PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 43 OF 2019
DATE ISSUED: 29 NOVEMBER 2019

1. Introduction

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

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

2. Directions to candidates

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

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

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

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

3. Directions to departments

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

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

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

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.
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### PROVINCIAL ADMINISTRATIONS

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NOTE: The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants’ training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver’s license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules. Applications received after the closing date and faxed copies will not be considered.

OTHER POSTS

POST 43/01: DEPUTY DIRECTOR LOSSES AND CLAIMS MANAGEMENT REF NO: CFO 19/7/1
Finance Management Division DFSS

SALARY: R733 257 per annum (Level 11) (all-inclusive salary package)
CENTRE: Pretoria
REQUIREMENTS: Minimum Requirements: B Degree/National Diploma in financial management with a minimum of five years’ experience in legal processes relating to claims against and on behalf of the State, losses and damages. Sound knowledge of financial and legal processes. Minimum of three years’ experience as an Assistant Director. Ability to effectively and correctly interpret and apply all Acts and legal notices as well as policies and regulations. Analytical and innovative thinking ability. Ability to compile and draft effective reports. Well-developed communication skills and computer literate, including MS Word. Receptive towards teamwork and ability to operate independently. Receptive to work related suggestions, ideas and decisive/persevering in task finalisation.

DUTIES: Identify legal questions with regard to letters of demand and or summons according to regulations and legal procedures. Obtain information including policy, statutes and manage the losses and damages functionary documents with regard to financial and legal matters. Briefing and instructing State attorney, private attorney and internal offices on a proposed matter. Determining the legal course of action to be taken in best interest of the State. Liaising, negotiating and arranging consultation for specialised inputs. Frequent inter-action with interest groups, experts and State attorney. Application of legal principles and financial procedures with regard to financial
Analysis and interpreting appropriate legal action. Studying and updating regulations and policies regarding legal, damages and losses matters. Managing all personnel who resort under control of the post incumbent.

ENQUIRIES: Mrs A. Nkomo Tel No: (012) 355 5830
APPLICATIONS: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Note: (Please use reference number not post number)
NOTE: Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans females, Indian females, Coloured males, Coloured females and People with disability.

CLOSING DATE: 13 December 2019 16:00
POST 43/02: ASSISTANT DIRECTOR DEFENCE STRATEGY REF NO: DSP/43/71/19
Defence Policy, Strategy & Planning Division
Chief Directorate: Strategic Management (Directorate: Strategy and Plan)
This post is being advertised internally and broader Public Service Circular
SALARY: R470 040 per annum (Level 10)
CENTRE: Defence Headquarters, Erasmuskloof, Pretoria
REQUIREMENTS: Grade 12 with a recognised Diploma/Advanced Certificate/Bachelor’ Degree/Advanced Diploma NQF Level 6/7. A qualification related to Management Science, Strategic studies or related field is required. Relevant experience of five (5) to ten (10) years practical in the environment of Defence corporate strategy, planning, monitoring and evaluation is required. Special requirements (skills needed): Good research, writing skills, analytical, communication, report writing and presentation skills. Understanding and interpretation of relevant regulatory frameworks, Acts, Regulations and Policies. Sound understanding of Government planning framework, risk management, and monitoring and evaluation. Excellent end user computer skills in MS Word, MS Excel, MS PowerPoint. Astute programme and project management skills. Must be able to function under pressure and against deadlines. Experience in dealing with planning or strategic issues at least at Divisional level (level 2) or corporate level in the Public Service. Must be able to comply with the security clearance processes of the Department of Defence.
DUTIES: Assist in analysing the Defence Strategic Environment. Analyse Government and departmental strategic direction and the impact on the department. Assist with the external environmental review processes of the DOD, which encapsulate the identification and management of strategic issues in the department. Assist with development of annual Defence Strategic Guidelines for Planning. Development of departmental policies, strategies and plans which entails conducting research into international best practices or benchmarking in respect of specific strategic issues that impact.
ENQUIRIES: Col J.C. van den Berg Tel No: (012) 355-5996 /Mr P. Ramsing Tel No: (012) 355 5967.
APPLICATIONS: Department of Defence, Director Strategy and Planning, Private Bag X910, Pretoria, 0001 or may be hand delivered to Armscor Building, Block 1, Level 3, Room 156.
NOTE: Applicants will be expected to undergo a competency test. Development of a report and a 10 minute presentation as part of the interview will be required.
CLOSING DATE: 20 December 2019@16:00
POST 43/03: ADMINISTRATION CLERK: PRODUCTION REF NO: DLSD/43/71/19
Defence Legal Services Division
SALARY: R173 703 per annum (Level 05)
CENTRE: Pretoria
REQUIREMENTS: A minimum of Grade 12 plus 1 year previous experience as a clerk. Special requirements (Skills needed): Computer literate (MS Excel, MS PowerPoint and MS Word, MS Outlook). Good communication (Verbal and Written), Coordination, Planning and Organisational skills. Flexibility, Teamwork Interpersonal relationship skills, Problem solving, Maintain discipline.
DUTIES: Render of clerical services to the Military Legal Services: Performing a variety of routine directive-intensive clerical duties. Handling of less complicated routine correspondence, processing documents (letters notices, memorandum and submission etc, in relation to the Division functional activities. Answering of the telephone, making telephone calls on behalf of the Office in charge and canilise telephone calls. Taking notes and do typing of the Officer in charge. Submitting the inland, Expenditure and Accommodation claims. Keeping the Officer in charge’s diary and reminding of any meeting. Receiving visitors, arrange for refreshments. Filing of Documents. Performing a variety miscellaneous tasks for the officer in charge such as compiling and typing of letters of thanks and to accept, address or decline invitations. Performing elementary calculations and maintain and issuing of statistics. Receive and transmitting messages with a fax machine.

ENQUIRIES: Lt Col E.T. Segoatle Tel No: (012) 355 5334
APPLICATIONS: Department of Defence, Defence Legal Services Division, Private Bag X161, Pretoria 0001 or may be hand delivered to Department of Defence, Defence Legal Services Division, C/C Nossob and Boeing Street, Erasmuskloof (Armscor Building) Pretoria, 0001.
CLOSING DATE: 20 December 2019@16:00
POST 43/04: SENIOR SECRETARY REF NO: CFO 19/7/2
Finance Management Division
Chief Directorate: Financial Services (Defence Headquarters)

SALARY: R173 703 per annum (Level 05)
CENTRE: Pretoria
REQUIREMENTS: Minimum requirements Grade 12 certificate. Proven computer literacy (Excel, PowerPoint, and MS Word) Added Advantage: Good telephone etiquette, Good inter-personal skills, adaptability, reliability and resourcefulness. Applicant must have good communication skills, organisational skills and time management. Be presentable, reliable and punctual. Ability to handle variety of tasks and able to work under pressure. Exposure to general secretarial duties.

DUTIES: Render effective and efficient secretarial services to the Chief Director. Take minutes in Chief Director’s meetings. Typing variety of documents, including agendas, memos, letters, and reports. Handle and maintain the Chief Director’s diary, correspondence, control files, process telephone calls and take messages. Arrange entry authorisations, receiving visitors and serving tea/refreshments. Arrange meetings, appointments, flights, accommodation and transport. Ensure the Chief Director receive agendas and minutes timeously. Update and store the Chief Directorate’s personal information. Remind the Chief Director of the scheduled meetings, appointments and submission of documents. Ensure the office is tidy, inventory is maintained and updated. Ensure faulty and malfunctioning equipment in the office are reported. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.). Applicant will also be responsible for procurement of office requirements in the Chief Director's Office.

