skills. Valid forklift driver's license. Need to work extended hours when necessary and when required.
<b><u>DUTIES</u></b>	:	Off-load supplier's trucks. Forklift driving. Loading GPW truck for deliveries. Assisting the driver deliver stock to customers. Receiving of inventory. Packing received stock in the allocated space. Picking stock for customers' allocation. Deliver customer allocated stock to dispatch area timeously. Assist co-workers in all other general duties. Keep working environment clean. Adhere to Occupational Health and Safety requirements.
<b><u>ENQUIRIES</u></b>	:	Ms. N Ndindane Tel No: (012) 764 4080
<b><u>POST 41/19</u></b>	:	<b><u>PRINTERS ASSISTANT REF NO: (GPW21/51) (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R147 459 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification. Numerical proficiency. Problem solving skills. Attention to detail. Grade 12 will be added advantage. Need to work extended hours and night shift when necessary and when required.
<b><u>DUTIES</u></b>	:	Successful candidates will be performing general assistant duties on equipment such as: sewing, guillotines, folding, side stitching, gluing. Operate gluing machines, putting strips on quarter bound books, making of hinges, pasting of files, counting of sheets and assist artisans with quarter bound books, moving and stacking of printed matter. Assisting and supporting Artisans in operating the binding and printing machines Quality assurance on printed materials. General housekeeping and cleaning duties.
<b><u>ENQUIRIES</u></b>	:	Mr. T.H. Khumalo Tel No: (012) 748 6329

#### **GRADUATE / INTERNSHIP PROGRAMME YEAR 2022/2024**

**Duration and remuneration: The graduate programme is implemented over twenty four (24) months.**

<b><u>NOTE</u></b>	:	The Government Printing Works would like to invite qualifying graduates to apply to participate in an Internship Programme. The Internship is meant to provide work exposure to graduates for a period of twenty (24) months. Applicants must be unemployed, and had never participated in any Government or State Institution internship programme previously and must be between the ages of 18-35. Successful graduates will be appointed for a period of twenty-four (24) months commencing on 01 April 2022 to 31 March 2024. Graduates will receive a monthly stipend of R6 000.00 per month. Applications must be submitted on the prescribed form Z83 (NB.
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The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies), the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed, and clear indication of the reference number on the Z 83. A recent comprehensive CV specifying all qualifications with respective dates, Copies of qualifications and ID, must be attached. Such copies need not to be certified when applying for a post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The Government Printing Works is under no obligation to employ the Graduates on completion of the programme.

#### **OTHER POSTS**

<b><u>POST 41/20</u></b>	:	<b><u>FINANCIAL SERVICES REF NO: GRAD 2021/6 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 000 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma / Degree or equivalent qualification in Financial Management / Accounting / Costing or related
<b><u>ENQUIRIES</u></b>	:	Mr. L Mpofu Tel No: (012) 748 6278
<b><u>POST 41/21</u></b>	:	<b><u>SECURITY SERVICES REF NO: GRAD 2021/7</u></b>
<b><u>STIPEND</u></b>	:	R6 000 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma / Degree or equivalent qualification in Administration or related.
<b><u>ENQUIRIES</u></b>	:	Mr. L Mpofu Tel No: (012) 748 6278

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

<b><u>APPLICATIONS</u></b>	:	Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be e-mailed to hrapplications@ingwecollege.edu.za
<b><u>CLOSING DATE</u></b>	:	10 December 2021 at 16:30
<b><u>NOTE</u></b>	:	Applications must be submitted on the new approved 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. Copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's license. Applicants must submit copies of qualifications, Identity document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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. 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 60 days of the closing date should consider their application unsuccessful.
<b><u>POST 41/22</u></b>	:	<b><u>ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: 2021/11/01</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Ingwe TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent. Appropriate Degree/ National Diploma (NQF level 6) in Human Resources Management or Public Administration/Management. Must have a minimum of at least eight years in the human resources and administration environment. Must have a minimum 3 (three) years' experience at salary level 8. Must have depth knowledge of the following legislations: Continuing Education and Training Act (2006), Basic Conditions of Employment Act, Public Service Act, Employment of Educators Act and Labour Relations Act, Skills Development Act, Employment Equity Act, Compensation of Injuries and Diseases Act, Public Service Regulations. Must be able to understand and interpret and apply all other HR and related prescripts including policies. Must have sound interpersonal relations and conflict management skills regarding people management. Good communication skills with a high proficiency in writing. Computer literacy. (MS Word, Ms Excel, Ms PowerPoint. Must have knowledge of PERSAL system and a valid driver's licence. Ability to work under pressure and meet deadlines. Preference will be given to candidate who understand TVET sector and CET sector.
<b><u>DUTIES</u></b>	:	Develop and maintain all Human Resources Management, Administrative, systems and practices. Facilitate and oversee recruitment and selection processes as per departmental policies. Manage and render conditions of services (leave, Housing, long service recognition, pension through death, resignation and retirement.



Coordinate the design review and implementation of the College organizational structure. Facilitate the development of job descriptions. Maintain and manage employee personal records. Facilitate, manage, develop and implement employee health and wellness programme. Develop, manage and facilitate the training and development programmes (i.e. staff trainings, bursaries, internships and Learnership) Provide the coordination and implementation of performances management systems (PMDS & IQMS). Coordinate, develop and monitor the implementation of Employment Equity plan and report. Prepare and coordinate the documents for the governing structure including submissions. Attend all internal and external HR matters from relevant stakeholders. Prepare HR reports as required by the institutions and departmental processes. Ensure that the College has all required HR policies and other relevant prescripts. Facilitate the HR risk register as it is required for auditing and control purposes. Ensure that all HR audit findings are addressed with the time frame as required by Auditor – General and the head office.

**ENQUIRIES** : Ms NH Mhlongo Tel No: (039) 940 2142

**POST 41/23** : **SENIOR BUSARY OFFICER: REGISTRATION SERVICES REF NO: 2021/11/02**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Ingwe TVET College, Central Office  
**REQUIREMENTS** : Senior Certificate or equivalent. Appropriate Degree/ National Diploma (NQF level 6) in Financial Management/ Accounting. Must have a minimum of at least 3 - 5 years in the experience financial environment/ bursary environment. Knowledge of PFMA and CET act. Knowledge of basic financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public service financial legislations, procedure and treasury Regulations (PFMA, DORA, PSR, PPPFA, financial manual) Computer literacy. Good communication and interpersonal skills. Valid driver's license.

**DUTIES** : Ensure overall supervision and coordinate student bursary schemes and financial aid administrative support services for the entire college. Ensure the overall supervision and administration of bursary and financial aid schemes application processes for the entire college in line with NSFAS guidelines, funder MOU/SLA and policies. Ensure overall supervision and authorization of disbursement of funds. Ensure overall supervision and Facilitation of other financial aid schemes i.e. WRSETA, HWSETA etc. Ensure overall supervision, monitoring, evaluation and maintenance of database of all student's applications in terms of the Department of Higher Education and Training and NSFAS requirements. Ensure overall supervision and consolidate report on all bursary and financial aid allocations for the entire college. Supervise human, physical and financial aid resources. Report on all bursary and financial aid allocations to financial aid committee and other stakeholders.

**ENQUIRIES** : Ms NA Damoyi Tel No: (039) 940 2142

**POST 41/24** : **SENIOR ADMINISTRATIVE OFFICER: OCCUPATIONAL HEALTH AND SAFETY (FACILITIES MANAGEMENT) REF NO: 2021/11/03**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Ingwe TVET College, Central Office  
**REQUIREMENTS** : Senior Certificate or equivalent. Appropriate Degree/ National Diploma in Environmental Management/Science/ Safety Management or related qualification. Must have a minimum of at least 3 - 5 years in Facilities Management, Occupational Safety, Health and Environment. Knowledge of prescripts and general legislation relating to Health and Safety. Knowledge of Health and Safety Act 85 of 1993 and related Regulations. Good Interpersonal and communication skills (verbal and written), high level investigative skills, report writing skills, planning ability, Computer literacy (including Excel, Word, Access and PowerPoint. A valid driver's license.

**DUTIES** : Ensure overall supervision, coordination, implementation and monitor compliance on SHERQ programmes. Ensure overall supervision and coordinate the establishment of an OHS committee. Ensure overall supervision and conduct OHS-related training and continuous educational programmes. Ensure overall

		supervision and identify hazard and risks at the workplace and initiate appropriate actions. Ensure overall supervision, develop, implement and monitor SHERQ management system. Supervise human, physical, financial and other resources. Conduct incident investigation and generate reports, conduct Health and Safety workshops for the College staff, compile weekly, monthly, quarterly and annual health and safety statistics and reports. Ensuring adherence to safety and health standards in accordance with OHSACT and COIDA.
<b><u>ENQUIRIES</u></b>	:	Ms NA Damoyi Tel No: (039) 940 2142
<b><u>POST 41/25</u></b>	:	<b><u>SENIOR MIS OFFICER: TVET MANAGEMENT INFORMATION SYSTEM REF NO: 2021/11/04</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Ingwe TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent. Appropriate Degree/ National Diploma in Information Technology/Information Systems/ Data Management. Must have a minimum of at least 3 - 5 years working experience in Data Management/ TVET MIS environment or any relevant knowledge. Knowledge of policies and governance environment of TVET Colleges including knowledge of TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management, knowledge and understanding of Information Management, knowledge, understating, application and interpretation of office management, Business Management System (BMS), data warehouse and IT prescripts. Good communication, planning, organizing and Interpersonal skills. Problem solving and time management, financial management, report writing. Ability to function without supervision, work under pressure. Team Leadership; Computer literacy (knowledge of MS packages). A valid driver's license.
<b><u>DUTIES</u></b>	:	Set up the system in readiness for enrolment and support other processes; Control the quality of captured data and report if there are errors, Maintain the College TVET MIS system; Manage the student data; Use various tools, extract data to facilitate statistical reporting; Interact with service provider regarding upgrades and request for assistance; Maintain data on student registration and submit monthly reports; Compile, monitor academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET; Compile monthly, quarterly and annual reports as requested. Set up the student system for registration of students and ensure creditability and reliability; maintain the ITS student system and other related system; Monitor capturing, quality control, validation, run procedure, create file and ensure that entries are sent to DHET head office. Render service to the staff and stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms NA Damoyi Tel No: (039) 940 2142
<b><u>POST 41/26</u></b>	:	<b><u>STUDENT SUPPORT (LIAISON) OFFICER (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Ingwe TVET College: Maluti Campus: Ref No: 2021/11/05 Mount Fletcher Campus: Ref No: 2021/11/06 Mount Frere Campus: Ref No: 2021/11/07 Ngqungqushu Campus: Ref No: 2021/11/08 Siteto Campu: Ref No: 2021/11/09
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent. Appropriate Degree/ National Diploma (NQF level 7 in Psychology or Social Sciences majoring in Psychology, 2 - 3 years' experience in Student Support Services. Knowledge of PSET and CET act, Student Support Services Framework and Disability Framework, understanding of Electoral processes and legislation related to Financial Aid Scheme. Understanding of TVET sector. Computer literacy and a valid driver's license, good communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	Provide Student Support Services in campus. Provide student counselling or referral services. Implement Workplace Based Learning (WPBL), student health and wellness including sports, arts and culture programs in the campus. Facilitate

		student governance and leadership support and development. Implement exit support program.
<b><u>ENQUIRIES</u></b>	:	Ms NA Damoyi Tel No: (039) 940 2142
<b><u>POST 41/27</u></b>	:	<b><u>TECHNICIAN: INFORMATION TECHNOLOGY REF NO: 2021/11/10</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Ingwe TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent. A recognized undergraduate qualification NQF level 6 in Information System/ Technology/ Computer as recognized by SAQA. Must have a minimum of at least 2 - 3 years in ICT infrastructure, networks, Desktop and Operating systems. Experience with Microsoft packages with include Office, Information Systems. Experience with supporting thin clients, communicate verbal and written skills. Problem solving skills, collaborative and excellent people skills, creative and analytical. Valid Drivers license.
<b><u>DUTIES</u></b>	:	Diagnose software and hardware problems, Desktop and printer management, support computers, printers and other hardware, computer installations, manage helpdesk issues, manage corporate Anti – virus protection for all computers, Provide support to all staff on IT related problems. Track and prioritise ICT support calls and document the resolution. Install, configure new computer and other IT equipment, Identify problems and repair existing ICT equipment, keep track of IT supplies and equipment. Provision for the measure and adherence of policies and standards.
<b><u>ENQUIRIES</u></b>	:	Ms NA Damoyi Tel No: (039) 940 2142
<b><u>POST 41/28</u></b>	:	<b><u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 2021/11/11</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Ingwe TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent. Appropriate Degree/ National Diploma in Psychology or BA Social Science, Social work, BA Psych, BA Behavioural sciences with Psychology as a major subject, with 2-3 years' experience working in EHP environment. Knowledge of computer system as well as MS Word, MS Excel and MS PowerPoint and outlook. Valid driver's license. Knowledge on employee Health and Wellness Integrated strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, an in – depth knowledge in conducting counselling, psycho – education, and traumadebriefing. Understanding of all Pillar processes and COID Act. Interpersonal relations skills, Communication skills (written, presentation, verbal and listening) Analytical thinking, problem – solving and decision making skills, presentation skills, strategic capability, change of management skills, report writing skills, client orientation, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations and policies. Must be registered with HPCSA.
<b><u>DUTIES</u></b>	:	Administer the Employee Health and Wellness Programme, Assist with planning, coordination, and implementation of all Health and Wellness interventions. Assist with the evaluation of the impact of employee health and wellness programmes. Provide advice and guidance to management and staff on EHW related matters. Ensure the monitoring and evaluation of the EHW, Benchmark EHW practices to ensure best practice in all EHW programmes for the College staff. Promote health awareness and the facilitation of health – related events, activities and interventions (Wellness Day, HIV/AIDS etc.) Conduct counselling, psycho – education and trauma – debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leave and the management of sick leave trends, compiling submission on ill-health Retirement for the employees. Managing wellness centre, providing first – Aid to employees and management administration of Injury on duty. Active case management, effective record management, Compiling and writing EHW reports.
<b><u>ENQUIRIES</u></b>	:	Ms NH Mhlongo Tel No: (039) 940 2142

<b><u>POST 41/29</u></b>	:	<b><u>HR CLERK: GENERAL ADMINISTRATION SUPPORT SERVICES REF NO: 2021/11/12</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Ingwe TVET College, Mount Fletcher Campus
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent. Appropriate National Diploma (NQF level 6) in Human Resources Management. One year working experience in Human Resources Management. Advanced computer skills, Knowledge of payroll system and Persal will be an added advantage. Excellent administration skills and communication skills (both written and verbal)
<b><u>DUTIES</u></b>	:	Assist in recruitment and selection process, compiling adverts, serve as secretary on interviews. Assist on coordinating PMDS and IQMS. Assist in service benefits, housing allowances and leave management. Assist on doing terminations through death, resignations and retirement.
<b><u>ENQUIRIES</u></b>	:	Ms NA Damoyi Tel No: (039) 940 2142
<b><u>POST 41/30</u></b>	:	<b><u>DRIVER/MESSENGER: GENERAL ADMINISTRATION SUPPORT SERVICES REF NO: 2021/11/13</u></b>
<b><u>SALARY</u></b>	:	R124 434 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Ingwe TVET College, Mount Fletcher Campus
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Matric or equivalent, Demonstrable competency in acting Independently. Accountable and with credibility. Able to work extended hours, Reliable. Excellent communication skills, Ability to communicate in at least two of the three official languages of the Eastern Cape. Able to work under pressure. A valid driver's license. PDP will be an added advantage. Be flexible to change demands of the post.
<b><u>DUTIES</u></b>	:	Maintain an effective and efficient messenger service. Delivery and collection of documents to and from the campus and administration office. Delivery and collection of mail at the post office. Collect, record and distribute correspondences for the College
<b><u>ENQUIRIES</u></b>	:	Ms NA Damoyi Tel No: (039) 940 2142
<b><u>POST 41/31</u></b>	:	<b><u>HANDYMAN: GENERAL ADMINISTRATION SUPPORT SERVICES REF NO: 2021/11/14</u></b>
<b><u>SALARY</u></b>	:	R124 434 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Ingwe TVET College, Maluti Campus
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement, Grade 12 or equivalent. Appropriate experience in handyman work. Appropriate experience in Carpentry, Electrical/ relevant certificate. Willingness to travel and work overtime. Ability to communicate in at least two of the three official languages of the Eastern Cape. Good organising and planning skills and to function independently as well as a team. Knowledge of appropriate/relevant circulars, policies, regulation and instructions. Trade Certificate will be an added advantage. A valid driver's license.
<b><u>DUTIES</u></b>	:	Assist with repairs and maintenance around the campus, blocking sink and clogged drains. Responsible for maintenance and repairs of Campus equipment. Perform administration related to handyman functions and keep records elementary and statistics.
<b><u>ENQUIRIES</u></b>	:	Ms NA Damoyi Tel No: (039) 940 2142
<b><u>POST 41/32</u></b>	:	<b><u>CLEANERS: GENERAL ADMINISTRATION SUPPORT SERVICES (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Ingwe TVET College: Mount Frere Campus: Ref No: 2021/11/15 Central Office: Ref No: 2021/11/16
<b><u>REQUIREMENTS</u></b>	:	ABET qualification or Grade 10 as minimum requirement. Knowledge of cleaning procedures, maintenance procedures, and safety requirements attached to the duties of the posts. Ability to operate electrical equipment e.g. Lawnmowers. Basic literacy and numeracy skills to read operating instructions and notices. Be flexible to change demands of the post.

**DUTIES**

: Ensure the cleaning of classrooms/offices and surroundings. Ensure that a high level of cleanliness throughout the campus/offices. Empty litter bins and dumping, wash dustbins. Sweeping passages, floors, offices. Scrubbing, moping and polishing floor. Dust and polish furniture. Ensure all equipment, machinery and buildings are secure, keep tool shed/mess room clean and tidy. Clean toilets, basins and wall tiles.

**ENQUIRIES**

: Ms NA Damoyi Tel No: (039) 940 2142

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 06 December 2021

**NOTE** : Interested applicants must submit their applications for employment to the email address specified in the post. The documents must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), a CV, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Original/certified copies must be produced by only shortlisted candidates and must be produced during the interview date. 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. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where 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 this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## MANAGEMENT ECHELON

**POST 41/33** : **HEAD: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)-GITO**  
**REF NO: 21/187/ISM**  
 (Re-advertisement: candidates who previously applied must re-apply)

**SALARY** : R1 251 183 – R1 495 956 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : Bachelor's Degree (NQF level 7) in Computer Science/ Information Technology and Systems or equivalent qualification; A post graduate qualification in relevant field; A minimum of 5 years experience on Senior Management level in Information and Communication Technology; Experience in execution of a large scale modernisation programme; Knowledge of all relevant governance prescripts, including Treasury instructions, Public Service Act, Public Finance Management Act, DFI, Public Service Regulations and related processes and prescripts; Knowledge of ITIL, COBIT and other ICT standards, CRISC, CISA, CGEI. Skills and Competencies: Strategic Capability and Leadership; Programme and Project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem Solving and Analysis; Quality assurance, people management and empowerment; Client Orientation and Customer Focus; Communication; Honesty and Integrity.

**DUTIES** : Key Performance Areas: Provide executive, strategic and operational leadership for the development, implementation and maintenance of the Department's ICT strategy, Governance and Architecture; Direct and facilitate ICT's role in the development, implementation and monitoring of the Department's digital government strategy; Strategically manage and oversee the design, development and implementation of ICT business solutions and applications; Strategically manage and oversee continuous ICT operations and service improvement; Provide effective people management.

**ENQUIRIES** : Mr. J Maluleke Tel No: (012) 315 1090

<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Preference will be given to women and people with disability.
<b><u>POST 41/34</u></b>	:	<b><u>DIRECTOR: CONSTITUTIONAL IMPLEMENTATION REF NO: 21/251/CD</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 – R1 245 495 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate (NQF level 7) LLB as recognized by SAQA or equivalent qualification; 5 years experience at a middle/ senior managerial level; Knowledge of Human Rights and Constitutional Law will be an added advantage; Knowledge of Constitution of South Africa, Human Rights laws, LGBTI and TIP Act, PAJA and PAIA legislation. Skills And Competencies: Strategic capability and leadership; Communication skills; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; Client orientation and customer focus; Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Implement programmes which support legislation related to HIV/ AIDS, LGBTI and trafficking in persons (TIP) system in collaboration with government departments; Manage programmes that promote administrative justice and access to information; Collaborate with government departments to conduct research on the implementation of constitutionally mandated legislation; Promote constitutional rights programmes and stakeholder management; Coordinate and maintain the policy and legislation portal.
<b><u>ENQUIRIES</u></b>	:	Mr. M Mokoena Tel No: (012) 357 8650
<b><u>APPLICATIONS</u></b>	:	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.

#### **OTHER POSTS**

<b><u>POST 41/35</u></b>	:	<b><u>AREA COURT MANAGER: (DEPUTY DIRECTOR) REF NO: 48/21NC/UPN</u></b>
<b><u>SALARY</u></b>	:	R744 255 – R876 705 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Office Upington
<b><u>REQUIREMENTS</u></b>	:	A three year Bachelor Degree in Public Management Administration or National Diploma (NQF Level 6) or equivalent qualification; Six (6) years relevant experience of which three (3) years should be at management level; A valid driver's licence; Knowledge and experience of financial management, PFMA, office and district administration will serve as strong recommendations. Skills and Competencies: Communication (verbal and written) skills; Good interpersonal relations; Computer literacy; Language Skills; Ability to operate technical equipment; Organising skills; Leadership skills; Finance Management skills; Project Management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Develop, present and implement strategic and business plans in the area; Play a leadership role in determining and implementing departmental policies; Manage the facilities, physical resources, information and communication related to the courts; Compile, analyse and present court performance statistics and trends as required by relevant users; Develop and implement strategies towards value – added services; Lead and manage the transformation process in the designated offices; Provide case tracking services to the judiciary and prosecuting authority.
<b><u>ENQUIRIES</u></b>	:	Ms S. Segopa Tel No: (053) 802 1300
<b><u>APPLICATIONS</u></b>	:	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.

<b><u>POST 41/36</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERNSHIPS AND LEARNERSHIPS REF NO: 21/252/HR</u></b>
<b><u>SALARY</u></b>	:	R744 255 – R876 705 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office Pretoria
	:	A National Diploma or equivalent related qualification in Human Resource; 3 years experience in Human Resource of which 3 years must be at middle management level (Assistant Director); Training exposure in any of the following: Training and Development, Change Management and Diversity Management; Knowledge and understanding of HR related prescripts e.g. Employment Equity, Public Service Regulations and Acts. Skills and Competencies: Motivational and negotiation skills; Planning and organizing skills; Communication skills (verbal and written); Problem solving and decision making; Team leadership; Change management; Presentation and facilitation; Computer literacy; Ability to work under pressure and tight deadlines; Client orientation and Customer focus.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the quality assurance of skills planning and development services; Manage, develop and coordinate Learnership and Internship policy, strategy and standards; Manage and implement performance management systems, strategy and standards; Develop and review human resource development policies and strategies; Provide effective people management; Manage women and youth development programs and policy development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. J Maluleke Tel No: (012) 315 1090
	:	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.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 41/37</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECURITY RISK AND MANAGEMENT REF NO: 21/VA65/NW</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Regional Office; Mahikeng
	:	B Degree or National Diploma Security Management/ Risk Management or relevant equivalent qualification; PSIRA Grade B; At least three years supervisory experience in security management; A valid driver's license; Thorough knowledge of the MISS 1998; Control of Access to Public premises and Vehicle Act, 1985(Act No.53 of 1985); The successful candidate will be required to travel extensively. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Project management skills; Presentation skills; Ability to work under pressure; Administrative and Organizational skills; Sound interpersonal relations; Accuracy and attention to detail; Investigation skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Perform variety of duties related to the core functions of the security and risk management unit; Ensure and monitor adherence to departmental security systems and policies; Manage security at sub-offices in the region and ensure implementation of security measures at courts (Physical, Personnel, document and Information security in consultation with the court managers); Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Ensure compliance with MISS and departmental security policy; Roll out of contingency plan and OHS compliance at sub-offices within the region; Ensure the safety of all persons in the court environment.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. L Shoai at Tel No: (018) 397 7061
	:	Quoting the relevant reference number, direct your application to: Email Address: DOJASD-RISK@justice.gov.za Or Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.



<b><u>POST 41/38</u></b>	:	<b><u>ASSISTANT DIRECTOR: SKILLS DEVELOPMENT REF NO: 21/188/HR</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	3 years Bachelor's Degree or National Diploma NQF level 6 in HRM/ Development; 3 years experience as Human Resource Practitioner; Knowledge of Skills Development Levies Act, Employment Equity Act, SAQA and understanding of SETA functions and requirements; Understanding of principle of Adult learning and Human Resource policies and prescripts; Knowledge of financial management in relation to PFMA; Skills and Competencies: Planning and organizing skills; Creative thinking; Customer services orientation; Decision making skills; Organizational communication effectiveness; Problem analysis; Self-management; Team membership; Technical proficiency; Project management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Design and coordinate training programmes in the department; Provide training on programmes/ courses in the department; Assist in the facilitation of the provision of training by external service providers; Assist in the evaluation and monitoring of the provision training programmes in the department; Develop and review training and development policies and strategies; Develop workplace skills plan and compile annual training report. Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Mr J. Maluleke Tel No: (012) 315 1090
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 41/39</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNSHIP AND LEARNERSHIP REF NO: 21/189/HR</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	3 years Degree or National Diploma NQF level 6 in HRM/ Development; 3 years experience in Human Resource Development; Knowledge of Skills Development Levies Act, Employment Equity Act, SAQA and understanding of SETA functions and requirements; Understanding of principle of Adult learning and Human Resource policies and prescripts; Knowledge of financial management in relation to PFMA; Occupational Directed Education Training and Development Programme (ODETDP) will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy (MS Word, Outlook, Excel and Persal); Numeracy skills; Good interpersonal relations and communication skills; Ability to work independently and as part of a team; Problem solving skills and decision making skills; Project management skills; Presentation and facilitations skills; Time management; Conflict management skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Implement Workplace Skills Plan (WSP); Recruit and placement of interns and learners; Administer internships and learnership; Monitor and evaluate internship and learnership programme; Manage closing of internship and learnership programme.
<b><u>ENQUIRIES</u></b>	:	Mr J. Maluleke Tel No: (012) 315 1090
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 41/40</u></b>	:	<b><u>ASSISTANT DIRECTOR (FINANCIAL OPERATIONS MANAGER) REF NO: 50/21/NC/RO</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.

<b><u>CENTRE REQUIREMENTS</u></b>	:	Regional Office (De Aar Cluster)
	:	A recognized National Diploma/Degree in Financial Management or equivalent qualification; A minimum of three (3) years relevant experience in a financial accounting/ management environment; A valid driver's licence; Skills and Competencies: Computer literacy (MS Office with focus on Excel and PowerPoint); Good communication skills (written and verbal); General office and project management; Sound financial management; Good interpersonal relations; Strong analytical skills and assertiveness; Ability to work under pressure and be self-motivated; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Ensure financial administration, maintenance and compliance within (courts) cluster; Identify financial problems and risk; Analyse procurement and asset management within the cluster; Provide financial capacity building within own designated area; Review monthly performance with the Regional Financial Manager.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms R De Klerk Tel No: 053) 8021300
	:	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.
<b><u>POST 41/41</u></b>	:	<b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 149/21EC</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Regional Office, East London
	:	A three-year Bachelor's degree / National Diploma in Labor Law / Labour Relations or relevant equivalent relevant qualification (NQF level 6); Three years working experience in Labour Relations or Human Resources Management; Three years' supervisory / management experience; Knowledge and understanding of Public Service Legal Framework, Knowledge of Public Service Regulations, Labour legislation, government policies and procedures; A valid driver's license. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc); Good communication skills (written and verbal); Good interpersonal relations; Policy development; Managerial and Project management skills; Negotiation skills; Basic Financial management; Research and analytical skills; Policy development; Report writing skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Develop, implement and maintain sound labour relations policies, practices and systems; Handle grievances, disputes and disciplinary matters; Monitor and collate information during strike action and report on it to the Deputy Director: Employee Relations; Facilitate Employee Relations related capacity building programmes; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. Nghona Tel No: 043 702 7000 / 7138
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200
<b><u>POST 41/42</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (OFFICE MANAGER) REF NO: 21/145/KZN</u></b>
<b><u>SALARY</u></b>	:	R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Court, Phungashe
	:	A three year Bachelor's degree /National Diploma in Administration or relevant equivalent qualification. At least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver's license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
<b><u>DUTIES</u></b>	:	key performance areas: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third

		Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms V T Mlandeliso Tel No: (031) 372 3000
	:	Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
<b><u>POST 41/43</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REF NO: 21/146/KZN</u></b>
<b><u>SALARY</u></b>	:	R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Court, Durban
	:	At three year Bachelor's degree /National Diploma in Administration or relevant equivalent qualification. At least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver's license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms V T Mlandeliso Tel No: (031) 372 3000
	:	Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
<b><u>POST 41/44</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REF NO: 59/21/NC/CAR</u></b>
<b><u>SALARY</u></b>	:	R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Office Carnarvon
	:	A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification; 3 years administration experience, Departmental Financial and Case flow Management systems; Experience in Vote and Trust Account; A valid driver's license. Skills and Competencies: Supervisory skills; Computer literacy (MS Office, MS Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render

		advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Deidre Joseph Tel No: (053) 8021300
	:	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.
<b><u>POST 41/45</u></b>	:	<b><u>INTERNAL AUDITOR REF NO: 21/254/IA</u></b>
<b><u>SALARY</u></b>	:	R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Regional Office: Bloemfontein
	:	An appropriate 3 year Degree/ National Diploma with majors in Auditing/ Internal Auditing and Accounting; At least 1 year experience in Internal Auditing (includes internship/ learnership); Knowledge of the Public Finance Management Act; Knowledge of the standards set by the institute of Internal Auditors (IIA).Skills and Competencies: Communication skills (both verbal and written); Financial management; Computer skills; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Conduct risk assessments and draft reports; Prepare audit programmes together with the Audit Manager; Conduct audit assignments in accordance with the audit methodology; Gather adequate, component, relevant and useful audit evidence; Conduct ad-hoc assignments and follow-up audits; Assist in the administration of the Internal Audit Activities.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M.D Modibane Tel: (012) 315 1668
	:	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
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 41/46</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate's Courts, Pinetown (Ref No: 21/148/KZN), Vulamehlo Ref No: 21/149/KZN and Mahlabathini (Ref No: 21/150/KZN)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent; A minimum of 3 years' relevant experience. Skills and Competencies: Computer literacy MS Office; Good communication written and verbal; Good interpersonal relations; Able to work independently and under pressure; Attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Control of the sections related to Family court and Supply Chain management, H.R, Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; Compile and analyze statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users, to ensure delivery of justice; Implement departmental policies; Perform any other duties as directed by the Supervisor / Court manager or Area Court Manager.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms V. Mlandeliso Tel No: (031) 372 3000
	:	Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban

<b><u>POST 41/47</u></b>	:	<b><u>SENIOR COURT INTERPRETER REF NO: 21/151/KZN</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Court, Durban
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three year practical experience in court interpreting; OR Grade 12 and ten year's practical experience in court interpreting; Proficiency in English; Proficiency in two or more indigenous languages (IsiXhosa and Sesotho); A valid driver's license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.
<b><u>ENQUIRIES</u></b>	:	Ms V. Mlandiso Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
<b><u>POST 41/48</u></b>	:	<b><u>SENIOR COURT INTERPRETER REF NO: 21/152/KZN</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Court, Verulam
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three year practical experience in court interpreting; OR Grade 12 and ten year's practical experience in court interpreting; Proficiency in English; Proficiency in two or more indigenous languages; A valid driver's license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.
<b><u>ENQUIRIES</u></b>	:	Ms V. Mlandiso Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
<b><u>POST 41/49</u></b>	:	<b><u>MAINTENANCE INVESTIGATOR (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Courts, Mtunzini Ref No: 21/153/KZN Ngwelezane Ref No: 21/154/KZN
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate with two years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver's license code EB; Knowledge of computer literacy (experience in MS Word and Excel). Certificate reflecting these courses to be attached. Skills and Competencies: Computer literacy (MS Office); Numeracy Skills; Excellent communication skills (verbal and written); Ability to: Work with the public in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think innovatively and work in pressured environment; Assist the court in the conducting of maintenance matters for the court.

<b><u>DUTIES</u></b>	:	Key Performance Areas: Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to Maintenance enquiries and defaulters; Testify in court under the supervision and control of Maintenance Officers / Maintenance Prosecutors; Render any administrative support to the office; Outdoor function requiring physical tracing capabilities; Perform any other administrative functions as required from time to time; Serve documents on complainants/respondents/banks/employers/ etc.
<b><u>ENQUIRIES</u></b>	:	Ms M.P. Khoza Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
<b><u>POST 41/50</u></b>	:	<b><u>SENIOR COURT INTERPRETER REF NO: 52/21/NC/SPR</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Office: Springbok
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with minimum of 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. A valid drivers' license will be an added advantage. Language: 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.
<b><u>DUTIES</u></b>	:	Key Performance Areas: To interpret in court of Law (Civil and Criminal matters); Manage and supervise court interpreters; 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.
<b><u>ENQUIRIES</u></b>	:	Ms Deidre Joseph Tel No: (053) 8021300
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>POST 41/51</u></b>	:	<b><u>SENIOR COURT INTERPRETER REF NO: 21/86/FS</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Office: Koffiefontein (Stationed at Heilbron)
<b><u>REQUIREMENTS</u></b>	:	NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other equivalent qualification in the field of languages and minimums of three (3) years practical experience in court interpreting OR Grade 12 with ten (10) years practical experience in court interpreter. Valid (motor vehicle) Driver's license will be an added advantage. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills. Time management. Confidentiality and ability to work under pressure. Language

		Proficiency HEILBRON: Afrikaans, IsiZulu, Sesotho, English. (Setswana and IsiXhosa will be an added advantage).
<b><u>DUTIES</u></b>	:	Key Performance Areas: To interpret in court of Law (Civil and Criminal matters. Entering of criminal cases in the criminal record book / register. To interpret in small claims courts. Interpret in pre-trial proceedings and consultations. Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance 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 that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.
<b><u>ENQUIRIES</u></b>	:	Ms NM Dywili Tel No: (051) 407 1800
<b><u>APPLICATIONS</u></b>	:	Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
<b><u>POST 41/52</u></b>	:	<b><u>SENIOR COURT INTERPRETER REF NO: 21/87/FS</u></b> (Re-Advertisement)
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Office: Virginia
<b><u>REQUIREMENTS</u></b>	:	NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other equivalent qualification in the field of languages and minimums of three (3) years practical experience in court interpreting OR Grade 12 with ten (10) years practical experience in court interpreter. Valid (motor vehicle) Driver's license will be an added advantage. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills. Time management. Confidentiality and ability to work under pressure. Language Proficiency: Virginia: English, Afrikaans, Sesotho, isiXhosa and IsiZulu.
<b><u>DUTIES</u></b>	:	Key Performance Areas: To interpret in court of Law (Civil and Criminal matters. Entering of criminal cases in the criminal record book / register. To interpret in small claims courts. Interpret in pre-trial proceedings and consultations. Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance 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 that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.
<b><u>ENQUIRIES</u></b>	:	Ms NM Dywili Tel No: (051) 407 1800
<b><u>APPLICATIONS</u></b>	:	Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

## DEPARTMENT OF MINERAL RESOURCES AND ENERGY

*The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of these post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply.*

**APPLICATIONS**

: Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X96, Pretoria, 0001. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, (former Schoeman) alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms T Sibutha 012 444 3319 / Mr P Ndlovu 012 406 7506/ Mr Donald Mbhokota 012 406 7426

**CLOSING DATE**  
**NOTE**

: 03 December 2021

: Applications must be submitted on the new Z83 form, obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), accompanied by copies of qualification(s) including matric/grade 12 certificate, Identity Document, Proof of citizenship if not RSA citizen and a valid driver's license (where required). The abovementioned copies need not be certified when applying for a post. Requirement for certified copies will only be limited to shortlisted candidates. Applicants are also expected to submit a comprehensive CV with three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Failure to provide accurate information on a job application will result in disqualification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. Failure to submit the copies mentioned above will result in the job application being disqualified. With regard to SMS positions, All shortlisted candidates for SMS posts will be subjected to a technical exercise(s) that intends to test relevant technical elements of the position, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification, criminal records and financial records checks. Reference checks will also be done during the selection process. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill an advertised post at any stage of the recruitment process.

**MANAGEMENT ECHELON****POST 41/53**

: **CHIEF DIRECTOR: MINERAL & PETROLEUM POLICY REF NO: DMRE/2202**

**SALARY**  
**CENTRE**

: R1 251 183 per annum (Level 14), (all-inclusive package)

: Head Office, Pretoria



<b><u>REQUIREMENTS</u></b>	: A Degree in Policy Development Studies/ Bachelor's Degree in public health / Bachelor's Degree in Occupational Hygiene/ Bachelor's Degree in Occupational Medicine (NQF Level 7) coupled with 5-10 years' experience in senior management, PLUS a certificate in Policy Development, a certificate in Project Management and experience in developing or reviewing policies in the mining and mineral sector with the following competencies Knowledge of: Policies governing the mining and mineral sector, MPRDA, Mining Charter and Mine Health and Safety Act and Petroleum Products Acts. Detailed knowledge of developing and reviewing of policies and legislation. Detailed knowledge of translating relevant research and benchmarking outcomes or new developments to develop and review policies. Detailed knowledge to develop/ review guidelines for mining and energy sectors. Detailed knowledge in legislative processes in Parliament and Cabinet. Understanding of legislative process at intergovernmental Cluster, NEDLAC and other civil organisations. Stakeholder management and consultation. Detailed knowledge of related entities impacting on policy development in the mining and energy sectors. Skills: Leadership and management skills. Planning and Organising skills. Project Management and communication skills. Policy Analysis and Development. Presentation and Computer skills. Thinking Demands: Innovative, analytical and critical thinking logical. Problem Solving. Recommendation/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <a href="https://www.thensg.gov.za">https://www.thensg.gov.za</a> . Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.
<b><u>DUTIES</u></b>	: Direct policy legislation and regulations development on mining and minerals. Direct policy, legislation, and regulations development on petroleum products. Provide strategic advice on the implementation and application of policies and legislation. Oversee the parliamentary and stakeholder consultation processes during policy and legislative development processes. Monitor development in the sectors and broad legislative framework to ensure that legislations pertaining to mining, mineral and the petroleum industry are in harmonization with developments and policies for mining, mineral and the petroleum sectors. Manage the Chief Directorate.
<b><u>ENQUIRIES</u></b>	: Ms N Ngcwabe Tel No: (012) 444 3004
<b><u>POST 41/54</u></b>	: <b><u>PETROLEUM PRICING SPECIALIST REF NO: DMRE/2203</u></b>
<b><u>SALARY</u></b>	: R1 057 326 per annum (Level 13), (all-inclusive package)
<b><u>CENTRE</u></b>	: Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	: Master's degree in Finance/ Accounting ( with a major in accounting) with minimum of 10 years' experience in the petroleum environment in particular which 5 years' experience must be at middle/senior managerial level Plus the following competencies Knowledge of: practical and theoretical knowledge of the oil industry. Fuel pricing rules, DMRE Petroleum related policies Skills: interpersonal relations, Communication (verbal and oral), Organisational ability control, Interpretation and application of policies and rules, negotiating, adaptability, conflict handling as well as research and analysis. Thinking Demands: Innovative thinker. Creativity and innovative, decision making. Receptive to suggestion and ideas. Recommendation/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <a href="https://www.thensg.gov.za">https://www.thensg.gov.za</a> . Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.
<b><u>DUTIES</u></b>	: Monitor daily BFP movement and the monthly Fuel Price Media Statement and assist the Directorate Fuel Pricing with any related matter thereto. Ensure that the cumulative State Account administer in accordance to the Slate Levy Regulations and reimbursement are in line with Slate Rules. Administer fuel related levies including but to limited to the illumination paraffin (IP) tracer dye levy, Demand Side Management levy, pipeline levy and Slate Levy. Assist with the finalisation of fuel prices regulations and policies. Administer projects related to fuel price

administration. Ensure that power to approve payments from the Equalisation Fund re delegated by the minister and co-sign payment from the Equalisation fund. Verify the correctness of the calculation of annual adjustment to the transport tariff differentials culminating from the MDZ System application and the implementation thereof in fuel price structures. Mentor DMRE official on matter pertaining to the petroleum pricing.

**ENQUIRIES** : Ms G. Leketi Tel No: (012) 406 7779

**POST 41/55** : **REGIONAL MANAGER REF NO: DMRE/2204**

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

**CENTRE** : KwaZulu -Natal Regional Office, Durban

**REQUIREMENTS** : An appropriate bachelor's degree in Mining Engineering, bachelor's degree in Geology, Bachelor of Laws (LLB), bachelor's degree in Environmental Science/ Environmental Management , bachelor's degree of Commerce, bachelor's degree in Administration , bachelor's degree in Social Science, bachelor's degree in Developmental Studies, bachelor's degree of Mine Survey with minimum of 5 years' experience in middle/ senior management, Knowledge of: Knowledge of all relevant legislation affecting the mining industry. Policies, procedures and directives. Management principles and Government objective. Knowledge of Public Finance Management Act (PFMA) Skills: Supervision, management and leadership. Verbal and written communication. Motivational, Presentation and Conflict resolution skills, Thinking Demand: Assertive, creative and confident approach. Ability to analyse and solve problems. Lead by example. Good time management. Conflict resolution skills. Recommendations/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interest

**DUTIES** : Effective implementation and administration of the Mineral and Petroleum Resource Acts. Implementation and management of effective system and procedures as well as Management of all administration, financial and personnel matters. Provision of effective environmental management, implementation of Social and Labour Plan and Mining and Prospecting work programme / plans and monitoring and evaluation of compliance. Management of land use and ensure rural and urban development through social plan. Mining community relations management and conflict resolution and community capacity building. Ensuring the meaningful economic participation of Historical Disadvantaged South Africans and communities in the mining economy and management of their value in the economy. Provide support and give advice to the Deputy Director- General Mineral Regulation, Director General and the Minister. Manage the Directorate. Implementation of the Mining Charter III. Implementation of National Environment Management Act (NEMA).

**ENQUIRIES** : Ms Kobe Tel No: (012) 444 3903

**POST 41/56** : **REGIONAL MANAGER REF NO: DMRE/2205**

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

**CENTRE** : Gauteng Region Office

**REQUIREMENTS** : An appropriate bachelor's degree in Mining Engineering, bachelor's degree in Geology, Bachelor of Laws (LLB), bachelor's degree in Environmental Science/ Environmental Management , Bachelor of Commerce, bachelor's degree in Administration, bachelor's degree in Social Science, bachelor's degree in Developmental Studies, bachelor degree of Mine Survey with minimum of 5 years' experience in middle/ senior management, Knowledge of: Knowledge of all relevant legislation affecting the mining industry. Policies, procedures and directives. Management principles and Government objective. Knowledge of Public Finance Management Act (PFMA) Skills: Supervision, management and leadership. Verbal and written communication. Motivational, Presentation and Conflict resolution skills, Thinking Demand: Assertive, creative and confident approach. Ability to

analyse and solve problems. Lead by example. Good time management. Conflict resolution skills. Recommendations/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interest

**DUTIES** : Effective implementation and administration of the Mineral and Petroleum Resource Acts. Implementation and management of effective system and procedures as well as Management of all administration, financial and personnel matters. Provision of effective environmental management, implementation of Social and Labour Plan and Mining and Prospecting work programme / plans and monitoring and evaluation of compliance. Management of land use and ensure rural and urban development through social plan. Mining community relations management and conflict resolution and community capacity building. Ensuring the meaningful economic participation of Historical Disadvantaged South Africans and communities in the mining economy and management of their value in the economy. Provide support and give advice to the Deputy Director- General Mineral Regulation, Director General and the Minister. Manage the Directorate.

**ENQUIRIES** : Ms Malapane Tel No: (012 444 3930)

**POST 41/57** : **NUCLEAR POWER REACTOR SPECIALIST REF NO: DMRE/2206**

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

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : A/an appropriate Master's degree of Engineering specializing in Nuclear Power PLUS 10+ years' experience in nuclear industry and nuclear technology in particular which 5 years' experience must be at middle/senior managerial level, Plus the following competencies Knowledge of: Thorough knowledge of Nuclear Technology; Nuclear Policy and Legislation; Nuclear Energy in General and Nuclear technology in particular; Government processes; Departmental procedures and protocol. Skills: Computer literacy, Communication skills at Junior management level, Should be able to manage research projects, Should be able to organise and control meetings, workshops etc, Good writing skills are required, Must be able to perform administrative tasks, Interpersonal skills, Thinking Demand: Analytical thinking; Information evaluation. Recommendation/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

**DUTIES** : Represent the Department, advise, liaise and report on all matters related to planning and scoping of the building of new nuclear plants programme; Management and execution of the building of new nuclear plants programme; Support structure required for the building of new nuclear plants programme; Public inputs and environmental impact assessments. Advice and assist management with strategic issues pertaining to the building of new nuclear plants programme. Mentor DMRE officials on matters pertaining to the building of new nuclear Plants

**ENQUIRIES** : Mr K Maphoto Tel No: (012) 406 7498

#### OTHER POSTS

**POST 41/58** : **SENIOR INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2207**

**SALARY** : R882 042 per annum (Level 12), (all-inclusive package)

**CENTRE** : North West Regional Office, Klerksdorp

**REQUIREMENTS** : National Diploma/ Bachelor of Technology/ a Degree in Mine Engineering (NQF 6) PLUS Certificate of Competency for mechanical or electrical engineering with a minimum of 3years junior management experience in the mining industry. Driver's license, Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers,

		Plants. Hazard and risk management. Public Service Staff Code. DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations. Recommendation/Note: Appointment will be subject to a pre-medical examination of fitness.
<b><u>DUTIES</u></b>	:	Coordinate, conduct and report on underground, shaft and surface audits and inspection on plants, structure, track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary. Coordinate, conduct report on investigations into mine related accident, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate, conduct and report on testing and licensing of equipment on mines, winders lift, chairlifts, boilers and conduct statutory inspection. Coordinate and serve on any necessary board of examiners. Coordinate the investigation, consultation and provision of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Coordinate and provide inputs reports, revision of machinery regulations, guideline and standard and application of exemptions, permission and approvals. Provide managerial activities
<b><u>ENQUIRIES</u></b>	:	Mr J Melembe Tel No: (018) 487 4300
<b><u>POST 41/59</u></b>	:	<b><u>INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2208</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Free State Region, Welkom
<b><u>REQUIREMENTS</u></b>	:	A National Diploma/ Degree in Occupational Hygiene or related PLUS Certificate on Mine Environmental Control, coupled with 3 year' s experience in mining industry with at least valid Code 08 driver's license, Plus the following competencies: Knowledge of: Mine Health and Safety Ac and Regulations & Legal. Hazard identification and risk management. Public Service staff code. DMR Policy Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff code. Management skills, planning, leading, organising and controlling. Report writing and formulation. Good interpersonal relations, Be able to recommend mining occupational hygiene solutions. Negotiation skills. Language Proficiency. Computer skills Thinking Demands: Innovative thinker. Analyse situations carefully. Make fair and reasonable decisions. Receptive to suggestions. Recommendation/Note: Appointment will be subject to a pre-medical examination of fitness.
<b><u>DUTIES</u></b>	:	Conduct and report on underground, shaft and surface audits and inspections on matter relating to occupational hygiene exposures, stressors and other matter relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate, consult, and provide input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard and applications of exemption, permissions and approvals related to occupational hygiene.
<b><u>ENQUIRIES</u></b>	:	Mr PH Nyaqcela Tel No: (015) 391 1373
<b><u>POST 41/60</u></b>	:	<b><u>ENERGY INSPECTOR REF NO: DMRE/2209</u></b>
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Western Cape Regional, Cape Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Chemical Engineering / Chemical Science / Energy Studies with minimum of 3 years' experience in the mineral and energy sector Plus the following competencies Knowledge of: Comprehensive and demonstration

		knowledge of the petroleum industry in South Africa. Strategic and demonstrate understanding of critical issue within the petroleum value chain and associated supply chains. Knowledge of Petroleum Products Acts, 1977. Research and good communication competence, including drafting documents and reports. Working knowledge of Liquid Fuels Charter and a strategic understanding of the implementation potential and /or constraints thereof. Skills: Good communication skills. Strong negotiation and process managerial skills. Organising, planning and interpersonal skills. Ability to communicate clearly with stakeholders in the public and private sector. Ability to maintain confidentiality. Thinking Demands: Attention to detail. Problem solving. Creativity and innovative.
<b><u>DUTIES</u></b>	:	Monitor fuels standard and specification, fuel sampling and analysis of test results. Conduct site inspection to ensure compliance in terms of Petroleum Act 1977 (Act No. 120 of 1977). Investigate reported complaints and enforce compliance terms of Petroleum Act 1977 (Act No. 120 of 1977. Provide inputs on the drafting / reviewing of Petroleum Products Act and regulations. Compile and present regional situation analysis and trends to inform decision making. Promote and participate in engagement of all internal and external stakeholder regarding the understanding of Petroleum Products Acts of 1977 (Act No. 120 of 1977) and its regulations. Provide managerial activities.
<b><u>ENQUIRIES</u></b>	:	Mr N Kekana Tel No: (012) 406 7583
<b><u>POST 41/61</u></b>	:	<b><u>ASSISTANT DIRECTOR: TECHNICAL COOPERATION REF NO: DMRE/2210</u></b>
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A/an appropriate Degree in Natural Science (NQF Level 7) with a minimum of 3 years' experience in nuclear industry: Knowledge of: Overview of the nuclear sector, Government in general on issues related to Nuclear Technology , Research, the collection of information and report writing Skills: problem solving skills, report writing and formulation skills, Basic Research Sills, Presentation skills, communication skills , Thinking Demand: An analytical, creative mind with the ability to picture different scenarios of the industry, innovative thinker, receptive to suggestions and ideas.
<b><u>DUTIES</u></b>	:	Conduct Primary and Secondary research of national and international trends and developments on matters relating to Technical Cooperation project and programmes. Coordinate the IAEA Technical cooperation and project and programmes. Promote and market all IAEA Technical Cooperation. Implement the appropriate systems for human resource development, nuclear knowledge management and preservation. Liaise with relevant stakeholders regarding the TC. Process the IAEA nominations, invitations, and scientific visits and experts' missions.
<b><u>ENQUIRIES</u></b>	:	Ms L Makgae Tel No: (012) 406 7876
<b><u>POST 41/62</u></b>	:	<b><u>PERSONAL ASSISTANT REF NO: DMRE/2211</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Free State Region, Welkom
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma in Office Administration/Office Management and Technology/Public Administration with minimum of 1 year appropriate experience before or after qualification was obtained Knowledge of: Knowledge of the relevant legislation/policies/prescripts and procedures, Basic knowledge on financial administration Thinking demands: Language skills and the ability to communicate well with people at different levels and from different backgrounds, Good Telephone etiquette, Computer literacy, Sound organisational skills, Good people skills, High level of reliability, Ability to act with tact discretion, Self-management and motivation Thinking Demands: Ability to do research and analyse documents and situations.
<b><u>DUTIES</u></b>	:	Provide secretariat/receptionist support service to the manager, Renders administrative support services, Provide support to manager regarding meetings, Support the manager with the administration of the manager's budget, Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES**

: Mr PH Nyaqcela Tel No: (015) 391 1373

## OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

: Labour and Labour Appeals Court: Johannesburg: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

**CLOSING DATE**

03 December 2021

**NOTE**

: All applications must be in a NEW Z83 form, which can be downloaded on internet at [www.judiciary.org.za/](http://www.judiciary.org.za/) [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure to fully complete the form, sign and initial by the applicant will lead to disqualification of the application during the selection process. Received applications using the old Z83 will not be considered. A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver's license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa to their applications. Dual citizenship holder must provide the Police Clearance certificate from country of origin. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All successful candidate will be expected to enter into an employment

contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.  
**ERRATUM:** Kindly note that the requirements of the post of Court Manager: Labour and Labour Appels Court: Johannesburg, Ref No: 2020/112/OCJ advertised in Public Service Vacancy Circular 40 dated 12 November 2021, has been withdrawn. We apologise for any inconvenience caused.

#### **OTHER POST**

<b><u>POST 41/63</u></b>	:	<b><u>COURT MANAGER REF NO: 2021/215/OCJ</u></b> Re-advertisement Candidates who previously applied are encouraged to re-apply
<b><u>SALARY</u></b>	:	R744 255 – R876 705 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Labour and Labour Appeals Court: Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and a three (3) years relevant qualification in Public Administration or an equivalent qualification. A minimum of six (6) years' relevant experience of which three (3) years' should be at a Supervisory Level or Junior management. A valid driver's licence. Technical knowledge and competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management. Understanding of Facilities and Security Management. Leadership capabilities. Behavioural Competencies: Effective communications skills. Good interpersonal skills. Problem solving skills. Conflict management skills. Time management and ability to work under pressure.
<b><u>DUTIES</u></b>	:	Provide strategic and operational leadership to the Division to optimally deliver on the OCJ mandate. Provide integrated human resource management and development services, overall financial, asset and supply chain management services in the Division. Coordinate and facilitate internal audit and risk management services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance Judicial stakeholder relations. Provide effective and efficient management of facilities and security services to the Judiciary.
<b><u>ENQUIRIES</u></b>	:	Ms. T Mbalekwa Tel No: (011) 355 0404



## DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to: [recruitment@dsbd.gov.za](mailto:recruitment@dsbd.gov.za) by quoting the relevant reference number provided on the subject line.
- CLOSING DATE** : 03 December 2021 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form (newly prescribed z83 form effective 01 January 2021); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and ID document. Applicants must submit copies of qualifications, Identity document, and drivers' license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The requirement of certified copies will be limited to shortlisted candidates only. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development 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 (as per EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

## MANAGEMENT ECHELON

- POST 41/64** : **CHIEF DIRECTOR: CORPORATE MANAGEMENT SERVICES REF NO: CD CORP SERV**
- SALARY** : R1 251 183 per annum (Level 14), an all-inclusive remuneration package. The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with rules for Senior Management services (SMS).
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Public Administration / Business Administration / Public Management / Facilities Management / Human Resources Management / Information Technology as recognised by SAQA. Minimum of 5 years' experience at a senior managerial level within facilities and security management or human resources management or legal services or information and communications technology. Management experience in more than one of the technical areas will be considered an advantage. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Possess knowledge of the corporate management services value chain, the Public Service Act, Regulations and Public Management and Administration principles, the Public Finance Management Act and Treasury Regulations, the National Development Plan, MTSF, MISS, MPSS, Occupational Health and Safety Act (OHS), Basic Conditions of Employment Act

(BCOE), Labour Relations Act (LR), Skills Development Act, PAIA, PAJA and POPIA. Have proven management competencies such as Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial-, Change-, and Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus and Communication.

**DUTIES**

- : Oversee the provision of sound policy that supports delivery of the DSBD mandate by means of Facilities-, Security-, Human Resources- Government Information and Communication Technology-, and Legal Services Management. Lead security and facilities management services that adhere to the whole spectrum of security management functions and ensures a work environment in accordance with the Occupational Health and Safety Act. Oversee development and execution of human resource plans and supporting strategies from organisational design throughout the talent management process (acquisition, retention to attrition). Oversee digital transformation initiatives throughout the IT value chain inclusive of Governance, Application, Services, Knowledge, Records, and Information Management. Oversee the provision of legal services and legislative drafting to the Department. Provide strategic direction, manage, and assume responsibility for the execution of operations and financial, human, and physical resources of the Chief Directorate.

**ENQUIRIES**

- : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 43097

**NOTE**

- : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: CD CORP SERV"

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE**  
**NOTE**

- : 03 December 2021
- : Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications, identity document and a valid driver's license (where applicable) which need not to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 5mb. Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above mentioned requirements will not be considered. \*All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water and Sanitation 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. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

## MANAGEMENT ECHELON

**POST 41/65**

- : **DIRECTOR: BULK PORTABLE WATER PRICE REGULATION REF NO: 031221/01**
- : Branch: Regulation
- : Dir: Bulk Portable Water Pricing Regulation

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

- : R1 057 326 per annum, (all-inclusive salary package)
- : Pretoria Head Office
- : A B-Degree at NQF 7 qualification in Economic Sciences / Financial Accounting. Six (6) to ten (10) years' experience in Economic, Financial Accounting, pricing tariffs and legal administration environment. Five (5) years at middle / Senior Managerial level. A valid driver's license (Attach a copy). Knowledge of pricing strategy, norms and standards under section 10 of Water Service Act. Extensive knowledge of relevant legislation, policies and practices nationally and internationally. Knowledge of financial management. Understanding of PFMA, MFMA, Local Government legislation. Knowledge of programme and project management. Knowledge of public service act and public service regulations. Strategic capability and leadership. Knowledge management. Change

	management. Service delivery and Innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Excellent communication skills (verbal and written). Accountability and ethical conduct.
<b><u>DUTIES</u></b>	: The analysis of tariffs inputs costs factors. Ensure efficient and effective bulk water services institutions through the implementation of economic regulation. Provision of customer care. The development of tariff determination standards. Reviewing of bulk water providers and asset management systems. Ensure compliance with legislation, policies, norms and standards on bulk water tariffs. Analysis of customer service standards. Provision for the setting of an economic charge in terms of Water Services Act, PFMA and MFMA. Set water tariff adjustments. Ensure efficient and effective customer service. Calculation of economic value of water. Oversee tariffs consultation process in line with the provision of regulatory guidelines. The management of contract and legal regulation. Reviewing of all contracts. Recommendation of reviews. Provide support on legislation and regulation review and interpretation. The provision of business planning and general management for the Directorate. Human resources planning and management. Financial planning and management.
<b><u>ENQUIRIES</u></b>	: Ms MSN Moshidi Tel No: 012 336 6614
<b><u>APPLICATIONS</u></b>	: Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to <a href="mailto:Recruitment@dws.gov.za">Recruitment@dws.gov.za</a>
<b><u>FOR ATTENTION</u></b>	: Ms L Mabole
<b><u>NOTE</u></b>	: Preference will be given to females and persons with disabilities.
<b><u>POST 41/66</u></b>	: <b><u>DIRECTOR: RAW WATER PRICING REGULATION REF NO: 031221/02</u></b> Branch: Regulation Dir: Raw Water Pricing Regulation
<b><u>SALARY</u></b>	: R1 057 326 per annum, (all-inclusive salary package)
<b><u>CENTRE</u></b>	: Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	: A B-Degree at NQF 7 qualification in Economic Sciences / Financial Accounting. Six (6) to ten (10) years' experience in Economic, Financial Accounting environment and pricing tariffs. Five (5) years at middle / Senior Managerial level. A valid driver's license (Attach a copy). Understanding of the following legislations: PFMA, NWA, WSA, MFMA, Local Government legislation, the Public Service Act and associated regulations. Knowledge of pricing strategy, infrastructure pricing and pricing tariffs. Knowledge of, and proven experience in strategic capability and leadership. Programme and project management. Financial Management. Change management. Knowledge management. Excellent communication skills (verbal and written). Client orientation and customer focus. Problem solving and innovation (SDI). Accountability and ethical conduct.
<b><u>DUTIES</u></b>	: Development, implementation, and maintenance of the pricing strategy for water use charges, regulatory rules for infrastructure investment and service quality standards (s9 WS Act). Analyse economic trends and the impact of price on the economy. Lead research on improving the pricing strategy with other competitive institutions as well as benchmarking to develop suitable pricing structures relevant to the economic situation. Oversee price formulation for emerging sectors. Review and update strategy. Conduct internal and external consultation and ensure continuous update of the draft pricing strategy. Facilitate gazetting for comment as per s56 (7) of the NWA and final approval, concurrence and publication of the Notice. Oversee the monitoring of service quality standards. Ensure the raw water charges for each financial year are developed. Oversee raw water charges consultation process. Prepare for, conduct and attend to issues raised at Sector Specific Consultation and National Consultation meetings. Prepare submissions for finalization of following FY Raw Water Charges. Ensure tariffs are determined in accordance with the best practice, current economic trends and the pricing strategy. Annual gazetting of the water research levy. Ensure appropriate review of the annual water research levy to allow for timeous approval, concurrence and gazetting. Prepare submission and draft gazette for approval by Minister and concurrence from Minister of Finance. Prepare gazette of the annual approved water research levy. Monitor, analyse and publish performance of Raw Water Institutions. Ensure the finalization of and piloting of the Institutional assessment

framework for all raw water institutions. Maintenance of framework once finalized through reviews when required. Oversee the collection of credible and analysis of performance information against the framework. Publication of performance in regulatory report. Infrastructure pricing. Oversee regulatory research and development of sustainable funding review model for raw and bulk infrastructure. Oversee the development and implementation of regulatory rules for infrastructure investment. Provision of business planning and general management of the Directorate. Human resource planning and managing financial planning and management.

**ENQUIRIES** : Ms A Muir Tel No: 012 336 8806  
**APPLICATIONS** : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)  
**FOR ATTENTION** : Ms L Mabole  
**NOTE** : Preference will be given to females and persons with disabilities.

#### **OTHER POSTS**

**POST 41/67** : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 031221/03**  
 Branch: Infrastructure Management: Head Office

**SALARY** : R762 816 per annum, (all-inclusive OSD salary package)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A Bachelor of Technology in Engineering (B Tech) or relevant qualification. Six (6) years post qualification in Engineering Technologist experience required. A valid driver's license (attach copy). Compulsory registration with ECSA as a Professional Engineering Technologist. Computer literacy in MS Office programs is highly recommended. Ability to work with program management software such as MS project will serve as an added advantage. Experience in managing rehabilitation of conveyance systems, specifically in aspects of canals, pipelines, tunnels, pump-stations and reservoirs. Experience in managing rehabilitation of water treatment works will be an added advantage. Experience in asset lifecycle management of water resources infrastructure. Knowledge and experience in project management, contracts management and understanding of procurement processes in the public sector is recommended. Sound financial planning and management. Ability to communicate, conflict management, contract dispute resolution and negotiation skills will serve as an added advantage.

**DUTIES** : Oversee all aspects of project implementation in accordance with the applicable standard contracts. Manage the technical, environmental, contractual, risk, social and financial aspects of conveyance systems. Management of rehabilitation projects. Ensure compliance with technical standards, legal requirements, timeframes and approved budgets during the implementation of projects. Support operational and maintenance of conveyance systems. Manage production and term contracts to assist operations with maintenance, rehabilitation and betterment of conveyance infrastructure. Provide engineering assistance with the management of major equipment overhauls and upgrades in all the operational areas. Develop maintenance guidelines for conveyance infrastructure. Perform. Evaluation of conveyance system by means of instrumentation and assessment as required by legislation and departmental policies. Develop and manage budget for the section. Overall management of the conveyance systems management including the inputs into the business plan. Provide progress reports on the achievement of objectives.

**ENQUIRIES** : Mr. JM Kgopiso Tel No: 012 336 8726  
**APPLICATIONS** : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)  
**FOR ATTENTION** : Ms. LI Mabole

**POST 41/68** : **CONTROL SCIENTIFIC TECHNICIAN GRADE A REF NO: 031221/04**  
 Branch: Water Resource Management  
 SD: Analytical Services

**SALARY** : R480 678 per annum, (OSD)  
**CENTRE** : Roodeplaat (Pretoria)

<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Science or relevant qualification with Analytical Chemistry or Chemistry as a major subject. Six (6) years post qualification technical (scientific) experience. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid driver's license (attach a copy). In depth experience in standard water, sediment and soil analysis using Gas Chromatography (GC) instruments. In depth experience in sample preparation using automated Solid Phase Extraction (SPE), Accelerated Solvent Extraction (ASE), Gel Permeation Chromatography (GPC) and Solid Phase Micro Extraction (SPME). The ability to plan and organise laboratory activities. Extensive experience gained in an accredited Organic Chemistry laboratory and good laboratory practices. Knowledge of ISO 17025:2017 and SANAS requirements. Advanced computer literacy with and the ability to use various software packages such as MS Word, Excel, Power point Outlook and the Internet. Experience in the use of a Laboratory Information Management System (LIMS) for data handling. Good verbal and written communication skills. The ability to work in a team. Experience in supervision of analysts. Knowledge of statistical analysis and validation or verification of analytical methods. Knowledge of Occupational Health and Safety Act and safety principles.
<b><u>DUTIES</u></b>	:	Organise, prioritise, prepare and analyse water, sediment and soil samples in the Organic Chemistry laboratory with the used of Gas Chromatography (GC) instruments. Participate in proficiency testing. Participate in competency evaluation sessions called planned job observations (PJOs) on all methods and procedures in order to be declared competent. Thereafter the incumbent will be assessed by SANAS as a technical signatory. Supervise and train laboratory personnel to have a highly motivated and effective team. Provide the necessary technical and scientific guidance to other analysts to ensure the delivery of quality data. Develop, validate, verify, improve and audit analytical methods. Maintain and improve the instruments and equipment. Perform quality control on analytical results in order to release results to customers. Maintain and improve the implemented Quality management system. Maintain and improve a safe and healthy work environment. Maintain and improve the Laboratory Information Management System (LIMS). Procure services, consumable, instruments and equipment according to government procedures.
<b><u>ENQUIRIES</u></b>	:	Ms J Lekekiso Tel No: (012) 808 9750
<b><u>APPLICATIONS</u></b>	:	Pretoria (Head Office): Please email your application quoting the reference number on the subject line to <a href="mailto:Recruitment@dws.gov.za">Recruitment@dws.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms L Mabile
<b><u>POST 41/69</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 031221/05</u></b> Branch: Infrastructure Management: Northern Operations (This is a re-advertisement, applicants who have previously applied must re-apply)
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Hartbeespoort
<b><u>REQUIREMENTS</u></b>	:	A relevant tertiary qualification at NQF level 7 in Supply Chain Management or equivalent qualification. Three (3) years relevant supervisory experience in Supply Chain Management (demand, acquisition, logistics and contract management). The following skills, knowledge and attributes are required: Knowledge and understanding of Preferential Procurement Policy Framework Act, BBBEE, PFMA and Treasury Regulations; Knowledge of Supply Chain Management Regulations, Practice Notes, Circulars, Policy Framework and other Public sector supply chain management models and processes; Computer Skills, People management skills; Research and analytical skills; Project management skills; Financial management skills; Client orientation and customer focus skill; Presentation and facilitation skills; Communication (written and verbal) skills. Knowledge of contract management and Knowledge of strategic sourcing. A valid driver's license required (attach proof). A successful candidate will be required to travel extensively as the role involves supporting area offices. Knowledge of SAP will be an added advantage.
<b><u>DUTIES</u></b>	:	Manage Demand and Acquisition Services for the whole Northern Cluster. Manage Demand analysis processes in the Cluster office as well as the Area Offices. Manage strategic sourcing. Manage Supplier Database while ensuring that all procurement is done with suppliers listed in the National Treasury Central Supplier Database (CSD). Render contract management services including ensuring that all

contracts are vetted by Legal Services. Provide regular feedback on the performance of suppliers. Support the various Cluster Bid Specification, Evaluation and Adjudication Committees. Provide advice and guidance with regard to demand management by developing and implementing procurement/demand plan. Assist and provide advice with the drafting of specifications and interact with business units requiring specific goods and services. Ensure the implementation of all procurement processes and procedures. Manage the relationship between the Cluster and its different categories of service providers. Manage the procurement processes in accordance with the PPPFA, related regulations and instruction notes and generally recognized financial practices to ensure the achievement of strategic objectives. Manage and assist in the compilation of bid documents. Manage Logistics Services. Manage Inventory. Manage the process of Requisitions. Manage the issuing of Purchase Orders. Manage Stores & Warehouse. Manage the Stock-taking processes. Prepare and compile the relevant financial information for reporting purposes (reporting on procurement progress against plan; irregular, fruitless and wasteful, unauthorized expenditures incurred in the Cluster and area Offices and consequence management implemented on same). Ensure the achievement of operational targets. Manage SCM personnel to ensure that all contribute towards achievement of Cluster and departmental goals. Ensure continuous monitoring and evaluation of compliance to SCM frameworks and standards. Manage the audit process in the Cluster (internal, external and other ad hoc audits).

**ENQUIRIES** : Mr. SA Ngobe Tel No: (012) 200 9024  
**APPLICATIONS** : Hartbeespoort: Please email your application quoting the relevant reference number on the subject line to [HBPrecruitment@dws.gov.za](mailto:HBPrecruitment@dws.gov.za)  
**FOR ATTENTION** : Mr. S Murunzi

**POST 41/70** : **SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 031221/06**  
Branch: Provincial Coordination and International Cooperation: Eastern Cape

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : King Williams Town  
**REQUIREMENTS** : A National Diploma or Degree in Supply Chain Management or relevant qualification. Three (3) to (5) five years' experience in Supply Chain Management environment. A valid driver's license (attach copy). Experience and knowledge of BAS, LOGIS (attach copy) and GAAP. Knowledge of procurement administrative procedures. Knowledge of financial and SCM legislations. Knowledge of labour relations policies. Basic financial management and PFMA. Problems solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written).

**DUTIES** : Ensure that commitment and accrual register is maintained and all payments batch information per contractor / consultant is recorded. Render acquisition and logistic support. Capture information into LOGIS and BAS system. Analyze procurement trends. Request and receive quotations. Engage suppliers regarding purchased materials and payment thereof. Develop action plan for the section issue orders and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile monthly reports. Keep filing records up to date. Verify the correctness and accuracy of work done by sub-ordinates. Ensure that goods and services are received before payment is done. Process quotations in order to make decisions on the items to be purchased. Manage human resource processes.

**ENQUIRIES** : Mr. L Rasi Tel No: 043 604 5487  
**APPLICATIONS** : Eastern Cape (King Williams Town): Please email your application quoting the relevant reference number on the subject line to [ECRecruitment@dws.gov.za](mailto:ECRecruitment@dws.gov.za)  
**FOR ATTENTION** : Ms. LT Malangabi  
**NOTE** : Candidates may be required to under-go a competency assessment test.

**POST 41/71** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A – C REF NO: 031221/07**  
Branch: Infrastructure Management: Eastern Operations

**SALARY** : R316 536 - R480 678 per annum, (OSD), (offer will be based on proven years of experience)

<b><u>CENTRE REQUIREMENTS</u></b>	: Midmar Dam : A National Diploma in Mechanical or Electrical Engineering. Three (3) years post qualification Engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid driver's license (Attach copies). Sound knowledge of maintenance and refurbishment of major mechanical and electrical water installations. Project management. Good written and verbal communication skills. Computer literacy preferably in MS excel, MS Word and MS Powerpoint. Knowledge and experience with maintenance management and management software systems. Good leadership qualities. Sound knowledge in relation to Human Resource Management and departmental administration and procurement policies and procedures. Knowledge of the Occupational Health and Safety Act. Willingness to travel extensively and work extended hours when required. Ability to identify and resolve complex engineering problems. Practical experience within high risk production environments. Sound knowledge and experience in maintenance, refurbishment and repairs of dam related equipment such as sleeve, butterfly, gate and ring flower valves; radial and slab gates, overhead and portal cranes. Knowledge and experience of corrosion protection of continuously submerged items.
<b><u>DUTIES</u></b>	: Assist with the identification, planning, budgeting, implementation, project management and control the maintenance and refurbishment projects of major mechanical and electrical water industry related installations. Continuous monitoring and updating of maintenance software systems. Perform regular inspections and submit written reports. Identify needs and compile specifications to maintain and improve plant performance according to industry best practices. Assist with asset management related duties, updating of asset register. Assist with administrative and procurement functions related to maintenance and refurbishment. Control occupational health and safety in the working environment. Provide in-service training. Execute administrative functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr D. Brune Tel No: 033 239 1900 : Midmar Dam: Please post your application quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X24, Howick, 3290
<b><u>FOR ATTENTION NOTE</u></b>	: Ms. T Sindane : Candidates may be subjected to a skills and knowledge test.
<b><u>POST 41/72</u></b>	: <b><u>CHIEF ASSISTANT TECHNICAL OFFICER REF NO: 031221/08</u></b> Branch: Provincial Coordination and International Cooperation: Eastern Cape
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R261 372 per annum (Level 07) : East London : A Senior / Grade 12 certificate with mathematics / Mathematics Literacy. Six (6) to (10) ten years' experience in surface or groundwater technical environment in collecting and processing of water –related data. Computer Literacy. A valid drivers license (Attach a copy). Knowledge of data administration. Knowledge of hydrological or geo-hydrological processes and systems. Knowledge in handling laboratory and monitoring equipment. High level knowledge in surface and groundwater data processing. Knowledge of OHS. Good communication skills. Good interpersonal relations. Good organizing skills. Technical report writing skills. Understanding of relevant software systems.
<b><u>DUTIES</u></b>	: Process, supply and disseminate water data to system. Ensure that data and field forms for surface and groundwater are received, registered and processed. Edit and process water-related data. Ensure that processed data is archived according to departmental standards. Evaluate and quality assure the water data on relevant databases. Verify the data extracted from relevant systems. Present the findings to the custodian of the data in corrections are needed or apply the necessary corrections before the data distribution. Distribute data and information. Liaise with clients when necessary. Ensure that correct data is extracted before it is disseminated. Accurate hydrological data received, registered, processed, quality assured and archived. Water –related data and information disseminated. Client satisfaction. Data supplied to all (internal and external) stakeholders. Auditing of water –related data and improve hydrological datasets. Ensure that the quality auditing processes are adequate. Adapt the quality auditing processes where necessary. Ensure that the data is electronically uploaded upon the successful



application of quality auditing processes. Support technicians and Scientist in the execution of their tasks including quality control. Training of Staff. Water- related data audited and relevant data owners are informed of findings. Maintain improved data on relevant databases. Ensure the updating of water and related data on relevant databases. Ensure that recommendations from field visits are reported to supervisor. Convert binary (raw logger) data to text data in preparation for import to relevant systems. Water related data / information maintained. Provide On-job training in the field of expertise. Provide training in relevant fields of expertise. Provide inputs for the training materials in data processing. Provide assistance to guide data collectors in applying the correct data collections. Processes (fault correction) Provide monthly feedback on the training interventions and its successes of failures. Training in relevant fields of expertise provided. Inputs for the training materials in the processing provided. Data collectors assisted and guided in their data collections processes. Monthly feedback on the training interventions provided.

**ENQUIRIES** : Mr. JJ Botha Tel No: 043 701 0307  
**APPLICATIONS** : East London: Please email your application quoting the relevant reference number on the subject line to [ECRecruitment@dws.gov.za](mailto:ECRecruitment@dws.gov.za)  
**FOR ATTENTION** : Ms. LT Malangabi

**POST 41/73** : **DRIVER REF NO: 031221/09**  
Branch: Infrastructure Management Southern Operations

**SALARY** : R124 434 per annum (Level 03)  
**CENTRE** : Mthatha Dam  
**REQUIREMENTS** :

A Grade 10 certificate. One (1) to three (3) years experience as a Driver/Messenger. A valid driver's license with PDP. Basic knowledge of government. Knowledge of tracing and retrieving files. Good client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct.

**DUTIES** : Responsible for retrieving of files and deliver them to the office where they are being utilized. Retrieved file and verifies items, messages, mails, documents for correctness. Tracking, searching and placement of correspondence in files. Transporting of staff from town to Mthatha dam and back to town after work and transporting of officials attending meetings and workshops and retrieving of files to various locations. Check and record outgoing files. Place correspondence on the files. Collecting of mail. Willing to work overtime when required. Willing to undergo formal and informal training.