ENQUIRIES: Ms R.C. Makungo Tel No: (012) 392 2542
APPLICATIONS: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Note: (Please use reference number not post number)
NOTE: Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, white males, Indian males, Coloured females, Coloured males and people with disability.
CLOSING DATE: 13 December 2019 16:00
ANNEXURE B

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: 17 December 2019

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 (Section A and B compulsory) should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 6 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents and failure to follow application instructions will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

POST 43/05: PRINCIPAL INSPECTOR: CIVIL AND CONSTRUCTION ENGINEERING (X15 POSTS)

SALARY: R470 040 per annum


DUTIES: Provide inputs into the development of Civil and Construction Policies and ensure the implementation of OHS Strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Civil and Construction Engineering regularly as per OHS programme. Conduct technical research on latest trends of Occupational Health and Safety in terms
ENQUIRIES: Mr T Szana Tel No: (012) 309 4388
APPLICATIONS:

**Polokwane:** Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700

**East London:** Chief Director: Human Resources Operations: Private Bag X 9005, East London 5201, or Hand deliver at Department of Labour, No.3 Hill Street, East London.

**Emalahleni:** Chief Director: Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at Department of Labour, Corner Hofmeyer Street and Beatty Avenue.

**Bloemfontein:** Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand delivers at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

**Cape Town:** Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeek and Long Street Cape Town.

**Kimberly:** Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hands deliver at Cnr Compound and Pniel Road.

**Durban:** Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hands deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban.

**Johannesburg:** Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein.

**Mmabatho:** Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho.

**FOR ATTENTION:**
- Human Resources Management, Provincial Office: (Limpopo)
- Human Resource Management: (East London)
- Human Resources Management: (Emalahleni)
- Human Resources Management: (Bloemfontein)
- Human Resources Management: (Western Cape)
- Human Resources Management: (Kimberly)
- Human Resources Management: (Kwazulu-Natal)
- Human Resources Management: (Gauteng)
- Human Resources Management: (Mmabatho)

**POST 43/06:** PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING (X17 POSTS)

**SALARY:** R470 040 per annum

**CENTRE:**
- Limpopo Ref No: HR4/19/11/31LP (X1 Post)
- KwaZulu Natal Ref No: HR4/19/11/32KZN (X4 Posts)
- Eastern Cape Ref No: HR4/19/11/33EC (X2 Posts)
- Western Cape Ref No: HR4/19/11/34WC (X2 Posts)
- North-West Ref No: HR4/19/11/35NW (X2 Posts)
- Mpumalanga Ref No: HR4/19/11/36MP (X1 Post)
- Gauteng Ref No: HR4/19/11/37GP (X3 Posts)
- State Ref No: HR4/19/11/38FS (X1 Post)
- Northern Cape Ref No: HR4/19/12/39NC (X1 Post)

**REQUIREMENTS:**

**DUTIES:**
Provide inputs into the development of Mechanical Engineering and ensure implementation of Policies and Strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Mechanical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

**ENQUIRIES:** Mr T Szana Tel No: (012) 309 4388

**APPLICATIONS:**
- **Polokwane:** Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700 Physical address 42A Schoeman Street, Polokwane 0700.
East London: Chief Director: Human Resources Operations: Private Bag X 9005, East London 5201, or Hand deliver at Department of Labour, No.3 Hill Street, East London.

Emalahleni: Chief Director: Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at Department of Labour, Corner Hofmeyer Street and Beaty Avenue.

Bloemfontein: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

Cape Town: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at Department of Labour, No.9 Long Street, Cnr Riebeek and Long Street Cape Town.

Kimberly: Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hands deliver at Cnr Compound and Pniel Road

Durban: Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hands deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban.

Johannesburg: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein.

Mmabatho: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho.

FOR ATTENTION:
Human Resources Management Provincial Office (Limpopo)
Human Resources Management (East London)
Human Resource Management (Emalahleni)
Human Resources Management (Bloemfontein)
Human Resources Management (Western Cape)
Human Resource Management (Kimberly)
Human Resources Management (Kwazulu-Natal)
Human Resources Management (Gauteng)
Human Resources Management (Mmabatho)

POST 43/07: PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING (X17 POSTS)

SALARY: R470 040 per annum

CENTRE: Limpopo
Kwazulu-Natal Ref No HR4/19/11/11LP (X2 Posts)
Eastern Cape Ref No: HR4/19/11/112KZN (X4 Posts)
Western Cape Ref No: HR4/19/11/13EC (X2 Posts)
North-West Ref No: HR4/19/11/115NW (X1 Post)
Mpumalanga Ref No: HR4/19/11/16MP (X1 Post)
Gauteng Ref No: HR4/19/11/17GP (X2 Posts)
Free State Ref No: HR4/19/11/18FS (X2 Posts)
Northern Cape Ref No: HR4/4/19/12NC (X1 Post)

REQUIREMENTS:

DUTIES:
Provide inputs into the development of Electrical Engineering Policies and ensure the implementation of OHS Strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Electrical Engineering regularly as per OHS Programme. Conduct technical research on the latest trends of Electrical Engineering in terms of occupational health and safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES: Mr T Szana Tel No: (012) 309 4388

APPLICATIONS:
Polokwane: Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700 Physical address 42A Schoeman Street, Polokwane 0700.
East London: Chief Director: Human Resources Operations: Private Bag X 9005, East London 5201, or Hand deliver at Department of Labour, No.3 Hill Street, East London.
Emalahleni: Chief Director: Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at Department of Labour, Corner Hofmeyer Street and Beaty Avenue.
Bloemfontein: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand delivers at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

Cape Town: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town.

Kimberly: Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hands deliver at Cnr Compound and Pniel Road.

Durban: Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hands deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban.

Johannesburg: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein.

Mmabatho: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho.

FOR ATTENTION:
Human Resources Management, Provincial Office (Limpopo)
Human Resources Management (East London)
Human Resources Management (Emalahleni)
Human Resources Management (Western Cape)
Human Resources Management (Kimberly)
Human Resources Management (Kwazulu-Natal)
Human Resources Management (Gauteng)
Human Resources Management (Mmabatho)

POST 43/08:
PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE (X48 POSTS)

SALARY:
R470 040 per annum

CENTRE:
Limpopo- Reference No: HR4/19/12/71LP (X5 Posts)
Kwazulu-Natal Ref No: HR4/19/12/72KZN (X13 Posts)
Eastern Cape Ref No: HR4/19/12/73EC (X3 Posts)
Western Cape Ref No: HR4/19/12/74WC (X6 Posts)
North-West Ref No: HR4/19/12/75NW (X3 Posts)
Mpumalanga Ref No: HR4/19/12/76MP (X3 Posts)
Gauteng Ref No: HR4/19/12/77/GP (X9 Posts)
Free State Ref No: HR4/19/12/78/FS (X5 Posts)
Northern Cape Ref No: HR4/19/12/79/NC (X1 Post)

REQUIREMENTS:

DUTIES:
Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS Strategy for the Department in terms of OHS legislations. Conduct complex inspections for Health and Hygiene regularly as per inspection programme. Conduct technical research on latest trends in Occupational Health and Hygiene within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES:
Mr T Szana Tel No: (012) 309 4388

APPLICATIONS:
Polokwane: Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700 Physical address 42A Schoeman Street, Polokwane 0700.
East London: Chief Director: Human Resources Operations: Private Bag X 9005, East London 5201, or Hand deliver at Department of Labour, No.3 Hill Street, East London.

Emalahleni: Chief Director: Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at Department of Labour, Corner Hofmeyer Street and Beatty Avenue.

Bloemfontein: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand delivers at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
Cape Town: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town.

Kimberly: Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hands deliver at Cnr Compound and Pniel Road.

Durban: Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hands deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban.

Johannesburg: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein.

Mmabatho: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho.

FOR ATTENTION:
- Human Resources Management, Provincial Office (Limpopo)
- Human Resources Management (East London)
- Human Resource Management (Emalahleni)
- Human Resources Management (Kimberly)
- Human Resources Management (Western Cape)
- Human Resources Management (Johannesburg)
- Human Resources Management (Mmabatho)

POST 43/09: PRINCIPAL INSPECTOR: MAJOR HAZARDS INSTALLATION AND EXPLOSIVES (MHI) (X3 POSTS)

SALARY: R470 040 per annum
CENTRE:
- Gauteng Ref No: HR4/19/11/45GP (X1 Post)
- Kwazulu-Natal Ref No: HR4/19/11/46KZN (X1 Post)
- Western Cape Ref No: HR4/19/11/51WC (X1 Post)

REQUIREMENTS:

DUTIES:
- Provide inputs into development and implementation of Major Hazard Installations and Explosives policies and strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Major Hazard Installations and Explosives regularly as per OHS programme. Conduct technical research on latest trends of Occupational Health and Safety in relation to Major Hazard Installations and Explosives. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES:
- Mr T Szana Tel No: (012) 309 4388

APPLICATIONS:
- Johannesburg: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein.
- Durban: Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hands deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban.
- Cape Town: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town.

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

POST 43/10: ASSISTANT DIRECTOR FACTORY PRODUCTION: OPERATIONS: WOOD, METAL AND TEXTILE (X2 POSTS)

SALARY: R470 040 per annum
CENTRE:
- SEE: Kwazulu-Natal (Durban) Ref No: HR 4/19/09/01 (X1 Post)
- SEE: Pretoria (Silverton) Ref No: HR 4/19/09/02 (X1 Post)

REQUIREMENTS:
- Qualification in one of the following: Occupational Certificate: Carpenter/Furniture Upholstery (NQF Level 04)/Occupational Certificate:

**DUTIES**

Manage and monitor production within the factory. Manage the operational functions of the factory. Manage resources within the factory. Manage compliance to Occupational Health and Safety within factory.

**ENQUIRIES**

Ms Adri Pretorius Tel No: (012) 843 7300

**APPLICATIONS**

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

**FOR ATTENTION**

Sub-directorate: Human Resources Operations, Head Office
ANNEXURE C

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

FOR ATTENTION : Human Resource Management

CLOSING DATE : 17 December 2019

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

MANAGEMENT ECHELON

POST 43/11 : DIRECTOR: BUDGET AND FINANCIAL MANAGEMENT REF NO: CFO01/2019

SALARY : R1 057 326 per annum (All-inclusive salary package). The all-inclusive remuneration package includes a basic salary (70% of package), State’s contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual’s personal needs.

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor’s degree or equivalent qualification in Financial Management or in a related field (NQF 7). Five years’ experience at middle management in a Financial Management field. Knowledge of Financial management, cost accounting and business practices. Ability to establish and manage financial systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Ability to control and manage the budget of the department; Understanding of Government budgeting processes; Management accounting; Revenue management; Supply chain management; Risk management and Auditing.

DUTIES : Ensure financial control and compliance to PFMA reporting requirements; Manage an efficient and effective bookkeeping system and financial control within the department. Manage financial management risk system for public entities. Manage financial management risk system for public entities. Manage Auditor-General’s opinion for the annual/interim financial statements of the Department. Facilitate Public Entities reporting requirements. Ensure submission of final Annual Financial Statements to Auditor General, Internal Audit & National Treasury. Ensure compliance to PFMA and Treasury Regulation requirements. Facilitate compliance with relevant financial management prescripts, laws and regulations.

ENQUIRIES : Ms V Steyn Tel No: (012) 399 9083

OTHER POST

POST 43/12 : ASSISTANT DIRECTOR: KNOWLEDGE AND INFORMATION MANAGEMENT REF NO: EP17/2019

SALARY : R376 596 - R532 814 per annum (Total package conditions apply)

CENTRE : Pretoria

REQUIREMENTS : An appropriate diploma/degree in Information Science, Information Technology or Knowledge Management. Relevant experience in knowledge and information management practices, electronic document management,
change management and report writing. Ability to gather, analyse and present information. Ability to interpret and implement strategies, directives and related prescripts in knowledge and information management. Financial Management skills and knowledge of PFMA and Treasury Regulations. Computer literacy, planning and organising skills, writing and verbal communication skills and good interpersonal skills. Ability to work independently and under pressure. Must be in possession of a valid code driver’s license and be willing to travel extensively.

**DUTIES**

Implement effective knowledge and information management services in all offices of the branch. Support the development and implementation of strategies, tools and guidelines. Promote and monitor the use of knowledge and information management tools and assets. Maintain solutions that promote knowledge sharing and platforms that assist in informed decision making. Maintain knowledge bases, webpages and the electronic document management system and ensure controlled access and security to sensitive information and documents. Ensure compliance to guidelines and procedures and liaise with internal and external stakeholders to promote the culture of organisational learning, innovation and collaboration. Implement change management initiatives to create a conducive environment for knowledge sharing, retention and contribution to the organisational intellectual capital. Evaluate the value of knowledge management initiatives and produce reports and research briefings related to knowledge and information activities and projects. Provide functional support for quality reporting for the branch.

**ENQUIRIES**

Ms M Sekhukhune Tel No: (012) 399 9728)
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 M Mbokane, Human Resources Tel No: (012) 748 6296
CLOSING DATE : 13 December 2019, 12 Noon
NOTE : Applications must be submitted on form Z83 (obtainable from any Public Service Department) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A detailed covering letter, recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver’s license (where required), must be attached. 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 at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works, Following the interview and the technical 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 managerial competencies, using the mandated DPSA SMS competency assessment tools, Personnel suitability checks will also be administered as a part of the selection process. Success 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 43/13 : ADMINISTRATION CLERK REF NO: GPW19/51
SALARY : R173 703 per annum (Level 05)
CENTRE : East London
REQUIREMENTS : Grade 12 or equivalent qualification (NQF Level 4) and 1-2 years’ administrative experience, Computer literacy (MS Office), Good communication skills (verbal and written), Problem-solving skills, Good interpersonal relations, Attention to detail.
DUTIES : Recording and capturing of orders, Generation of picking slips, delivery notes and order invoices, Liaising with customers, Prepare quotations, Maintain filing system, Photocopy and fax documents, Record minutes, memos, letters and other documents, Handle internal and external telephonic queries, Perform general clerical duties.
ENQUIRIES : Ms N Ntanta Tel No: (012) 748-6165

POST 43/14 : CLEANER REF NO: GPW19/52
SALARY : R102 534 annum (Level 02)
CENTRE : East London
REQUIREMENTS : Grade 10 or equivalent qualification (NQF Level 2) plus appropriate experience in cleaning environment, Good interpersonal skills, Knowledge on usage of cleaning material and equipment will be an added advantage.
DUTIES : Responsible for general cleaning duties such as: Cleaning the offices, kitchen, entrances, passages and restrooms, Washing the windows and curtains, Performing any task of routine nature as maybe directed by the supervisor.
ENQUIRIES: Ms N Ntanta Tel No: (012) 748-6165
DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(TSHWANE NORTH TVET COLLEGE)

APPLICATIONS : Tshwane North TVET College, HRM&D Unit, PO Box 26193, Arcadia, 0007
alternatively, applications can be hand-delivered to the Central Office, Cnr.
Kgosi Mampuru & Pretorius Streets, Pretoria.