**ENQUIRIES** : Mr. ML Boyce Tel No: 082 809 5905  
**APPLICATIONS** : Mthatha Dam: Please post your application to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or hand deliver at 50 Heugh Road, Lion Roars Building, 3rd Avenue Walmer  
**FOR ATTENTION** : Ms B Gqokoma

**POST 41/74** : **FOOD SERVICE AID II REF NO: 031221/10**  
Branch Corporate Support Services  
Dir: Career Management

**SALARY** : R104 073 per annum (Level 02)  
**CENTRE** : Roodeplaat Training Centre - RTC Pretoria  
**REQUIREMENTS** :

A Grade 8 or equivalent certificate, basic education ability to read and write. One (1) to two (2) years experience. Relevant experience in catering and hospitality will be an added advantage. Knowledge keeping kitchen utensils clean and safe. Knowledge of sanitation, health and safety procedures. Knowledge of hygiene standards. Knowledge of inventory procedures and techniques. Knowledge of stocktaking methods and techniques. Knowledge of food handling, preparation and cooking procedures. Knowledge of food presentation techniques. Knowledge of serving of food. Basic knowledge in quality management. Basic knowledge in inventory procedures and techniques. Willing to work shifts

**DUTIES** : Clean kitchens, food preparation area and sculleries. Clean cooking and general utensils used in kitchens and dining halls. Assemble ingredients for cooking and prepare salads, savouries and sandwiches. Pack food and beverage trays for

		serving. Cook, toast and heat simple food items. Ensure safe keeping of equipment. Reporting of faulty equipment and broken items in the kitchen.
<b><u>ENQUIRIES</u></b>	:	B Malaza Tel No: 082 852 3588
<b><u>APPLICATIONS</u></b>	:	Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to <a href="mailto:Recruitment@dws.gov.za">Recruitment@dws.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms L Mabole
<b><u>POST 41/75</u></b>	:	<b><u>CLEANER REF NO: 031221/11 (X2 POSTS)</u></b>
		Branch: Provincial Coordination And International Cooperation: Eastern Cape
<b><u>SALARY</u></b>	:	R104 073 per annum (Level 02)
<b><u>CENTRE</u></b>	:	East London
<b><u>REQUIREMENTS</u></b>	:	An ABET certificate. Experience in cleaning services will serve as an added advantage. Knowledge of cleaning principles. Knowledge of chemical use (dilution/mixing). Knowledge of cleaning equipment's to be used. Knowledge of health and safety requirements. Understanding of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	Provision of basic cleaning services. Keeping and maintaining of cleaning equipment's and managing stock of cleaning materials. Dusting, waxing, sweeping, scrubbing and vacuuming of floors. Emptying and cleaning of waste bins. Collecting and removing of office waste. Freshening of offices, boardrooms, working areas, kitchen and storerooms. Cleaning the restrooms, refilling the hand washing liquid soap, replacing paper towels, toilet papers and emptying and cleaning of wash waste bins. Assisting with other duties as and when required.
<b><u>ENQUIRIES</u></b>	:	Ms. L Mntu Tel No: 043 701 0237
<b><u>APPLICATIONS</u></b>	:	East London: Please email your application quoting the relevant reference number to the subject line <a href="mailto:ECRecruits@dws.gov.za">ECRecruits@dws.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms. LT Malangabi
<b><u>NOTE</u></b>	:	Preference will be given to the community residing within or around the designated area

## DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

*The mandate of the Department is to regulate socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities.*

<b><u>APPLICATIONS</u></b>	:	Forward your application, stating the relevant reference number, to- The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms L Mabunda
<b><u>CLOSING DATE</u></b>	:	03 December 2021 at 16:00
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Z83 form, which can be downloaded at <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">http://www.dpsa.gov.za/dpsa2g/vacancies.asp</a> . Applications submitted on the old application for employment (Z83) will not be considered. Each application for employment form must be duly signed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit copies of qualifications, identity document and drivers license (where applicable) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the Department regarding the requirements for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must attach a copy of their Permanent Residence Permit. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates may 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. Successful candidates shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subject to security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and will only collect, use, and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department of Women, Youth and Persons with Disabilities is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

## OTHER POST

<b><u>POST 41/76</u></b>	:	<b><u>ASSISTANT DIRECTOR: STRATEGIC PLANNING AND REPORTING REF NO: DWYPD/013/2021</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	36 Hamilton Street, Arcadia, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Degree/National Diploma in Strategic Management or equivalent NQF level 6 qualification. 4 years' operational experience of which 2 years must be at supervisory level. Proven experience in public service administration, office administration in executive level and strategy management support. In-depth knowledge and understanding of public service policies and applicable protocols, particularly with regard to strategic planning processes; relevant and applicable

directives related to strategic planning and reporting; government strategic framework and objectives; MISS; Batho Pele Principles and practice thereof; Mandate and strategic objectives of the Department; Knowledge, understanding and practice of Batho Pele Principles; Public Service prescripts on office and information management. Skills-effective written and verbal communication skills; excellent typing skills; attention to detail; concern for quality; customer focus, etiquette (telephone and reception of people); planning and organising skills; research and information gathering; basic numeracy; computer literacy (MS Office Suite); interpersonal relations; analytical thinking; results focus; gender diversities awareness and language proficiency. Personal Attributes-ethical behaviour; honesty and integrity; emotional intelligence; passion and achievement driven; ability to work under pressure; ability to maintain confidentiality of information; Respect for copyrights/ aversion to plagiarism

**DUTIES**

: To provide support on the development of the departmental Strategic and Annual Performance Plans, development of departmental operational plans, planning, reporting, monitoring of programmes in line with the DWYPD policies and Standard Operation Procedures, provide administrative support to the Chief Directorate ODG and ensure compliance with prescribed deadlines.

**ENQUIRIES**

: Mr Amukelani Misunwa Tel No: (012) 359 0240

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

**CLOSING DATE**  
**NOTE**

: 03 December 2021  
: Applications must be submitted on new Z83 form. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered." The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as all qualification(s), academic records 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 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. Applicants must submit copies of qualifications, Identify document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

**MANAGEMENT ECHELON**

**POST 41/77**

: **CHIEF EXECUTIVE OFFICER REF NO: H/C/ 64**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R1 521 591 per annum (Level 15), an all-inclusive annual remuneration package  
: Universitas Academic Hospital: Bloemfontein  
: An MBChB/BCHD qualification and registration with the relevant professional body; a post graduate Masters in Public Health and / or Management and a minimum of 8-10 years senior management experience in the health sector or hospital management. Strong behavioral attributes with the ability and stature to manage KPAs of highly qualified health specialists. Demonstrates an excellent knowledge of the public health sector. A valid driver (code 08) license is an inherent requirement. Successful completion of Nyukela SMS Pre – entry certificate as offered by National School of government. Competencies: Knowledge: Knowledge of the relevant legislation such as National Health Act, Public Finance Management Act, (PFMA), Public Service Act; and related regulation and policies. Strategic

capability and leadership, Programme and project management, Financial Management, Change Management, People management and empowerment. Process Competencies: Service delivery innovation Knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

## **DUTIES**

: Job Purpose: To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative support service through working with the key executive management team at the hospital within the legal and regulatory framework: To represent the hospital authoritatively at provincial and public forums; to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: maximize revenue through collection of all income due to the hospital; ensure that the hospital is managed within budget in line with the PFMA and relevant guidelines; ensure that adequate policy, systems and procedures are in place to enable prudent management of financial resources, planning of financial resources mobilization, monitoring and evaluation and asset and risk management. Facility Management to ensure business support and systems to promote optimal management of the institution as well as optimal service delivery; ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Recourse: develop, implement and maintain human resource management policies and guidelines system and procedures that will ensure effective and efficient utilization of human resource, promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and management of Equipment and Supplies: implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with PFMA; ensure that goods and services are procured a cost effective and timely manner. Clinical and Corporate Governance: oversee clinical governance to ensure high standards of patient care; establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety; manage the institution's risks to ensure optimal achievement of health outcomes. Suggest policy, operational and procedural improvements by ensuring a good knowledge of national and international trends, community needs and possible legislative changes.

## **ENQUIRIES APPLICATIONS**

: Mr MNG Mahlatsi Tel No: (051) 408 1107/08  
: To be send to: The Head of Department, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

## **FOR ATTENTION**

: Me. P Mpu

## **OTHER POSTS**

## **POST 41/78**

: **MEDICAL REGISTRAR: ANAESTHESIOLOGY REF NO: H/C/65 (X9 POSTS)**

## **SALARY CENTRE REQUIREMENTS**

: R833 523 per annum, plus benefits  
: Universitas Hospital, Bloemfontein  
: MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid driver's license. South African citizen or permanent residence. (Family Medicine applicants, requirements: Registration as a Medical Practitioner with the HPCSA). Recommendations: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field.

## **DUTIES**

: Service delivery to inpatients, outpatients, day patients and emergencies, Teaching and Training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.

## **ENQUIRIES**

: Dr. R Nathan Tel No: (051) 405 3496

**APPLICATIONS** : The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1115, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

**FOR ATTENTION** : Me. A Lombard Tel No: (051) 405 3408

**POST 41/79** : **MEDICAL REGISTRAR: DERMATOLOGY REF NO H/C/66 (X4 POSTS)**

**SALARY** : R833 523 per annum, plus benefits  
**CENTRE** : Universitas Hospital, Bloemfontein  
**REQUIREMENTS** : MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid driver's license. South African citizen or permanent residence. (Family Medicine applicants, requirements: Registration as a Medical Practitioner with the HPCSA). Recommendations: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field.

**DUTIES** : Service delivery to inpatients, outpatients, day patients and emergencies, Teaching and Training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.

**ENQUIRIES** : Dr. R Nathan Tel No: (051) 405 3496  
**APPLICATIONS** : The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1115, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

**FOR ATTENTION** : Me. A Lombard Tel No: (051) 405 3408

**POST 41/80** : **MEDICAL REGISTRAR: DIAGNOSTIC RADIOLOGY REF NO: H/C/67 (X8 POSTS)**

**SALARY** : R833 523 per annum, plus benefits  
**CENTRE** : Universitas Hospital, Bloemfontein  
**REQUIREMENTS** : MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid driver's license. South African citizen or permanent residence. (Family Medicine applicants, requirements: Registration as a Medical Practitioner with the HPCSA). Recommendations: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field.

**DUTIES** : Service delivery to inpatients, outpatients, day patients and emergencies, Teaching and Training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.

**ENQUIRIES** : Dr. R Nathan Tel No: (051) 405 3496  
**APPLICATIONS** : The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1115, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

**FOR ATTENTION** : Me. A Lombard Tel No: (051) 405 3408

**POST 41/81** : **MEDICAL REGISTRAR: FAMILY MEDICINE REF NO: H/C/68 (X5 POSTS)**

**SALARY** : R833 523 per annum, plus benefits  
**CENTRE** : Universitas Hospital, Bloemfontein  
**REQUIREMENTS** : MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid driver's license. South African citizen or permanent residence. (Family Medicine applicants, requirements: Registration as a Medical Practitioner with the HPCSA). Recommendations: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field.

<b><u>DUTIES</u></b>	:	Service delivery to inpatients, outpatients, day patients and emergencies, Teaching and Training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<b><u>ENQUIRIES</u></b>	:	Dr. R Nathan Tel No: (051) 405 3496
<b><u>APPLICATIONS</u></b>	:	The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1115, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
<b><u>FOR ATTENTION</u></b>	:	Me. A Lombard Tel No: (051) 405 3408
<b><u>POST 41/82</u></b>	:	<b><u>MEDICAL REGISTRAR: FORENSIC MEDICINE REF NO: H/C/69 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R833 523 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Universitas Hospital, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid driver's license. South African citizen or permanent residence. (Family Medicine applicants, requirements: Registration as a Medical Practitioner with the HPCSA). Recommendations: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field.
<b><u>DUTIES</u></b>	:	Service delivery to inpatients, outpatients, day patients and emergencies, Teaching and Training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<b><u>ENQUIRIES</u></b>	:	Dr. R Nathan Tel No: (051) 405 3496
<b><u>APPLICATIONS</u></b>	:	The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1115, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
<b><u>FOR ATTENTION</u></b>	:	Me. A Lombard Tel No: (051) 405 3408
<b><u>POST 41/83</u></b>	:	<b><u>MEDICAL REGISTRAR: GENERAL SURGERY REF NO: H/C/70 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R833 523 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Universitas Hospital, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid driver's license. South African citizen or permanent residence. (Family Medicine applicants, requirements: Registration as a Medical Practitioner with the HPCSA). Recommendations: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field.
<b><u>DUTIES</u></b>	:	Service delivery to inpatients, outpatients, day patients and emergencies, Teaching and Training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<b><u>ENQUIRIES</u></b>	:	Dr. R Nathan Tel No: (051) 405 3496
<b><u>APPLICATIONS</u></b>	:	The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1115, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
<b><u>FOR ATTENTION</u></b>	:	Me. A Lombard Tel No: (051) 405 3408
<b><u>POST 41/84</u></b>	:	<b><u>MEDICAL REGISTRAR: INTERNAL MEDICINE REF NO: H/C/71 (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R833 523 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Universitas Hospital, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid driver's license. South African citizen or permanent residence. (Family Medicine applicants, requirements: Registration as a Medical Practitioner with the HPCSA).



		Recommendations: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field.
<b><u>DUTIES</u></b>	:	Service delivery to inpatients, outpatients, day patients and emergencies, Teaching and Training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<b><u>ENQUIRIES</u></b>	:	Dr. R Nathan Tel No: (051) 405 3496
<b><u>APPLICATIONS</u></b>	:	The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1115, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
<b><u>FOR ATTENTION</u></b>	:	Me. A Lombard Tel No: (051) 405 3408
<b><u>POST 41/85</u></b>	:	<b><u>MEDICAL REGISTRAR: NEUROLOGY REF NO: H/C/72</u></b>
<b><u>SALARY</u></b>	:	R833 523 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Universitas Hospital, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid driver's license. South African citizen or permanent residence. (Family Medicine applicants, requirements: Registration as a Medical Practitioner with the HPCSA). Recommendations: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field.
<b><u>DUTIES</u></b>	:	Service delivery to inpatients, outpatients, day patients and emergencies, Teaching and Training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<b><u>ENQUIRIES</u></b>	:	Dr. R Nathan Tel No: (051) 405 3496
<b><u>APPLICATIONS</u></b>	:	The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1115, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
<b><u>FOR ATTENTION</u></b>	:	Me. A Lombard Tel No: (051) 405 3408
<b><u>POST 41/86</u></b>	:	<b><u>MEDICAL REGISTRAR: NEUROSURGERY REF NO: H/C/73</u></b>
<b><u>SALARY</u></b>	:	R833 523 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Universitas Hospital, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid driver's license. South African citizen or permanent residence. (Family Medicine applicants, requirements: Registration as a Medical Practitioner with the HPCSA). Recommendations: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field.
<b><u>DUTIES</u></b>	:	Service delivery to inpatients, outpatients, day patients and emergencies, Teaching and Training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<b><u>ENQUIRIES</u></b>	:	Dr. R Nathan Tel No: (051) 405 3496
<b><u>APPLICATIONS</u></b>	:	The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1115, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
<b><u>FOR ATTENTION</u></b>	:	Me. A Lombard Tel No: (051) 405 3408
<b><u>POST 41/87</u></b>	:	<b><u>MEDICAL REGISTRAR: OBSTETRICS &amp; GYNAECOLOGY REF NO: H/C/74</u></b>
<b><u>SALARY</u></b>	:	R833 523 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Universitas Hospital, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid driver's license. South African citizen or permanent residence. (Family Medicine

		applicants, requirements: Registration as a Medical Practitioner with the HPCSA). Recommendations: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field.
<b><u>DUTIES</u></b>	:	Service delivery to inpatients, outpatients, day patients and emergencies, Teaching and Training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<b><u>ENQUIRIES</u></b>	:	Dr. R Nathan Tel No: (051) 405 3496
<b><u>APPLICATIONS</u></b>	:	The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1115, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
<b><u>FOR ATTENTION</u></b>	:	Me. A Lombard Tel No: (051) 405 3408
<b><u>POST 41/88</u></b>	:	<b><u>MEDICAL REGISTRAR: ONCOLOGY RE NO: H/C/75 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R833 523 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Universitas Hospital, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid driver's license. South African citizen or permanent residence. (Family Medicine applicants, requirements: Registration as a Medical Practitioner with the HPCSA). Recommendations: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field.
<b><u>DUTIES</u></b>	:	Service delivery to inpatients, outpatients, day patients and emergencies, Teaching and Training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<b><u>ENQUIRIES</u></b>	:	Dr. R Nathan Tel No: (051) 405 3496
<b><u>APPLICATIONS</u></b>	:	The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1115, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
<b><u>FOR ATTENTION</u></b>	:	Me. A Lombard Tel No: (051) 405 3408
<b><u>POST 41/89</u></b>	:	<b><u>MEDICAL REGISTRAR: OPHTHALMOLOGY REF NO: H/C/76</u></b>
<b><u>SALARY</u></b>	:	R833 523 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Universitas Hospital, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid driver's license. South African citizen or permanent residence. (Family Medicine applicants, requirements: Registration as a Medical Practitioner with the HPCSA). Recommendations: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field.
<b><u>DUTIES</u></b>	:	Service delivery to inpatients, outpatients, day patients and emergencies, Teaching and Training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<b><u>ENQUIRIES</u></b>	:	Dr. R Nathan Tel No: (051) 405 3496
<b><u>APPLICATIONS</u></b>	:	The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1115, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
<b><u>FOR ATTENTION</u></b>	:	Me. A Lombard Tel No: (051) 405 3408
<b><u>POST 41/90</u></b>	:	<b><u>MEDICAL REGISTRAR: ORTHOPAEDICS SURGERY REF NO: H/C/77 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R833 523 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Universitas Hospital, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year

		post community service experience, preferably in a Free State Hospital. Valid driver's license. South African citizen or permanent residence. (Family Medicine applicants, requirements: Registration as a Medical Practitioner with the HPCSA). Recommendations: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field.
<b><u>DUTIES</u></b>	:	Service delivery to inpatients, outpatients, day patients and emergencies, Teaching and Training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<b><u>ENQUIRIES</u></b>	:	Dr. R Nathan Tel No: (051) 405 3496
<b><u>APPLICATIONS</u></b>	:	The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1115, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
<b><u>FOR ATTENTION</u></b>	:	Me. A Lombard Tel No: (051) 405 3408
<b><u>POST 41/91</u></b>	:	<b><u>MEDICAL REGISTRAR: OTORHINOLARYNGOLOGY REF NO: H/C/78</u></b>
<b><u>SALARY</u></b>	:	R833 523 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Universitas Hospital, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid driver's license. South African citizen or permanent residence. (Family Medicine applicants, requirements: Registration as a Medical Practitioner with the HPCSA). Recommendations: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field.
<b><u>DUTIES</u></b>	:	Service delivery to inpatients, outpatients, day patients and emergencies, Teaching and Training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<b><u>ENQUIRIES</u></b>	:	Dr. R Nathan Tel No: (051) 405 3496
<b><u>APPLICATIONS</u></b>	:	The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1115, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
<b><u>FOR ATTENTION</u></b>	:	Me. A Lombard Tel No: (051) 405 3408
<b><u>POST 41/92</u></b>	:	<b><u>MEDICAL REGISTRAR: PAEDIATRICS REF NO: H/C/79 (X9 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R833 523 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Universitas Hospital, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid driver's license. South African citizen or permanent residence. (Family Medicine applicants, requirements: Registration as a Medical Practitioner with the HPCSA). Recommendations: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field.
<b><u>DUTIES</u></b>	:	Service delivery to inpatients, outpatients, day patients and emergencies, Teaching and Training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<b><u>ENQUIRIES</u></b>	:	Dr. R Nathan Tel No: (051) 405 3496
<b><u>APPLICATIONS</u></b>	:	The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1115, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
<b><u>FOR ATTENTION</u></b>	:	Me. A Lombard Tel No: (051) 405 3408
<b><u>POST 41/93</u></b>	:	<b><u>MEDICAL REGISTRAR: PLASTIC SURGERY REF NO: H/C/80 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R833 523 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Universitas Hospital, Bloemfontein

<b><u>REQUIREMENTS</u></b>	:	MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid driver's license. South African citizen or permanent residence. (Family Medicine applicants, requirements: Registration as a Medical Practitioner with the HPCSA). Recommendations: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field.
<b><u>DUTIES</u></b>	:	Service delivery to inpatients, outpatients, day patients and emergencies, Teaching and Training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<b><u>ENQUIRIES</u></b>	:	Dr. R Nathan Tel No: (051) 405 3496
<b><u>APPLICATIONS</u></b>	:	The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1115, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
<b><u>FOR ATTENTION</u></b>	:	Me. A Lombard Tel No: (051) 405 3408
<b><u>POST 41/94</u></b>	:	<b><u>MEDICAL REGISTRAR: UROLOGY REF NO: H/C/81 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R833 523 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Universitas Hospital, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid driver's license. South African citizen or permanent residence. (Family Medicine applicants, requirements: Registration as a Medical Practitioner with the HPCSA). Recommendations: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field.
<b><u>DUTIES</u></b>	:	Service delivery to inpatients, outpatients, day patients and emergencies, Teaching and Training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<b><u>ENQUIRIES</u></b>	:	Dr. R Nathan, Tel No: (051) 405 3496
<b><u>APPLICATIONS</u></b>	:	The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1115, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
<b><u>FOR ATTENTION</u></b>	:	Me. A Lombard Tel No: (051) 405 3408
<b><u>POST 41/95</u></b>	:	<b><u>PHARMACIST GRADE 1 - 3 REF NO: H/C/82</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R703 773 per annum Grade 2: R762 291 per annum Grade 3: R833 523 per annum
<b><u>CENTRE</u></b>	:	Nala/Mohau District Hospital Complex
<b><u>REQUIREMENTS</u></b>	:	Be appointed as Responsible Pharmacist with the South African Pharmacy Council. Registered as Pharmacist <b>Grade 1</b> with The South African Pharmacy Council (SAPC) for 2021 / 2022. Experience: None after registration with the SAPC as a Pharmacist in respect of South African qualified employees post completion of Community Services. One-year relevant experience after registration as Pharmacist with recognized Foreign Health Professional Council in respect of Foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> Registration with the SAPC as a Pharmacist. Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> Registration with the SAPC as a Pharmacist. Minimum of 13 years after registration as a Pharmacist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 14 years relevant experience after registration as a Pharmacist with a recognized foreign Health Professional Council in respect of

	foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
<b><u>DUTIES</u></b>	: Ensure medicine availability and the correct storage, control and distribution of medicine within the Hospital and surrounding Clinics. Order, Dispense and provide information to patients. Train Pharmacy Assistant. Participate in Quality Assurance Programs. Supervise work of subordinates. Perform other related tasks as delegated. Financial Management of Pharmacy Budget.
<b><u>ENQUIRIES</u></b>	: Dr. SAJ Senoge-Mochaki Tel No: (053) 444 1912 ext. 2006
<b><u>APPLICATIONS</u></b>	: Chief Executive Officer Mohau Hospital, Private bag x 1, 688 Prince George street, Hoopstad, 9479
<b><u>FOR ATTENTION</u></b>	: Mr. TV Matlhare
<b><u>POST 41/96</u></b>	: <b><u>ASSISTANT MANAGER: SPECIAL PROGRAMS: PNA 7 REF NO: H/C/83</u></b>
<b><u>SALARY</u></b>	: R571 242 per annum, (all-inclusive salary package), (OSD)
<b><u>CENTRE</u></b>	: Universitas Hospital, Bloemfontein
<b><u>REQUIREMENTS</u></b>	: Diploma/Degree in nursing that allows registration with the South African Nursing Council. Registration with SANC as a professional Nurse. Registration with SANC as a professional Nurse. A minimum of 8 years appropriate / recognizable experience in nursing after registration with SANC as a Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate experience at management level. Proof of service record. Knowledge and Skills: Nursing education, Nursing practise, Data management (DHMIS), Infection control, Quality Assurance and Mental health. Computer literacy. Knowledge of the relevant Management and practise Legislation and standards. Ability to Lead, plan organize, co-ordinate and communicate. Ability to take charge and make appropriate independent decisions. Ability to work under pressure. A post basic qualification in health care management or qualification or experience in any of the programs mentioned below.
<b><u>DUTIES</u></b>	: Implement all strategic mandates of Nursing strategy, Regulated Norms and Standards, Annual performance. Manage and implement all clinical governance related matters, nursing care standards, DHMIS, Quality assurance, Infection Control, mental health and nursing education and training. Ensure provision of quality nursing care according to nursing process and patient safety standards. Responsible for Resources: Human, financial, material, and assets. In charge of and supervision of Program Coordinators.
<b><u>ENQUIRIES</u></b>	: Me. BE Molisapoli Tel No: (051) 405 3415/7
<b><u>APPLICATIONS</u></b>	: The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1102, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
<b><u>FOR ATTENTION</u></b>	: Me. DA Duiker Tel No: (051) 405 3408
<b><u>POST 41/97</u></b>	: <b><u>ASSISTANT MANAGER: MEDICAL WARD: PNA 7 REF NO: H/C/ 68</u></b>
<b><u>SALARY</u></b>	: R562 800 per annum, (all-inclusive salary package), (OSD)
<b><u>CENTRE</u></b>	: Universitas Hospital, Bloemfontein
<b><u>REQUIREMENTS</u></b>	: Diploma/Degree in nursing that allows registration with the South African Nursing Council. Registration with SANC as a professional Nurse. Registration with SANC as a professional Nurse. A minimum of 8 years appropriate / recognizable experience in nursing after registration with SANC as a Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate experience at management level. Proof of service record. Knowledge and Skills: Management and practice guidelines. Computer literacy. Knowledge of the relevant Management and practice Legislation and standards. Ability to Lead, plan organize, co-ordinate and communicate. Ability to take charge and make appropriate independent decisions. Ability to work under pressure.
<b><u>DUTIES</u></b>	: Maintain constructive working relationships with nursing and other stakeholders. Implement all strategic mandates of Nursing strategy, Regulated Norms and Standards, Annual performance. Manage and implement all clinical governance related matters. Ensure provision of quality nursing care according to nursing process and patient safety standards. Manage the risks identified in the Medical

		Wards. Responsible for Resources: Human, financial, material, and assets. Responsible for providing environment conducive to education and research. Management of Information.
<b><u>ENQUIRIES</u></b>	:	Me. BE Molisapoli Tel No: (051) 405 3415/7
<b><u>APPLICATIONS</u></b>	:	The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1102, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
<b><u>FOR ATTENTION</u></b>	:	Me. DA Duiker Tel No: (051) 405 3408
<b><u>POST 41/98</u></b>	:	<b><u>ASSISTANT MANAGER: MATERNITY: PNB 4 REF NO: H/C/84 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R571 242 per annum, (all-inclusive salary package), (OSD)
<b><u>CENTRE</u></b>	:	Universitas Hospital, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in nursing that allows registration with the South African Nursing Council. Registration with SANC as a professional Nurse. A minimum of 10 years appropriate / recognizable experience in nursing after registration with SANC as a Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty (Advanced Midwifery). At least 3 years of the period referred to above must be appropriate experience at management level. Proof of service record. Knowledge and Skills: maternal/Paediatrics guidelines. Computer literacy. Knowledge of the relevant Management and practice Legislation and standards. Ability to lead, plan, organize, co-ordinate and communicate. Ability to take charge and make appropriate independent decisions. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Maintain constructive working relationships with nursing and other stakeholders. Implement all strategic mandates of Nursing strategy, Regulated Norms and Standards, Annual performance. Manage and implement all clinical governance related matters. Ensure provision of quality nursing care according to nursing process and patient safety standards. Manage the risks identified in the Maternity Wards. Responsible for Resources: Human, financial, material, and assets. Responsible for providing environment conducive to education and research. Management of Information.
<b><u>ENQUIRIES</u></b>	:	Me. BE Molisapoli Tel No: (051) 405 3415/7
<b><u>APPLICATIONS</u></b>	:	The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1102, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
<b><u>FOR ATTENTION</u></b>	:	Me. DA Duiker Tel No: (051) 405 3408
<b><u>POST 41/99</u></b>	:	<b><u>ASSISTANT MANAGER: PAEDIATRICS: PNB 4 REF NO: H/C/85 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R571 242 per annum, (all-inclusive salary package), (OSD)
<b><u>CENTRE</u></b>	:	Universitas Hospital, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in nursing that allows registration with the South African Nursing Council. Registration with SANC as a professional Nurse. A minimum of 10 years appropriate / recognizable experience in nursing after registration with SANC as a Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty (Advanced Paediatrics). At least 3 years of the period referred to above must be appropriate experience at management level. Proof of service record. Knowledge and Skills: maternal/Paediatrics guidelines. Computer literacy. Knowledge of the relevant Management and practice Legislation and standards. Ability to lead, plan, organize, co-ordinate and communicate. Ability to take charge and make appropriate independent decisions. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Maintain constructive working relationships with nursing and other stakeholders. Implement all strategic mandates of Nursing strategy, Regulated Norms and Standards, Annual performance. Manage and implement all clinical governance related matters. Ensure provision of quality nursing care according to nursing process and patient safety standards. Manage the risks identified in the Paediatric

		Wards. Responsible for Resources: Human, financial, material, and assets. Responsible for providing environment conducive to education and research. Management of Information.
<b><u>ENQUIRIES</u></b>	:	Me. BE Molisapoli Tel No: (051) 405 3415/7
<b><u>APPLICATIONS</u></b>	:	The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1102, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
<b><u>FOR ATTENTION</u></b>	:	Me. DA Duiker Tel No: (051) 405 3408
<b><u>POST 41/100</u></b>	:	<b><u>EMS STATION MANAGER GRADE 1-3 REF NO: H/C/86</u></b>
<b><u>SALARY</u></b>	:	R322 812 per annum, (all-inclusive salary package), (OSD)
<b><u>CENTRE</u></b>	:	Free State Psychiatric Complex
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Successful completion of the ECT course that allows with registration with HPCSA as EAE or ECT/CCA. Proof of Current registration with the HPCSA. Valid Code 10 Driver's License. Valid Public Driving Permit. Proof of service record.
<b><u>DUTIES</u></b>	:	General Office Administration and Management of the station. Rendering of Intermediate Life Support in his/her area. Personnel, Performance, Management and Maintaining of discipline in the work place. Manage and maintain assets in the station e.g vehicles and Emergency Equipment. Ensure that critical equipment is available when required. Make sure EMS regulations is successfully implemented in the station. Optimal usage of all resources Human Resources and Financial Resources.
<b><u>ENQUIRIES</u></b>	:	Mr. TJ Mothibi Tel No: (051) 270 084
<b><u>APPLICATIONS</u></b>	:	Private Bag x 441 Bloemfontein 9300, Old Ward Building Free State Psychiatric Complex, No 4 President Brand Street Bloemfontein 9300.
<b><u>POST 41/101</u></b>	:	<b><u>EMERGENCY CARE TECHNICIAN GRADE 1 – 3 REF NO: H/C/87</u></b>
<b><u>SALARY</u></b>	:	R211 509 per annum, (all-inclusive salary package), (OSD)
<b><u>CENTRE</u></b>	:	Free State Psychiatric Complex
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Successful completion of the Emergency Care Technician course that allows with registration with HPCSA ECT. Proof of Current registration with the HPCSA. Valid Code 10 Driver's License. Valid Public Driving Permit. Proof of service record.
<b><u>DUTIES</u></b>	:	Render advanced Life Support in the District. Give proper patient care, transport and to be involved critical care transport operations in the District as per Paramedic Protocol. Respond to Pre-Hospital care (out – of hospital care), Emergency scene management, rescue, stabilization and transport per paramedic protocol. Respond to Medical Emergencies, trauma emergencies, hazardous material exposures, obstetrical emergencies childbirth, child abuse, Psychiatric crises, fires rescue as required by HPCSA paramedic Protocol. Provide transport to critically ill patients from the scene of an Emergency, Local Community Hospital according to referral pathway. Provide training and development for personnel according to the training Plan. Support hospitals, clinics and EMS Station with Evacuation drill.
<b><u>ENQUIRIES</u></b>	:	Mr. TJ Mothibi Tel No: (051) 270 084
<b><u>APPLICATIONS</u></b>	:	Private Bag x 441 Bloemfontein 9300, Old Ward Building Free State Psychiatric Complex, No 4 President Brand Street Bloemfontein 9300.
<b><u>POST 41/102</u></b>	:	<b><u>EMERGENCY CARE OFFICER: GRADE 1-3 REF NO: H/C/88 (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R145 767 per annum, (all-inclusive salary package), (OSD)
<b><u>CENTRE</u></b>	:	Free State Psychiatric Complex
<b><u>REQUIREMENTS</u></b>	:	Grade 12, Basic Ambulance Certificate (BAA). Registration with HPCSA as a Basic Ambulance Assistant. Proof of Current registration with the HPCSA. Valid Code 10 Driver's License. Valid Public Driving Permit. Proof of service record.
<b><u>DUTIES</u></b>	:	Treat, stabilize, and transport patients according to the scope of practice of Basic emergency Assistant as per the HPCSA Protocols. Report all losses, damages, discrepancies to the Shift Leader. Wash, clean and disinfect the interior / exterior of the Vehicle continuously. Maintain best clinical practices in accordance with quality standards, including updating on medical education through CPD systems,

as required by HPCSA. Complete and submit all appropriate paperwork to the Shift Leader before the termination of the shift, hand over the vehicle and equipment to the next shift / relevant authority fully replenished, clean and in good working order. Implement Operational Procedures and other EMS policies, always maintain accurate and reliable records. Perform Overtime duties in accordance with Emergency Medical Services Policy. Actively participate in training and quality assurance programs.

**ENQUIRIES** : Mr. SJ May Tel No: (051) 270 084  
**APPLICATIONS** : Private Bag x 441 Bloemfontein 9300, Old Ward Building Free State Psychiatric Complex, No 4 President Brand Street, Bloemfontein, 9300.

**POST 41/103** : **EMERGENCY CARE OFFICER: GRADE 1-2 REF NO: H/C/89**

**SALARY** : Grade 1: R145 767 per annum, (all-inclusive salary package), (OSD)  
 Grade 2: R171 714 per annum, (all-inclusive salary package), (OSD)

**CENTRE** : Free State Psychiatric Complex  
**REQUIREMENTS** : Grade 12, Intermediate Life Support Certificate (AEA). Registration with HPCSA as a Basic Ambulance Assistant. Proof of Current registration with the HPCSA. Valid Code 10 Driver's License. Valid Public Driving Permit.

**DUTIES** : Treat, stabilize, and transport patients according to the scope of practice of Basic Ambulance Assistant as per the HPCSA Protocols. Report all losses, damages, discrepancies to the Shift Leader. Wash, clean and disinfect the interior / exterior of the Vehicle continuously. Maintain best clinical practices in accordance with quality standards, including updating on medical education through CPD systems, as required by HPCSA. Complete and submit all appropriate paperwork to the Shift Leader before the termination of the shift, hand over the vehicle and equipment to the next shift / relevant authority fully replenished, clean and in good working order. Implement Operational Procedures and other EMS policies, always. Maintain accurate and reliable records. Perform Overtime duties in accordance with Emergency Medical Services Policy. Actively participate in training and quality assurance programs.

**ENQUIRIES** : Mr. SJ May Tel No: (051) 270 084  
**APPLICATIONS** : Private Bag x 441 Bloemfontein 9300, Old Ward Building Free State Psychiatric Complex, No 4 President Brand Street, Bloemfontein, 9300.

#### **OFFICE OF THE PREMIER**

***Free State Department of the Premier is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of positions and candidates whose appointment/promotion/transfer will promote representativity; will receive preference.***

**APPLICATIONS** : Posted to Ms. Petro Norval, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, P.O Box 517, Bloemfontein, 9300 or Hand delivered to: Petro Norval, Room 5, Ground floor, O.R Tambo House, Bloemfontein or e-mail to petro.norval@fspremier.gov.za .Kindly note that applicants needs to verify @ 051 4054757 whether application is received due to problems experience with our e-mail)

**CLOSING DATE** : 03 December 2021

**NOTE** : Applications must be submitted on a new Z83 form, obtainable from any Public Service Department and must be accompanied by copies of qualifications; driver's license, identity document and a C.V. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified document will be limited to shortlisted candidates. Applicants are requested to complete the new Z83 form properly and in full. If a Z83 could not be obtained, a comprehensive CV should be submitted as application. The following information should be included in the CV: Personal information – Surname, Name, ID number, Driver's License, Race, Gender, Disability, Nationality and an indication of criminal offences; Contact details; Language Proficiency; Qualifications; Work experience and References. (Separate application for every vacancy should be submitted). Applications without a reference number or a clear indication of the post for which you apply will not be considered. Applications received after the closing date and those that do not comply with these requirements will not be considered. The onus is on the



applicants to ensure that their applications are posted or hand delivered timeously. 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 the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed

#### **OTHER POST**

<b><u>POST 41/104</u></b>	:	<b><u>DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: 04/2021</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (An all-inclusive salary package). The remuneration package includes a basic salary, Annual Service Bonus, the Employer's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include Medical Aid contribution, 13th cheque, motor car allowance, housing allowance and non-pensionable cash allowance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein
	:	An undergraduate qualification (NQF Level 7), as recognized by SAQA, preferably in the Financial Management Studies. A minimum of 3 years of experience in the management of Financial Management and policies/strategies or similar environment. Knowledge of relevant National & Provincial legislations, Public Administration, Budget Management, Treasury and Financial Regulations. The candidate should possess the following skills: Decision making, Problem solving, Facilitation & Presentation, People Management & Empowerment as well been able to function under pressure.
<b><u>DUTIES</u></b>	:	It will be expected of the successful candidate to perform the following duties: The compilation of the budget, evaluation and obtaining agreement on the requested and approved budget: This includes inter alia the following: Consolidation and prioritize the inputs from different directorates, Propose prioritized budget to executive management. Submit budget to Provincial Treasury. Obtaining agreement on requested and approved budget. Preparation of presentations and reports on statistical analyses on budget expenditure. The monitoring, evaluation and compilation of in year reports and budget report on a monthly basis. This includes inter alia the following: Monitor the batch and internal control. Monitor and verify all budgetary control functions. Consolidate monthly progress reports. Compile monthly expenditure reports on actual figures. Compare the monthly expenditure to budget amounts. Compile the remaining months financial forecast. Submit the in-year reports to financial treasury on a monthly basis. Compiling the monthly and quarterly expenditure report to management and the quarterly report to provincial legislature. Monitoring of the budget to advice management on fund shifts .The compilation of financial reports on a monthly and quarterly basis for programme monitoring in terms of financial projections, actual progress and deviations. This includes inter alia the following: Compile monthly expenditure reports on actual figures. Compare the monthly expenditure to budget amounts. Compile the remaining months financial forecast. Submit the in-year reports to financial treasury on a monthly basis. Compiling the monthly and quarterly expenditure report to management and the quarterly report to provincial legislature. Monitoring of the budget to advice management on fund shifts. The provision of advice, guidance and information to enhance the correct implementation of budget management practices. This includes inter alia the following: The provision of advice to management on statistical analysis of trends in budget, expenditure, shifting of funds and virement. Advice end users on the interpretation of policies .To manage the internal control measures. This includes inter alia the following: Implement fraud and risk prevention plans to eliminate risks in the Financial and Supply Chain Management Services. Monitor the implementation of financial and supply chain management delegations and instructions on departmental and public entities for the Department of the Premier. To manage resources to ensure that the objectives of the component are achieved. This includes inter alia the following: Management of staff within the component. The development and updating of Job

**ENQUIRIES**

Descriptions for reporting staff. The performance management of staff within the component. Facilitation of training interventions. Give direction, guidance and advice to staff within the component.  
: Mr. S. Tsunke Tel No: 051 405 4202

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : **HEAD OFFICE [HO]:** Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: Check Enquiries on the Advert.  
**GAUTENG EAST [GE]:** Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address: Private Bag X9, SPRINGS: 1560 Enquiries: Mpho Leotlela Tel No: (011) 736-0717.  
**DISTRICT TSWANE NORTH [TN]:** Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria Postal Address: Private Bag X945, Pretoria, 0001 Enquiries Rejoice Manamela Tel No: 012 543 4313.  
**DISTRICT TSHWANE WEST [TW]:** Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele Tel No: (012) 725 1451.
- CLOSING DATE** : 03 December 2021
- NOTE** : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents), which must be completed in full, originally signed and initial each page. An updated CV as well as copy of your identity document and qualifications must be attached (Uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

**OTHER POSTS**

- POST 41/105** : **DEPUTY DIRECTOR: FINANCE AND ADMINISTRATION REF NO: TW2021/11/10**  
 Sub Directorate: Finance and Administration
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all-inclusive package)  
 Tshwane West District  
 : An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Finance/ Supply Chain Management/Accounting/Financial Administration plus a minimum of 3 years relevant working experience at Junior Management /Middle Management level (Assistant Director/ Deputy Director Level) in the financial management and/or supply chain environment. Knowledge of PFMA, Treasury Regulations, Reference Guide to New Economic Reporting Format and other relevant financial and educational related policies. Knowledge of public sector procurement and Supply Chain Management. Computer literacy in Excel, Access, Word and PowerPoint. Knowledge of BAS (Basic Accounting System), PERSAL and SAP. Excellent written & verbal communication skills. Valid driver's license.
- DUTIES** : Provide financial administration and procurement administration to the District office and schools. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget allocation process. Budget forecasting and reporting through Matlotlo council.

Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the district. Prepare adjustment budget inputs including virements for the district. Co-ordinate and distribute payroll control sheets. Responsible for accounts payments and revenue collection. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Assist IDSO's with all financial administrative aspects affecting schools. Implement and maintain asset management policies of the department. Link between district and GDF. Manage SLA with the GSSC and all other implementing agencies. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and through applicable compliance certificates.

**ENQUIRIES** : Ms Priscilla Ravele Tel No: (012) 725 1451 (TW)

**POST 41/106** : **DEPUTY DIRECTOR: SYSTEM ADMINISTRATION REF NO: HO2021/11/11**  
 Directorate: System Administration and Certification  
 Re-Advertisement, candidates who applied previously are encouraged to re-apply.

**SALARY** : R744 255 per annum, (all-inclusive package)  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Information Technology/ Information Technology Systems plus a minimum of 3 years relevant working experience at Junior Management /Middle Management level (Assistant Director/ Deputy Director Level) within Examination or assessment environment. Knowledge of Public Service Act and Regulations, Employment of Educator's Act, Examination Regulations and Policies, SASA, SA-SAMS as amended, Labour Relations Act and relevant legislation pertaining to Exams and Assessments Systems (IECS). Good Communication (Verbal and Written) skills, Computer literacy, Analytical, Conflict Management, Planning and Organising skills. Good Interpersonal relations, Problem Solving, Facilitation and Presentation skills. A valid drivers' license is essential.

**DUTIES** : Oversee the development of Examination and Assessment and Learner registrations for all District Offices. Manage the integrated examination computer system (IECS) registration for new public and independent centers ensuring that they meet the minimum requirements to be registered as examinations centers. Manage the signing of the contract for systems update between existing independent schools and the Department annually. Manage the systems administration processes of Grade 10, 11 and 12, AET Level 4, NSC part-time and repeater candidates; Supplementary, remark / recheck and the Senior Certificate candidates. Manage the confirmation and clearance of immigrant candidates on the Integrated Examination Computer System (IECS). Oversee the registration and readiness of Examination Centers on Integrated Examination Computer System (IECS). Manage and compile IECS related management plans before commencement of examinations. Oversee the induction training of IECS users, i.e. examination support staff, District examination Staff. Manage the capturing of Examination Centers on the IECS. Oversee the systems administration on resulting and certification for candidates on Integrated Examination Computer System (IECS). Manage the printing and distribution of examination material, i.e. mark-sheets, attendance registers, admissions letters and certificates to the District Managers for prospective candidates. Manage the application for the issuing of certificates -reissue, replacement and combination of result on the IECS. Administer remark, recheck applications after the release of results on IECS. Oversee the registration of candidates on Integrated Examination Computer System (IECS). Manage the identification and response to un-registered candidates during the Preliminary Registration Process to eliminate registration queries. Oversee that statistical data regarding IECS registration processes and systems are in place to be readily available for the Head Office, Department of Basic Education (DBE) and Umalusi visits on readiness process. Supervision and development of staff and ensure that staff are assessed and developed in line with the performance management and development systems.

**ENQUIRIES** : Mr Joe Mokhosi Tel No: (010) 601 8086

<b><u>POST 41/107</u></b>	:	<b><u>DEPUTY DIRECTOR: POLICY, MONITORING AND EVALUATION REF NO: HO2021/11/12</u></b> Directorate: Early Childhood Development
<b><u>SALARY</u></b>	:	R744 255 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Public Management/Public Administration/ Statistics/ Social Science or Humanities. One-year certificate in monitoring and evaluation or one-year strategic planning certificate will be an added advantage. A minimum of 3 years relevant working experience at Junior Management /Middle Management level (Assistant Director/ Deputy Director Level) within monitoring and evaluation or strategic planning environment. Knowledge and understanding of the Monitoring & evaluation methodology, Legislative framework and policies that govern ECD. Knowledge of verification and mapping of ECD sites. Knowledge of PFMA. Skills: Excellent communication (verbal & written) and interpersonal skills. Computer literacy, project management, problem solving, report writing and presentation, and management skills. Demonstrative ability to use monitoring and evaluation information/knowledge management systems for planning, monitoring and reporting. Ability to work under pressure. A valid South African driver's license is essential.
<b><u>DUTIES</u></b>	:	Identify Early Childhood Development (ECD) services, programmes and projects to be monitored and evaluated. Develop monitoring and reporting templates and tools. Ensure the implementation of School Readiness Verification across ECD. Ensure new policy mandate for ECD are incorporated in ECD Strategic plans for execution. Ensure the planning for development of ECD Data Management policy and procedures. Ensure the establishment and management of information systems. Participate in all ECD forums. Establish partnership with ECD stakeholders. Coordinate all monitoring and evaluation reports for the ECD. Manage Resources (Human, Capital and Physical).
<b><u>ENQUIRIES</u></b>	:	Ms Tsakane Baloyi Tel No: 011 355 0482
<b><u>POST 41/108</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL STATEMENTS, SALARIES AND BOOKKEEPING REF NO: HO2021/11/13</u></b> Directorate: Financial Statements, Salaries and Bookkeeping
<b><u>SALARY</u></b>	:	R744 255 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting plus a minimum of 3 years relevant working experience at Junior Management /Middle Management level (Assistant Director/ Deputy Director Level) within finance environment. Knowledge and understanding of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations), Financial Circulars, Government budget and expenditure process and Reporting Procedures. Skills required: Computer literacy, Communication Skills, Project Management, Interpersonal relations, Problem Solving, Presentation skills, Analytical skills, Financial Management skills, Planning and Organizing, People management, Report writing and minutes taking and Facilitation skills. A valid South African driver's license is essential.
<b><u>DUTIES</u></b>	:	Obtain the latest financial statements template from Treasury or Office of the Accountant General and populate prior year figures. Obtain budget tables from Management Accounting directorate and prepare/review a breakdown of anticipated revenue and expenditure on the Appropriation Statement. Request BAS/Vulindlela expenditure report for the preparation of the Appropriation Statement. Ensure that monthly, quarterly, and annual financial statements are prepared in accordance with GRAP, PFMA, Treasury Regulations and all other legislative frameworks. Identify misallocations and advise responsible units during the month. Ensure compliance and implementation of the new financial requirements as published by the Office of the Accountant General. Review monthly, quarterly, and annual financial statements thereby ensuring that financial statements casts and cross casts. Assist Auditor General of South Africa (AGSA)

and Gauteng Audit Services (GAS) in executing the audit process. Manage and coordinate the audit process, attend to all audit findings, and adjust where necessary. Provide AGSA and GAS with all the required information. Ensure the compilation of management reports in terms of the PFMA, Treasury guidelines and circulars. Oversee the consolidation of inputs from the various Programmes and ensure that Sec 40 reports are submitted to Treasury monthly. Ensure that correct and accurate Cash Allocation is computed and submitted to Treasury. Review all expenditure and Cash Allocation reports before and after system closure (BAS and SAP). Oversee the effective and efficient management of allocated financial, physical, and human resources.

**ENQUIRIES** : Ms Winny Radzilani Tel No: 011 843 6540

**POST 41/109** : **DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: HO2021/11/27**  
Directorate: HR Transaction Services (HO) and Transversal Support

**SALARY** : R744 255 per annum, (all-inclusive package)  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Human Resource/ Archives and Records Management plus a minimum of 3 years relevant working experience in the archiving of Personnel Records at Junior Management /Middle Management level (Assistant Director/Deputy Director level) within Human Resource environment. Persal Certificate and Records Management Certificate is required. Knowledge of National Archives Act, Promotion of Access to information. Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations. Knowledge of PERSAL and SAP. Skills Description: Good verbal and writing communication Skills, Customer Services, Computer Literacy, Conflict and Problem Solving and ability to work independently. A valid South African driver's license is essential.

**DUTIES** : Manage the efficiency of personnel records management system and processes. Manage the development and implementation of records retention and disposal schedules in line with the National Archives Act, Promotion of Access to information. Manage the proper classification of new records and storage thereof. Manage the implementation of Departmental Personnel Records and File Plan. Manage the development of filing system and maintaining administrative, legal and financial requirements. Manage the safety and confidentiality of personnel records. Manage the maintenance of the records office and confidentiality of personnel files. Participate in the development of Records Management Policies, Procedures and Practices. Participate in the development of the departmental Records management and archiving policy, procedures and guidelines such as National Archives Act, Promotion of Access to information. PSBC Regulations, Departmental Records Policy. Supervision of staff and management of resources.

**ENQUIRIES** : Ms T Botha Tel No: 011 843 6577

**POST 41/110** : **ASSISTANT DIRECTOR: IN-SCHOOL PROGRAMMES REF NO: HO2021/11/14 (X2 POSTS)**  
(3 Years Fixed Contract)  
Chief Directorate: Human Capital Development

**SALARY** : R382 245 per annum, Plus 37% in lieu of service benefits  
**CENTRE** : Head Office, GCRA  
**REQUIREMENTS** : An appropriate minimum 3-year National Diploma/Degree (NQF Level 6/7) qualification in Project Management/ Human/Social Sciences / Public Administration / Management. At least a minimum of 3 years' experience in coordination, administration at a supervisory level and or at a post equivalent to salary level 8/7). Sound knowledge of all national and provincial strategies in relation to skills development. Sound knowledge of other Public Service prescripts, Human Resource Development policies and strategies. Sound understanding of the basic education environment. Competencies: Writing skills, Research and Policy analysis. Contract, Programme and Project Management. Leadership and Management Skills. Financial Management skill. Service Delivery Innovation, People Management and Empowerment. Stakeholder management and Customer focused. Ability to work in team and independently. Negotiation Skills. Personal

		organization. Risk management. Good Communication skills. Ability to Delegate Tasks. Ability to cope under pressure. Computer literacy. Valid South African driver's license is essential.
<b><u>DUTIES</u></b>	:	Provide support in the project management and administration of the Bursary process from commencement to conclusion. To work in schools and other education and training settings for young people. Provide support in the Initiation, planning and design of all assigned projects. Disseminate information to all relevant stakeholders regarding the projects. Register all projects on the project database. Implement project plans for all allocated projects. Compile draft projects' status weekly / monthly reports. Liaise with all project stakeholders in preparation of status report. Prepare draft the close-out reports for all closed projects. Provide effective support on the advocacy of the projects to the target groups and all relevant stakeholders. Ensure that students sign project contracts and adhere to the terms and conditions of the project contract. Participate in the identification, initialisation, designing and ensure implementation of skills programmes for high school learners that give them the flexibility to navigate between immediately entering the workplace, going to a vocational school, or heading off for a degree at university. Update and maintain project database. File projects documents. Provide project coordination support in the Unit. Supervise staff.
<b><u>ENQUIRIES</u></b>	:	Ms Bellina Molaba Tel No: 011 355 1170
<b><u>POST 41/111</u></b>	:	<b><u>ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: HO2021/11/15</u></b> Directorate: Programme Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum
	:	Head Office, GCRA
	:	An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Communications/ Public Relations/ Social Planning/Community Development plus a minimum of 3 years' experience in stakeholder coordination at a supervisory level and or at a post equivalent to salary level 8/7). Excellent knowledge of Government, Parliamentary process and requirements. Sound knowledge and understanding of all national and provincial strategies and legislation in relation to socio-economic environment as well as training and skills development. Sound knowledge of other Public Service prescripts, Human Resource Development policies and strategies. Sound understanding of the basic education environment. Competencies: Experience of undertaking stakeholder management role in organisations. Demonstrate success in resolving conflicting stakeholder requirements in a complex stakeholder environment. Experience in developing and successfully implementing stakeholder engagement plans. Appreciation and understanding of the training and skills development related environment and track record of successful management of engagements of different cohorts in this environment. Good planning and organisational skills, enabling stakeholder knowledge to be effectively disseminated and shared within the Academy's team, and acted on in future interactions. Effective liaison and negotiation skills in potentially complex and highly emotive situations. Excellent stakeholder management and interpersonal skills. Writing, communication and presentation skills. Ability to work in teams and independently.
<b><u>DUTIES</u></b>	:	Manage and lead stakeholder engagement, develop approaches to engagement, collaboration, and innovation that create improved value for the Academy and its clients, including the provision of high quality and responsive information for clients. Lead the development, implementation and evaluation of strategic, tactical and operational stakeholder engagement plans, programs, projects and initiatives to align with the Academy's vision, goals and direction. Plan and lead the implementation of integrated stakeholder engagement programs and initiatives to improve and enhance the perceptions and experiences of clients and beneficiaries. Mapping stakeholders and developing appropriate communications for each key stakeholder group. Lead specific stakeholder outreach initiatives, dialogues and other forms of engagement to understand key concerns and issues and inform review and enhancement of services and service delivery. Develop and maintain strong internal and external relationships to exchange information with client groups, community, other levels of government and other stakeholders to inform

strategic and operational decisions related to programs and services. Provide briefings and support to technical teams for meetings with stakeholders. Maintain overview of 'database' used to track both engagement requests and engagement 'fulfilled' to ensure documentation. Ensure communication and alignment between different project teams and ensure that issues are captured and escalated as required.

**ENQUIRIES** : Ms Bellina Molaba Tel No: 011 355 1170

**POST 41/112** : **ASSISTANT DIRECTOR: TALENT MANAGEMENT AND INNOVATION REF NO: HO2021/11/17**  
Chief Directorate: Human Capital Development

**SALARY** : R382 245 per annum  
**CENTRE** : Head Office, GCRA  
**REQUIREMENTS** : An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Project Management/ Human/Social Sciences / Public Administration / Management. At least a minimum of 3 years' experience in coordination, administration, project management at a supervisory level and or at a post equivalent to salary level 8/7). Sound knowledge of all national and provincial strategies in relation to skills development. Sound knowledge of other Public Service prescripts, Human Resource Development policies and strategies. Sound understanding of the basic education environment. Good understanding of technological tools and management and analysis of data. Competencies: Project management skills. Writing skills, Content curation for skills development, Promoting and encouraging the development and use of new technologies, Organizing and supporting training programmes to assist in providing the training needed to accelerate the adoption of new technologies driven by 4IR. Research and Policy analysis. Contract, Programme and Project Management. Leadership and Management Skills. Financial Management skill. Service Delivery Innovation, People Management and Empowerment. Stakeholder management and Customer focused. Ability to work in team and independently. Negotiation Skills. Personal organization. Risk management. Good Communication skills. Ability to Delegate Tasks. Ability to cope under pressure. Computer literacy. Valid South African driver's license is essential.

**DUTIES** : Lead the identification, initialisation, designing and ensure implementation of skills programmes for youth that give them the flexibility to navigate their transitions between school and world of work. Provide support in the project management and administration of the programmes. Promote digital transformation and innovation ecosystems for the youth. Provide support and lead in the initiation, planning and design of all assigned projects. Create and manage databases for various opportunities available to the youth and facilitate access to these. Work with the technology community to develop solutions in data collection systems, mobile applications, social media and knowledge management platforms, monitoring, and improved data sharing. Provide recommendations for technology improvements, e.g., existing training platforms, e-learning modules, smart applications, tracking and database management, or monitoring, response, and data analysis. Disseminate information to all relevant stakeholders regarding the projects. Liaise with all project stakeholders in preparation of status report. Prepare draft the close-out reports for all closed projects. Provide effective support on the advocacy of the projects to the target groups and all relevant stakeholders. Update and maintain project database. File projects documents. Provide project coordination support in the Unit. Supervise staff.

**ENQUIRIES** : Ms Bellina Molaba Tel No: 011 355 1170

**POST 41/113** : **ASSISTANT DIRECTOR: E-LEARNING SPECIALIST REF NO: HO2021/11/18**  
Chief Directorate: Public Sector Development

**SALARY** : R382 245 per annum  
**CENTRE** : Head Office, GCRA  
**REQUIREMENTS** : An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Education Technology/Computer Integrated Technology and/or related to virtual and platform driven education plus a minimum of 3 years design & development



experience on related to virtual and platform driven education/e-Learning content and projects at a supervisory level and or at a post equivalent to salary level 8/7). Sound knowledge of all national and provincial strategies in relation to skills development. Sound knowledge of other Public Service prescripts, Human Resource Development policies and strategies. Sound understanding of the basic education environment. Good understanding of technological tools and management and analysis of data. Strong content development background and experience in the administration of Learner Management Systems (Moodle LMS). Certificates of competence in various related software packages will be an advantage. Competencies: Online Digital Content development for web and Mobile, Intermediate ICT skills and an understanding of modern Internet Technologies. Project management skills. Writing skills, Content curation for skills development, Promoting and encouraging the development and use of new technologies, Organizing and supporting training programmes to assist in providing the training needed to accelerate the adoption of new technologies driven by 4IR. Research and Policy analysis. Contract, Programme and Project Management. Leadership and Management Skills. Financial Management skill. Service Delivery Innovation, People Management and Empowerment. Stakeholder management and Customer focused. Ability to work in team and independently. Negotiation Skills. Personal organization. Risk management. Good Communication skills. Ability to Delegate Tasks. Ability to cope under pressure. Computer literacy. Valid South African driver's license is essential.

#### **DUTIES**

: Assist in the creation, sourcing, and curation as well as ongoing support of learning content and other online resources. Assisting with aligning the e-learning content provided on all platforms with the strategic intent of Gauteng provincial government. Conduct research on courses and information in required knowledge areas to ensure this alignment, including but not limited to Fourth Industrial Revolution (4IR). Support the selection, implementation and usage of online courses, instructional web projects and distance learning technologies. Give Presentations to various departments about e-Learning and other e-Learning offerings when required. Manage/Administer the existing Moodle Learner Management System and provide support for the administration of any future platforms selected to deliver e-learning. Serve as in-house single point of contact responsible for responding to questions from users and other stakeholders. Designing, structuring all compiling all system reports required for compliance and governance. Promote digital transformation and innovation ecosystems for the youth. Provide support and lead in the initiation, planning and design of all assigned projects. Work with the technology community and establish partnerships to develop solutions in data collection systems, mobile applications, social media and knowledge management platforms, monitoring, and improved data sharing. Provide recommendations for technology improvements, e.g., existing training platforms, e-learning modules, smart applications, tracking and database management, or monitoring, response, and data analysis. Disseminate information to all relevant stakeholders regarding the projects. Liaise with all project stakeholders in preparation of status report. Prepare draft the close-out reports for all closed projects. Provide project coordination support in the Unit. Supervise staff.

#### **ENQUIRIES**

: Ms Bellina Molaba Tel No: 011 355 1170

#### **POST 41/114**

: **ASSISTANT DIRECTOR: ITSM REF NO: HO2021/11/19**  
Directorate: School Support

#### **SALARY** **CENTRE** **REQUIREMENTS**

: R382 245 per annum  
: Head Office, Johannesburg  
: An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) qualification in Information Technology / Finance/Project Management plus a minimum of 3 years' relevant experience at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of the Treasury Regulations, Configuration Management, departmental systems (BAS, etc.) and IT Risk Management practices. Knowledge of relevant legislations like Public Finance Management Act, ECT Act, current technology developments and future trends. Skills Description: Good verbal and written communication, Project Management,

		Planning, analysis, conceptualizing, problem solving, Change management and Financial management A valid driver's license.
<b><u>DUTIES</u></b>	:	Participate in the initiating and planning process for ICT projects in schools. Assist in the identification and analysis of school ICT needs and requirements. Obtain ICT project budgets and ensure that they are updated with actuals and stored and reported where needed. Provide support in all ICT project and business as usual activities in schools. Implement ICT Strategy and service delivery standards for to schools. Track requirements during the schools' ICT project execution and incorporate changes into the requirements. Support the execution of all ICT project activities in schools. Manage the Directorate's ICT budget. Identify unresolved risks and issues and escalate them to the Project Manager. Monitor project progress against the defined schedule and cost using project metrics used in the Department. Distribute and transfer all school's allocated ICT Assets to schools. Develop School Asset Management plan. Collate a report on ICT Asset damages, thefts and security breaches. Ensure that Principals account for all School allocated ICT Assets. Ensure that all issued laptops and tablets are always accounted for and well taken care of. Participate in the preparation of documents for school's ICT project closure. Ensure accurate record keeping, document and content management of all project documents. Support schools during the implementation of their changes for the duration of a pilot or warranty period. Provide end to end technical support to the schools for business-as-usual ICT activities. Participate in the facilitation of ICT training initiatives for schools. Supervise human resources/staff.
<b><u>ENQUIRIES</u></b>	:	Ms Mechelle Brink Tel No: 011 355 1223
<b><u>POST 41/115</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE AND PROCUREMENT REF NO: TN2021/11/20</u></b> Sub Directorate: Finance and Administration
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Tshwane North District
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) qualification in Public Management / Finance / Supply Chain Management / Economics / Business / Purchasing/Logistics plus a minimum of 3 years' experience in SCM at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge and experience of SAP, BAS, PFMA, Treasury Regulations, provisioning procedures and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid driver's license.
<b><u>DUTIES</u></b>	:	Implementation of financial policies and procedures. Enquiry office is operating efficiently. Vendor information forms are copied, recorded, and forwarded to GDF for registration. Capturing of GRVs on SRM within 24 hours and payment within 30 days. Follow up on outstanding payments for service providers. Clear web-cycle entries weekly. Efficient operations i.e. collection of payrolls – payslips distributed and returned within 7 working days. Proper record keeping with regards to payroll administration. Liaise with schools and units regarding payroll issues. Distribution of IRP5s. Compare accuracy of payroll with exception report and liaise with THRS with reference to the exception report. Non-compliance letters issued for return of payrolls. Report to HO on completeness of payroll return and exception report. Implementation of petty cash policies and procedures. Cashier's office operates efficiently, and petty cash is replenished when needed. Monitor and bank revenue as and when needed. Function as team leader by supervising tasks and responsibilities of sub-ordinates. Provide training of staff on procedures and processes. Performance management is done and poor performance is identified and addressed. Office administration matters. Provide monthly management reports. Attend management meetings.
<b><u>ENQUIRIES</u></b>	:	Ms Rejoice Manamela Tel No: 012 543 4313 (TN)

<b><u>POST 41/116</u></b>	:	<b><u>ASSISTANT DIRECTOR: EXAMINATIONS ADMINISTRATION REF NO: GE2021/11/21</u></b> Sub Directorate: Curriculum Management and Delivery
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Gauteng East District
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Public Administration/ Public Management plus a minimum of 3 years' examination administration experience within Examination or Assessment environment at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge and experience of PFMA, Transport Policy, Strategic Planning and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid driver's license.
<b><u>DUTIES</u></b>	:	Manage and oversee centre and learner registrations in the District. Ensure that new public and independent centers meet the minimum requirements to be registered as examinations centers. Manage the registration processes of Grade 10, 11 and 12, AET Level 4, NSC part-time and repeater candidates; Supplementary, remark / recheck and the Senior Certificate candidates. Conduct registration mediation policy sessions with all stakeholders. Administer concessions for all Schools during assessment/examinations period. Confirm and clear immigrant candidates on the Integrated Examination Computer System (IECS) and minimize technical irregularities. Establish readiness of centers to conduct the examinations. Audit registered exam centers to establish the readiness to conduct the examinations. Manage and compile examination related plans before commencement of examinations (i.e. Management and Monitoring Plans). Oversee and support the induction and training of Chief Invigilators, Invigilators, exam support staff, Candidates on roles and responsibilities during the exam period. Appoint a Script Library Manager (i.e. Senior Admin Officer) to ensure safe storage of scripts in the District. Ensure that Scripts are scanned, packaged and distributed to Marking Venues. Oversee the conduct, administration and management of Examinations (i.e. AET Level 4, NSC and amended Senior Certificate, NCS Preparatory and Final exams). Control question papers received from the Head Office, and the District's control list. Ensure that the Senior Education Specialist, Examination Administration submit a formal report on the conduct of the exams to Head Office. Manage and report on any irregularities experienced during the conduct of exam. Facilitate emergency concessions in collaboration with the Psychologist in the District. Administer result certification distribution and remarking processes. Facilitates the application for the issuing of certificates -reissue, replacement and combination of result. Ensure control and collect certificates for external clients (Public). Attend to queries for the public regarding registration, results and certification. To coordinate and monitor the budget, resources and overall management of the unit. General supervision of employees and manage performance. Draft the overtime budget of the unit and ensure approval. Collaborate with other Business Units on exam related issues.
<b><u>ENQUIRIES</u></b>	:	Mr Mpho Leotlela Tel No: 011 736 0717 (GE)
<b><u>POST 41/117</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: ACCOUNTS PAYABLE REF NO: HO2021/11/22</u></b> Directorate: Financial Administration
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) qualification in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting plus a minimum of 2 years' experience working in a finance environment. Knowledge of PFMA and Treasury Regulations, Procurement procedures and other Financial related policies, Financial administration and Public Service Regulation, Basic Accounting System, PERSAL System and SAP. Good verbal and written communication, Computer literacy (MS Excel, Access, Word and

**DUTIES**

PowerPoint), Interpersonal relations, Problem Solving, Analytical skills, Planning and Organizing and Report Writing and A valid driver's license is essential.

: Execute all supplier payment is made within 30 days. Verify the accuracy of invoices. Submit payment run to Provincial Treasury. Preparing and submission of payment run to Treasury. Clear payment exceptions within two days after each payment run and also liaise with Treasury regarding rejections. Review weekly runs against successful payment runs of the financial year on weekly basis. Identify overpayments and duplicates payments. Follow-up and resolve payment issues and queries from internal and external customers. Compile accruals submitted monthly, quarterly and yearly. Request Payment proposal after a last payment run of the month. Request Web cycle and cockpit of the 1st day of the new month. Ensure that all other directorates and districts accrual schedules as at the end of the reporting month are submitted to Accounts Payable by the stipulated date of the new month. Execute consequence management on non-submission, late submission, incomplete and incorrect information is implemented in the department. Co-ordinate and complete Accounts Payable processes. Exercise judgment in evaluating completeness and accuracy of invoices submitted for payments. Participate in the preparation of effecting Payment, Process Director, Exceptions and Payment Run reports on weekly basis. Compile Weekly Statistics. Source documentation for Internal and External Audit purposes retrieved and submitted within 5 days. Provide effective, efficient supervision of staff and Management of resources.

**ENQUIRIES**

: Ms. Palesa Banda Tel No: (011) 355 0384

**POST 41/118**

: **SENIOR STATE ACCOUNTANT: PAYMENT PROCESSING REF NO: HO2021/11/23**  
Directorate: Financial Administration

**SALARY  
CENTRE  
REQUIREMENTS**

: R321 543 per annum  
: Head Office, Johannesburg  
: An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) qualification in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting plus a minimum of 2 years' experience working in a finance environment. Knowledge of PFMA and Treasury Regulations, Procurement procedures and other Financial related policies, Financial administration and Public Service Regulation, Basic Accounting System, PERSAL System and SAP. Good verbal and written communication, Computer literacy (MS Excel, Access, Word and PowerPoint), Interpersonal relations, Problem Solving, Analytical skills, Planning and Organizing and Report Writing and A valid driver's license is essential.

**DUTIES**

: Ensure that all suppliers are registered on EIS for submission of invoices. Resolve all escalated queries relating to payments for suppliers that are not registered. Check completeness of query list compiled daily and make sure all they are all resolved. Assist suppliers with registration on EIS. Train suppliers on EIS Webboard uploads of invoices. Ensure payments are correctly paid to suppliers with 30 days. Attend to all payment rejections that may have paid to wrong supplier accounts end to end. Identify overpayments and duplicates payments. Follow-up and resolve payment issues and queries from internal and external customers. Compile payment query reports monthly, quarterly and yearly. Prepare Supplier Debt report on monthly basis. Investigate and confirm debt then start the debt take on process. Request Open GRV and Partially Paid Report as at the end of the reporting month from GRV Team. Update status and submit weekly the Open GRV report. Co-ordinate and complete Accounts Payable processes. Exercise judgment in evaluating completeness and accuracy of invoices submitted for payments. Identify and address all internal control weaknesses. Source documentation for Internal and External Audit purposes retrieved and submitted within 5 days. Investigate and respond to audit queries to ensure financial integrity of report. Execute audit recommendations. Provide effective, efficient supervision of staff and Management of resources.

**ENQUIRIES**

: Ms. Selina Phala Tel No: (011) 355 1163

<b><u>POST 41/119</u></b>	:	<b><u>PERSONAL ASSISTANT REF NO: HO2021/11/25</u></b> Directorate: Strategic Policy Management
<b><u>SALARY</u></b>	:	R261 372 per annum
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.
<b><u>DUTIES</u></b>	:	Overall management of the office administration functions Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.
<b><u>ENQUIRIES</u></b>	:	Ms Lerato Machaka Tel No: (011) 843 6532
<b><u>POST 41/120</u></b>	:	<b><u>PERSONAL ASSISTANT: OFFICE OF THE DDG REF NO: HO2021/11/26</u></b> Branch: Curriculum Management & Delivery
<b><u>SALARY</u></b>	:	R261 372 per annum
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.
<b><u>DUTIES</u></b>	:	Overall management of the office administration functions Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.
<b><u>ENQUIRIES</u></b>	:	Ms Lerato Machaka Tel No: (011) 843 6532

#### **DEPARTMENT OF HEALTH**

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

#### **OTHER POSTS**

<b><u>POST 41/121</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 (X2 POSTS) AND GRADE 2 (X1 POST) REF NO: HRM 27/21</u></b> Directorate: Clinical
<b><u>SALARY</u></b>	:	Grade 1: R1 122 630 per annum, (plus benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Grade 2: R1 283 592 per annum, (plus benefits)
	:	Sterkfontein Hospital
	:	FCPsych (SA) and/ or MMed (psychiatry) and registration with the HPCSA as Medical Specialist. The post is a joint appointment of the Gauteng Department of Health and the University of the Witwatersrand Department of Psychiatry.
<b><u>DUTIES</u></b>	:	Clinical service Delivery: Assess, treat monitor mental health care user in line with the Mental Health Care Act No 17 of 2002. Prepare psychiatric and medico-legal reports as required. Lead a multidisciplinary team to ensure a holistic approach to patient care. The incumbent will be required to participate in forensic psychiatric work as well as to manage general psychiatric patients. This includes assessments for observandi. Teaching and training: Supervision, teaching and assessment of postgraduate and undergraduate students. This includes Registrars, Medical officer, Medical student, Psychology interns, Occupational therapy and others. Participate in the academic programmes at Sterkfontein Hospital as well as those scheduled by Wits University. Train and teach hospital staff when requested. Administrative and managerial: Partake in clinical audits. Provide input to management where appropriate. Perform clinical related administration task. Membership of and participation in relevant committees. Research actively participate and promote the research programme. Supervision and Marking of MMeds (if appropriately qualified).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Professor U Subramaney Tel No: 011 951-8341
	:	Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
<b><u>NOTE</u></b>	:	must be submitted on fully completed new format Z83 (81/971431 www.dpsa.gov.za), fully completed CV, copies of ID and Qualifications. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
<b><u>CLOSING DATE</u></b>	:	03 December 2021 @ 12H00
<b><u>POST 41/122</u></b>	:	<b><u>DENTAL SPECIALIST GRADE 1/2/3 (OMP) REF NO: DS01-11 (X1 POST)</u></b> Directorate: Oral Medicine and Periodontology
<b><u>SALARY</u></b>	:	R1 122 630 – R1 489 665 per annum, (inclusive package), excl commuted overtime
<b><u>CENTRE REQUIREMENTS</u></b>	:	Wits Oral Health Centre
	:	Appropriate qualification that allows registration with the HPCSA as Dental Specialist in Oral Medicine and Periodontology (OMP). Registration with HPCSA as a Dental Specialist within the relevant discipline Oral Medicine and Periodontology. Appropriate Clinical experience as Specialist in Oral Medicine and Periodontology after registration with Health Professional Council of South Africa. Experience in teaching and training of undergraduate and postgraduate students after qualifying as a specialist will be an added advantage.
<b><u>DUTIES</u></b>	:	Implementation, monitoring and evaluation of academic dental services on the Oral Health Teaching platform. Supervisory and administrative role with regards to teaching and training of both undergraduate and postgraduate students. Responsible for quality assurance of teaching/training and clinical governance. Carry out own and supervise research. Participate in any other activity as directed by the Head of Department.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr TD Mafojane Tel No: (011) 488 4865
	:	New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte

Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown OR via email [Pulankana.Monama@gauteng.gov.za](mailto:Pulankana.Monama@gauteng.gov.za). No faxed applications will be accepted.

**NOTE**

: Applicants to attach copies of all the necessary documents (qualifications) to the application including a cover letter motivating your suitability for the post, detailed and up-to-date CV with names and e-mail addresses of three recent (3) referees, a valid identity document, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified. Applications received after closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates.

**CLOSING DATE**

: 03 December 2021

**POST 41/123**

: **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: REFS/012540 (X1 POST)**  
Directorate: Labour Relations

**SALARY**

: R744 255 per annum, (plus benefits)

**CENTRE**

: Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**

: A three (3) year Degree/National Diploma in Labour Relations Management/Human Resource Management or relevant qualification at NQF Level 6 plus 10 years' experience in Labour Relations of which 5 years must be at a managerial level (Assistant Director). A valid Driver's License. Computer Literacy (Ms Office, Excel and PowerPoint) Experience in Health Sector environment as well as a Certificate in Labour Dispute Resolution Practice or related will be an added advantage. Knowledge of the Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Public Service Regulations (SDA, LRA, EEA, BCEA, PSA, OHSA, PSA, etc.). Knowledge of the Personnel & Salary (PERSAL) system. Good communications skills (both verbal and written, especially report writing). The incumbent must have good interpersonal skills and ability to work under pressure. The post holder should be able to gather, analyse information, interpret reports, and be able to lead and supervise a diverse team with miscellaneous experiences.

**DUTIES**

: Facilitate monitoring and implementation of the business plans. Align individual performance to the strategic objectives of the unit. Report on strategic frameworks /plans in the area of functional responsibility. Monitor and ensure effective and efficient coordination of activities. Facilitate the development of operational standards and ensure the attainability on the same. Compile weekly, monthly, quarterly and annual reports. An all-rounder in the management of Labour Relations activities (e.g., handling of grievances, misconducts, disputes, collective bargaining, control activities and strike management) pertaining to the component. Manage and facilitate the provision of labour relations reports on grievances, disputes, appeals, training and misconduct cases received from the Line Management. Update, extract, manipulate and analyse data on Labour Relations matters in the facility and draw up trends for management. Create, maintain and define clients' needs and request in the Hospital. Facilitate the capturing of Labour Relations cases on the PERSAL system. Supervision and empowerment of staff in the Unit including the facilitation of training of Line Managers and Supervisors on employee relations. The applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System in terms of contracting, reviewing and final assessment.

**ENQUIRIES**

: Mr. A. Mbalati Tel No: (011) 933 9563

**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 or emailed applications to [gautengonline.gov.za](mailto:gautengonline.gov.za). No faxed will be considered.

**NOTE**

: Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. 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). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you 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, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserves the right not to fill the post. 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 disabilities are encouraged to apply.

**CLOSING DATE**

: 03 December 2021

**POST 41/124**

: **CLINICAL PSYCHOLOGIST GRADE 1 REF NO: HRM 29/21 (X1 POST)**  
Directorate: Psychology

**SALARY**

: R724 062 - R796 041 per annum, (plus benefits)

**CENTRE**

: Sterkfontein Hospital

**REQUIREMENTS**

: MA Clinical Psychology, registration as a clinical psychologist with the HPCSA (Independent practice).

**DUTIES**

: Provide individual group and family psychotherapy. Functions as a member of the multi –disciplinary team. Coordinate and manage psychological service provision. Supervision of intern's psychologist and community service psychologist. Research and lecturing responsibilities.

**ENQUIRIES**

: Dr. D.J.C Hoffman Tel No: 011 951-8342

**APPLICATIONS**

: Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

**NOTE**

: Application must be submitted on fully completed new format Z83 (81/971431 [www.dpsa.gov.za](http://www.dpsa.gov.za)), fully completed CV, copies of ID and Qualifications. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies) If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications



verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

**CLOSING DATE** : 03 December 2021 @ 12H00

**POST 41/125** : **ASSISTANT MANAGER NURSING: PATIENT CARE, DAY, NIGHT REF NO: HRM/2021/58**  
Directorate: Nursing

**SALARY** : R571 242 per annum, (plus benefits)  
**CENTRE** : Mamelodi Regional Hospital  
**REQUIREMENTS** : National Senior Certificate. Basic qualifications accredited with the SANC in terms of Government notice R425. (i.e Diploma/ Degree in nursing). A minimum of 8 years appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. Nursing management Qualification with SANC. At least 3 years of period referred to above must be appropriate / recognizable experience at management level at hospital. Strong leadership, sound interpersonal and good communications skills. Regulations and legislative framework. Computer literacy. Valid driver's license. Verified proof of experience. Service certificate compulsory South African Nursing Council annual practicing certificate.