CLOSING DATE : 19 December 2019 at 12:00

NOTE : Applications must be submitted on form Z83 obtained from schools, colleges
or government departments) and must be completed in full and page 2 duly
signed. Clear indication of the post and reference number that is being applied
for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae.
Certified copies of all original qualifications (Matric Certificate must also be
attached) and academic records, your ID Document and valid driver’s licence
(certification must be within the last 3 months). Non-RSA Citizens/Permanent
Resident Permit Holders must attach a copy of their Permanent Residence
Permits to their application. Should you be in possession of a foreign
qualification, it must be accompanied by an evaluation certificate from the
South African Qualifications Authority (SAQA). A separate application must be
submitted for each post that you are applying for. Late (received after closing
date and time), incomplete, emailed and faxed applications will not be
considered. The employer is an equal opportunity affirmative, action employer.
The Employer reserves the right not to make an appointment. Correspondence
will be limited to short-listed candidates. All short-listed candidates will be
subjected to a qualifications and vetting process. Applicants who have not been
invited for an interview within 90 days of the closing date should consider their
applications unsuccessful.

OTHER POSTS

POST 43/15 : ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: TNC/CO/19-11/1

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

CENTRE : Pretoria

REQUIREMENTS : A three - year National Diploma/B Degree in Risk Management/Public
Administration/Public Management/Commerce/Auditing. 5 years’ relevant
administrative experience in a risk management and compliance environment.
Experience in Business Continuity Management and or Internal Audit.
Knowledge of King Reports of Corporate Governance and best practices
governing risk management. Experience in conducting risk assessment.
Experience in report writing and analysis. Knowledge of Standard Operating
Procedures and Practices. Knowledge and understanding of Public Service
Regulations, Public Service Act, PFMA, Treasury Regulations and MISS.
Research, Ethics, Project management, Communication skills (verbal &
written), Planning and Organising, Relationships management, Problem-
Solving & Analytical skills. Monitoring and Evaluation skills. Policy development
and implementation skills. Ability to work independently and as part of a team.
Interpersonal skills. Willingness to work irregular hours. Membership with
professional body governing Risk Management and/or Compliance will be
added advantage. Proficient in MS Office packages. Valid Driver’s Licence.

DUTIES : Risk Assessments: Facilitate the risk assessments for each Division and
update risk registers every quarter. Obtain evidence for control assessments
and progress on action plans on a quarterly basis. Obtain and collate feedback
from Senior Managers on updates to the risk registers and progress (tracker)
of action plans Update project risk register for all projects. Obtain information
for the compilation of BCPs for the Divisions Co-ordinate all tests for the BCPs
as scheduled Provide inputs into the Risk Management Framework. Implement
the approved Risk Management Framework. Risk Training: Facilitate and
coordinate all training sessions per the training plan. Facilitate Risk training in
Divisions. Administration around Financial Disclosures. Conduct Fraud
Prevention/Ethics training as required by the Divisions in line with the training
plan. Reporting: Gather all reports, registers and documentation for all
Divisional EXCO and management meeting of the Divisions. Prepare BCP
progress reports on the status of business continuity in Divisions. Extract
information from risk registers and other forums reports. Prepare monthly/quarterly reports to the Office of the Principal.

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/1940.

POST 43/16: ASSISTANT DIRECTOR: FINANCIAL MANAGER REF NO: TNC/CO/19-11/2

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

CENTRE: Central Office

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

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

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/1940.
The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.

CLOSING DATE : 23 December 2019
NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where driver’s license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 43/17 : DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 19/179/HR
SALARY : R1 521 591 – R1 714 074 per annum (All inclusive remuneration package).
CENTRE : National Office: Pretoria
REQUIREMENTS : A Bachelor’s Degree (NQF 7) and Post-Graduate Degree (NQF 8) in Management Science, Social Science; Business Administration/Management or Public Management/Administration; 8 years of experience at a senior management level; Extensive knowledge of the statutory framework that informs activities of the Department; Broad knowledge and understanding of Government policies. Skills and Competencies: Strategic capacity and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.
DUTIES : Key Performance Areas: Oversee the provision of human resources management customer management services; Oversee the provision of human resources policy and strategy services; Oversee the provision of justice related functional training and capacity building; Oversee the provision of public education and communication services; Oversee the provision of access to information and records management; Manage and facilitate the implementation and maintenance of ICT business solution and applications; Manage and provide ICT infrastructure and service management; Oversee the provision of safety and security management in the Justice Cluster.
ENQUIRIES : Ms. R Roos Tel No: (012) 315 1159
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
NOTE : People with disabilities are encouraged to apply.

POST 43/18 : CHIEF MASTER REF NO: 19/176/MAS
SALARY : R1 521 591 – R1 714 074 per annum (All inclusive remuneration package).
The successful candidate will be required to sign a performance agreement.
CENTRE: National Office: Pretoria
REQUIREMENTS: An appropriate LLB Degree or recognized 4 year legal qualification (NQF level 8); 8 years of experience at a senior management level of which 5 years should be management of deceased estates, insolvencies and trusts; Knowledge of all spheres of law including interpretation of statutes, administrative law, law of contracts and asset forfeiture; Knowledge of PFMA and Treasury Regulations. Skills and Competencies: Strategic capacity and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES: Key Performance Areas: Provide strategic leadership to the Office of the Master of the High Court; Formulate policy, strategy and facilitate operational risk management across the Master of the High Court; Manage and provide corporate governance to the Master of the High Court’s operations in terms of the enabling legislations; Facilitate and manage the stakeholder relations for the Masters Branch; Manage the finance of the Branch as delegated; Provide effective people management.

ENQUIRIES: Mr. S Maeko Tel No: (012) 315 1996
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE: People with disabilities are encouraged to apply.