**DUTIES** : Delegate, supervisor and co- ordinate the provision of effective patient care through adequate nursing care. Demonstrate in a depth understanding of nursing legislation & related legal & ethical nursing practise and how it impacts on service delivery. Ensure clinical nursing practice by the nursing team (units) & institution. Demonstrate basic understanding of Human Resource financial policies & practices. Effective leadership in managing disciplines & conflict resolutions. Display a concern of patient, promoting, advocating & facilitating proper treatment & care & ensuring that the unit adhere to ministerial priorities, the principle of Batho Pele & Patient rights Charter. Demonstrate effective Communication with patients, community, supervisors, other health professionals & junior colleagues, including more complex report writing when required. Demonstrate basic computer literacy as a support tool to enhance service delivery. Formulation and implementation of nursing guidelines, practice, physical resources. Provision of effective support to nursing service. Maintain professional growth/ ethical standards and self-development. Be informed with labour act practices. Perform any other delegated duties.

**ENQUIRIES** : Ms S Mahlangu Tel No: (012) 841 8363  
**APPLICATIONS** : to be sent to Human Resources, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East, 0122 or hand deliver to 19472 Serapeng Street, Tsamaya Road, Mamelodi East.

**FOR ATTENTION** : Mr. M Letswane – HR department  
**NOTE** : All applications should include a New Z83, CV, copies of ID (both sides) and Qualifications. Jobs are not for sale at Mamelodi Regional Hospital.

**CLOSING DATE** : 03 December 2021

**POST 41/126** : **CLINICAL MANAGER (MEDICAL) REF NO: HRM/2021/59 (X1 POST)**  
Directorate: Medical

**SALARY** : R571 242 per annum, (plus benefits)  
**CENTRE** : Mamelodi Regional Hospital  
**REQUIREMENTS** : National Senior Certificate and MBCHB/MBBCH Appropriate qualification that allows registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of six (6) years' experience as a Medical Officer after registration with HPCSA as Medical Practitioner. Hospital Management Qualification will be an added advantage. Good communication skills, leadership and writing skills.

**DUTIES** : Overall clinical leadership and management of allocated cluster of departments. Offers a comprehensive quality level hospital services to patients. Optimally

	supervise departments, mentor and coach junior Medical staff. Support District Health Service. Participate and network with other hospitals and in the comprehensive clinical services regarding patients care and treatment. Lead and drive CPD and M&M programmes. Implement cost containment measures analyse budget and ensure effective and efficient use of resources. Conduct patient redress and compile reports for medico-legal cases. Monitor commuted overtime and ensure adherence to RWOPS Policy. Maintain discipline and deal with grievances and labour relations issues in terms of laid down policies and procedures. NB: Commuted Overtime is compulsory.
<b><u>ENQUIRIES</u></b>	: Dr N Soe Tel No: (012) 841 8302/8306
<b><u>APPLICATIONS</u></b>	: to be sent to Human Resources, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East, 0122 or hand deliver to 19472 Serapeng Street, Tsamaya Road, Mamelodi East.
<b><u>FOR ATTENTION</u></b>	: Mr. M Letswane – HR department
<b><u>NOTE</u></b>	: All applications should include a New Z83, CV, copies of ID (both sides) and Qualifications. Jobs are not for sale at Mamelodi Regional Hospital.
<b><u>CLOSING DATE</u></b>	: 03 December 2021
<b><u>POST 41/127</u></b>	: <b><u>QUALITY ASSURANCE COORDINATOR GRADE 1 REF NO: QA02-11</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	: R450 939 - R507 531 per annum, excluding benefits
<b><u>CENTRE</u></b>	: Wits Oral Health Centre
<b><u>REQUIREMENTS</u></b>	: Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with the SANC as Professional Nurse. A minimum of 5 years appropriate/recognizable experience after registration with the SANC as Professional Nurse in General Nursing. A qualification in Nursing Administration/Management or in Health Care Services Management is an added advantage. The candidate must have Knowledge and have participated in peer group evaluation of a Health Institution on Ideal Hospital tool and National core standards. Knowledge of the application of the relevant statutes and policies governing the public service and health care sciences. Knowledge of the Performance Management and Development System. Understanding the application of Batho–Pele Principles, Patients right charter and quality assurance system with emphasis on complaints management. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Problem solving, planning and organizing skills. Ability to work under pressure. A valid driver's license. Willing to work overtime when required. Computer literacy and report writing skills.
<b><u>DUTIES</u></b>	: Provide overall leadership for Quality Development in the institution towards realization of the set strategic goals & objective. Overall provision of Total Quality Management services to the hospital by: Overall monitoring, investigating, evaluating, recording and reporting on complaints management. Effective clinical & non-clinical risk management by monitoring, investigating, evaluating, recording and reporting on Patients Safety Incidents. Improve effectiveness of system operations through monitoring and reporting on patients waiting times .Conduct Patient Experience of Care Surveys and share results with relevant stakeholder's .Ensure that monthly internal audits are conducted and comply with norms and standards. Facilitate conduction of and reporting on Ideal Health Facility Realization assessments in line with existing and approved legal prescripts .Provide support to the institution on matters pertaining to Norms and Standards as set by Office of Health Standards Compliance .Facilitate conduction of and reporting on Clinical Records Audits. Operate and management relevant data systems. Monitor development, implementation and evaluation of Quality Improvement Plans. Perform other delegated functions.
<b><u>ENQUIRIES</u></b>	: Matron T Mquqo Tel No: (011) 488 4312
<b><u>APPLICATIONS</u></b>	: New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed applications will be accepted.

<b><u>NOTE</u></b>	:	Applicants to attach copies of all the necessary documents (qualifications) to the application including a cover letter motivating your suitability for the post, detailed and up-to-date CV with names and e-mail addresses of three recent (3) referees, a valid identity document, relevant certificates and current proof of SANC. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified. Applications received after closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates.
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/128</u></b>	:	<b><u>SONOGRAPHER REF NO: REWFS/012541 (X1 POST)</u></b> Directorate: Obstetrics and Gynaecology
<b><u>SALARY</u></b>	:	Grade 1: R401 640 per annum
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Ultrasound Radiography/B Tech in Ultrasound Radiography. Certified copy of original registration with Health Professions Council of South African HPCSA in Ultrasound Radiography. Current registration with HPCSA for 2021/2022. Experience in performing high-risk Obstetric and anomaly scans. Experience in reporting on difficult pathologies. Knowledge, Skills and Experience: Excellent knowledge of high-risk obstetrics and gynaecology, general, small parts, protocols and procedures. Basic knowledge of equipment use and trouble shooting. Sound reporting writing and administrative skills and computer literacy. Knowledge of relevant Health and Safety Acts and Infection Control measures. Good communication, interpersonal relations and problem solving skills. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
<b><u>DUTIES</u></b>	:	Scanning the patients from ANC and the wards. Preparing the patients for the Ultrasound examination. Selecting the appropriate equipment for the ultrasound examination. Performing ultrasound examinations that yield important diagnostic information. Use ultrasound machines to view and interpret images with sound waves for the diagnosis and treatment of medical conditions. Co-ordinates and organize daily workload / running of the department. Must have knowledge of the department functions and equipment. Ensure that equipment is adequately maintained. Attend meetings /seminars/congresses to keep up to date with new advance in technique and technology. Monitor stock in the stock room and examination rooms. Maintain adequately weekly, monthly, annual patient statistics. Promote teamwork, co-operative work relationship amongst staff members and other health Care workers. Liaise with specialist for more information or help in dept. about patients. Supervision and training of student sonographer and registrars.
<b><u>ENQUIRIES</u></b>	:	Prof Y.Adam Tel No: (011) 933 8156
<b><u>APPLICATIONS</u></b>	:	should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Chris Hani Baragwanath Academic Hospital, Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed applications will be considered.
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Z83 job application form that is fully completed, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Applications may also be uploaded online at <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> or <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> . According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof

of the necessary documents required by HR will be disqualified. 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). 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). It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and submit such evaluation with the application. It is also incumbent upon the applicant to provide evidence of the NQF level of qualifications not obtained from mainstream institutions. 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). CHBAH also reserves the right to cancel the filling of vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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 targets of the department. People with disability are encouraged to apply.

<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/129</u></b>	:	<b><u>PROFESSIONAL NURSE: PNB1-2 (SPECIALTY NURSING) PAEDS GRADE 1-2 REF NO: UPOHC/PNS/11/2021</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R388 974 - R588 390 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	University of Pretoria Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 i.e., Diploma/Degree in (General, Midwifery, Psychiatry and Community Health) that allows registration with SANC as a Professional Nurse, plus a 1 year Post Basic Nursing qualification in (Child Nursing Specialty). Driver's license, computer literacy. Working experience in a Dental setting will be an added advantage. Recommendations: Two years in a working practice will be much preferable.
<b><u>DUTIES</u></b>	:	Provision optimal holistic specialized nursing care with set standards and within a professional legal framework. Holistic management of patients with cleft lip and palate. Active multidisciplinary team member. Effective utilization of human and physical resources. Provision of support to nursing services. Participate in overall specialized patient care. Maintain professional growth/ethical standards and development. Be willing to do home visits for patients. Participate in training and research. Must be willing to cope under pressure.
<b><u>ENQUIRIES</u></b>	:	Mrs GE Khumalo Tel No: 012 319 2644
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms. L Debeila PO Box 1266, Pretoria, 0001.Tel No: 012 301 5713
<b><u>NOTE</u></b>	:	Prospective applicants must please use the new Z83 which is effective as at 01 January 2021.Applicants to attach copies of all the necessary documents (qualifications) to the application including a valid identity document with minimum of at least three (3) referees, relevant certificates and current proof of SANC certificate. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications received after closing date will not be accepted The Department serves the right not to make an appointment. Applications without proof of the necessary documents will be disqualified.

<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/130</u></b>	:	<b><u>OCCUPATIONAL HEALTH NURSE PRACTITIONER GRADE 1 REF NO: OHN05-11</u></b> Directorate: Nursing Department
<b><u>SALARY</u></b>	:	R388 974 - R450 939 per annum, (excluding benefits)
<b><u>CENTRE</u></b>	:	Wits Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Registered with SANC as a Professional Nurse with 5 years' experience in Nursing and registered with SANC as a specialist in Occupational Health and Safety Nursing. Knowledge/ course in an integrated Employee Health and Wellness programme will be an added advantage. Strong writing and policy development skills. Ability to work under pressure and in changing environment. Ability to work independently with good interpersonal skills. Knowledge and understanding of all Nursing Legislation and Health Acts.
<b><u>DUTIES</u></b>	:	Plan, develop and administer policies and procedures of Occupational Health and Safety. Manage resources to meet the Department's Occupational Health and Safety Services to employees that lead to the promotion, protection and restoration of the employees and student's health within a safe working environment. Comply with statutory requirements and departmental policies and procedures and administrative duties. Develop a risk assessment to identify and prevent health care problems, immediate management of the situation and take remedial steps to ensure safety of employees and students. Ensure that the institution complies with OHS rules to ensure safe working environment by identifying worker and work place hazards. Education of all employees and students on preventative measures against occupational hazards. Promote healthy living and working conditions. Develop relevant Occupational Health and Safety protocols and SOPs. Establish a referral system for the institution, program development and marketing of marketing of OHS services. The incumbent will also responsible to do operational work such as Medical Surveillance, management of injury on duty. Management of medical emergency for staff and participate in Disaster Management. Work with HR and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for OHS, identify training needs and develop programmes.
<b><u>ENQUIRIES</u></b>	:	HR Manager- Mr. P.F Monama Tel No: 011 481- 2099
<b><u>APPLICATIONS</u></b>	:	New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed applications will be accepted.
<b><u>NOTE</u></b>	:	Applicants to attach copies of all the necessary documents (qualifications) to the application including a cover letter motivating your suitability for the post, detailed and up-to-date CV with names and e-mail addresses of three recent (3) referees, a valid identity document, relevant certificates and current proof of SANC. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified. Applications received after closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates.
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/131</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY REF NO: REFS/WKH/54/2021 (X2 POSTS)</u></b> (Re-Advertisement), applicants who have applied previously are more than welcome to re-apply again. Directorate: Nursing
<b><u>SALARY</u></b>	:	R388 974 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Weskoppies Hospital

<b><u>REQUIREMENTS</u></b>	:	Grade 12. Basic Qualification as a Professional Nurse according to R425 that leads to registration with the South African Nursing Council as a Professional Nurse. Post basic qualification with the duration of at least 1 year, accredited with SANC in terms of Government Notice R212 IN Occupational Health and Safety. A minimum of 4 years' experience as a Professional Nurse of which a minimum of 2 years' experience should be in OHS. Experience in Psychiatry hospital will be an added advantage. Certificate in audiometry with instruction 171 update, Spirometry and vision screening. Membership with a statutory/regulatory body to perform audiometric tests. Valid driver's license and computer literacy. Display strong leadership abilities and problem-solving skills. Good interpersonal skills.
<b><u>DUTIES</u></b>	:	Provision of comprehensive Occupational Health Services at Weskoppies Hospital to ensure employees health, reduce absenteeism and thereby improve productivity. Conduct Medical Surveillance programme in order to identify, manage and treat occupational disease. Provide a vaccination programme for staff, including Hepatitis B and Flu vaccination and supervision of DOTS. Provide family planning to staff. Implement a health programme for employees by promoting, protecting and resorting employee's health within a safe working environment. Assist with identifying work place hazards. Implement protocols and standards for Occupational Health Service to ensure compliance to statutory legislation and policies. Implement basic health care, monitor chronic illness and refer where appropriate. Treat minor injuries on duty and refer for further medical management where necessary. Investigate occupational diseases, incidents and incapacity management. Participate in PILIR committee and work hand with employee wellness in the programme of absenteeism due to ill health and injury on duty Liaise with external health instructions or medical personnel for referral purposes. Monitor clinic medicines and entering of schedule drugs in the drug register. Provision of relevant health education, participation in training and research. Compiling of statistics. Provision of support to Nursing services.
<b><u>ENQUIRIES</u></b>	:	Ms. PB Schoonwinkel Tel No: (012) 319 9877
<b><u>APPLICATIONS</u></b>	:	should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
<b><u>NOTE</u></b>	:	Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. Applicants do not need to certify their documents, only shortlisted candidates will submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/132</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 – SPECIALTY NURSING (PN-B1): CRITICAL CARE GENERAL (X1 POST; ORTHOPAEDIC (X3 POSTS; OPHTHALMOLOGY (X1 POST) &amp; ONCOLOGY (X1 POST) REF NO: CHBAH 521</u></b> Directorate: Nursing Services
<b><u>SALARY CENTRE</u></b>	:	R388 974 per annum, (all-inclusive package) Chris Hani Baragwanath Academic Hospital (CHBAH)

<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. Competencies/Knowledge/Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
<b><u>DUTIES</u></b>	:	Provide optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Act as shift leader in the unit (where necessary). Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework.
<b><u>ENQUIRIES</u></b>	:	Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. 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). 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). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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.
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/133</u></b>	:	<b><u>AUDIOLOGIST OR SPEECH THERAPIST GRADE 1 REF NO: REFS/012542 (X1 POST)</u></b> Directorate: Speech Therapy and Audiology
<b><u>SALARY</u></b>	:	R322 745 per annum, (plus benefits)

**CENTRE  
REQUIREMENTS**

: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: Qualification in Audiology or Speech Therapy & Audiology, registration with the HPCSA, completion of Community service. Current independent practice registration with HPCSA for 2021/2022. Competencies: Knowledge and skills in assessment and intervention of speech, language, audition, and communication of children with hearing loss. Preference given for those who have completed or are currently enrolled in postgraduate Auditory Verbal Training as well as for those with experience in working within a cochlear implant programme and with experience in tele intervention. Knowledge and experience in paediatric audio logical assessment and management. Experience with teamwork, planning, organizing, coordination, and communication skills. Ability to engage in solution based problem solving. Display empathy for patients, promote advocacy and facilitate holistic treatment. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

**DUTIES**

: To assess the speech, language, audition, and communication of children with hearing loss and to work with families to facilitate speech, language and auditory development using a range of approaches including auditory verbal therapy, total communication or to facilitate access to South African Sign Language. To provide services through face-to-face and telehealth, including asynchronous and synchronous sessions. To provide paediatric diagnostic assessment and further provide hearing aid fitting and verification. To complete monthly statistics and reports. To manage resources effectively. To participate in all departmental and hospital activities. To work within an MDT approach including attendance and participation in MDT meetings. To improve professional competence by regular self-evaluation and application of current research information. To attend scheduled case discussions and meetings. To comply with quality assurance standards. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment).

**ENQUIRIES  
APPLICATIONS**

: Dr Sadna Balton Tel No: (011) 933 9269  
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Chris Hani Baragwanath Academic Hospital, Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed applications will be considered.

**NOTE**

: Applications must be submitted on the new Z83 job application form that is fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applications may also be uploaded online at <http://professionaljobcentre.gpg.gov.za> or [www.gautengonline.gov.za](http://www.gautengonline.gov.za). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. 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). 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). It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and submit such evaluation with the application. It is also incumbent upon the applicant to provide evidence of the NQF level of qualifications not obtained from mainstream institutions. 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). CHBAH also reserves the right to cancel the filling of vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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 targets of the department. People with disability are encouraged to apply.

**CLOSING DATE**

: 03 December 2021

**POST 41/134**

: **MEDICAL ORTHOTIST AND PROSTHETIST REF NO: REFS/012543 (X1 POST)**  
Directorate: Medical Workshop

**SALARY**

: R322 746 per annum, (plus benefits)

**CENTRE**

: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

: Diploma or B-Tech qualification (in Medical Orthotics & Prosthetics) or appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). No experience required after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service as required in South Africa.

**DUTIES**

: Render effective patient centred Orthotics and Prosthetics service for in-and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participation quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

**ENQUIRIES**

: Mr. D. Machaba Tel No: (011) 933 8815/8816

**APPLICATIONS**

: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Chris Hani Baragwanath Academic Hospital, Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed applications will be considered.

**NOTE**

: Applications must be submitted on the new Z83 job application form that is fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applications may also be uploaded online at <http://professionaljobcentre.gpg.gov.za> or [www.gautengonline.gov.za](http://www.gautengonline.gov.za) According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. 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). 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). It is the responsibility of the applicant to have foreign qualifications evaluated by the

South African Qualifications Authority (SAQA) and submit such evaluation with the application. It is also incumbent upon the applicant to provide evidence of the NQF level of qualifications not obtained from mainstream institutions. 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). CHBAH also reserves the right to cancel the filling of vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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 targets of the department. People with disability are encouraged to apply.

**CLOSING DATE**

:

03 December 2021

**POST 41/135**

:

**NETWORK CONTROLLER REF NO: DGMH/NC/L7**

Directorate: Information Communication and Technology

**SALARY**

:

R261 372 - R307 890 per annum, (plus benefits)

**CENTRE**

:

Dr George Mukhari Academic Hospital

**REQUIREMENTS**

:

A three-year (National Diploma at NQF level 6/ Degree at NQF level 7) qualification in Computer Networks or Computer Sciences plus (03) three years' relevant experience in Information Technology on both network and server environment. National Senior Certificate plus certified certificate in Network+ and Server+ with the following certificates (MCSE, MCSA, CCNA, Cisco Network Essential, Cisco Certified Technician) plus five (05) years relevant experience in Information Technology on both network and server environment. Knowledge of Cisco platform and Windows Server 2012 or 2016 will be an added advantage. Compulsory Practical assessment will be conducted as part of recruitment process. Valid certified Drivers' License must be attached. Must be a team player and willing to undergo training and development. Must able to work under pressure. Preference will be given to females.

**DUTIES**

:

To assist all users with network related incident for logged calls. Implement network policies and procedures. Maintain network equipment configurations. To accurately record, update database of network equipment. To install and configure Cisco switches and other network equipment. Be willing to attend internal training as necessary to keep up to date with the latest technology and internal system processes. To work within the relevant legislation, policies and procedures. Ensure maximum up time of network equipment and servers. Ensure 24/7 365 days' support including be on Standby and provide support after hours and weekends.

**ENQUIRIES**

:

Mr. L Makhubela Tel No: (012) 529 3758

**APPLICATIONS**

:

can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.

**NOTE**

:

The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. ID copy, CV, copies of qualifications and driver's license (where appropriate) must be attached. (Only shortlisted candidates will be requested to submit certified documents). The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Note: Shortlisted candidates will be subjected to a Microsoft office skills assessment. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful.

**CLOSING DATE**

:

03 December 2021 @ 12H00

<b><u>POST 41/136</u></b>	:	<b><u>SENIOR INFORMATION OFFICER REF NO: DGMH/SIO/L7</u></b> Directorate: Information Communication and Technology
<b><u>SALARY</u></b>	:	R261 372 - R307 890 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Dr George Mukhari Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Information Management or Health Information Science coupled with a minimum of 3 years' relevant appropriate experience working in Health Information Management or Grade 12 with a Certificate in Web-DHIS plus a minimum of 5 years' relevant experience working in Health Information Management. Certificate in computer packages (Ms Word, Excel, MS PowerPoint and Access) Advance Microsoft Excel Certificate will be an added advantage. Experience in Data Management and validation. Knowledge of Information management processes and procedures, including data collation, processing, analysis, presentations, reconciliation and reporting. Knowledge of Information systems used in health. Competencies: Strong interpersonal and communication skills, and knowledge of Batho-Pele Principles. Proficiency in English and other official languages. A Valid Drivers' License is Compulsory.
<b><u>DUTIES</u></b>	:	Ensure reliable information and timely information reporting on National Tertiary services Grant, Web-DHIS. Generate the Monthly and Quarterly reports on National Tertiary Services Grant, Web-DHIS. Compile Summary of Activities on DHIS and compile Monthly Mother and Child Data and Quarterly APP report. Improve Data Quality by performing training of staff in data collection, providing feedback standardize filling of reported data, and validate data by comparing DHIS and summary monthly. Effective SOP implementation to improve data quality and completeness. Administration, monitor and evaluate utilization by end-users of HIM tools. Collection, collation and analysis of data. Verify submitted data with data sources on daily, weekly and monthly basis. Manage Performance and development of Data Captures. Ensure that Data Captures support ward clerks on daily basis to comply with DHMIS policy requirements. Ensure that weekly sign off is signed by Operational manager capturing of quality client's data and management. Capturing data on the computer (Excel Database, Web-DHIS. Administrative functions and line management. Capacity development in information management. Willingness to work extended hours and weekends when needed.
<b><u>ENQUIRIES</u></b>	:	Mr M Maredi Tel No: 012 529 3521
<b><u>APPLICATIONS</u></b>	:	can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
<b><u>NOTE</u></b>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. ID copy, CV, copies of qualifications and driver's license (where appropriate) must be attached. (Only shortlisted candidates will be requested to submit certified documents). The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Note: Shortlisted candidates will be subjected to a Microsoft office skills assessment. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful.
<b><u>CLOSING DATE</u></b>	:	03 December 2021 @ 12H00
<b><u>POST 41/137</u></b>	:	<b><u>HUMAN RESOURCE OFFICER REF NO: REFS/WKH/55/2021</u></b> Directorate: Human Resource
<b><u>SALARY</u></b>	:	R261 372 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Weskoppies Hospital

<b><u>REQUIREMENTS</u></b>	:	A national Diploma/Degree in Human Resource Management/Degree in Public Management or NQF Level 6 qualification with 5 years' experience which 3 years must be from Gauteng Health or Grade 12 with 10 years' experience in Human Resource Department and which 5 years must be from Gauteng Health experience in HR Administration. Must have introductory PERSAL certificate. Have knowledge of HR prescripts. Computer literacy is essential. Driver's license is essential. Good leadership, planning and organizing skills, problem solving and communication skills and financial management skills. Ability to work under pressure. Good interpersonal relations.
<b><u>DUTIES</u></b>	:	Manage and render effective Human Resource services in the hospital. Supervise, provide guidance and support to the HR Clerks and Registry Clerk. Quality assure and approve all mandates that involves appointments, leave, overtime, terminations, transfer, housing allowance and any salary related transactions. Responsible for the management of PILIR in the district office. Ensure there is good filing system district. Management of PMDS, RWOPS and payroll. Attend to all Auditor General Queries. Assist with the Recruitment and Selection. Advise staff on all HR related issues.
<b><u>ENQUIRIES</u></b>	:	Mr. V Nakene Tel No: (012) 319 9730
<b><u>APPLICATIONS</u></b>	:	should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
<b><u>NOTE</u></b>	:	Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. Applicants do not need to certify their documents, only shortlisted candidates will submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/138</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 – GENERAL NURSING (PN-A2) REF NO: CHBAH 524 (X8 POSTS)</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R260 760 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. No experience required after registration with the SANC as Professional Nurse. Competencies/Knowledge/Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
<b><u>DUTIES</u></b>	:	Provide optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provide support to nursing services. Maintain professional

	growth/ethical standards and self-development. Act as shift leader in the unit (where necessary) Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework.
<b><u>ENQUIRIES</u></b>	: Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
<b><u>APPLICATIONS</u></b>	: 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.
<b><u>NOTE</u></b>	: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. 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). 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). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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.
<b><u>CLOSING DATE</u></b>	: 03 December 2021
<b><u>POST 41/139</u></b>	: <b><u>MATERIAL RECORDING CLERK REF NO: CHBAH 525 (X3 POSTS)</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	: R176 310 per annum (Level 05), (plus benefits)
<b><u>CENTRE</u></b>	: Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	: Grade 12 certificate or equivalent. Computer literate (Ms Word, Ms Excel, Ms PowerPoint and Internet). Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of the Batho Pele Principles and Labour Relations processes. Comply with the rotation roster to various SCM functions. Knowledge of SAP and SRM system will be an added advantage. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
<b><u>DUTIES</u></b>	: Request quotation from vendors. Compile documents for vetting. Committee. Create RLS01 on SAP system. Create requisition on SAP. Make follow up with Health Processing Centre to create purchase order numbers on processed requisitions. Bar-coding of assets. Conducting assets verification. Filing of all documents for audit purpose. Attend to end users queries. Participate in stock taking process. Update VA11, VA7 and VA10 cards. Issuing stock for end-users

according to the VA2. Capturing of goods received voucher, processing web cycles and liaising with suppliers, ensure that all regulations, delegations and policies are adhered to. Be analytic and innovative in executing tasks as allocated. Compile weekly and monthly reports and submit to the supervisor. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

**ENQUIRIES  
APPLICATIONS**

: Ms M Khakhu Tel No: (011) 933 0534  
: 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 the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. 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). 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). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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**

: 03 December 2021

**POST 41/140**

: **DENTAL ASSISTANT GRADE 1 REF NO: DA03-11 (X2 POSTS)**  
Directorate: Poly Clinic

**SALARY  
CENTRE  
REQUIREMENTS**

: R170 955 – R195 465 per annum  
: Wits Oral Health Centre  
: Appropriate qualification that allows registration with the HPCSA as Dental Assistant. Registration with the HPCSA as a Dental Assistant and proof of current registration. Knowledge of dental instruments, equipment, materials used for procedures, sterilization and infection control. The ability to work independently, have excellent communication and people skills.

**DUTIES**

: Prepares working area for patient treatment, select and set up instruments, equipment and material needed. Give patients post-operative instructions. Maintain safe working environment by complying with health and safety procedures. Adhere to infection control policies and protocols. Keep stock control (Inventory) up to date.

**ENQUIRIES  
APPLICATIONS**

: HR Manager- Mr. P.F Monama Tel No: 011 481- 2099  
: New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte

	Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.
<b><u>NOTE</u></b>	: Applicants to attach copies of all the necessary documents (qualifications) to the application including a cover letter motivating your suitability for the post, detailed and up-to-date CV with names and e-mail addresses of three recent (3) referees, a valid identity document, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified. Applications received after closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates.
<b><u>CLOSING DATE</u></b>	: 03 December 2021
<b><u>POST 41/141</u></b>	: <b><u>SOCIAL AUXILIARY WORKER GRADE 1 REF NO: HRM 28/21 (X1 POST)</u></b> Directorate: Social Work
<b><u>SALARY</u></b>	: R150 438 - R169 332 per annum, (plus benefits)
<b><u>CENTRE</u></b>	: Sterkfontein Hospital
<b><u>REQUIREMENTS</u></b>	: Recognized Certification in Social Auxiliary Work. Registration with the SA Council for Social Service Professions and Proof of current registration. Knowledge/Experience regarding Health Care Social Work will be an advantage. Applicant must be able to function within a Multi-disciplinary team. A Driver's license is compulsory.
<b><u>DUTIES</u></b>	: 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. Assist the social worker with the exploration of possible and available facilities for placement of patients according to the need. Accompany patients to assessment interviews and placement admissions. Liaise with external resources and stakeholders such as SASSA and Home Affairs. Facilitate identity document /disability grant applications. Provide basic counselling, support and encouragement to patients and families who do not need professional counselling. Keep abreast with information regarding social grants. Compile and keep an updated data base of different SASSA offices and placement facilities. Keep weekly contact with NGO's and contracted care centres regarding bed availability for patients. Perform all administrative support functions in support of social workers as required of the job. Keep precise records and compile accurate reports on social auxiliary activities and file them appropriately. Assist with arrangements of meetings, taking of minutes, typing thereof and distribute to relevant stakeholders. Assist the social worker with groups and or community outreach projects and/or conduct group care activities. Give information and support to target groups as agreed with the social worker. Assist with the transportation of patients. Assist social workers in participatory research tasks such as the distribution of such questionnaires. Update social work resources list regularly.
<b><u>ENQUIRIES</u></b>	: Ms. R. Reddy Tel No: 011 951-8298
<b><u>APPLICATIONS</u></b>	: Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
<b><u>NOTE</u></b>	: Application must be submitted on fully completed new format Z83 (81/971431 www.dpsa.gov.za), fully completed CV, copies of ID and Qualifications. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies) If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications

verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

**CLOSING DATE** : 03 December 2021 @ 12H00

**POST 41/142** : **CLEANER REF NO: SUPP04-11 (X2 POSTS)**  
Directorate: Support Services

**SALARY** : R104 073 per annum (Level 02), plus benefits  
**CENTRE** : Wits Oral Health Centre

**REQUIREMENTS** : Grade 12 certificate. Minimum of 2 years working experience as a cleaner in a health facility/environment. Good verbal and written communication skills, good interpersonal skills and be productive. Knowledge of OHS, Infection Control and Waste Management. Ability to read and write. Ability to work under pressure. Be able to work in a team.

**DUTIES** : The incumbent will be expected to clean all designated areas such as windows, walls basins, sinks, lockers, kitchen and bathroom. Sweep, mop and polish all floors and designated areas in the institution. Provide routine general work and compliance services. Open windows every day for hygienic and infection control purpose. Damp and dry dusting. Emptying of dustbins in all designated areas in the institution. Periodically assess and update toilets cleaning checklist in line with set hygienic standards, request and replace toilet paper/towels and hand soap. Remove and store waste in the designated areas. Report safety and hazardous treats in the environment. Provide routine maintenance services. Clean and take proper care of cleaning equipment, store and safe guard cleaning materials and equipment. Report electrical or mechanical malfunction of cleaning machines and other related equipment.

**ENQUIRIES** : HR Manager- Mr. P.F Monama Tel No: 011 481- 2099  
**APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.

**NOTE** : Applicants to attach copies of all the necessary documents (qualifications) to the application including a cover letter motivating your suitability for the post, detailed and up-to-date CV with names and e-mail addresses of three recent (3) referees, a valid identity document and relevant certificates. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified. Applications received after closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates.

**CLOSING DATE** : 03 December 2021

#### **DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

**APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>  
**CLOSING DATE** : 17 December 2021 No late applications will be considered.  
**NOTE** : Requirement of applications: No faxed or emailed applications will be accepted. 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 <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as 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. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s). All applicant who has previously applied for the post are encouraged to re-apply.

#### **OTHER POST**

<b><u>POST 41/143</u></b>	:	<b><u>DEPUTY DIRECTOR: MARKETING AND EVENTS REF NO: REFS/012481</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum, (all – inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus National Diploma (NQF Level 7) in Corporate Communications/public relations/marketing. A BA Degree in Communication Science/BA Degree in Corporate Communications will be an added advantage. At least 4-7 years relevant experience in Communications and or Public Relations industry at an Assistant Director level. Track record in managing marketing and public relations campaigns. Must demonstrate understanding of government communications, strategic management and leadership within the corporate communications, marketing or events management industry, knowledge of the principle and practices of administration, personnel management, and budget management.
<b><u>DUTIES</u></b>	:	Develop concept documents for marketing and public relations initiatives and departmental events. Manage the implementation of marketing campaigns across different platforms. Coordinate and implement Departmental Outreach Campaigns which include Focus Month campaigns. Manage and implement departmental external and corporate events. Identify and coordinate the department's participation in strategic exhibition opportunities. Develop innovative marketing tools. Develop and maintain an updated Calendar of Events for the Department. Manage the performance and development of the sub-business unit. Develop and manage the operational, quarterly, and monthly plans of the sub-business unit. Compile and submit performance and administrative reports.
<b><u>ENQUIRIES</u></b>	:	Ms K Kunene @ 072 315 9992

#### **DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

<b><u>APPLICATIONS</u></b>	:	forwarded to 35 Rissik Street, Surrey House, Johannesburg, 2000
<b><u>FOR ATTENTION</u></b>	:	Ms. Vivien Khanye Tel No: 011 355 2606
<b><u>CLOSING DATE</u></b>	:	06 December 2021
<b><u>NOTE</u></b>	:	Applications should be submitted manually or posted using new Z83 form accompanied by CV and copies of qualifications, Identity documents and any other relevant documents. Driver's license (where appreciate). Such copies need not be certified when applying for a post. Certified documents will be required from shortlisted candidates. Applicants are encouraged to use new Z83 failure to so your application will be disqualified. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the right to withdraw posts if by doing so, the interests of the Department will be best served.

#### **MANAGEMENT ECHELON**

<b><u>POST 41/144</u></b>	:	<b><u>CHIEF FINANCIAL OFFICER REF NO: REFS/012507</u></b> Directorate: Office of the CFO (Re-Advertisement), we encourage people who applied before need to re-apply
<b><u>SALARY</u></b>	:	R1 251 183 per annum, (all Inclusive Package)
<b><u>CENTRE</u></b>	:	Johannesburg

<b><u>REQUIREMENTS</u></b>	:	The successful candidate should have a grade 12 plus Bachelor's degree or relevant qualification (SAQA NQF 7) tertiary qualification in commerce. Minimum 5 years' experience on the level of a Senior Management in a financial environment. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty, Extensive knowledge of the financial and related prescripts of the Public Service, costing methodologies and performance measurement. Sound knowledge of accounting procedures and requirements. Ability to develop, interpret and implement accounting policies and regulations. Working knowledge of GRAP, BAS, PFMA and MTEF. Proven strategic leadership and business partnering skills, problem solving, decision making, communication and analytical skills. Knowledge of the Department's constitutional mandate and its relationship with National and other stakeholders. Sound interpersonal relations. Computer literacy. A valid driver's license is essential.
<b><u>DUTIES</u></b>	:	Support the Accounting Officer (Head of Department) and other senior managers in the execution of their functions in terms of the PFMA of 1999 and Treasury Regulation. Assist the Accounting Officer on finance related matters, including all processes in the budget cycle of the Department, costing of the departmental business plans, monitoring and evaluation of expenditure and leading performance audits on all budget objectives. Provide financial information and expenditure reports to management. Develop and implement financial management strategies to ensure the long –term sustainability of the Department. Represent the Department in all matters relating to financial management and budget administration in the Department. Compile all necessary responses pertaining to the Audit General and other. Ensure effective and efficient supply chain management in line with the Treasury Regulations. Ensure effective and efficient asset and inventory management in line with PFMA. Establish and maintain effective and transparent systems of financial management, risk management, internal control, budgeting administration, asset management and supply chain management. Ensuring compliance with the legislative framework of the Government. Carry out any other responsibilities and duties as determined by Accounting Officer. Prepare and provide financial reports and Annual Financial Statements required in terms of Public Service Statutory Framework.
<b><u>ENQUIRIES</u></b>	:	Ms. Vivien Khanye Tel No: 011 355 2606
<b><u>NOTE</u></b>	:	“With reference to the DPSA Directive on the pre-entry senior management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment”. To access the SMS pre-entry certificate course and for further details, please click on the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . For more information regarding the course please visit the NSG website: <a href="https://www.thensg.gov.za">https://www.thensg.gov.za</a> . 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.
<b><u>POST 41/145</u></b>	:	<b><u>DIRECTOR-SECURITY AND FACILITIES MANAGEMENT REF NO: REFS/012509</u></b> Directorate: Security and Facilities Management (Re-Advertisement), we encourage people who applied before need to re-apply.
<b><u>SALARY</u></b>	:	R1 057 326 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	The successful candidate should have a matric certificate plus a three-year tertiary qualification in Office Administration/Facility Management/Records management undergraduate or any relevant qualification (NQF Level 7) as recognized by SAQA. Safety management training. Introduction to SAMTRAC. Security Management Course offered for safety by the State Security Agency. National key point certificate/ training. Minimum of at least 5-7 years' experience in Safety and Security, Records and Facilities Management of which 5 years and upwards must have been at middle management level. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. Skills; Organizing. Report writing. Ability to operate computer. Interpersonal relationship.

Problem solving. Project management. Budgeting. Analytical thinking. Conflict resolution. Verbal and written communication. Presentation and training. Supervision. Planning. Knowledge: Public finance management act. Public Service Regulations. Conducting of threat and risk assessment. Conducting of Security audit. National Information Security Policy. Understanding of norms and standards for Office Accommodation. Minimum Information Security Standards (MISS). Implementation of Control of Access to Public Premises and vehicle Act. Departmental Security Policy and Operational Procedures. Implementation Health and Safety Policy.

## **DUTIES**

: Ensure the effective and efficient operation of the unit. Manage the total security function (physical, Personnel, Document and Communication). Develop and implement security policy in line with government security requirements. Identify risk and threats to the security of the Department. Assess and improve the effectiveness of security measures and procedures. Represent the Department in all matters relating to financial management and budget administration in the Department. Compile all necessary responses pertaining to the Audit General and other queries on financial matters. Manage and utilize resources allocated to the Department according to PFMA. Manage the development and implementation of policies of the unit. Development and implementation of security system. Develop and implement contract for outsourced services. Develop and implement plans for facility management. Develop and implement office accommodation model in terms of norms and standards. Ensure proper record management of the department by implementing the policy, procedure and file plan in accordance with national archives act. Develop and maintain a healthy working relationship with stakeholders of other institutions both internal and external including other security and intelligence capabilities such as NIA, SAPS etc. Administer all vetting or screening of officials and companies. Participate in the development and implementation of the Departmental Business Continuity Plan. Ensure the development and implementation of Registry and Records Management Policies and Standards, File Plan implementation. Develop and implement a Departmental sustainable space provision plan, total Facilities Management Plan/ Strategy that involves but not limited to, sourcing model, procuring and delivery services and management performance. Create enabling environment for core to implement programme this include but not limited to the provision of office space at Corridors and Regional level.