POST 43/19: STATE ATTORNEY (X7 POSTS)

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

CENTRE: Pretoria Ref No: 19/180/SA (X1 Post)
Durban Ref No: 19/181/SA (X1 Post)
East London Ref No: 19/183/SA (X1 Post)
Bloemfontein Ref No: 19/184/SA (X1 Post)
Johannesburg Ref No: 19/185/SA (X1 Post)
Nelspruit Ref No: 19/186/SA (X1 Post)
Cape Town Ref No: 19/182/SA (X1 post)

REQUIREMENTS: An LLB or Four year recognized legal qualification at NQF 7; 5 years’ experience at a senior managerial level; Minimum of 8 years litigation experience; Admission as an Attorney; Administrative and management experience. Skills and Competencies: Legal research and drafting; Computer literacy (MS Office share point portal, MS Outlook, JutaStat; Communication skills (written and verbal) with ability to motivate and direct people; Creative and analytical thinking; Strategic leadership capability; Performance Management; Analytical thinking, problem solving and decision making; Project management, Research and Development; Knowledge Management; Change management; Financial management.

DUTIES: Key Performance Areas: Manage and coordinate the development and implementation of the strategic and annual performance plans; Manage and facilitate the provision of representation of government on all legal and litigation matters including debt collection; Manage and facilitate the provision of conveyancing and notarial services; Manage and facilitate drafting and provision of legal opinions and contracts; Provide effective people management.

ENQUIRIES: Ms. K. Ngomani Tel No: (012) 357 8661
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal Address: Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. Or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria, 0001.

NOTE: People with disabilities are encouraged to apply. Note: Separate applications must be made quoting the relevant reference.
POST 43/20 : DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: 19/127/KZN

SALARY : R732 257 – R863 748 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office, Durban

REQUIREMENTS : B Degree or a 3 year National Diploma in Public Administration (NQF6) or equivalent qualification; Minimum of three years middle management experience in Security Management; A valid driver’s license. Skills and Competencies: Computer literacy; Research and analytical skills; Communication skills (written and verbal) skills; leadership and decision making skills; planning and organizing skills.

DUTIES : Key Performance Areas: Manage the 24 hour guarding services at all identified courts and ensure value for money; Manage cash in transit services at all identified courts and ensure value for money; Provide information technology support services in the region; Manage physical security at identified courts in terms of the national Security Infrastructure Programme; Provide security management services; Provide support services in planned events of the region.

ENQUIRIES : Mr. J.N. Mdaka Tel No: (031) 372 3000

APPLICATIONS : 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.

POST 43/21 : COURT MANAGER REF NO: 161/19/EC

SALARY : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate, Peddie

REQUIREMENTS : Three (3) year qualification in Administration (NQF level 6) and/or National Diploma in Services Management (NQF level 5) plus the module on Case Flow Management or equivalent qualification; At least 3 year’s managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver’s license; Experience in the Court environment will be an added advantage; Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.

DUTIES : Key Performance Areas: Co-ordinate and manage the financial, human resources, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement management; Manage service level agreements.

ENQUIRIES : Mr. P Hattingh Tel No: (043) 702 7000

APPLICATIONS : Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 Or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700. Eastern Cape: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.

POST 43/22 : ASSISTANT DIRECTOR: CARA AND PRESIDENT FUNDS REF NO: 19/167/CFO

SALARY : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : A 3 year Degree/National Diploma in Finance Management or equivalent qualification (NQF 6); 3 years relevant experience in Finance at supervisory level; Knowledge of costing methodologies; Knowledge of Public Finance
Management Act (PFMA), Prevention of Organised Crime Act (POCA), Promotion of National Unity and Reconciliation Act, Treasury Regulations, GRAP and Budgets; A valid driver's license. Skills And Competencies: Computer literacy (Ms Word, Ms Excel & PowerPoint); Communication (written and verbal) skills; Interpersonal relations; Research and analytical skills; Accuracy and attention to details; Policy development; Negotiation skills; Problem solving, decision making and conflict management skills.

**DUTIES**

Key Performance Areas: Administer the allocated monies and property as approved by Cabinet; Monitor allocated monies to ensure effective use of monies; Prepare annual reports and financial statements for the CARA account and President's Fund; Liaise with officials from other Departments regarding proposed decisions of the CARA Committee; Provide effective people management.

**ENQUIRIES**

Ms. N Joseph Tel No: (012) 357 8646

**APPLICATIONS**

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

**NOTE**

People with disability are encouraged to apply.

**POST 43/23**

**ADMINISTRATIVE OFFICER REF NO: 19/128/KZN**

Re-advertisement candidates who previously applied are encouraged to re-apply

**SALARY**

R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Magistrate Court, Hlanganani

**REQUIREMENTS**

Three year Bachelor’s degree /National Diploma in Administration or relevant equivalent qualification and 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.

**DUTIES**

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.

**ENQUIRIES**

Ms CS Sikhonde Tel No: (031) 372 3000

**APPLICATIONS**

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.

**POST 43/24**

**ADMINISTRATIVE OFFICER REF NO: 58/19/LMP**

**SALARY**

R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Magistrate Polokwane

**REQUIREMENTS**

Bachelor's degree or equivalent qualification; Two years’ experience in Court Administration; A valid code B drivers’ license. Skills and Competencies: Computer literacy (MS Office); Good interpersonal skills; Ability to work under
pressure; Attention to detail; Experience in Court Administration will serve as an added advantage.

**DUTIES**

Key Performance Areas: Supervisor of the Clerks in Court (clerk of court, finance, procurement, family court and administration); Checking the work done in the Civil and Criminal Courts; Checking the work done in finance section (MMT through JDAS and Vote Account); Reconcile Witness Fees, and MMT; Monitor and control the capturing of cases through E-Scheduler; Checking work done in Registry, Estates, Family court; and Provisioning; Manage the Performance Management System in the Office; Compile statistics to indicate performance and trends; Manage finances at offices by complying with PFMA, DFI, and other instructions issued from time to time by CFO; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Supervise administrative staff on a daily basis; Co-ordinate and manage the financial and human resources of the Office.

**ENQUIRIES**

Ms. PM Manyaja Tel No: (015) 287 2034 or Ms MR Phalane Tel No: (015) 287 2036

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

**POST 43/25**

**SENIOR COURT INTERPRETER REF NO: 19/100/FS**

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

**SALARY**

R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Magistrate’s Office, Thaba Nchu Cluster

**REQUIREMENTS**

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: Thaba Nchu Cluster: English, Afrikaans, Sesotho, Setswana and IsiXhosa.

**DUTIES**

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 feedback 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.

**ENQUIRIES**

Ms NM Dywili Tel No: (051) 407 1800

**APPLICATIONS**

Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.

**POST 43/26**

**MAINTENANCE INVESTIGATOR REF NO: 19/129/KZN**

**SALARY**

R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Magistrate Court, Verulam

**REQUIREMENTS**

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.

**DUTIES**

Key Performance Areas: Provide support to magistrate courts within Cluster A. 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.

**ENQUIRIES**

Ms V. Mlandeliso Tel No: (031) 372 3000

**APPLICATIONS**

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.

**POST 43/27**

REGISTRAR MR 1 – MR 4 REF NO: 57/19/LMP

**SALARY**

R198 411 – R351 795 per annum. (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**

Magistrate Polokwane Regional Court

**REQUIREMENTS**

LLB or four year recognized legal qualification; One year relevant legal experience required; A valid driver’s license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Numeracy skills; Office management, planning and organization skills; Communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations.