## **ENQUIRIES NOTE**

: Ms. Vivien Khanye Tel No: 011 355 2606  
: "With reference to the DPSA Directive on the pre-entry senior management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

## **OTHER POST**

## **POST 41/146**

: **DEPUTY DIRECTOR: LEGAL SERVICES (OSD) REF NO: REFS/012508**  
Directorate: Legal Services

## **SALARY CENTRE REQUIREMENTS**

: R774 660 – R1 157 940 per annum, (OSD)  
: Johannesburg  
: The successful candidate should have a matric certificate plus LLB or equivalent – admission as an advocate or attorney is preferred. 5-10 years' experience in management and legal environment. Skills; Decision making. Management of projects. Technical Analytic skills. Negotiation. Financial Management. Strategic and operational. Planning and Organizing. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. Report writing.

**DUTIES**

Relationship management. Knowledge; PFMA. Legislations and prescripts. Legal Matters.

- : To facilitate the provision of a legal support service across all Business Units within the Department. To ensure the SACR is legally sound in their operations and decision-making process as an organ of state, to ensure representivity in the event of a dispute/challenge following an Administrative or Commercial action by the Department. To ensure that the operations of the department comply with all legislative requirements in all areas of business conducted by the department, such as entering into sound legal contracts within the various areas of operations within the Department, the management of changes relating to the contractual relationships such as contractual amendments, updates, breach, and termination of contractual relationships. To support the development of legislative frameworks which are regulated by the Department. Manage the drafting, vetting of legally sound contracts. Manage the provision of a legal advisory service to all Business Units of the Department.

**ENQUIRIES**

- : Ms. Vivien Khanye Tel No: 011 355 2606

**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.*

**ERRAUTUM:** Kindly note that the following post was advertised in the Public Service Vacancy Circular 39 dated 05/11/2021. The Salary notch has been amended as follows, R 388 974.00. The requirements has been amended as follows, Clinical Nurse Practitioner: Mental Health Coordinator (**Greytown hospital**) with Ref No: GTN 20/2021. Senior Certificate (Grade 12). Diploma/Degree in General Nurse and Psychiatry .Certificate of Registration in General and Psychiatric Nursing with SANC. Plus 1 year post basic qualification in Primary Health Care. Current registration with SANC as Clinical Nurse Practitioner. Valid driver license. Proof of current experience and previous work experience endorsed and stamped by Human Resource (Must be attached.) The closing date has been extended to 03 December 2021.

**OTHER POSTS**

<b><u>POST 41/147</u></b>	:	<b><u>HEAD CLINICAL UNIT- PSYCHIATRY REF NO: RKK HCU 03/2021 (X1 POST)</u></b> Re-Advertised
<b><u>SALARY</u></b>	:	R1 754 739 per annum, (All-inclusive salary package consists of 70% basic salary and 30% flexible portion that can be structured in terms applicable rules) (commuted overtime is compulsory).
<b><u>CENTRE</u></b>	:	R. K Khan Hospital – Psychiatry
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or Matric Certificate. Appropriate qualification that allows registration with (HPCSA) as a Medical Specialist in Psychiatry. Appropriate Tertiary qualification in the Health Science Degree in MBChB or equivalent qualification. Registration certificate with the HPCSA as Specialist Psychiatrist. Current registration with the HPCSA as a Specialist in Psychiatry. Five (5) years' experience as a Specialist in Psychiatry after registration with HPCSA as a Medical Specialist. NB Certificates of Service from previous employers and current employer which must be endorsed by Human Resource Management is compulsory. Clinical administrative and management abilities. Experience and knowledge of mental health services in EThekweni District. Knowledge of teaching and training health care professionals in mental health leadership communication and organizational skills, program planning, implementation and evaluation, knowledge and ability to develop programs focused on psychosocial rehabilitation and management of substance abuse comorbidity with mental illness. Management of resources.
<b><u>DUTIES</u></b>	:	Provide specialist psychiatric care, assessment and evaluations of mental health care users (MHCU's) at both institutional and community levels. Provide academic teaching and clinical training to the students and trainees in Medical, Nursing and allied Professions. Provide in reach and outreach to referring disciplines and institutions. Promote and provide community oriented services. Participate in development of guidelines, protocols and referral pathways for the management of MHCH's. Ensure the effective, efficient and economical use of allocated Resources Inclusive of Human resource. Stimulate, participate and supervise research. Co-ordinate specialist's services for the discipline. Participate in postgraduate and other relevant academic and training program. To conduct quality improvement and clinical programs.
<b><u>ENQUIRIES</u></b>	:	Dr. B. Madlala Tel No: 031 459 6410
<b><u>APPLICATIONS</u></b>	:	Human Resource Department, R K Khan Hospital Private Bag x 004, Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department Ground floor Recruitment Officer Room no. 35
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	Applications should be submitted on form Z83 from any Public Service. Department Human Resource Department OR from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Please attach copies of ID, Matric, highest educational qualifications and HPCSA registration. Such copies need not be certified (certified documents will be limited

to shortlisted candidates). Current registration with HPCSA 2021. Updated Curriculum Vitae. Certificate of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2021. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following checks (Security clearance, criminal clearance, credit records, citizenship, verification of Qualification by SAQA and verification from (CIPC) Company Intellectual Property Commission. Applicants in possession of a foreign qualification must attach an evaluation certificate which is obtaining from South African Qualifications Authority (SAQA). Due to financial constraints no S & T or relocation costs will be paid for attending interviews. NB: Relocation is at your own cost.

<b><u>CLOSING DATE</u></b>	:	31 December 2021 @ 16:00 afternoon
<b><u>POST 41/148</u></b>	:	<b><u>MEDICAL OFFICER GRADE 3 REF NO: OTH CHC 11/2021 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R1 106 037 – R1 382 802 per annum. Other Benefits: 22% Rural Allowance of Basic Salary, Medical aid (optional) and housing allowance (employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Othobothini Community Health Centre (Jozini)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (senior certificate). An MBCHB degree. Proof of Current registration with HPCSA as a Medical Practitioner. A minimum of ten (10) years' experience after registration with HPCSA as a Practitioner. Valid driver's license. Foreign candidates require eleven (11) relevant experience after registration with a recognized Foreign Health Professional Council. Non South African citizen applicants need to have a valid work permit. Applicants in possession of foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their application. Certificate of service must be attached as proof of experience. Recommendations: Diploma in HIV & AIDS Management. Knowledge, Skills, Training and Competencies Required: Sound Supervision and leadership skills. Ability to function as a part of multidisciplinary team. Knowledge of health related Acts, policies and regulations. Sound clinical knowledge and skills, and experience in District Health System and Primary Health Care. Computer literacy. Sound negotiation, planning, organizing, decision making and conflict management skills. Good team building and problem solving skills. Knowledge of medical disciplines and management skills. Kindly attach certificate of Service/ Proof of work experience endorsed by HR.
<b><u>DUTIES</u></b>	:	Manage performance and staff development of medical and allied health staff. Strengthen clinical governance in the institution in line with National Core Standards. Ensure the provision of safe, ethical and high quality medical care. Provide Leadership, support and supervision to all Medical and Allied Health staff (including Pharmacy, Radiology, Dietetics, Dental, Social work, Optometry and Psychology). Conduct clinical & records audits, morbidity and mortality and perinatal reviews. Actively participate in the institutional strategic and operational planning process. Manage and facilitate the formulation of Medical and Allied Health Services policies and procedures and ensure that these are in line with the current statutory guidelines, regulations and code of ethics. Examination, Diagnosis and management of patients in OPD, Wards and Clinics. Plan, manage and control resources allocated in a cost effective and efficient manner. Maintain discipline and deal with grievances and labour related issues. Assist with information management and analysis. Perform clinical & record audit and participate in Quality Improvement initiatives.
<b><u>ENQUIRIES</u></b>	:	Ms. N.I Mthethwa Tel No: 035 572 9002
<b><u>APPLICATIONS</u></b>	:	Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
<b><u>NOTE</u></b>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- <a href="http://www.kzhealth.gov.za">www.kzhealth.gov.za</a> . Copies of ID, Std 10 certificate, educational qualifications, and certificate of service / proof of experience signed by HR office must be

submitted together with your CV. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

**CLOSING DATE**

:

31 December 2021

**POST 41/149**

:

**MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 61/21 (X1 POST)**

Component: Oncology Department

**SALARY**

:

Grade 1: R833 523 per annum

Grade 2: R953 049 per annum

Grade 3: R1 106 037 per annum

All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form.

**CENTRE  
REQUIREMENTS**

:

Greys Hospital, Pietermaritzburg

:

Senior Certificate or equivalent MBCHB Degree Plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendations: 1 year Oncology Experience is an advantage. Knowledge, Skills, Experience and Competencies: Sound clinical knowledge and patient management skills. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Willingness to assess, diagnose and manage cancer patients. Good interpersonal and communication skills.

**DUTIES**

:

Conduct out-patient oncology clinics (both new and follow-u patients). Management of oncology in-patients as well as all oncological emergencies. Participation in prescribing and managing chemotherapy as indicated with specialist supervision. Involvement in the provision of radiotherapy, including brachytherapy with specialist supervision. Provision of palliative care. Participation in overtime services. Maintain satisfactory clinical, professional and ethical standards related to the abovementioned services. Assist with departmental research and data capture. Participate in the academic programme and undertake teaching of staff where appropriate. Attend multi-disciplinary team meetings. Deal with emotional, social and physical aspects of disease for patients' and their relatives in an empathetic manner. Maintain meticulous and thorough medical records in accordance with legal and ethical guidelines.

**ENQUIRIES  
APPLICATIONS**

:

Dr L Stopforth Tel No: 033 897 3222, [laura.stopforth@kznhealth.gov.za](mailto:laura.stopforth@kznhealth.gov.za)

:

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

**FOR ATTENTION  
NOTE**

:

Mrs M. Chandulal

:

Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Applicants must submit copies of qualifications, Identity document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be

required to submit certified documents on or before the interview following communication from HR. Curriculum Vitae. NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 61/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. The employment equity target for this post is: African Male

<b><u>CLOSING DATE</u></b>	:	31 December 2021
<b><u>POST 41/150</u></b>	:	<b><u>OPERATIONAL MANAGER – PRIMARY HEALTH CARE REF NO: IMBALCHC09/2021 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R571 242 – R642 933 per annum. Allowances: 8% rural allowance, 13th cheque, housing allowance and medical aid (employee must meet the prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Impilwenhle Clinic
	:	Grade 12 (senior certificate). Basic R425 qualification i.e. Degree/Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care as per R212 SANC Regulation. Proof of current registration with SANC (2021 receipt) Current registration with SANC as General Nurse, Midwifery and Primary Health Care Nurse. Experience: A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in Primary Health Care as per R212 SANC Regulation. Certificate of service (Proof of current and previous work experience endorsed and stamped by Human Resources Manager must be attached) plus Persal Service record print out where applicable. Recommendation: Degree/Diploma in Nursing Administration. Valid driver's license CODE 8 / (B). Training Certificate in Nurse Initiated and Management of ART (NIMART), attach proof. Computer literacy (MS Word, Excel, Powerpoint and Outlook) Attach proof. Knowledge, Skills and Competencies Required: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs.
<b><u>DUTIES</u></b>	:	Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Facilitate provision of comprehensive package of service at PHC level and implementation of quality improvement programs to comply with NHI. Ensure adequate control of human and material resources including vehicles. Supervise and monitor staff performances according to EPMDS. Evaluate and monitor compliance with clinical protocols, norms and standards. Monitor implementation of performance indicators on a daily, weekly, monthly and quarterly basis, provide feedback to management, analyze data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Compile and submit reports timeously. Monitor and evaluate the care and management of all patients through clinical audits. Maintain constructive working relationships with all the stakeholders i.e. inter-professional, inter-sectoral and multi-disciplinary team. Work outside normal working hours and weekends according to community needs. Assists in consultation of patients to reduce waiting



	times. Provide direct and indirect supervision of all staff within the unit and give guidance. Monitor implementation of PHC re-engineering in clinic. Supervise Satellite clinics, Family Health Team, School Health Team and Mobile unit in the absence of Assistant Nursing Manager.
<b><u>ENQUIRIES</u></b>	: Mrs NM Chonco Tel No: 033 – 398 9100 EXT: 9140
<b><u>APPLICATIONS</u></b>	: must be forwarded to: Human Resources Department, Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg, 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, Imbali, Pietermaritzburg.
<b><u>CLOSING DATE</u></b>	: 03 December 2021
<b><u>POST 41/151</u></b>	: <b><u>CLINICAL NURSE PRACTITIONER (MENTAL HEALTH) CO-ORDINATOR) REF NO: GTN 20/2021 (X1 POST)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R388 974 per annum Grade 2: R478 404 per annum Other Benefits: 13th Cheque, plus 12% Rural allowance, Medical aid (optional)
<b><u>CENTRE</u></b>	: Greytown Hospital
<b><u>REQUIREMENTS</u></b>	: Senior Certificate (Grade 12). Diploma/Degree in General Nurse and Psychiatry. Certificate of Registration in General and Psychiatric Nursing with SANC Plus 1 year post basic qualification in Primary Health Care. Current registration with SANC as a Clinical Nurse Practitioner. Valid driver's license. Proof of current and previous work experience endorsed and stamped by Human Resources (must be attached). <b>Grade 1:</b> A minimum of four (04) years appropriate/ recognizable nursing experience after registration as a Professional Nurse with SANC. <b>A Grade 2:</b> minimum of fourteen (14) years recognizable nursing experience after registration as a General Nurse of which at least 10 years of the period referred to above must be appropriate/ recognizable experience after obtaining one (01) year post-basic qualification in the relevant specialty. Knowledge, skills, Training and Competences required. Ability to drive the vehicle to do home visits support visits. Knowledge of Public Service Policy. Knowledge of Batho Pele Principles and Patients' Right Charter. Knowledge of SANC rules and regulations. Good communication, interpersonal and problem solving skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of code of conduct, leadership, organizational, decision making, counselling and conflict management skills. Human Resource and finance management skills. Report writing and time management skills. Knowledge of health nursing care processes and procedures. Ability to function well within a team.
<b><u>DUTIES</u></b>	: Ensuring data management at all levels. Manage and supervise effective utilization of allocated resources. Demonstrate effective communication with health team, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organise own work and that of support personnel to ensure good communication mental health care. Provide quality comprehensive health care to the community. Provide educational services to staff and communities. Work as part of multidisciplinary team to ensure good health care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for the community, promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance reviews i.e. EPMDS. Motivate staff regarding development in order to increase level of expertise and assist the community to develop a sense of care. Ensure that the Batho Pele principles are implemented. Ensure increased accessibility of mental health services to all community members (All Clinics and Mobiles) including staff. Submit monthly report.
<b><u>ENQUIRIES</u></b>	: Ms. B.N Mawela Tel (033 4139 400)
<b><u>APPLICATIONS</u></b>	: Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.
<b><u>FOR ATTENTION</u></b>	: Mr. P Shange
<b><u>NOTE</u></b>	: Advertisements and accompanying notes must clearly capture the requirements for certification to reflect that applicants must submit copies of qualifications, Identity document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for

certified documents will be limited candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. HR endorsed certificate of service/work experience (c) Curriculum Vitae with full record of service certified copy of Identity Document not more than three months. Failure to comply with the above instructions will disqualify applicants. 2. The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (GTN 17/2021). Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications. Please note that those candidates will not be reimbursed for S&T claims for attending interviews. It is the applicant's responsibility to have qualification, which is a requirement of the post, evaluated by the South African Qualifications authority (SAQA) and to provide proof of such evaluation on the application. Failure to comply will result in the application not being considered. Persons with disabilities should feel free to apply for the post

**CLOSING DATE**

:

03 December 2021

**POST 41/152**

:

**CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 OR 2 REF NO: IMBALCHC12/2021 (X1 POST)**

**SALARY**

:

Grade 1: R388 974 – R450 939 per annum  
Grade 2: R478 404 – R588 390 per annum  
Allowances: 8% Rural Allowance, 13th cheque, Housing Allowance and Medical Aid (Employee must meet the prescribed requirements)

**CENTRE  
REQUIREMENTS**

:

Willowfontein Clinic

:

Grade 12 or Senior certificate. Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in clinical Nursing Science, Health assessment, treatment and care (PHC). Proof of current registration with SANC (2021 receipt). A minimum of 4 years appropriate / recognizable nursing experience as a General Nurse. Certificate of service (Proof of previous and current work experience endorsed and stamped by HR Office must be attached). Recommendation: NIMART - Training Certificate in Nurse Initiated and Management of ART (Attach proof). Computer literacy (Attach proof). Valid driver's license. Knowledge, Skills And Competencies Required : Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, Organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

**DUTIES**

:

Provide quality comprehensive Primary Health Care by promoting preventative, curative and rehabilitative services for the clients including Outreach services. Ensure proper utilization and safekeeping of basic medical equipment, surgical and pharmaceuticals stock. Provide direct and indirect supervision of all nursing staff and to give guidance. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Execute duties and functions with proficiency and perform duties according to scope of practice. Ensure the clinic complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Ensure the clinic attains, maintains and escalates to the highest Ideal Clinic status and complies with the National Core Standards. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients in the clinic. Ensure proper utilization of human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care

in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Participate and oversee development and implementation of clinical policies, procedures and guidelines for MNCWH, HAST, NUTRITION, FP, MBFI, PMTCT, MOM CONNECT, and other related programs/projects. Assist the Operational Manager to implement standards, practices, criteria and indicators for quality nursing practices. Collect, analyze and interpret data using standard data collecting tools and undertake management thereof. Implement CCMDD program according to standardized criteria. Participate in staff development using EPMSD System and other work related programs and training. Be in charge of the clinic in the absence of Operational Manager.

**ENQUIRIES  
APPLICATIONS**

: Mrs NM Chonco Tel No: 033 – 398 9100 EXT: 9140  
: must be forwarded to: Human Resources Department, Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg, 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, Imbali, Pietermaritzburg.  
: 03 December 2021

**CLOSING DATE**

**POST 41/153**

: **CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 OR 2 REF NO: IMBALCHC13/2021 (X1 POST)**

**SALARY**

: Grade 1: R388 974 – R450 939 per annum  
: Grade 2: R478 404 – R588 390 per annum  
: Allowances: 8% Rural Allowance, 13th cheque, Housing Allowance and Medical Aid (Employee must meet the prescribed requirements)

**CENTRE  
REQUIREMENTS**

: Azalea Clinic  
: Grade 12 or Senior certificate. Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in clinical Nursing Science, Health assessment, treatment and care (PHC). Proof of current registration with SANC (2021 receipt). A minimum of 4 years appropriate / recognizable nursing experience as a General Nurse. Certificate of service (Proof of previous and current work experience endorsed and stamped by HR Office must be attached). Recommendations: NIMART - Training Certificate in Nurse Initiated and Management of ART (Attach proof). Computer literacy (MS word, Excel, Powerpoint, Outlook) attach proof. Knowledge, Skills and Competencies Required: Knowledge of Nursing care and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programme, Batho Pele principals and Patient Rights Charter. Human Resource Management and basic financial management skills. Leadership, supervisory and report writing skills. Good communication, counseling, interpersonal relations, conflict management, decision making and problem solving skills.

**DUTIES**

: Provide quality comprehensive Primary Health Care services by promoting preventative, curative and rehabilitative services for the clients. Ensure proper utilization and safekeeping of basic medical equipment, surgical and pharmaceuticals stock. Provide direct and indirect supervision of all nursing staff and to give guidance. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Execute duties and functions with proficiency and perform duties according to scope of practice. Ensure the clinic complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Ensure the clinic attains, maintains and escalates to the highest Ideal Clinic status and complies with the National Core Standards. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients in the clinic. Ensure proper utilization of human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Participate and oversee development and implementation of clinical policies, procedures and guidelines for MNCWH, HAST, NUTRITION, FP, MBFI, PMTCT, MOM CONNECT,

and other related programs/projects. Assist the Operational Manager to implement standards, practices, criteria and indicators for quality nursing practices. Collect, analyze and interpret data using standard data collecting tools and undertake management thereof. Implement CCMDD program according to standardized criteria. Participate in staff development using EPMDS System and other work related programs and training. Be in charge of the clinic in the absence of Operational Manager.

<b><u>ENQUIRIES</u></b>	:	Mrs NM Chonco Tel No: 033 – 398 9100 EXT: 9140
<b><u>APPLICATIONS</u></b>	:	must be forwarded to: Human Resources Department, Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg, 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, Imbali, Pietermaritzburg.
<b><u>NOTE</u></b>	:	Imbalenhle Community Health Centre is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. Preference will be given to African male and People with disability.
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/154</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (NTUMENI CLINIC) REF NO: MBO 16/2021 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R388 974 – R450 939 per annum Grade 2: R478 404 – R588 390 per annum
<b><u>CENTRE</u></b>	:	Mbongolwane District Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior certificate/Matric or equivalent. Degree/Diploma in General Nursing Science and Midwifery plus. One (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC. A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Proof of previous and current work experience written by supervisor. Attach certificate of service endorsed and stamped by HR Office. Knowledge, Skills, Training and Competencies Required: Knowledge of all applicable legislations such as Nursing Act, Mental Act, OH&S Act, Batho Pele principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory. Good interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.
<b><u>DUTIES</u></b>	:	Provide promotive, preventative, curative and rehabilitative services to the community. Ensure proper utilization and safekeeping of basic medical equipment. Assist in orientation and induction of staff. Provide direct and indirect supervision of all nursing staff. Implement Batho Pele principles. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, Ideal Clinic, Quality and Clinical Audits. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Plan and organize own work to ensure proper nursing care in the clinic. Conduct health education to community. Assist in data management. Ensure pharmaceutical management. Assist in the management of mother and child programmes.
<b><u>ENQUIRIES</u></b>	:	Mrs SI Mkhwanazi Tel No: 035 4766242
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital
<b><u>FOR ATTENTION</u></b>	:	Human Resource Practices/Chief Executive Office
<b><u>NOTE</u></b>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity document and Driving License – not certified copies. Requirements for certified documents will be limited

to shortlisted candidates. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/155</u></b>	:	<b><u>PROFESSIONAL NURSE (SPECIALTY) – PAEDIATRICS REF NO: UMP 10/2021 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R388 974 – R450 939 per annum Grade2: R478 404 – R588 390 per annum
<b><u>CENTRE</u></b>	:	Umphumulo Hospital
<b><u>REQUIREMENTS</u></b>	:	Diploma / Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Child Nursing Science, accredited with the South African Nursing Council. Current (2021) council receipt. <b>Grade 1:</b> A minimum of four (4) years appropriate / recognizable experience as a Professional Nurse. <b>Grade 2:</b> A minimum of fourteen (14) years appropriate / recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate / recognizable experience in paediatrics after obtaining the post basic qualification of Child Nursing Science, Proof of current and previous experience endorsed by the HR department. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.
<b><u>DUTIES</u></b>	:	Provide effective management and professional leadership. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Implement maternal and child health care programmes, e.g. PMTCT, MBFI, IMCI, CHIPP, KINC, IYCF, etc. Participate in perinatal mortality meetings. Ensure that the unit complies with national core standards. Ensure the provision of accurate statistical information for data management. Ensure that there is constant monitoring and evaluation of the key child indicators of the unit and maintenance of appropriate statistics. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Maintain accurate and complete patient records. Ensure proper utilization of resources and exercise care over government property. Maintain a high quality of nursing and patient care in Paediatric services. Supervision of subordinates in execution of their duties.
<b><u>ENQUIRIES</u></b>	:	Mrs. J. M. Ndlovu Tel No: 032 4814199
<b><u>APPLICATIONS</u></b>	:	Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.
<b><u>FOR ATTENTION</u></b>	:	Mr S. M. Naidoo
<b><u>NOTE</u></b>	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, copies of identity document, educational qualifications and

professional registration certificates – NB. Documents need not be certified when applying for the post. Only shortlisted candidates will be requested to submit certified documents on or before the date of interview. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

<b><u>CLOSING DATE</u></b>	:	17 December 2021
<b><u>POST 41/156</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER REF NO: CJMH12/2021</u></b> All candidates who had applied for this advertised post should re-apply.
<b><u>SALARY</u></b>	:	R388 974 – R450 939 per annum. Other Benefits: 13th Cheque, plus 12% rural allowance is compulsory, Home owner allowance (must meet the prescribed)
<b><u>CENTRE</u></b>	:	Ntinini Clinic (X1 Post) Mhlungwana Clinic (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Matric or Senior Certificate. Diploma / Degree in General nursing and midwifery. One year post basic qualification in Primary Health Care. One year Post Basic qualification in Primary Health Care. Registration with the S.A.N.C as a registered 2020. 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 2020. Proof of current experience endorsed and stamped by Human Resource Office / (certificate of service) must be attached. Knowledge, Skills, Training and Competences Required: Knowledge of all applicable legislation, and guidelines, including scientific 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 relate in the service areas. Team building and supervisory skills.
<b><u>DUTIES</u></b>	:	Demonstrate effective communication with patients, supervisor 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 and families 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 Rights Charter. Ensure compliance with and implementation of National Core Standards; deal Clinic Realization and Maintenance, CCMDD, ect.
<b><u>ENQUIRIES</u></b>	:	Ms. P. N. Kunene Tel No: (034) 271 6405
<b><u>APPLICATIONS</u></b>	:	All application should be forwarded to: Human Resource Office, 92 Hlubi Street C. J. M. Hospital Nqutu, Private Bag X5503, Nqutu, 3135

<b><u>FOR ATTENTION NOTE</u></b>	:	Human Resource Manager
	:	Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Copies of ID, Matric, highest educational qualifications and SANC registration. Current registration with SANC 2021. Updated Curriculum Vitae. Certificates of service endorsed by Human Resource Office. 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.
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/157</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER (LABOUR RELATIONS) REF NO: OTH CHC 12/2021 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07). Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Othobothini Community Health Centre (Jozini)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/ Grade 12, Degree/National Diploma in Human Resource Management/ Labour Relations/Public Management/ Administration. Recommendations: 3-5 years' experience in labour Relations, Valid driver's license, Computer literacy, MS Office Software applications and Persal Certificate. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Knowledge and understanding of Labour Relations framework and Persal, Problem solving, decision-making, communication and interpersonal skills, Good planning and organizing skills, Good verbal and written communication skills, Conflict resolutions skills, Investigating and presiding skills, Ability to maintain high level of confidentiality, Ability to work as a team, under pressure and meet deadlines, Sound knowledge of relevant legislation, policies and procedures, Computer literacy with emphases to Persal.
<b><u>DUTIES</u></b>	:	Manage the functioning of staff relation in order to ensure the provision of high quality services, Maintain and promote sound Staff Relation within the institution and ensure adherence to Labour Relations ACT, BCEA and other relative prescripts, Deals with grievance, discipline and misconduct cases in terms of laid down policies and procedures, Participate in the development of Staff relations Strategies and policies, Prepare reports for management of Staff relations issues, Identify training gaps and ensure the implementation of in-service training programmes, Promote orderly collective on disciplinary enquiries, Monitor the implementation and adherence to Labour Relations policies, Provide efficient conflict management support, Collect statistics in respect of labour related issues, Implement and monitor policies.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. L.S Zulu Tel No: 035 572 9002
	:	Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
<b><u>NOTE</u></b>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- <a href="http://www.kzhealth.gov.za">www.kzhealth.gov.za</a> . Copies of ID, Std 10 certificate, educational qualifications, and certificate of service / proof of experience signed by HR office must be submitted together with your CV. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful. African males are most welcome to apply

<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/158</u></b>	:	<b><u>PROFESSIONAL NURSE GENERAL STREAM REF NO: SAHELIM 05/2021 (X1 POST)</u></b> Re-Advertisement
<b><u>SALARY</u></b>	:	Grade 1 R260 760 per annum Grade 2 R320 703 per annum Grade 3 R388 974 per annum Other Benefits: 13th cheque, 12% Rural Allowance, Home Owners Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
<b><u>CENTRE REQUIREMENTS</u></b>	:	ST Andrews Hospital – Elim Clinic <b>Grade 1:</b> Senior Certificate. Diploma/ Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwifery. <b>Grade 2:</b> Senior Certificate. Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC as a General Nurse and Midwifery. A minimum of 10 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. <b>Grade 3:</b> Senior Certificate. Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC as a General Nurse and Midwifery. A minimum of 20 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Skills: Knowledge of nursing care and processes and procedures. Basic 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.
<b><u>DUTIES</u></b>	:	Provide directions and supervision for the implementation of the nursing plan (clinical practice/quality patient care. Administer treatment plan of common or minor primary health conditions presented at primary care facilities in accordance with prescribed norms and standards, guidelines and treat conditions of patients as prescribed. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to the scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs VV Ncume Tel No: 039 433 1955 EXT 259 should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.
<b><u>FOR ATTENTION NOTE</u></b>	:	Human Resource Manager Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copy of Identity Document and Driver's License. Such copies need not be certified (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the



closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply

**CLOSING DATE**

:

03 December 2021

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

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

**CLOSING DATE** : 03 December 2021 at 00H00 (Midnight)

**NOTE** : N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the correct references when applying and where possible the station / centre where the post is. [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za). Only Online Applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Please note: Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).

**ERRATUM:** Kindly note that the post were advertised in Public Service Vacancy Circular 39 dated 05 November 2021, the posts of Operational Manager (PN-B3): Paediatric (Replacement) (Rob Ferreira Hospital and Piet Retief Hospital) with Ref No: MPDoH/NOV/21/06 (X2 Posts), the Requirements: Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council 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 the SANC in terms of Government Notice No R212 in Paediatric. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Paediatric Nursing Science qualification. Proof of current registration with SANC (2021/2022) and the closing date extended to 03 December 2021, Artisan Production A–B: Brick Layer (Mapulaneng Hospital) with Ref No: MPDoH/NOV/21/18 and Artisan Production A–B: Carpenter (Mapulaneng Hospital) with Ref No: MPDoH/NOV/21/19, the Centre is (Tintswalo Hospital) and the closing date is extended to 03 December 2021.

**MANAGEMENT ECHELON**

**POST 41/159** : **CHIEF DIRECTOR: PRIMARY HEALTH CARE (REPLACEMENT) REF NO: MPDOH/NOV/21/20**

**SALARY** : R1 251 183 per annum, (all-inclusive remuneration package)

**CENTRE** : Provincial Office, Mbombela

**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in a health related field or equivalent qualification as recognized by SAQA. Registration with a recognized Health Professional Council (2021). At least five (5) years' relevant experience in middle / senior managerial level services preferably in health related field. An Honors or Master's degree will be an added advantage. Knowledge and understanding of the

District Health System, including Primary Health Care support, District hospitals and Community Based Health Services. Experience in accounting to communities e.g. Health committees and Facility Boards. Knowledge and experience on district health planning, district health expenditure reviews and annual performance plans. Knowledge and experience on financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of both Annual Performance and District Health Plans. Driver's license. Skills: Verbal and written communication skills. Communication skills. Problem solving skills. Decision making skills. Presentation skills. Good and human relation and analytic skills. Be able to work under pressure.

#### **DUTIES**

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

#### **ENQUIRIES**

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

#### **APPLICATIONS**

: Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

#### **OTHER POSTS**

#### **POST 41/160**

: **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: MPDOH/NOV/21/21**  
(Re-Advertisement), those who have previously applied for the re-advertised posts may re-apply.

#### **SALARY** **CENTRE** **REQUIREMENTS**

: R744 253 per annum, (all-inclusive remuneration package)  
: Provincial Office, Mbombela  
: Senior Certificate / Grade 12 or equivalent plus an undergraduate qualification (NQF Level 7) in a health related field or equivalent qualification as recognized by SAQA. At least 3 – 5 years' experience post qualification experience in a healthcare service of which three (3) years' experience in Quality Assurance settings, must be at supervisory / management (ASD). A postgraduate qualification in Quality Management or Health Systems improvement will be an added advantage. Experience within the Public Health Care System, Client orientation and Customer focus. Experience of change management and service delivery innovation. Project management and report writing skills combined with good analytical and planning skills. People management and communication skills. Leadership skills. Practical knowledge and understanding of the Promulgated Norms and Standards for health establishments as well as Ideal Facility Realization Framework. Computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Presentation skills. Ability to work independently. Prepared to work under pressure. Valid driver's license.

#### **DUTIES**

: Coordinate, monitor and evaluate the implementation of policy framework, norms and standards for health services. Develop provincial policies and guidelines for quality improvement in health establishments. Provide technical support and advice to management and staff on clinical quality issues and quality improvement planning. Support health establishments to become ideal. Provide technical

		support to Health Establishments in the management of Complaint, Compliments and Suggestions as well as Patient Safety Incidents. Develop monitoring systems and coordinate processes for licensing of private health establishments in the province.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 41/161</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (PN-A5): CDC REF NO: MPDOH/NOV/21/22</u></b>
<b><u>SALARY</u></b>	:	R450 939 – R507 531 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Dr JS Moroka Sub-District
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 Certificate plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2021). A minimum of seven (7) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Diploma / Degree in Public Health will be an added advantage. Experience in Communicable Disease Control set up will be an added advantage. Proof of current registration with South African Nursing Council (SANC). Valid driver's license. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of Nursing Legislations and related legal and ethical Nursing practices and this impacts on service delivery. Demonstrate a basic understanding of HR and Financial policies and practices. Skills: Good interpersonal skill; planning and organizational skills. Good communication and presentation skills. Problem solving and analytical skills. Basic computer literacy as a support tool to enhance service delivery. Ability to work under pressure and awkward hours.
<b><u>DUTIES</u></b>	:	Coordinate the implementation of the Communicable Disease Control (CDC) activities in Dr JS Moroka Sub-District. Plan and co-ordinate the implementation of CDC and Expanded Programme of Immunization (EPI) services. Management and response to outbreaks. Responsible for implementation of Communicable Diseases strategies / interventions. Management and utilization of resources. Maintain effective collaboration with internal and external stakeholders. NB: Any previous experience must be covered by the attachment of certificate of services.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 41/162</u></b>	:	<b><u>STATE ACCOUNTANT: BUDGETING REF NO: MPDOH/NOV/21/23</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Embhuleni Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus three (3) years relevant experience in finance and accounting field or Diploma / Degree in Finance / Financial / Accounting Management or related qualification. Knowledge of Basic Accounting System (BAS), Treasury Regulations, PFMA, financial policies and Government budgeting procedures. Computer Literacy: MS-Word, Excel & PowerPoint.
<b><u>DUTIES</u></b>	:	Implements budgeting and financial record keeping procedures to ensure efficient coordination of various cost centres, grant, and designated accounts, maintains accurate information regarding the financial status of the hospital, advises the immediate supervisor regarding financial decisions. Administer the consolidation of budget inputs from line managers. Capture and reconcile original, adjustment budget and shifting of funds on BAS. Monitor and investigate expenditure in terms of relevant procedures. Handle misallocations and clearing of suspense accounts,

and liaise with relevant stakeholders. Draw expenditure and detail reports, analyse reports and identify variances, maintain proper records for grant budget, handling queries regarding financial transactions in accordance of set policies and procedures. Compile monthly expenditure reports and liaise with cost centre managers, district and the relevant provincial unit on budget and expenditure management. Handle inputs for cash flow projections and budget submissions. Coordinate reasons for spending variance and compile In-Year Monitoring report. Supervise sub-ordinates, allocate duties and perform quality control on task assigned to sub-ordinates.

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

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 41/163** : **CHIEF ACCOUNTING CLERK: FINANCE REF NO: MPDOH/NOV/21/24**

**SALARY** : R261 372 per annum, (plus service benefits)  
**CENTRE** : Lydenburg Hospital  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent plus three (3) years relevant experience or Diploma Degree / in Finance. Knowledge of BAS and Logis Systems will be an added advantage. Knowledge of PFMA, Treasury Regulations, Supply Chain Management and Public Service Act and Regulations. Knowledge of BAS and Logis Systems will be an added advantage. Computer Literacy. Supervisory skills. Report writing skills. Valid driver's license is inherent requirement.

**DUTIES** : Supervise and render administrative support to transport section. Render expenditure functions on Logis and BAS systems in finance section. Render service maintenance and repairs of government vehicles. Administer allocation, issuing and returns of government vehicles. Submission of monthly reports. Supervise sub-ordinates.

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

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF ROADS AND PUBLIC WORKS**

*The Provincial Administration of the Northern Cape is an equal opportunity, affirmative action employer.  
Persons with disabilities are encouraged to apply.*

<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only, via <a href="http://ncrpw.ncpg.gov.za">http://ncrpw.ncpg.gov.za</a> .
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>NOTE</u></b>	:	Applications must be submitted on forms Z.83 obtainable from any Public Service Department Correspondence will be limited to shortlisted candidates only. Note that all suitable candidates will be subjected to a satisfactory personnel suitability checks (criminal records checks, citizenship verification, qualification verification) Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent residents permit holders must attach a copy of their permanent residents permit to the application. Should you be in possession of a foreign qualification, it must be accompanied by the evaluation certificate from the South African Qualifications Authority (SAQA). The Department of Roads and Public Works reserves the right not to make appointments to the advertised posts.

**MANAGEMENT ECHELON**

<b><u>POST 41/164</u></b>	:	<b><u>DIRECTOR: AUXILIARY, SECURITY, ICT &amp; COMMUNICATION MANAGEMENT</u></b> <b><u>REF NO: DRPW/HCM001/2021</u></b>
<b><u>SALARY</u></b>	:	1 057 326 per annum, (all inclusive). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	The successful candidate should be in possession of a recognized degree in Public Administration with five years' experience at a middle/senior managerial level. Applicants must have the ability to interact at both a strategic and operational level as well as the ability to conceptualize and drive strategic planning processes. Applicants should have extensive knowledge of legislation and policies governing human resource management, development and labour relations, Knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Employment Equity, Skills Development and Labour Relations Act, computer literacy and possess a valid code EB driver's license. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <a href="https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/">https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/</a> . All costs associated hereof will be the responsibility of the applicant). Competencies: Strategic capability and Leadership, programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.
<b><u>DUTIES</u></b>	:	Responsible for providing general administrative services including the rendering of an auxiliary support service, render transport administration services, management of the departmental records in the Department, manage the security function within the department, ensure the management and the provision of communication and events management services which includes rendering communication and marketing services, provide effective web development and manage support services to the department, manage and facilitate the provision of information communication and technology management services including the

development and monitoring the implementation of ICT policies, processes and procedures, provide and facilitate infrastructure and operational support services, provide and maintain ICT administrative systems and ensure data integrity, conduct ICT research and advise the department on ICT needs and requirements.

**ENQUIRIES  
NOTE**

: Ms. A. L. Mpotsang Tel No: (053) 8392134  
: All short listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**OTHER POSTS**

**POST 41/165**

: **DEPUTY DIRECTOR: OFFICE OF THE HOD REF NO: DRPW/HCM002/2021**

**SALARY**

: R744 255 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.

**CENTRE  
REQUIREMENTS**

: Kimberley  
: The successful candidate should be in possession of an appropriate 3 year degree, minimum of 3 years relevant management experience, extensive knowledge and understanding of public service policies & procedures, working knowledge of the functioning of provincial/national government, basic knowledge of MS Word, Excell & Powerpoint, good verbal & written communication skills, financial management, knowledge of project management. Valid driver's license (code B).

**DUTIES**

: Undertake policy or line function tasks as required, coordinate external strategic alliances between the office of the HOD and other stakeholders, provide support to the Head of Department, manage general support services in the office of the Head of Department, manage the resources of the Head of Department.

**ENQUIRIES**

: Ms. M. Mdutyana Tel No: (053) 8392282

**POST 41/166**

: **DEPUTY DIRECTOR: PROVINCIAL CO-ORDINATION (EPWP) REF NO: DRPW/HCM003/2021**

**SALARY**

: R744 255 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.

**CENTRE  
REQUIREMENTS**

: Kimberley  
: The successful candidate should be in possession of an B degree or Diploma in Social Science, Public Management or Business Management, minimum of 3 to 4 years relevant management experience, extensive knowledge and understanding of public service policies & procedures, working knowledge of the functioning of provincial/national government, basic knowledge of MS Word, Excell & Powerpoint, good verbal & written communication skills, financial management, knowledge of project management. Valid driver's license (code B).

**DUTIES**

: Manage the implementation of projects under the Community based Programme and the integrated Grant Fund Programme, Co-ordinate and consolidate all EPWP business plans submitted by all sector departments, stakeholders, public bodies and district offices, monitor & evaluate the activities and output of the projects under EPWP programmes and manage submission of feedback reports to management.

**ENQUIRIES**

: Mr. V. Mhlauli Tel No: (053) 8392100

**POST 41/167**

: **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: DRPW/HCM046/2021**

**SALARY**

: R452 895 per annum, (OSD)

**CENTRE  
REQUIREMENTS**

: De Aar  
: National Diploma in Engineering, 6 years post qualification Technical Engineering experience, Compulsory registration with ECSA as an Engineering Technician.

<b><u>DUTIES</u></b>	:	Responsible for rendering technical services. Assist technologists and associates in field and workshop. Promote Safety in line with statutory and regulatory requirements, Evaluate existing technical manuals, standards drawings and procedures to incorporate new technology. Provide inputs towards the compilation, operation and execution of business plans in the district. Perform administrative and related functions by providing inputs into the budgeting process as required. Compiling and submitting reports as required. Provide and consolidate inputs to the technical engineering operational plan and annual plan. Supervise and control technical and related personnel and assets.
<b><u>ENQUIRIES</u></b>	:	Mr. E.T. Jobe Tel No: (053) 6311355
<b><u>POST 41/168</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONITORING &amp; EVALUATION (EPWP) REF NO: DRPW/HCM004/2021</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	The successful candidate should be in possession of a Tertiary Qualification and / or Grade 12 certificate plus minimum of 5 years' experience as a EPWP Reporting System user as a system authoriser, must be computer literate including advanced MS Word, MS Excel and MS Powerpoint, must have good interpersonal skills, good verbal and written communication in English, must be customer orientated, organizational and telephone etiquette skills, willingly to work under pressure (extended hours) and a code 08 driver license will be an added advantage.
<b><u>DUTIES</u></b>	:	Must conduct EPWP Data quality assurance on all reported data, determine compliant work opportunities reported, authorise all compliant data captured on the EPWP Reporting System, use the EPWP Reporting System monitoring tools and analyze and interpret captured data and give appropriate feedback to Public Bodies, compile Data base for EPWP compliant and non-compliant reports, provide EPWP System support to Public Bodies in the province with their compliance to reporting requirements, training and Capacity building of new EPWP Reporting system users.
<b><u>ENQUIRIES</u></b>	:	Mr. T. Mokomela Tel No: (053) 8392171
<b><u>POST 41/169</u></b>	:	<b><u>ASSISTANT DIRECTOR: INSTITUTIONAL SUPPORT REF NO: DRPW/HCM047/2021</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	De Aar
<b><u>REQUIREMENTS</u></b>	:	Diploma or Degree in Public Administration 5 years administrative experience, knowledge of PFMA, Treasury Regulations and other applicable legislation, regulations & prescripts. Knowledge of SCM/HR procedures and processes, budgeting & financial management skills, change management skills.
<b><u>DUTIES</u></b>	:	Responsible to render an effective & efficient supply chain management and financial services, render effective and efficient financial services, render effective & efficient human resource and corporate services to the District, manage risks pertaining to Corporate Services in the District.
<b><u>ENQUIRIES</u></b>	:	Mr. E.T. Jobe Tel No: (053) 6311355



**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

***This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.***

<b><u>APPLICATIONS</u></b>	:	The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, MMABATHO, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.
<b><u>FOR ATTENTION</u></b>	:	Kegomoditswe Makaota
<b><u>CLOSING DATE</u></b>	:	03 December 2021 at 15H30
<b><u>NOTE</u></b>	:	Applications must be submitted on the improved Z83 (Employment application form) which must be fully completed and compulsory to be signed and dated. Note that it is compulsory to complete all fields on the prescribed Z83 form for the Applicant to be considered. Should the applicant/s use incorrect application form for employment (Z83) approved to be utilized with effect 01 January 2021, the application/s will not be considered for selection purposes (disqualified). Applications should be accompanied by a recent updated comprehensive CV with at least three (3) names of referees with current contact details, copies of your educational qualifications. Such copies need not be certified when applying for the post. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> . Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Certificate for PRE - entry into Senior Management Services (SMS) is a mandatory requirement. The appointee to SMS post must be in possession of such, prior to taking up the post. Further details are obtainable at the link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> .

## OTHER POSTS

<b><u>POST 41/170</u></b>	:	<b><u>DEPUTY DIRECTOR: GOVERNMENT MOTOR FLEET REF NO: 03/2021/22</u></b> Directorate: Government Motor Fleet Services
<b><u>SALARY</u></b>	:	R882 042 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<b><u>CENTRE</u></b>	:	Mahikeng - Ngaka Modiri Molema District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent. An appropriate Bachelors Degree/National Diploma (NQF Level 6) in Transport Management environment or related, coupled with a minimum of Five (5) to Ten (10) years relevant experience in Fleet management environment of which three (3) years must be at Junior Management/Assistant Director level. Project management experience. Unendorsed Drivers license (EB). Knowledge: Thorough fleet management knowledge; Understanding of the National Road Traffic Act. Knowledge of asset management procedures and policies with specific reference to supply chain management. Contract administration, RT46, RT57, RT58, RT62, RT68 and RT70. Understanding of Public Service Policies, Rules and regulations including inter alia the Public Service Act, Public Service Regulations. PFMA, Treasury Regulations and other related prescripts. An in depth knowledge of Accounting especially reconciliation of accounts and preparation of Financial Statements and prompt response to audit queries. Skills: Computer literacy (Microsoft Office, Vehicle Management System). Policy development. Interpretation and implementation. Presentation skills. Ability to work independently and under pressure. Ability to serve and communicate with government executive management. Proven management ability and attributes of dynamic leadership skills. Ability to maintain positive interpersonal relations and to work well as part of a team. Problem solving abilities. Proven skills in report writing. Basic accounting skills relating to management of budget compilation. Excellent verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Maintain credible Fleet Asset Register. Render Fleet procurement Services. Ensure timeous registration, licensing and allocation of new fleet. Administer RT46 Contract. Administer Transversal and related contracts. Manage motor vehicle accidents register and the loss register. Manage employee driver training unit. Assist in compiling the yearly budget. Provide information required on audit queries from internal and the Auditor General. Develop Policies and procedure manuals on the acquisition, utilization and withdrawal of government fleet. Implement measures that would enforce compliance to policies. Provide management support to the Director. Manage the activities of the Sub – Directorate. Introduce system of internal control to prevent the incurrance of any kind of unauthorized, irregular and or of fruitless and wasteful expenditure. Provide staff performance management and maintenance of discipline.
<b><u>ENQUIRIES</u></b>	:	Mr. T P Mosiane Tel No: (018) 200 8072
<b><u>POST 41/171</u></b>	:	<b><u>DEPUTY DIRECTOR (ACQUISITION MANAGEMENT) REF NO: 02/2021/22</u></b> Directorate: Supply Chain Management This is a re-advertisement; candidates who previously applied are encouraged to reapply
<b><u>SALARY</u></b>	:	R744 255 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<b><u>CENTRE</u></b>	:	Head Office – Mahikeng
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent plus NQF level 6/ Three year National Diploma/or Degree in Supply Chain Management/Logistics/Purchasing/Financial management/Accounting or related. Five (5) to ten (10) years relevant work experience in Supply Chain Management (Acquisition Management) of which three (3) years must be at junior management/Assistant Director Level, preferably be in the Public Sector Supply Chain Management. Valid driving license. Knowledge:

knowledge and experience in the application of prescript/ legislative frameworks that governs supply chain management in public service environment, including but not limited to Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations (PPR), Broad- Based Black Economic Empowerment Act (BBBEE), National Treasury Instruction Notes and Practice Notes. Knowledge of Walker-Bas systems and Central Supplier Database (CSD) system. Skills: Excellent verbal and written communication skills, Problem solving, Computer Literacy. Strong planning and coordination abilities. Analytical/ innovative thinking and problem-solving skills. Ability to work under pressure and extended hours so as to meet the deadlines. Sound analytical skills and Strong planning, presentation skills.

**DUTIES** : Develop, design, implement and manage acquisition management processes and systems as well as internal controls and audit trails across all levels in the departmental in order to ensure effective and efficient service delivery as well as compliance with the policies and prescript. Design, review and manage implementation of strategic sourcing techniques. Oversee secretariat duties to Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee thereof. Ensure the management and maintenance of departmental contracts are in accordance with Treasury Regulations, PFMA and Service Level Agreement. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with supply chain management prescripts and guidelines. Ensure compliance with Central Supplier Database. Supervise and compile tender/ quotation specification as required. Manage all the resources allocated to sub-directorate, supervise, develop and manage employees performance in accordance with the Employee Performance Management and Development System. Ensure correctness of advertisement of tenders in tender bulletin and e-tender system.

**ENQUIRIES** : Mr. S. Maduma Tel No: (018) 200 8057

**POST 41/172** : **DEPUTY DIRECTOR: MOTOR VEHICLE LICENSING ADMINISTRATION REF NO: 05/2021/22**  
Directorate: Transport Administration and Licensing

**SALARY** : R744 255 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

**CENTRE REQUIREMENTS** : Head Office - Mahikeng  
: Grade 12 or equivalent plus 3 years National Diploma/Degree in Public Administration/Financial Accounting/Cost and Management Accounting or related, with Five to Ten (5 – 10) years' experience in the NaTIS Administration environment of which three (3) years must be at Junior Management/Assistant Director level. A Valid driving license. Knowledge: Legislative and regulatory requirements, policies and standards relating to registration and licensing processes. Principles and processes for providing customer and personal services, including needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Business and management principles involved in resource allocation, human resources modelling, leadership technique, and coordination of people and resources. Skills: Planning and Organising skills, Problem-solving & Decision-making, Communication & Information management, Budgeting & Financial Management, Citizen Focus & Responsiveness, Team membership and leadership, Presentation skills, Computer literacy, Report writing skills.

**DUTIES** : Manage the vehicle registration and licensing processes. Manage the performance of the Agencies in accordance to the National Road Traffic Act and its Regulations. Provide Agencies support services in relation to NaTIS procurement and training of Users. Manage the registering authorities financial performance and reconciliation functions in respect of NaTIS Revenue collected. Plan the sub-directorate's budget and manage expenditure through responsible implementation of policies, practices and decisions. Manage key performance areas of the managed within the Sub-Directorate.

**ENQUIRIES** : Mr. S. Mmono Tel No: 018 388 1123/24

<b><u>POST 41/173</u></b>	:	<b><u>DEPUTY DIRECTOR: PROVINCIAL NATIS ADMINISTRATION REF NO: 06/2021/22</u></b> Directorate: Transport Administration and Licensing
<b><u>SALARY</u></b>	:	R744 255 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office - Mahikeng
	:	Grade 12 or equivalent, plus 3 years National Diploma/Degree in Public Administration/Management with Five to Ten (5 – 10) years' experience in the NaTIS Administration environment of which three (3) years must be at Junior Management/Assistant Director level. Certificates in Advanced Management Development programme, Systems security, and NaTIS Administration will be an added advantage. A Valid driving license. Knowledge: Legislative and regulatory requirements, policies and standards relating to registration and licensing processes. NaTIS User administration processes which includes access control and security. Business and management principles involved in resource allocation, human resources modelling, leadership technique, and coordination of people and resources. Skills: Planning and Organising skills, Problem-solving & Decision-making, Communication & Information management, Budgeting & Financial Management, Citizen Focus & Responsiveness, Team membership and leadership, Presentation skills, Computer literacy, Report writing skills.
<b><u>DUTIES</u></b>	:	Manage the effective functionality of NaTIS. Manage the effective finalisation of transactions requested. Render NaTIS training and auditing. Manage compliance and render NaTIS security services. Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of the sub-directorate goals. Plan the sub-directorate's budget and manage expenditure, through implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently. Manage key performance area of the managed within the Sub-Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. S. Mmono Tel No: 018 388 1123/24
<b><u>POST 41/174</u></b>	:	<b><u>CHIEF FIRE OFFICER REF NO: 09/2021/22</u></b> Directorate: Transport Terminal
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10)
<b><u>CENTRE</u></b>	:	GD Montshioa Airport - Mahikeng
<b><u>REQUIREMENTS</u></b>	:	Grade twelve (12) certificate or equivalent plus an appropriate recognized three-year Bachelor's Degree/National Diploma in Fire Technology or related as minimum requirement. At least Three (3) to Five (5) years relevant experience in the field of Fire Fighting of which Two (2) years should be at Supervisory level. Valid Driver's license. Knowledge: Knowledge of Public service Act, PFMA and Public Finance Regulations. Knowledge of Fire Fighting. Knowledge of Aircraft Rescue. Knowledge of Stabilization and Rescue. Knowledge of Ventilation and First Aid- Resuscitation. Sound Knowledge of relevant legislation and framework governing Aviation. Sound knowledge of using Rescue Equipment. Skills: Driving Skills. Airport Standard and requirements skill. Fire Fighting Skills. Planning and organising skills. Analytical skills. Report writing and Presentation skills. Communication and liaison skills. Ability to work on tight deadlines and under pressure. Ability to work as Individual and as Team.
<b><u>DUTIES</u></b>	:	Coordinate rescue operations. Facilitate training of personnel. Manage fire scene investigation. Keep Airport safe at all times. Maintain safety Awareness for Airport Users. Maintain compliance of Airport with Civil Aviation Regulation. Ensure protection of property against fire damages and injuries to customers and staff management. Manage key performance areas of the managed.
<b><u>ENQUIRIES</u></b>	:	Mr. O.A. Baikgaki Tel No: 018 200 8075

<b><u>POST 41/175</u></b>	:	<b><u>ASSISTANT DIRECTOR: ICT SYSTEM SUPPORT REF NO: 10/2021/22</u></b> Directorate: Information Communication Technology This is a re-advertisement; candidates who previously applied are encouraged to reapply
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office – Mahikeng
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent, Three (3) year Tertiary qualification in Information Systems (IS) /Information Technology (IT) / Computer System Engineering. Three (3) to five (5) years experience in the Information Communication Technology field preferably in Business Analysis and Application development, of which two (2) years must be at supervisory level. Valid Drivers license. Understanding of information processing fundamentals and best practices. Must have knowledge of current Programming languages and Relational Database concepts. Knowledge: Good understanding of Government Information Communication Technology (ICT) policy framework. Good understanding of Public Service Policies, Regulations, Financial Management and Planning as well as other relevant Government Prescripts. Ability to work independently and in a team. Knowledge of database administration, project management. Understanding of ICT legislative prescripts. Good understanding of Governance of ICT Standards and Policy framework. Skills: Systems support skills. Resource management (Time, Cost, Human and Technology) skill. Team player. Good communication (written and verbal) skills. Policy formulation and implementation skills. Excellent interpersonal skill. Good customer relations. Conflict Management and Problem solving skills. Attributes: Ability to work abnormal hours. Ability to adhere to response, time and deadlines. Ability to work under pressure. Ability to work independently. Willingness to travel.
<b><u>DUTIES</u></b>	:	Database administration: Managing SQL, install, configuring and server management. Plan, coordinate and implement security measures, and patches to safeguard the departmental database. Perform data backup and disaster recovery. Development of Information Systems. Assist with the implementation of corporate governance of information communication technology. Contribute to project initiation, scope definition and scope change control for envisaged ICT projects. Provide technical support and administration support to ICT projects. Provide Information Systems training. Manage the application development life cycle. Perform systems analysis, design and development of applications based on user requirements. Assist with the compilation of project documentation to support project processes. Manage the performance and development of staff in their immediate span of work. Track, monitor and implement audit findings related to ICT Systems. Assist with management of resources (reports). Facilitate deployment strategies for new projects, including scope and timeline. Assist with the development and implementation of the ICT Strategy. Compile specification for procurement of ICT equipments Mentor and provide skills transfer to System Users. Ensuring that ICT policies are adhered to. Perform task as shall be allocated by the Director and Deputy Director from time to time.
<b><u>ENQUIRIES</u></b>	:	Mr. S. Matlhako Tel No: (018) 388 5685/3697
<b><u>POST 41/176</u></b>	:	<b><u>ASSISTANT DIRECTOR - STRATEGIC PLANNING REF NO: 11/2021/22</u></b> Directorate: Strategic Planning, Monitoring and Evaluation
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office – Mahikeng
<b><u>REQUIREMENTS</u></b>	:	Grade twelve (12) certificate or equivalent plus an appropriate recognized three-year Bachelor's Degree/National Diploma in Public Administration/Management or related qualifications. At least Three (3) to Five (5) years relevant experience in Strategic Planning, Monitoring and Evaluation field of which Two (2) years should be at Supervisory level. Computer Literacy and Valid Driver's license. Knowledge: Knowledge of Public service Act, PFMA and Public Finance Regulations. Sound Knowledge of relevant legislation and framework governing Strategic Planning. Understanding of the Strategic Planning process and planning cycle. Skills: Planning and organising skills. Analytical skills. Report writing and Presentation

		skills. Communication and liaison skills. Ability to work on tight deadlines and under pressure.
<b><u>DUTIES</u></b>	:	Facilitate and assist in the development of the Departmental Annual Performance Plan, Operational Plan and Standard Operating Procedures in line with National and Provincial Planning Frameworks. Assist with facilitation of planning sessions. Manage key performance areas of the managed.
<b><u>ENQUIRIES</u></b>	:	Ms. K Menoe Tel No: (018) 200 8059
<b><u>POST 41/177</u></b>	:	<b><u>ASSISTANT DIRECTOR: ROAD SAFETY MANAGEMENT REF NO: 12/2021/22</u></b> Directorate: Road Safety Management
<b><u>SALARY</u></b>	:	R382 245 pa (Level 09)
<b><u>CENTRE</u></b>	:	Mahikeng- Ngaka Modiri Molema District
<b><u>REQUIREMENTS</u></b>	:	Grade twelve (12) certificate or equivalent plus an appropriate recognized three-year Bachelor's Degree/National Diploma in Education/Communications with Specialization in Road Safety Management/Road Traffic Safety Education or equivalent. At least Three (3) to Five (5) years experience in Road Safety Management of which Two (2) years should be at Supervisory level in Road Safety Management field. Code 08/EB Valid Driver's license. Knowledge: Road Safety policies and procedures. Public Service prescripts. Financial Management principles. Project Management. Understanding of the current school curriculum. Skills: Meeting procedures. Presentation and coordination. Report writing. Computer Literacy.
<b><u>DUTIES</u></b>	:	Manage the implementation of road safety education and Promotion programs in the District. Manage the implementation of road safety education projects in the District. Manage the implementation of road safety community outreach projects in the District. Establish and maintain stakeholder relations within the District. Consolidate monthly and quarterly reports within the District. Manage key responsibility/result areas (KRAs) of staff.
<b><u>ENQUIRIES</u></b>	:	Ms. M Tshukudu Tel No: (018) 3819116
<b><u>POST 41/178</u></b>	:	<b><u>ASSISTANT DIRECTOR: LICENSING ADMINISTRATION SUPPORT REF NO: 13/2021/22</u></b> Directorate: Operator License and Permits
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office - Mahikeng
<b><u>REQUIREMENTS</u></b>	:	Grade12 Certificate or equivalent, plus three (3) year National Diploma/ Degree (NQF level 6) in Transport Management environment/ Public Administration or related. Three (3) to five (5) years working experience in transport environment of which Two (2) years must be at supervisory level. Valid Driving License. Knowledge: knowledge of National Land Transport Act, Act 5 of 2009 and related pieces of legislations and appropriate regulations and relevant policies Knowledge of White paper on National Land Policy. Understanding of Public Finance Management Act. Understanding of Provincial Regulatory Entity procedure manual. Knowledge of Public Service Act, Public Service Regulations .Skills: Computer Literacy, Report Writing, Communications (Verbal and written), Organizing and planning, initiative and good interpersonal relationship. Must have analytical skills and the ability to work within a team and under pressure. Willingness to travel and work irregular hours. Must have good presentation skills.
<b><u>DUTIES</u></b>	:	Coordinate meetings for the Provincial Regulatory Entity. Provide Secretarial Services to the Provincial Regulatory Entity. Draft and Compile Reports. Provide administrative duties. Advice the Provincial Regulatory Entity and Management on Transport Issues, especially on compliance issues. Receive and process issues from the transport sector for the consideration. Manage key performance areas of the managed.
<b><u>ENQUIRIES</u></b>	:	Dr Nthopeng Dikobe, Tel No: (018) 381 9187

<b><u>POST 41/179</u></b>	:	<b><u>TRADESMAN AID REF NO: 14/2021/22</u></b> Directorate: Government Motor Fleet Services This is a re-advertisement; candidates who previously applied are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R124 434 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Dr Ruth Segomotsi Mompati (Fleet Management Maintenance)
<b><u>REQUIREMENTS</u></b>	:	Grade 10/NQF Level 3 or equivalent, with six (6) months Trade related working experience in a Motor Mechanic workshop and/or automotive/fitment center. Ability to work under pressure and long hours. Knowledge: Basic mechanical knowledge and processes. Skills: Good communication skills, people oriented and customer focused. Public service code of conduct, good organising and time management skills, OHS Act, Labour Relation Act.
<b><u>DUTIES</u></b>	:	Provide assistance in the maintenance of facilities, vehicles and equipments. Assist mechanics and breakdown Driver in their daily routines. Repair, clean services and safekeeping of equipments and tools according to standards. Ensure strict adherence to safety standards and safety of others. Assist with auction and preparations of redundant state vehicles. Perform any other additional duties as delegated by the supervisor from time to time.
<b><u>ENQUIRIES</u></b>	:	Mr M.E Matsime Tel No: (053) 927 3762

#### **DEPARTMENT OF PUBLIC WORKS AND ROADS**

***The Department of Public Works and Roads is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability (e.g. White, Indian, Coloured Males and Females). People with disability are encouraged to apply. An indication in this regard will facilitate the processing of applications.***

<b><u>APPLICATIONS</u></b>	:	All Applications indicating Head Office must be addressed to: Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735 Or Hand deliver to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road.
<b><u>FOR ATTENTION</u></b>	:	HRM Recruitment - Mr. M.E Khauoe
<b><u>CLOSING DATE</u></b>	:	08 December 2021 (Posted Applications must have reached the Department by 15h30 pm, otherwise they will not be considered)
<b><u>NOTE</u></b>	:	Compliance: Applications must be submitted by using New Amended Z83 Form (81/971431) as prescribed, all fields must be fully completed and compulsory to be signed, initialed and dated, to be considered, and is obtainable from any National or Provincial Departments, <a href="http://www.gov.za">www.gov.za</a> . A new Z83 form should be accompanied by the following required documents: ID copy, qualifications, and comprehensive curriculum vitae with competencies – experience and with full names, addresses and telephone numbers of at least three names of contactable referees. All positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s). Applicants need not submit certified documents. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Failure to submit the requested documents will result in your application not being considered. All qualifications will be verified. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority, and must furnish this Department with an evaluation certificate. Candidates must indicate the post; center and reference number on the applications. Faxed and emailed applications will not be accepted. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which include, criminal records, citizenship, financial checks, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subjected to security screening and vetting. Applications should be forwarded in time, since any applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interviews selection on a date, time and place as determined by the Department. The Department reserves the right not to make appointment. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. Candidates requiring

additional information regarding advertised posts must direct their enquiries to the relevant person indicated. Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.

## **OTHER POSTS**

**POST 41/180** : **CHIEF ENGINEER GRADE A (CIVIL/STRUCTURAL) REF NO: H/O 08/2021 (X1 POST)**  
North West Province-Public works and Roads

**SALARY** : R1 058 469 per annum, (all-inclusive OSD remuneration package)  
**CENTRE** : Head Office - Mmabatho  
**REQUIREMENTS** : Qualifications and Experience: Grade 12 Certificate plus Engineering degree (BEng/ BSc (Eng). Six (6) years' post-qualification experience required as a registered professional Civil/Structural Engineer. Compulsory Registration with ECSA as Professional Engineer. A valid Driver's License. Knowledge: Civil/Structural Engineering best practice, Project Management, Extensive knowledge of all civil engineering aspects of the building and construction environment, Maintenance skills and knowledge, Technical consulting, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Skills: Ability to undertake critical review/analysis and provide technical advice, Ability to maintain integrity of confidential information, Financial administration, Advanced technical report writing, Computer Literacy, Planning and Organising, Programme and Project Management, Interpersonal and diplomacy skills, Prepared to travel, Willing to adapt to working schedule in accordance with office requirements, Strategic capability and leadership, Problem solving and analysis, Communication skills.

**DUTIES** : Engineering design and analysis effectiveness. Perform final review and approvals or audits on new engineering designs according to design principles or theory, Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Governance allocation, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. Short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management - Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programs and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management - Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES** : Mr Moathodi Sediti Tel No: 018 388 4454



<b><u>POST 41/181</u></b>	:	<b><u>CHIEF ENGINEER GRADE A (ELECTRICAL/MECHANICAL) REF NO: H/O 09/2021 (X1 POST)</u></b> North West Province-Public works and Roads
<b><u>SALARY</u></b>	:	R1 058 469 per annum, (all-inclusive OSD remuneration package)
<b><u>CENTRE</u></b>	:	Head Office - Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Qualifications and Experience: Grade 12 Certificate plus Engineering degree (BEng/ BSc (Eng). Six (6) years' post-qualification experience required as a registered professional Electrical/Mechanical Engineer. Compulsory registration with ECSA as Professional Engineer. A valid driver's license. Knowledge: Electrical/Mechanical Engineering best practice, and integration of other engineering services in the built environment; Project Management, Extensive knowledge of all electrical and mechanical engineering aspects of the building and construction environment, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management, Technical consulting. Skills: Ability to undertake critical review/analysis and apply engineering skills in projects, provide technical advice, Ability to maintain integrity of confidential information, Financial administration, Advanced technical report writing, Computer Literacy, Planning and Organising; Programme and project management; Interpersonal and diplomacy skills, Prepared to travel, Willing to adapt to working schedule in accordance with office requirements, Strategic capability and leadership, Problem solving and analysis, Communication skills.
<b><u>DUTIES</u></b>	:	Engineering design and analysis effectiveness. Perform final review and approvals or audits on new engineering designs according to design principles or theory, Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems, and resources. Set engineering maintenance standards, specifications, and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Governance allocation, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. Short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programs and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management - Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<b><u>ENQUIRIES</u></b>	:	Mr Moathodi Sediti Tel No: 018 388 4454
<b><u>APPLICATIONS</u></b>	:	All applications indicating Bojanala District Office must be addresses to: Human Resource Management, Public Works and Roads (NWP), Private Bag x 82063, Rustenburg, 0300 Or Hand deliver to Office No. 1697, Zending Street, Waterfall Avenue, Old Industrial Site, Rustenburg, 0300.
<b><u>FOR ATTENTION</u></b>	:	HR Management - Ms P. Selekolo

<b><u>CLOSING DATE</u></b>	:	03 December 2021 (Posted Applications must have reached the Department by 15h30 pm, otherwise they will not be considered)
<b><u>POST 41/182</u></b>	:	<b><u>DEPUTY DIRECTOR: ROADS INFRASTRUCTURE MAINTENANCE REF NO: BOJ 01/2021 (X1 POST)</u></b> North West Province-Public works and Roads
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	District Office, Bojanala Rustenburg
<b><u>REQUIREMENTS</u></b>	:	Qualifications and Experience: National Senior Certificate plus Bachelor Degree / B-Tech / BSc in Civil Engineering. Five (5) years' post-qualification experience in Roads field of which three (3) must be at Junior Management level. A valid Driver's license. Knowledge: Project management principles and methodologies. Good understanding of Public Financial Management Act (PFMA). Treasury Regulations. Division of Revenue Act. Department supply chain management policies and regulations. General conditions of Contract. Preferential Procurement Act of 2000. Public Service Act and Regulations. Occupational Health and Safety Act (OHSA). Construction Industry Development Board Act of 2000. Relevant norms and standards pertaining to road construction and material recommendation. In- depth knowledge of computer-aided engineering application. Skills: Ability to analyse data and make recommendations. Ability to implement professional judgement. Strategic capability and leadership. Presentation and report writing.
<b><u>DUTIES</u></b>	:	Facilitate Road planning, protection and design of the roads. Manage maintenance of provincial roads and rendering of related services. Address the backlog in rural road development maintenance services. Administering of construction fleet managed maintenance services. Manage district contract and ensure quality control. Manage rendering of administrative support services for Roads. Compile monthly, quarterly and annual reports. Manage Human Resources.
<b><u>ENQUIRIES</u></b>	:	Mr K.K Gill Tel No: (018) 388-4522

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="https://westerncapegov.erecruit.co.za">https://westerncapegov.erecruit.co.za</a>
<b><u>CLOSING DATE</u></b>	:	13 December 2021
<b><u>NOTE</u></b>	:	Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <a href="https://www.thensg.gov.za/training-course/sms-preentryprogramme/">https://www.thensg.gov.za/training-course/sms-preentryprogramme/</a> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

**MANAGEMENT ECHELON**

<b><u>POST 41/183</u></b>	:	<b><u>HEAD OF DEPARTMENT: ECONOMIC DEVELOPMENT AND TOURISM REF NO: (DEDAT 22/2021)</u></b>
<b><u>SALARY</u></b>	:	R1 978 533 per annum (Level 16), (all-inclusive package to be structured to be structured in accordance with the rules for SMS) plus a 10% non-pensionable HOD allowance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Economic Development and Tourism, Western Cape Government Appropriate Postgraduate Degree (NQF 8); Minimum of 8 years' senior management experience, 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996. Successful completion of the Certificate for entry into the SMS prior to appointment. Recommendation: A Masters' degree in Economics, Business Administration/ Public Policy would serve as a recommendation. Competencies: Knowledge of the following: latest advances in public management theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, inter-governmental and international relations, communications, media management, public relations, public participation and public education.
<b><u>DUTIES</u></b>	:	Manage economic coordination and stakeholder engagements to create an enabling environment for viable economic growth and job opportunities. Facilitate the creation of opportunities to influence economic growth and job creation within specific priority sectors as identified by the department. Promote the transformation

of the Western Cape economy towards green economic growth. Facilitate the strengthening of energy resilience in the Western Cape. Optimise communication and stakeholder relationships with economic stakeholders and partners. Drive the development and implementation of the Economic Growth Strategy of the Western Cape Government as well as the departmental strategic planning processes. Manage oversight role in relation to public entities including the Atlantis Special Economic Zone, Saldanha Bay Industrial Development Zone and the Western Cape Tourism, Trade and Investment Promotion Agency. Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards. Ensure that sound people and financial management practices are adhered to in the department.

**ENQUIRIES** : Ms LS Esterhuyse at Tel No: (021) 483 5856 / 083 629 3244

#### **DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

**CLOSING DATE** : 13 December 2021

**NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

**POST 41/184** : **HEAD OF DEPARTMENT: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING REF NO: EADP 17/2021**

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

**CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS** : Appropriate Postgraduate Degree (NQF 8; Minimum of 8 years' senior management experience, 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996. Successful completion of the Certificate for entry into the SMS. Note: A requirement for appointment at Head of Department Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. Competencies: Knowledge of the following: latest advances in public management

theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, inter-governmental and international relations, communications, media management, public relations, public participation and public education. Strong conceptual, interpretive and formulation skills. Strong leadership, team building and interpersonal skills. Exceptional planning, organizing and people management skills. The ability to multi-task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

#### **DUTIES**

: Line Management: Strategic management, guidance, and advice in respect of the rendering of efficient and cost effective, transparent, and responsive public administration. This includes the following functions: Ensure cohesive and integrated environmental governance in the Western Cape; Strategically advance the environmental sustainability of the Western Cape; Sustain the environmental quality of the Western Cape; Ensure integrated environmental and land management in the Western Cape; Provide a management support service to the Department. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Department; Drive the Departmental strategic planning process; Drive the development and management of the strategic and business plans for the Department; Evaluate the performance of the Department on a continuing basis against pre-determined key measurable objectives and standards; Report to the Provincial Minister on a regular basis on the activities of the Department and on matters of substantial importance to the Administration; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Department, and of the resources employed by it; Foster and promote a culture of innovation within the Department. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Department's Business Plan; Motivate, train and guide employees within the Department, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Department; Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Department; Promote sound labour relations within the Department. Financial Management: Manage participation in the budgeting process at Departmental level, and at Chief Directorate level; Ensure the preparation of the Annual and Adjustment Budgets for the Department; Assume direct accountability for the efficient, economic and effective control and management of the Department's budget and expenditure; Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Department; Assume overall accountability for the management, maintenance and safekeeping of the Department assets; Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards.

#### **ENQUIRIES**

: Ms LS Esterhuysen at Tel No: (021) 483 5856 / 083 629 3244

#### **DEPARTMENT OF HEALTH**

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

#### **NOTE**

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

#### **OTHER POSTS**

#### **POST 41/185**

: **MEDICAL SPECIALIST: GRADE 1 TO 3 (OPHTHALMOLOGY)**  
Chief Directorate: Rural Health Services

#### **SALARY**

: Grade 1: R1 122 630 per annum

**CENTRE  
REQUIREMENTS**

Grade 2: R1 283 592 per annum  
Grade 3: R1 489 665 per annum  
(A portion of the package can be structured according to the individual's personal needs) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

: George Regional Hospital  
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Ophthalmology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Ophthalmology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Ophthalmology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Ophthalmology. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Ability to (read, write and speak) in at least two of the three official languages of the Western Cape. Extensive experience in Ophthalmological surgery, particularly cataract and trauma surgery. Experience in teaching and conducting research will be considered an advantage.

**DUTIES**

: Render an efficient and cost-effective Ophthalmology service to patients managed by the institution and District Health Care Services in the District by balancing throughput with quality. Ensure effective and efficient administration of the Ophthalmology Division. Ensure the rational use of resources (medical/surgical sundries and equipment) and apply antibiotic stewardship, patient audits and Clinical Governance. Ensure appropriate training of all clinical staff, including students, Cosmos and staff in District Hospitals. Organize and partake in Outreach and Support services, consultant as well as surgical, to the district and sub-districts of the Garden Route (South Cape) and Central Karoo districts. Strive to achieve the aim of prevention of blindness in those districts. Partake and organize clinical and or demographic studies where possible. Ensure good relations with patients, nursing staff, colleagues and referral services at tertiary level.

**ENQUIRIES  
APPLICATIONS**

: Dr AH Stark Tel No: (044) 802-4504  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://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 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'

**CLOSING DATE**

: 03 December 2021

**POST 41/186**

: **CHIEF ENGINEER: GRADE A (MECHANICAL)**  
Directorate: Infrastructure Planning

**SALARY**

: R1 058 469 per annum, (A portion of the package can be structured according to the individual's personal needs)

**CENTRE  
REQUIREMENTS**

: Head Office, Cape Town  
: Minimum educational qualification: Engineering degree (B Eng/BSC (Eng). Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: Six years post qualification experience required of which minimum of 2 years as registered engineer. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally, nationally.

Competencies (knowledge/skills): Computer literacy (MS Office). A health science related post-graduate qualification will be beneficial. Extensive experience in and understanding of the design and construction of complex buildings with specific reference to hospitals. Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Experience with development of new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Development, interpretation and customisation of functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations in a health environment. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

**ENQUIRIES** : Ms M van Leeuwen Milne.vanLeeuwen@westerncape.gov.za  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 December 2021

**POST 41/187** : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**  
 Garden Route District

**SALARY** : R624 216 per annum (PN-B4)  
**CENTRE** : Pacaltsdorp CDC  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid Code (B/EB) drivers' license. Willingness to attend to community meetings after hours. Competencies (knowledge/skills): Computer literacy (MS Office). Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation.

**DUTIES** : Commissioning and Overall management of the Clinical, HRM, Supply Chain Management and financial management of the allocated PHC facility. Facilitate the commissioning and development of community participation programmes and facility-based services. Control and set standards for safe patient care. Responsible for the co-ordination, supervision and control of nursing services. Ensure that prescribed policies and procedures are implemented and contribute to quality patient care. Ensure the implementation of quality assurance programmes. Information and data management.