**DUTIES**

Key Performance Areas: Co-ordinate Case Flow Management Support Services to the; Judiciary and prosecution at regional level; Co-ordinate all processes that initiate court proceedings; Compile and submit monthly reports on the Civil statistics and Performance for the office of the Regional Court President and DOJ &CD; Coordinate and liaise with the Office of the Regional Court President and Regional Magistrates on civil and related matters and Court Sittings Consideration of judgments by default and taxation of attorneys unopposed and opposed bills of cost; Issue, keep, check and analyse court statistics; Issue court orders, advise Magistrates on cases that are distributed and allocated to the courts; Manage Appeals, Reviews and Applications for request for Access to information, Court Records and all relevant registers; Authenticate signatures of legal practitioners, notaries, sworn Translators and conveyancers; Provide training and guidance to assistant registrars at civil seats in Regional Division; Supervise and manage the performance assistant registrars in Regional Division.

**ENQUIRIES**

Mr. V Lamola Tel No: (015) 287 2035 & Mr. TP Maakamedi. Tel No: (015) 287 2025

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
ANNEXURE G

NATIONAL SCHOOL OF GOVERNMENT

(NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions.

APPLICATIONS:
Acting Principal: National School of Government, Private Bag X759, Pretoria, 0001 HR Unit, National School of Government by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted.

FOR ATTENTION:
Ms L Raseroka

CLOSING DATE:
13 December 2019 @15h00

NOTE:
Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. During the interview the shortlisted candidates might be required to write a technical exercise test that is relevant to the post. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. In terms of the employment equity targets, preference will be given to African Males, Coloured Males and people with disabilities. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution.

OTHER POST

POST 43/28:
DEPUTY DIRECTOR: LEADERSHIP TRAINING REF NO: NSG 18/2019
Chief Directorate: Leadership Training

SALARY:
R733 257 per annum (Level 11). (An inclusive remuneration package commencing) comprising basic salary (70% 75% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.

CENTRE:
Pretoria

REQUIREMENTS:
A relevant Degree/Diploma. 3-5 years relevant experience in Human Resources Management and Development, Public Administration/Leadership. Competencies/Skills: Good project and people management skills. Ability to deliver within time frames as reflected in project plans; Good communication and liaison skills; Demonstrated ability to communicate at all levels; Report writing skills Research skills; Planning and time management; Analytical skills; Problem solving skills; Monitoring and Evaluation skills; Negotiation skills; Team work; Client orientation and customer focus skills; Change management skills. Knowledge: A good theoretical and practical knowledge of leadership training projects on a large scale; Knowledge of a range of methodologies for training and learning; Good administration and management skills; Project management capability; Ability to write project proposals; Ability to manage and track training projects, Knowledge of procurement procedures, Computer literacy in Microsoft Office suite. Knowledge of curriculum design and development. Personal attributes: Professionalism, Confidence, Integrity, Ethical, Diplomacy, Assertiveness, resilience, Flexibility and zeal.

DUTIES:
Manage individual and organisational training providers that deliver leadership training and development programmes in national and provincial departments and collaboratively with local government. Ensure that capacity exists for the delivery of leadership training interventions. Make recommendations on the
quality of training material, scheduling. Train trainers who are tasked with the
delivery of leadership training interventions. Collaborate with curriculum design
unit in the development of content. Support the M&E unit to analyse training
evaluation questionnaires and recommend appropriate interventions. Identify
and manage all stakeholders involved in the delivery of leadership training and
keep them abreast of policy and process developments. Conduct research on
appropriate training methodologies and advise accordingly. Conduct
continuous professional development and support online community of
practice or training learning networks with stakeholders and trainers. Manage
the sub-directorate in terms of human resources and financial responsibilities,
managing memorandum of agreement.

ENQUIRIES:
Dr AM Paile Tel No: (012) 441 6202
In connection with the applications kindly contact Ms Letty Raseroka (012) 441
6626 or Mr Mpho Mugodo Tel No: (012) 441-6017.
OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS

National Office: Midrand: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London or hand deliver applications to: 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

Gauteng: Quoting the relevant reference number, direct your application to: 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.

Polokwane: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700 or hand deliver to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300 or hand deliver application to the High Court, Sol Plaatjie Drive, Room B107, Kimberley.

CLOSING DATE

13 December 2019

NOTE

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

OTHER POSTS

POST 43/29: AUDIT AND RISK COMMITTEE MEMBERS REF NO: 2019/647/OCJ

SALARY: Successful applicants will be remunerated in accordance with the requirements of Treasury Regulations and SAICA/AGSA tariffs. Employment Period: Appointment is for a period of three (3) years from 01 May 2020 to 30 April 2023 and will be underpinned by the Audit and Risk Committee Charter (Terms of Reference) and each successful applicant will be required to enter into a contract which sets out their duties and responsibilities. Required Members: 4 Members

CENTRE: National Department of the Chief Justice

REQUIREMENTS: A minimum three-year Bachelor’s degree. More than ten (10) years in Senior Management experience in any of the following fields preferably in the Public Sector: Auditing (Internal and External); Law; Accounting; Risk Management;
Financial Management; Human Resource Management; Information and Communication Technology (ICT) and Corporate Governance; Knowledge of Project Management. Professional membership and good standing status is a requirement i.e. SAICA, IRMSA, CISA, BCI, IIA (SA); Legal Practice Council; GCB; ISACA; ACFE etc. Knowledge, understanding and exposure to relevant prescripts/policies (Public Finance Management Act, 1999, Treasury Regulations and other relevant prescripts) and governance best practices. Extensive leadership and experience in serving on Audit and Risk Committees. Independence, Integrity, Reliability and dedication of time and energy to serve the OCJ. Applicants must not be conducting business with the OCJ. Excellent communication and interpersonal skills, Knowledge of the judicial and justice system and exposure to the legal fraternity will serve as an advantage.

DUTIES

The Audit and Risk Committee (ARC) will carry out its responsibilities as legislated by the Public Finance Management Act, 1999 and the Treasury Regulations and operate according to its approved Charter. The ARC will fulfil its oversight responsibilities to ensure that the OCJ maintains effective, efficient and transparent systems of financial, risk management, governance, performance evaluation and internal control. The ARC will amongst others, review the effectiveness of the Internal Audit Activity and provide direction; review the work of external auditors; the OCJ’s financial statements and performance information; and monitor compliance with legislation. Advise the OCJ on enterprise wide risk management and monitor mitigation strategies. Act as independent adviser to the Accounting Officer on matters relating to, inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts. Assist the Accounting Officer in the effective execution of his/her responsibilities by reporting and making recommendations to the Accounting Officer. Review any reports released by the internal and external auditors and Management’s response thereto. Ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities. Report annually to the Executive Authority on the status of risk management, governance and controls within the Office of the Chief Justice.

ENQUIRIES

Mr Ranako Mabunda Tel No: (010) 493 2500/2519

POST 43/30

JUDGES’ SECRETARY (X2 POSTS)

(3-Year Contract)

SALARY

R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

Gauteng High Court: Pretoria Ref No: 2011/649/OCJ

LAND CLAIMS COURT: Randburg Ref No: 2019/650/OCJ

REQUIREMENTS

Grade (12), one (1) to three (3) years’ Secretarial experience or as an Office Assistant and a valid driving license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English; good communication skills (verbal and written); Administration and organizational skills; Exceptional interpersonal skills; Ability to meet strict deadlines and to work under pressure and attention to detail; Customer care service skills and excellent typing skills; Confidentiality and time management; Computer literacy (MS Word) and research capabilities.