**ENQUIRIES** : Ms MJF Marthinus Tel No: (044) 814-1100  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 December 2021

<b><u>POST 41/188</u></b>	:	<b><u>REGISTERED COUNSELLOR GRADE 1 TO 3</u></b> (Contract Period until 31 March 2024) Cape Winelands Health District
<b><u>SALARY</u></b>	:	Grade 1: R587 835 per annum Grade 2: R 672 123 per annum Grade 3: R 761 274 per annum (A portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Breede Valley Sub-District Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a registered Counsellor. Experience: <b>Grade 1:</b> None after registration with the Health Professional Council (HPCSA) as Registered Counsellor. <b>Grade 2:</b> A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. <b>Grade 3:</b> A minimum of 16 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel in the sub-district/ district to consult clients and attend meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies and procedures relevant to health programs. Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment. Conceptualization skills as appropriate for individual and group evidence-based intervention identification and application. Ability to work in a diverse, multi-cultural and inclusive environment.
<b><u>DUTIES</u></b>	:	Providing preventative and developmental counselling services to children, adults, couples and families. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psycho - education and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Perform clinical administrative duties as keep accurate statistics. Conduct training and workshops. Provide supervision, mentoring and support to lay health worker. Attend regular clinical supervision. Form part of the sub-district and district mental health teams.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms L Phillips-Losch Tel No: (023) 348-8154 Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	Shortlisted candidates will be subjected to a computer literacy test. 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"
<b><u>CLOSING DATE</u></b>	:	03 December 2021



<b><u>POST 41/189</u></b>	:	<b><u>OPERATIONAL MANAGER: NURSING (SPECIALTY: PSYCHIATRY)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R571 242 (PN-B3) per annum
<b><u>CENTRE</u></b>	:	Lentegeur Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1-year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid Code (B/EB) drivers license. Competencies (knowledge/skills): Demonstrate a good understanding of HR and financial policies and practices. Word and Excel literacy, Knowledge of FBU functions and management (ability to work collaboratively within FBUs). Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Appropriate/recognisable experience working with in the Acute Psychiatric Services. Communication in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Psychiatry complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Psychiatry services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Provide effective support to nursing services and hospital management by managing the hospital after hours, when the need arises.
<b><u>ENQUIRIES</u></b>	:	Ms JJ King Tel No: (021) 370 -1230/ Ms BL McKay Tel No. (021) 370 -1248
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/190</u></b>	:	<b><u>THERAPEUTIC AND MEDICAL SUPPORT SERVICES PROGRAMME CO-ORDINATOR (ENVIRONMENTAL HEALTH) GRADE 1</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R473 112 per annum
<b><u>CENTRE</u></b>	:	Garden Route District Office, George
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Environmental Health. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. Experience: A minimum of 3 years appropriate experience after registration with the Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Perform standby and overtime duties. Responsible for duties in the Garden Route and Central Karoo Districts. Prepared to travel in the entire Western Cape Province. Competencies (knowledge/skills): Computer literacy. Knowledge of District Health Planning. Management, monitoring and evaluation of public and environmental health programs. Knowledge and skills in data analysis and reporting procedures.
<b><u>DUTIES</u></b>	:	Administration of the provincial environmental health program. Monitoring, evaluation and support of Environmental Health Services (Municipal Health Services) rendered by district municipalities. Control over the sale of Group I Hazardous substances. Co-ordination of the environmental health response to

	notifiable medical conditions. Support for Port Health Services. Support to Provincial Health institutions regarding environmental health related issues.
<b><u>ENQUIRIES</u></b>	: Mr VZ Brickles Tel No: (044) 803-2700
<b><u>APPLICATIONS</u></b>	: Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	: 03 December 2021
<b><u>POST 41/191</u></b>	: <b><u>ULTRASOUND RADIOGRAPHER: GRADE 1 TO 3 (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	: Grade 1: R401 640 per annum Grade 2: R473 112 per annum Grade 3: R557 301 per annum
<b><u>CENTRE</u></b>	: Delft CHC (X1 post) Kraaifontein CHC (X1 post)
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: National Diploma and/or B-Tech Degree that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiographer. Registration with a professional council: Registration with the HPCSA as a Radiographer (Ultrasound). Inherent requirement of the job: Valid Code (B/EB) drivers' license. Experience: <b>Grade 1:</b> None for SA qualifies employees. 1-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. <b>Grade 2:</b> Minimum of 10 years relevant experience after registration with HPCSA in Radiography (Ultrasound) in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. <b>Grade 3:</b> Minimum of 20 years relevant experience after registration with HPCSA in Radiography (Ultrasound) in respect of SA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. Inherent requirement of the job: Valid Code (B/EB) driver's license. Competencies (knowledge/skills): Knowledge of Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of a multi-disciplinary team. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Experience and Diploma in Diagnostic Radiography will be an advantage.
<b><u>DUTIES</u></b>	: Render an efficient and effective sonography service to patients in the Northern/Tygerberg Substructure. Assist with effective and efficient administration of the Department. Written reports of ultrasound investigations performed. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the sonography department. Do relieve duties in the Northern/Tygerberg Sub-structure. Additional duties as required for service delivery.
<b><u>ENQUIRIES</u></b>	: Mr AE Patientia Tel No: (021) 815-8894
<b><u>APPLICATIONS</u></b>	: Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	: 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)".
<b><u>CLOSING DATE</u></b>	: 03 December 2021
<b><u>POST 41/192</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) CLINICAL FACILITATOR</u></b>
<b><u>SALARY</u></b>	: Grade1: R388 974 (PN-B1) per annum

<b><u>CENTRE REQUIREMENTS</u></b>	: Grade 2: R478 404 (PN-B2) per annum : Groote Schuur Hospital : Minimum educational qualification: Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional Nurse with SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/ recognizable experience in Advanced Psychiatric Nursing Science after obtaining the one-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirements of the job: Must be prepared to work shifts, weekends, and public holidays. Competencies (knowledge/skills): Basic Computer Literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to the Specialty area. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Good Organizational Skills and the ability to function under pressure.
<b><u>DUTIES</u></b>	: Facilitate the development of learning opportunities for all nursing personnel and students. Facilitate the in-service training, updating of skills and competencies as well as the orientation programme for nurses and students. Evaluate and assess the competencies and skills of nursing personnel and students, appropriate placement and accompaniment of nursing personnel and nursing students. Effective Management of Physical, Human and Financial resources. Promote Research.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr A Mohamed Tel No: (021) 404-2071 : Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on day of interview. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"
<b><u>CLOSING DATE</u></b>	: 03 December 2021
<b><u>POST 41/193</u></b>	: <b><u>CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 (PRIMARY HEALTH CARE) (X2 POSTS)</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	: Grade1: R388 974 (PN-B1) per annum Grade 2: R478 404 (PN-B2) per annum
<b><u>CENTRE REQUIREMENTS</u></b>	: Groote Schuur Hospital : Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post basic qualification with a duration of at least 1- year Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registration with SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable

	experience after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work after hours when necessary. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills (i.e. MS Word, Excel, Outlook).
<b><u>DUTIES</u></b>	: To provide an effective integrated Comprehensive Primary Health Care Services within standards and a professional/legal framework. Ensure good record keeping as well as keeping relevant registers and folders. Link to the community structures and community-based services. Collect data and submit reports. Provide PHC services to other facilities in Stellenbosch Sub District when needed.
<b><u>ENQUIRIES</u></b>	: Ms MM Muller Tel No: (021) 808-6109, E-mail: Margrieta.Muller@westerncape.gov.za
<b><u>APPLICATIONS</u></b>	: Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	: 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 in 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 applications/on appointment"
<b><u>CLOSING DATE</u></b>	: 03 December 2021
<b><u>POST 41/194</u></b>	: <b><u>ASSISTANT DIRECTOR: HEALTH SUPPORT (EPI DISEASE SURVEILLANCE)</u></b>
<b><u>SALARY</u></b>	: R382 245 per annum
<b><u>CENTRE</u></b>	: Directorate: Service Priorities Coordination
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: An appropriate three-year health related Diploma or Degree. Experience: Appropriate experience in disease surveillance, epidemiology and information management. Managerial and operational experience in health programme services. Inherent requirements of the job: Willingness to travel. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Technical expertise in surveillance or public health or epidemiology. Ability and willingness to work flexibly as part of a team. Project management skills. Computer literacy (MS Office: Word, Excel and PowerPoint). Knowledge of the Expanded Programme on Immunisation (EPI), health legislation, and disease surveillance and outbreak response policies. Sound verbal and written communication skills in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	: Produce situational analysis reports, strategic plans, guidelines and SOPs on vaccine preventable diseases. To investigation, document and follow-up the priority Vaccine Preventable diseases reported and coordinate responses to outbreaks. Manage vaccine preventable disease databases (collection, collation, analysis, interpretation and reporting). Conduct training to improve the capacity of healthcare workers to detect notifiable medical conditions and priority vaccine preventable diseases/conditions. Conduct site visits at hospitals and record reviews for vaccine preventable diseases. Monitoring and Evaluation of the programme and EPI disease surveillance.
<b><u>ENQUIRIES</u></b>	: Ms C Lawrence Tel No: (021) 483-9964
<b><u>APPLICATIONS</u></b>	: Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment.
<b><u>CLOSING DATE</u></b>	: 03 December 2021

<b><u>POST 41/195</u></b>	:	<b><u>ASSISTANT DIRECTOR: HEALTH SUPPORT (X5 POSTS)</u></b> Chief Directorate: Emergency and Clinical Services Support
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Directorate: Service Priorities Coordination
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in public health management and or programme development and community and or primary health care services and management thereof. Inherent requirement of the job: Valid Driver's license. Willingness to travel to the districts and national offices.
<b><u>DUTIES</u></b>	:	Develop policies and guidelines in respect to the planning, implementation and monitoring of a provincial prevention, treatment and control programme. Ensure the implementation of optimal health control policies and strategies in the province. Examine and appraise health programmes (as required) with respect to implementation status, quality of service, outcomes of programme and burden of disease implications. Manage and coordinate a high burden and high priority health programme. Participate as key member of the Service Priority Project Team as required to give effect to a health systems response. Produce quarterly reports and annual reviews of health programme.
<b><u>ENQUIRIES</u></b>	:	Ms Arendse Tel No: (021) 815-8612
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/196</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT (SCRUM MASTER)</u></b> Directorate: People Development
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year qualification in IT Project Management (or equivalent) and appropriate experience in CEI Project Management. Experience: Appropriate experience in CEI Project Management (Scrum Master). Appropriate experience in IT Systems Development for People Management and Development. Inherent requirements of the job: Valid Code (B/EB) drivers' license. Willingness to travel. Competencies (knowledge/skills): Knowledge of CEI Project Management, Scrum Master, PMBOK, PRINCE2, Supply Chain Management Experience Budgeting. IT Technical skills. Computer Literacy (MS Office package), MS Outlook. Problem solving and reporting, data analysis skills. Time management. Sound knowledge regarding matters related to the post.
<b><u>DUTIES</u></b>	:	Plan and Co-ordinate key projects. Manage project resources and co-ordinate project forums/ meetings. Manage risks related to People Management/ People Development projects. Manage monitor and evaluate vendor performance against contracts and Service Level Agreements for People Management/ People Development Projects. Regular reporting to Management on the status of People Management/ Development Projects. Manage the relationship between the Department and relevant stakeholders. Manage staff with reference to development, labour relations and people practices. Handle telephone and written enquiries.
<b><u>ENQUIRIES</u></b>	:	Mr A Thorne Tel No: (021) 483-5917
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/197</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCE/ADMIN (HOSPITAL FEES) (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Hospital Fees/Patient Administration environment. Competencies (knowledge/skills): Computer literacy (Word, Excel) in terms of collating, interpreting and inserting data into a spreadsheet. Excellent written and verbal communication in at least two of three official languages of the Western Cape. Ability to work under pressure with set deadlines. Excellent interpersonal skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision.
<b><u>DUTIES</u></b>	:	Handling of patient account enquiries. Perform all duties associated with the follow up and collection of outstanding accounts. Ensure correctness of patient invoices. Clearing of Inter responsibility Account and Medscheme accounts. Knowledge how to operate computer hardware. Billing of patient accounts and allocate payments. Handling of state monies.
<b><u>ENQUIRIES</u></b>	:	Mr RE Domingo Tel No: (021) 938-4550
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/198</u></b>	:	<b><u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (LABOUR RELATIONS)</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the Labour Relations environment. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Computer literate (MS Office package, e-mail and internet). Ability to function under stressful environment and cope with heavy workload. Ability to function as a team player, with or without supervision. Ability to interpret and apply policies. Knowledge of the Legislative framework.
<b><u>DUTIES</u></b>	:	General secretarial and administrative duties including typing, filing, answering of telephone and labour relations enquiries. Effective assistance with Co-ordination of meetings. Effective assistance with the co-ordination of training. Facilitation of disciplinary hearings. Optimal administration of Labour Relations records, statistics and in-service training.
<b><u>ENQUIRIES</u></b>	:	Mr R Japhta Tel No: (021) 938-5184
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/199</u></b>	:	<b><u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PENSIONS)</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management Appropriate pension experience would be advantageous Competencies (knowledge/skills): Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good Computer (MS Word, Excel, Outlook) and numeracy skills. Knowledge of Human Resource prescripts in the Public Service. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines. PERSAL Introduction certificate.
<b><u>DUTIES</u></b>	:	Effective handling of all pension matters. The applicant's aptitude for figures Responsible for the processing, checking and auditing of all personnel/pension and/or housing records when staff resign, retire or transfer to other departments etc. Scanning and loading Z102 on PCM. Calculations and advice staff on pension matters and related issues. General administrative tasks. Dealing with personal,

		written and telephonic enquiries. Distribution of pay sheets and other related documents on a monthly/quarterly or annual Basis. Assist pensioners with claims and medical subsidies. Destroying of personnel files – Archive.
<b><u>ENQUIRIES</u></b>	:	Ms EH Laisai Tel No: (021) 938-4143/4910
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click “online applications”)
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/200</u></b>	:	<b><u>ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS) (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Medical Records or Registry services. Inherent requirements of the job: Willingness to work shifts. Must be willing to rotate and/or relief personnel. Competencies (knowledge/skills): Computer literacy. Proficiency in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Issue and receive folders. Responsible for archiving folders. Issue folders on micro bundles. Ensure folders are index correctly. Scan folders daily. Prepare of folders for scanning. File tracking on Hospital Information System and Trace misfiles. Handle telephone enquiries.
<b><u>ENQUIRIES</u></b>	:	Ms M Xontana Tel No: (021) 938-4512
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click “online applications”)
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/201</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT SERVICES (X9 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Grade 12 / Senior Certificate (or equivalent). Experience: Appropriate Administrative experience within a Support Services environment. Competencies (knowledge/skills): Ability to prioritise work and be able to work under pressure. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Computer knowledge as well as excellent time management, attention to detail, administrative, communication, interpersonal and organisational skills, resourcefulness within the scope of the Key Result Areas.
<b><u>DUTIES</u></b>	:	Render administrative support to various sub-components within the Support Service department. Have the capability and computer skills to process statistical data, audit reports, stock control, etc. General office administration in terms of bookkeeping, filing, phototyping, printing thus providing efficient assistance and support to clients, personnel, management and supervisors.
<b><u>ENQUIRIES</u></b>	:	Ms Y Nelukalo Tel No: (021) 938-4413
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click “online applications”)
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/202</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT (NURSING) (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the provision of administrative services in a hospital environment. Competencies (knowledge/skills): Computer literacy in MS Word and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of human resource management, labour legislation and the nursing agency tender process. Good interpersonal communication skills. Good organisational skills and the ability to function under pressure and as part of a team.

<b><u>DUTIES</u></b>	:	Providing an effective nursing administrative service. Effective utilisation of Human and Financial Resources to assist in achieving the objectives of the unit. Delivering effective support to the Nursing Department as well as to other departments / modules on a relief basis.
<b><u>ENQUIRIES</u></b>	:	Ms F Marthinus Tel No: (021) 938-4055
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/203</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMISSIONS (PATIENT ADMINISTRATION) (X13 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate patient Administration experience. Appropriate experience within a Hospital Environment. Competencies (knowledge/skills): The ability to accept accountability and responsibility with good interpersonal skills. The ability to maintain confidentiality. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Computer literate (Windows, Excel, Word, Clinicom).
<b><u>DUTIES</u></b>	:	Assessment of patients. Register patients on the Patient Administration System (Clinicom). Responsible for folder management. Maintain patient appointment system. Responsible for handling patient telephonic enquiries. Collection and collation of data for monitoring and evaluation. Collection of revenue.
<b><u>ENQUIRIES</u></b>	:	Mr L Heynes Tel No: (021) 938-5186
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/204</u></b>	:	<b><u>SECURITY OFFICER (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R124 434 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a Professional council: Registration with the Security Board in terms of the Security Industry Regulatory Authority Act (Act 56 of 2001) PSIRA. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts and to be available on a 24-hour basis. Must be willing to work under pressure and irregular hours as required. Competencies (knowledge/skills): Ability to communicate (verbal and script) in at least two of the three official languages of the Western Cape. Knowledge of prescripts, regulations and procedures. Good interpersonal skills. Be responsible and diligent.
<b><u>DUTIES</u></b>	:	Protect/guard buildings/key-points/patients/visitors/personnel as well as the patrolling of fence off areas/buildings and the premises. Ensure access/egress control to prevent the unlawful entry/removal of persons/vehicles/dangerous objects and illegal substances and the monitoring of surveillance cameras/fire alarm systems. Control/monitor surveillance cameras to identify/prevent any unlawful entry of persons/suspicious objects/persons as well as vehicle thefts and forcible entry of departments/entrances of the hospital. Effective application of service delivery/efficient support to the supervisor. Effective and efficient use of equipment to render an efficient security service.
<b><u>ENQUIRIES</u></b>	:	Mr VP September Tel No: (021) 938-6077
<b><u>APPLICATIONS</u></b>	:	The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
<b><u>FOR ATTENTION</u></b>	:	Ms Z Mtshisazwe
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	03 December 2021



**POST 41/205** : **CLEANER**  
Chief Directorate: Metro Health Services

**SALARY** : R104 073 per annum  
**CENTRE** : Mfuleni CDC  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a Cleaner in a Health Facility or Hospital. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Perform overtime, work shifts, public holidays night duty and Relief in other departments when necessary. Ability to operate cleaning equipment. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills. Ability to work effectively in a team, independently and unsupervised, accepting accountability and responsibility. Able to handle conflict and the ability to work under pressure.

**DUTIES** : General cleaning and maintenance of cleaning equipment. Dusting, sweeping, scrub, and mop floors, passage, furniture empty dustbins and sort soiled linen according to correct cleaning procedures. Effective use of stock. Responsible for general hygienic and safe environment. Handling cleaning equipment. Elementary stock control. Assist with the offloading and unpacking of stock. Attend training sessions where applicable.

**ENQUIRIES** : Ms B Stuurman Tel No: (021) 350-0801  
**APPLICATIONS** : The Director: Khayelitsha Eastern Sub-structure, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.

**FOR ATTENTION** : Ms D Abrahams  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidate may be subject to a practical test as part of the selection process.

**CLOSING DATE** : 03 December 2021

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

#### **OTHER POST**

**POST 41/206** : **ASSISTANT DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOTP 52/2021**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant experience. Recommendation: Working experience in a supply chain management or finance environment. Competencies: Knowledge of the following: Policy Development; Budgeting processes; Financial norms and standards; Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instruction and Public Service Regulations; National and Provincial instruments and legislation pertaining to human resources; Financial management processes; Strategic Sourcing and Preferential Procurement/BEE; Procurement activities; Industry trends and best practices per commodity groups; Procurement policies and procedures; Contract management. Skills needed:

- Communication (written and verbal); Proven computer literacy; Planning and organizing; People management; Analytical and strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving; Research. Ability to develop and maintain networks relevant to the task environment.
- DUTIES** : Manage and supervise staff who perform the following function and perform the more complex work in that regard: Policy and implementation; Demand Management; Acquisition Management; Contract management and administration; Reporting and databases; Performance and compliance management.
- ENQUIRIES** : Mr R. Williams at Tel No: (021) 483 0598

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

- CLOSING DATE** : 06 December 2021
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

- POST 41/207** : **POPULATION ANALYST: POPULATION DEVELOPMENT (RESEARCH AND GIS) REF NO: DSD 138/2021**

- SALARY** : R477 090 per annum (Level 10)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 4 year post school qualification (Honours or higher qualification) in Statistical/Research-oriented Social Sciences (Demography, Sociology, Geography, GIS); A minimum of 3 years experience in Research (Population Geography and Demography) or similar environment; A valid driving license( Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge and understanding of the following: Public Service legislation; Population Policy, strategy and programmes; GIS and related systems. Skills: Proven Computer literacy; People management and empowerment; Planning and organizing; Communication (written, verbal and liaison); Problem-solving; Facilitation and presentation; Analytical. Project management; Operational planning; Innovation.

- DUTIES** : Conduct population-related research: Participate in the development of guidelines for population-related research and the annual population research plan; Facilitate stakeholder participation in allocated research projects; Develop research proposals; Determine research strategy, and provide support during the procurement process for outsourced research; Manage outsourced projects; Execute the research project; Participate in the evaluation and approval of reports; Support and participate in the dissemination of research findings. Conduct advanced population analysis and interpretation of data to support stakeholders with the implementation of the Population Policy. Provide GIS and spatial mapping services. Intra- and Inter-sectoral collaboration.

- ENQUIRIES** : Mr G. Miller at Tel No: (021) 483 4168 or (C): 0836347634
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

- POST 41/208** : **OPERATIONAL MANAGER NURSING: (HUB) FACILITY POLICY PLANNING AND PROFESSIONAL SERVICES REF NO: DSD 160/2021**

- SALARY** : Grade 1: R450 939 per annum, (OSD as prescribed)

**CENTRE  
REQUIREMENTS**

: Department of Social Development, Western Cape Government  
: A Basic R425 qualification (i.e. Diploma/ Degree in Nursing, Midwifery, Community Nursing Science, Psychiatry) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Registration with the South African Nursing Council (SANC) as a Professional Nurse; A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: Previous experience in youth facility-based nursing; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Residential care medical and psychiatric services; Modern systems of governance and administration; Relevant acts, policies and prescripts; Constitutional, legal and institutional arrangements governing the South African public sector; Project Management processes; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Outstanding planning, organising and people management skills; Problem solving and decision making; Strategic planning skills; Work as part of the multidisciplinary team.

**DUTIES**

: Monitor and ensure the provision of effective and efficient health and care services to residents throughout adequate nursing care: Networking with all relevant stakeholders within the Health Care sector and the implementation of the MOU with the Department of Health; Ensure availability and access to sufficient resources (human, financial and physical resources); Quality assure services through monitoring and evaluation, auditing of records, analyzing data, confidential complaint's procedures and resident satisfactory surveys; Coordinate and quality assure monthly reports and statistics of health care practitioners and the CYCC's; Coordinate and monitor the implementation of care plans and evaluation thereof: Create and enabling environment that is therapeutic and meet the resident(s) need for privacy, well-being and dignity; Monitor and evaluate interventions and progress of resident(s) receiving health care treatment; Bi-weekly discussions of complicated cases (case studies) to ensure effective interventions and development of staff; Ensure and monitor the right of residents to health care information as part of their overall empowerment and development; Maintain a constructive working relationship with nursing MDT members and other stakeholders.

**ENQUIRIES  
APPLICATIONS**

: Ms L Goosen at Tel No: (021) 202 9251  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 41/209**

: **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (MITCHELLS PLAIN) REF NO: DSD 162/2021**

**SALARY  
CENTRE  
REQUIREMENTS**

: R389 991 - R452 106 per annum, (OSD as prescribed)  
: Department of Social Development, Western Cape Government  
: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Communication (written and verbal) skills; Proven computer literacy; Organising and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills.

**DUTIES**

: Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social

		work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<b><u>ENQUIRIES</u></b>	:	Mr Q Arendse at Tel No: (021) 763 6206
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 41/210</u></b>	:	<b><u>ASSISTANT DIRECTOR: BUSINESS PLANNING REF NO: DSD 136/2021</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant administrative experience in a Business Planning or similar environment. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Labour Relations Act; Strategic management processes; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Skills needed: Communication (written and verbal); Strategic thinking; Project management.
<b><u>DUTIES</u></b>	:	Coordinate and conduct the strategic and operation planning processes for the department; Facilitate and perform all tasks required in the strategic planning process; Facilitate and perform all tasks required in the development of the annual performance plan and simultaneously collaborate with the directorate finance in the development of the EPRE (Estimates of Provincial Expenditure and Revenue); Develop the project plan; Perform all tasks required in the development of the operational plan; Gather and analyse all relevant information; Compile strategic documents and reports; Collaborate with the Directorate: Research and Strategic Information Management in the compilation of strategic documents and reports to inform the business planning cycle; Develop SDIPs (Service Delivery Improvement Plans); Design project plans to develop SDIPs for the department; Perform all required tasks in the publication of the Annual Performance Plan, Annual Report and citizen's report for the department; Collaborate with the sub-directorate communication in the printing, translation and proof-reading of the annual performance plan.
<b><u>ENQUIRIES</u></b>	:	Ms S Nieftagodien at Tel No: (021) 483 6279
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 41/211</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONITORING (OLDER PERSON) REF NO: DSD 137/2021</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant administrative experience in a monitoring working environment or similar. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Policy formulation; Policy analysis; Monitoring and evaluation; Information and knowledge management; Dispute resolution/conflict management; Ability to interpret and apply relevant policies and procedures; Project management skills; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Communication (written and verbal) skills.
<b><u>DUTIES</u></b>	:	Develop monitoring and review systems: Evaluate the current systems and recommend improvement; Develop and oversee the implementation of monitoring tools and systems Financial and Governance Assessment: Oversee site visits and quality assure the administering of quarterly and annual compliance assessments including site visits; Quality assure: Monitoring reports and the completion of the appraisal grid; Ensure the analyses of progress reports and development of corrective measures; Verify the data submitted via reports; Draft guidelines on required monitoring processes and procedures; Support managers and other staff in their monitoring actions, including the setting of standards; Manage information

(data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration / collaboration across departments government spheres; Human Resource Management: Motivate, train and guide staff within the component to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff to achieve agreed key responsibilities areas that derive from component's plans; Monitor information capacity building and promote sound labor relations within the Division.

**ENQUIRIES APPLICATIONS** :

Mr D Cowley at Tel No: (021) 483 6296

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

**POST 41/212** : **SOCIAL WORKER: SOCIAL WORK SERVICES (POSTS AVAILABLE IN DRAKENSTEIN AND BREEDE VALLEY) REF NO: DSD 161/2021**

**SALARY** :

Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)

Grade 2: R321 546– R369 258 per annum, (OSD as prescribed)

Grade 3: R389 991– R452 106 per annum, (OSD as prescribed)

Grade 4: R479 640– R589 896 per annum, (OSD as prescribed)

**CENTRE REQUIREMENTS** :

Department of Social Development, Western Cape Government

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 license.

**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. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments 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; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; 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; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES APPLICATIONS** :

Ms MM Arendse at Tel No: (023) 348 5300

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>

<b><u>POST 41/213</u></b>	:	<b><u>EDUCATION OFFICER: FACILITY MANAGEMENT (OUTENIEKWA) REF NO: DSD 158/2021 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 4-year teaching qualification; Registration with SACE as a professional educator; A minimum of 1-year experience as an Educationalist/ Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Problem solving skills; Sound budgeting skills; Planning skills; Facilitation skills; Written and verbal communication skills.
<b><u>DUTIES</u></b>	:	Implement educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Implement induction programmes to newly admitted residents; Implementation of facility policies and procedures to enhance safe care/custody and development of residents; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; Performing of administrative functions; Management of resources, monthly reports, statistics, registration by SACE, self-development and attend meetings with stakeholders; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Study professional journals and publications in order to ensure that cognisance is taken of new developments.
<b><u>ENQUIRIES</u></b>	:	Ms B Nicholas at Tel No: (044) 803 7508
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 41/214</u></b>	:	<b><u>CHILD AND YOUTH CARE SUPERVISOR: PROFESSIONAL SERVICES (OUTENIEKWA) REF NO: DSD 156/2021</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R202 176 per annum, (OSD as prescribed)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 10 years appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills; Presentation and facilitation skills; Work effectively with Social Workers and members of multi- sectoral teams in social service delivery.
<b><u>DUTIES</u></b>	:	Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Supervise and perform clerical/administration functions.
<b><u>ENQUIRIES</u></b>	:	Ms B Nicholas at Tel No: (044) 803 7508
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 41/215</u></b>	:	<b><u>CHILD AND YOUTH CARE TEAM LEADER: FACILITY MANAGEMENT (OUTENIEKWA) REF NO: DSD 157/2021</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R159 603 - R179 637 per annum, OSD as prescribed)

<b><u>CENTRE REQUIREMENTS</u></b>	: Department of Social Development, Western Cape Government : A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B (or higher) driving license. Recommendation: Registration as a Child and Youth Care Practitioner with the SACSSP. Competencies: Knowledge of the following: Developmental programmes and interventions; Clerical/ administrative procedures; Rules and procedures of the care centre; Professional norms and standards; Professional ethics; Skills needed: Proven computer literacy; Written and verbal communication; Report writing; Presentation and facilitation; Planning and organising; Abilities: Work effectively with social workers and members of multi-sectoral teams in social service delivery; Intervene and resolve conflict.
<b><u>DUTIES</u></b>	: Serve as a team leader for child and youth care workers during shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development; Perform clerical/administrative support functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms B Nicholas at Tel No: (044) 803 7508 : Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 41/216</u></b>	: <b><u>LAUNDRY SUPERVISOR: ADMIN (OUTENIEKWA) REF NO: DSD 159/2021</u></b>
<b><u>SALARY</u></b>	: R147 459 per annum (Level 04)
<b><u>CENTRE REQUIREMENTS</u></b>	: Department of Social Development, Western Cape Government : Junior Certificate (Grade 10 or equivalent qualification); A minimum of 3 years laundry work or related experience. Competencies: Knowledge of the following: Machinery; Laundry guidelines / protocols; Environmental, health and safety standards; Written and Verbal communication skills; Numeracy and literacy skills; Organising skills; Interpersonal skills.
<b><u>DUTIES</u></b>	: Supervise laundry operations: Supervise loading of linen onto the washing machine in line with laundry guidelines or protocols; Supervise and record dispatched linen from the linen bank to the centre wards; Supervise provision of laundry maintenance services: Check and monitor condition of laundry machine equipment; Supervise and monitor cleaning of laundry equipment in line with environmental / health safety standards; Check compliance of laundry; Supervise human and physical resources: Allocate functions to staff; Supervise and report on staff performance through the compilation of staff job description and performance work plans; Facilitate the undertaking of disciplinary measures in cases of deviations; Order laundry stock, equipment and machines; Report faults of laundry machines to the Administrative Officer.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms B Nicholas at Tel No: (044) 803 7508 : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or Email your application to, <a href="mailto:westerncape@respond.co.za">westerncape@respond.co.za</a> . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	: To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the

reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

#### **DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

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

#### **OTHER POSTS**

- POST 41/217** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): TRAFFIC ENGINEERING REF NO: TPW 59/2021 R1**

- SALARY** : Grade A: R728 829 - R777 771 per annum  
Grade B: R821 775 - R885 303 per annum  
Grade C: R939 621 - R1 106 814 per annum  
(OSD as prescribed), based on recognisable prior experience)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a professional Engineer; A valid code B (or higher) driving license. Recommendation: Further studies in the field of Traffic Engineering; Experience in the following: Traffic studies, Traffic analysis software; Road safety assessments/road audits; Undertaking of Speed Limit Reviews; Design/use/application of road signs and road markings in accordance with the provisions of SARSTSM, including accommodation of traffic applications; Abnormal loads permit assessment/overload control; Policy development and implementation. Competencies: Knowledge of the following: Engineering design and analysis; Legal compliance; Computer-aided engineering applications; Basic legal background (Contract Management); Project Management; Strategic capability and leadership; Customer focus and responsiveness; Skills: Analytical; Module equipment operating; Financial management; Communication (written and verbal) skills and proven computer literacy.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan and manage engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principals and code of practice; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures; Project Management; Act as Project Coordinator when required.
- ENQUIRIES** : Dr H Wolff at Tel No: (021) 483 2222

- POST 41/218** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): CIVIL AND STRUCTURAL (EDUCATION INFRASTRUCTURE) REF NO: TPW 142/2021**

- SALARY** : Grade A: R728 829 - R777 771 per annum  
Grade B: R821 775 - R885 303 per annum



		Grade C: R939 621 - R1 106 814 per annum (Salary will be determined based on post registration experience as per OSD prescript)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving license. Competencies: Knowledge of the following: Technical: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Skills needed: Technical report writing, creating high performance culture, professional judgement, networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Proven computer literacy; Planning and organising skills; Conflict management; Problem solving and analysis; People management; Change management; Innovation; Act/regulations of Occupation Health and Safety (OHS-Act); National building regulations and all relevant built environment legislation; Public sector procurement; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Manage service providers (PSPs, contractors), manage and review PSP outputs and project documentation to ensure compliance with norms and standards, built environment regulations and legislation; Monitor, control and report on project progress, project programme and project expenditure; Managing and processing of documents for approval, input to monthly progress reports, input to monthly cost reports, payment certificates and invoices, fee claims, EPWP documentation as per Education Infrastructure operational requirements; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures.
<b><u>ENQUIRIES</u></b>	:	Ms M Greeff at 072 456 3953
<b><u>POST 41/219</u></b>	:	<b><u>PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ELECTRICAL (EDUCATION INFRASTRUCTURE) REF NO: TPW 143/2021</u></b>
<b><u>SALARY</u></b>	:	Grade A: R728 829 - R777 771 per annum Grade B: R821 775 - R885 303 per annum Grade C: R939 621 - R1 106 814 per annum (Salary will be determined based on post registration experience as per OSD prescript)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification experience; Compulsory registration with ECSA as a professional engineer; A valid (code B or higher) driving license. Recommendation: Working knowledge and experience of the following: Design and installation of education engineering services (lighting, HVAC, Fire protection, power systems, electronic systems and associated infrastructure); Willingness to travel on a regular basis; Built environment especially regarding engineering design and analysis in the construction of education facilities; Computer support design of building and services; Programme and project management; Contract documentation and administration. Competencies: Knowledge of the following: Legal compliance and formulation of policies in a multi-disciplinary professional environment; Research and development skills; Acts/regulations of Occupation Health and Safety (OHS-Act); National Building regulations; SANS regulations and all relevant built environment legislation; Skills needed: Research and development, technical report writing, interpersonal relations, decision making, analytical, team leadership and financial management, proven computer literacy (MS Office); Public sector procurement; Ability to work under pressure; Written and verbal communication skills.
<b><u>DUTIES</u></b>	:	Design and installation of electrical and electronic engineering works for education facilities in conjunction with other professional disciplines and consulting engineering firms; Design new systems to solve practical engineering challenges

		and improve efficiency and enhance safety; Co-ordinate tender procedures; Undertake project leader duties and investigations; Report on and plan the capital and maintenance of electrical engineering works; Supervise technical personnel; Ensure training and development of staff; Implement legal requirements and standards; Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Human capital development; Ensure training and development of technicians; Office administration and budget planning; Research and development.
<b><u>ENQUIRIES</u></b>	:	Mr Y Parker at Tel No: (021) 483 8860
<b><u>POST 41/220</u></b>	:	<b><u>PROFESSIONAL ENGINEER (PRODUCTION LEVEL): MECHANICAL (EDUCATION INFRASTRUCTURE) REF NO: TPW 144/2021</u></b>
<b><u>SALARY</u></b>	:	Grade A: R728 829 - R777 771 per annum Grade B: R821 775 - R885 303 per annum Grade C: R939 621 - R1 106 814 per annum (Salary will be determined based on post registration experience as per OSD prescript)
<b><u>CENTRE REQUIREMENTS</u></b>	:	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; A valid code B driving license. 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; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr Y Jacob at Tel No: (021) 483 8514
<b><u>POST 41/221</u></b>	:	<b><u>QUANTITY SURVEYOR (PRODUCTION LEVEL): METRO EAST/WEST REF NO: TPW 145/2021</u></b>
<b><u>SALARY</u></b>	:	Grade A: R628 014 - R676 539 per annum Grade B: R718 062 - R766 278 per annum Grade C: R809 634 - R953 715 per annum

		(Salary will be determined based on post registration experience as per the OSD prescript)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a Professional Quantity Surveyor; A valid code B driving license. Competencies: Knowledge of the following: Programme and Project Management; Quantity Survey principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Technical consulting; Networking; Professional judgment; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self management; Financial management; Customer focus and responsiveness; Communication; Proven computer literacy; Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change management; Innovation.
<b><u>DUTIES</u></b>	:	Perform quantity surveying activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity surveying services; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Human capital development: Mentor, train and develop Candidate Quantity Surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development according to council guidelines; Research/literature studies on quantity surveying to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.
<b><u>ENQUIRIES</u></b>	:	Mr M Albertyn at Tel No: (021) 483 5440
<b><u>POST 41/222</u></b>	:	<b><u>STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: TPW 68/2021 R1</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Accounting Sciences; A minimum of 2 years relevant experience in Financial Reporting; A valid (Code B or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience with Microsoft Office package. Competencies: Knowledge of the following: The Operation of Trading Entity, GMT policies and SOP's; National Treasury Regulations, Provincial Treasury instructions; Public Finance Management Act; Financial procedures; Financial delegations; Financial Instructions; Disciplinary and Grievance procedures; FleetMan systems; Proven computer literacy (MS Office); Numerical skills; Written and verbal communication skills.
<b><u>DUTIES</u></b>	:	Manage and control all aspects regarding unspent grants; Manage and control all aspects regarding finance and operating leases (Vehicles); Accounting for assets: Intangible assets, Heritage Assets; Property, Plant and Equipment, Inventory (Vehicles, Managed Assets - Finance and Operating Leases); Manage Economic Exchange Event (EEE) costing and the asset planning cycle.
<b><u>ENQUIRIES</u></b>	:	Mrs. K Proctor-Fourie at Tel No: (061) 884 6572

**POST 41/223** : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL):**  
**INTERGOVERNMENTAL COORDINATION REF NO: TPW 138/2021 (X2 POSTS**  
**AVAILABLE - 1 EACH IN PAARL AND OUDTSHOORN)**

**SALARY** : Grade A: R316 536 - R337 791 per annum  
Grade B: R358 524- R386 487 per annum  
Grade C: R408 075- R480 678 per annum  
(Salary will be determined based on post registration experience as per OSD prescribed)

**CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid code B driving licence. Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy; People management; Planning and organising skills; Change management.

**DUTIES** : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

**ENQUIRIES** : Mr S Carstens at Tel No: (021) 483 2203

**POST 41/224** : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ROAD**  
**PROCLAMATION AND ROAD USE REF NO: TPW 140/2021(X3 POSTS)**

**SALARY** : Grade A: R316 536 - R337 791 per annum  
Grade B: R358 524- R386 487 per annum  
Grade C: R408 075- R480 678 per annum  
(Salary will be determined based on post registration experience as per OSD prescribed)

**CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid code B driving license. Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy; People management; Planning and organising skills; Change management.

**DUTIES** : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and

regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

**ENQUIRIES**

:

Mr D Fortuin at Tel No: (021) 483 2012 / 082 670 4560