DUTIES

Typing (or format) of draft memorandum decision, opinions or judgement entries by assigned by Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence, judgements and orders for the Judge (including diary, phone typing); Arrange and diarize appointments, meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by Judge; Update files, documents and provide copies of documents to the Registrar; Perform digital recording of court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file court records safely; Accompany the Judge to the Courts; Management of Judge’s vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange
receptions for the Judge and his or her visitors and attend to their needs; Management of Judge's library and updating of documentation; Execute legal research as directed by the Judge; and comply with Prescripts, Departmental policies, Procedures and Guidelines.

**ENQUIRIES:** Ms T Mbalekwa Tel No: (011) 335 0404

**POST 43/31:** JUDGES’ SECRETARY REF NO: 2019/651/OCJ

**SALARY:** R257 508 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE:** Constitutional Court: Johannesburg

**REQUIREMENTS:** Grade (12), one (1) to three (3) years’ Secretarial experience or as an Office Assistant and a valid driving license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English; good communication skills (verbal and written); Administration and organizational skills; Exceptional interpersonal skills; Ability to meet strict deadlines and to work under pressure and attention to detail; Customer care service skills and excellent typing skills; Confidentiality and time management; Computer literacy (MS Word) and research capabilities.

**DUTIES:** Typing (or format) of draft memorandum decision, opinions or judgement entries written by assigned by Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence, judgements and orders for the Judge (including diary, phone typing); Arrange and diarize appointments, meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by Judge; Update files, documents and provide copies of documents to the Registrar; Perform digital recording of court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file court records safely; Accompany the Judge to the Courts; Management of Judge’s vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management; Manage receptions for the Judge and his or her visitors and attend to their needs; Management of Judge’s library and updating of documentation; Execute legal research as directed by the Judge; and comply with Prescripts, Departmental policies, Procedures and Guidelines.

**ENQUIRIES:** Ms L Mothemane/Ms S Tshidino 010 493 2500/33

**POST 43/32:** CHIEF SECURITY OFFICER REF NO: 2019/652/OCJ

**SALARY:** R257 508 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE:** High Court: Polokwane

**REQUIREMENTS:** A three-year National Diploma/Degree in Security or Risk Management plus a minimum of three years’ experience in the security environment and a valid driver’s licence. PSIRA Grade B Certificate and Sound knowledge of PAIA, MISS, OHSA, Access to Public premises and vehicles. Skills and Competencies: Computer literacy, Good communication skills (written and verbal), good interpersonal and public relations skills, good administration and organizational skills, customer service skills and ability to work under pressure.

**DUTIES:** Coordinate and guide provision of security, monitor the coordination of safety and security during key events, support courts on high profile cases, monitor the implementation of security and risk management plan, provide security advisory to management and maintain security value adding consultancy.

**ENQUIRIES:** Mr TD Masemola/Ms N Phadziri (015) 230 4000/4051/4008

**POST 43/33:** REGISTRAR REF NO: 2019/648/OCJ

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

**CENTRE:** High Court: Mthatha

DUTIES : Co-ordination of Case Flow Management and support to the Judiciary, Manage the issuing of all processes initiating Court Proceedings, co-ordinate Appeals and reviews, Process unopposed divorces and the facilitation of Pre-Trial conferences, Quality checks on Criminal Record Book, authenticate signatures of Legal Practitioners, notaries and Sworn Translators, Supervision and management of staff, Provide practical training and assistance to the Registrars’ Clerks, Ensure annotation of relevant publications, codes, acts and rules, Attend to and execute requests from the Judiciary in connection with cases and case related matters, Exercise control over the management and safekeeping of case records and the record room, Deal with the files in terms of the relevant codes and Legislation.

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

POST 43/34 : ADMINISTRATION CLERK (DCRS) (X2 POSTS)

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

CENTRE : Gauteng High Court: Pretoria Ref No: 2019/653/OCJ
Northern Cape High Court: Kimberley Ref No: 2019/654/OCJ

REQUIREMENTS : Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Word); Good problem solving skills; Accuracy and attention to detail; Operational knowledge of operating DCRS/CRT machine.

DUTIES : Operate the recording machine and recording of court proceedings ensure integrity of such documents. Preparing and setting up the recording machine. Make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and Record time spent in court per case. Document scanning and data capturing. Provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor.

ENQUIRIES : Ms S Ruthven Tel No: (053) 807 2733
Ms T Mbalekwa Tel No: (011) 335 0404

POST 43/35 : USHER MESSENGER (X2 POSTS)

SALARY : R122 595 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Local Division: Johannesburg Ref No: 2019/655/OCJ
Gauteng Division: Pretoria Ref No: 2019/656/OCJ

REQUIREMENTS : Grade 12 or equivalent qualification. Skills and Competencies, Knowledge of relevant legislations, Planning and organizing skills, Problem solving and Analysis, Time Management, Client Orientation and Customer Focus, Report writing skills, Negotiation skills, Communication skills, Attention to detail, Good interpersonal skills, Initiative driven and Flexibility.

DUTIES : Escorting of Judges’ to the court rooms. The rendering of administrative support functions to the Judges’ and the court room crew. The maintenance of court rooms’ records. Facilitation of the smooth- running of the court rooms and the collection and distribution of post/parcels, files and other documents and photocopying of official documents. Be present in court during the session. Making copies of court rolls and circulate according to distribution list. General messenger duties.

ENQUIRIES : Ms T Mbalekwa Tel No: (011) 335 0404
ANNEXURE I

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria for attention Mr M Mabuza or you can email your application to recruitment@opsc.gov.za.

CLOSING DATE: 20 January 2020, 15:30 pm

NOTES: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver’s license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessments (in compliance with the DPSA Directive on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Note: The Employment Equity targets for this post is African male and African or Coloured female category or people with disability. Candidates of designated groups are encouraged to apply.

MANAGEMENT ECHELON

POST 43/36: PROVINCIAL DIRECTOR: FREE STATE REF NO: PD/FS/11/2019

SALARY: R1 057 326 per annum. (All-inclusive remuneration package) The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund ((13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: Provincial Office: Free State

REQUIREMENTS: Ideal candidate’s profile: The successful candidate must have an appropriate recognized Bachelor’s Degree or equivalent qualification (NQF level 7) in the field of Human Resources, Public Management/Administration, Law or Social Sciences. Five (5) years’ relevant experience in a middle/senior management post. Knowledge and experience in the application of the relevant legislation and regulations that govern the Public Service. Proficiency in collecting and analyzing data on public service performance indicators. Ability to analyze, summarize and comment on current debates in public administration. Ability to plan and coordinate activities at executive level. Appropriate experience in project management. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. A firm grasp on matters of service delivery, ethics and integrity; as well as leadership and human resources practices. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. Good communication and Presentation skills. Financial Management skills. Supervisory and appropriate people management experience. Stakeholder engagement skills proven managerial record. Sufficient computer skills in
Microsoft Office Suite e.g. Excel, Word and PowerPoint. A Valid Driver’s License. (With exception of disabled applicants).

**DUTIES**: Manage, lead and provide effective support in the area of Leadership and Management Practices. Manage, lead and provide effective support in the area of Monitoring and Evaluation. Manage, lead and provide effective support in the area of Integrity and Anti-Corruption. Conduct and manage the evaluation and promotion of the Constitutional Values and Principles in the Province. Monitor and report on the implementation of the PSC recommendations and directions bi-monthly (this includes everything from Monitoring and Evaluation, Integrity and Anti-Corruption, Leadership and Management Practices and Section 196). Provide strategic support to the Office and Commission in the execution of the mandate of the PSC. Conduct Research, Monitoring, Evaluation and Investigation in all areas covered by the values governing Public Administration. Promote a high standard of Professional Ethics in the Public Administration. Investigate grievances and complaints and make recommendations to the Public Service Commission (PSC). Advise the PSC on any matter regarding the execution of its mandate and performance of its functions in the Free State Province. Provide corporate support services in the Provincial Office of the PSC. Liaise with the National Office of the PSC and Provincial Commissioner in carrying out the roles and functions of the PSC in the Free State Province. Submit contributions on the PSC’s work in the Free State Provincial Office for inclusion in the Annual Report.

**ENQUIRIES**: Ms I Mathenjwa Tel No: (012) 352 1109
ANNEXURE J

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION (DPSA)

It is the intention to promote representivity in the Department through the filling of this post. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

APPLICATIONS: To the Director General: Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 Batho Pele House, 546 Edmond Street, Arcadia, Pretoria, 0083. E-mailed and faxed applications will not be accepted.

FOR ATTENTION: Ms. Karien Beckers

CLOSING DATE: 13 December 2019

NOTE: Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); certified copies of qualifications and identity document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates will be subjected to (1) a technical exercise; assessment; and (2) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

OTHER POST

POST 43/37: DEPUTY DIRECTOR: INTERNAL LABOUR RELATIONS REF NO: DPSA19/022

SALARY: R733 257 per annum (Level 11) (An all-inclusive remuneration package). Annual progression up to maximum salary of R863 748 is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal need within a framework.

CENTRE: Pretoria

REQUIREMENTS: Qualifications and Experience: A Senior Certificate, a B Degree or equivalent qualification (NQF level 7) in Labour Relations/LLB/Public Law A minimum of 3 years appropriate experience in Labour Relations. Knowledge: Knowledge of Public Service Regulatory Framework. Knowledge of Employment Relations Policies, practices and procedures. Knowledge of conflict management tools and methodologies. Competencies: Strategic Thinking, Project Management, Development of others, Planning and organizing, Team leadership. Skills: Problem solving, client orientation and customer focus, continuous improvement, decision making, diversity management, impact and influence, communication and information management, interpersonal, facilitation and negotiation, presentation, report writing, computer literacy and driving.

DUTIES: Develop policies, guidelines and standard operating procedures and provide capacity development within the department. Facilitate the resolution of grievance and dispute processes. Render advisory services to Management and employees on dispute prevention, resolution and bargaining matters. Facilitate and represent the department at the Departmental Bargaining Chamber. Represent the department and monitor the implementation of litigation outcomes. Monitor and report on labour relations matters. Oversee and monitor the implementation of the Public Service disciplinary and grievance procedures. Ensure training and advocacy on labour related matters. Manage the overall performance of the sub-directorate.

ENQUIRIES: Ms. Baarata Moothaoleng Tel No: (012) 336 1503
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

ANNEXURE K

CLOSING DATE: 13 December 2019 at 16h00

NOTE: An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified (within 6 months) copies of qualifications (matric certificate, qualifications), a valid Driver's Licence (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful.

Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted.

People with disabilities are encouraged to apply.

All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

ERRATUM: Kindly note that the post of Deputy Director with Ref No: 2019/298 advertised in Public Service Vacancy Circular 42 dated 22 November 2019 with the closing date 06 December 2019, was advertised with incorrect Qualification, the correct Qualification read as follows: A three year tertiary qualification in Commerce (Real Estate, Finance or Property Economics and also the post of Assistant Director: Property Financial Analyst (X3 Posts) with Ref No: 2019/302 advertised in Public Service Vacancy Circular 42 dated 22 November 2019 with the closing date 06 December 2019, was advertised with incorrect Qualification and Requirement, the correct Qualification and Requirement read as follows: A three year tertiary qualification in Commerce (Real Estate, Finance or Property Economics), Be in possession of valid driver’s license.

OTHER POSTS

POST 43/38: DEPUTY DIRECTOR: TRAINING EPWP REF NO: 2019/308

SALARY: R869 007 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE: Polokwane Regional Office

REQUIREMENTS: A three year tertiary qualification in Human Resources Development, Human Resource Management, Public Management, Management Sciences or Behavioural Sciences. Extensive appropriate experience in learning and development environment, Computer literate, and be in possession of a valid driver’s license, Knowledge of public finance management legislature, contract management, procurement management, stakeholder management, monitoring, evaluation, programme and project management are also key job requirements. The job requires good analytical skills, problem solving, conflict management and good interpersonal relations. Willingness to travel and irregular working hours.

DUTIES: Manage the training of EPWP participants in the province, Manage the budget allocated to the region for training of EPWP participants, Coordinate the procurement of training providers, Manage the training provider contracts, Manage the payments to the training providers, Manage the reporting of
training interventions. Supervise and manage EPWP Training Unit in the region.

ENQUIRIES: Ms C Makunike Tel No: (012) 406 3075
APPLICATIONS: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.
FOR ATTENTION: Mr. NJ Khotsa

POST 43/39: ASSISTANT DIRECTOR: SCREENING SERVICES REF NO: 2019/309

SALARY: R470 040 per annum
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A three year tertiary qualification in Security Management, Public Management or Public Administration. Appropriate relevant experience in security screening, proven supervisory experience in screening will be an added advantage and valid driver's licence. Knowledge: National security environment and security policies, Relevant legislation related to public security including the Minimum Information Security Standards (MISS) Act, Procurement processes and systems, Financial administration, Risk management, Screening techniques, Interviewing techniques. SKILLS: Computer literacy, Report writing and presentation skills, Interpersonal and diplomacy skills, Problem solving skills, Effective communication, Organization and planning, Decision making skills, Conflict resolution, analytical skill. Personal Attributes: Solution orientated, People orientated, Innovative, Creative, Hard-working. Willingness to successfully attend prescribed training courses, prepared to work irregular and long hours, Security clearance, willing to adapt work schedule in accordance with professional requirements. Must be prepared to travel, Driver's license.

DUTIES: Analyse and evaluate security screening reports, Conduct quality control of the screening reports, planning and management of screening projects, manage pre-employment screening of prospective employees and service providers and provide relevant managers with quality and reliable screening reports, assist in developing screening policy, strategy and standard operating procedures, conduct security screening awareness programmes within the department. Co-ordinate screening compliance with Regional Offices, provide quality screening reports to supervisors, manage the contracted screening database service provider, verification of payment invoices, keeping records, manage screening databases, supervise subordinate and performance management, assist with procurement and financial management, co-ordinate and liaise with SSA, SAPS and relevant stakeholders.

ENQUIRIES: Mr T Nolusu Tel No: (012) 406 1631
APPLICATIONS: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba and Bosman Street, Central Government Offices Building, Pretoria.
FOR ATTENTION: Ms NP Mudau

POST 43/40: ADMIN OFFICER: UTILIZATION AND CONTRACT REF NO: 2019/310

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

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

ENQUIRIES: Mr Zwelithini Sibanda Tel No: (018) 3865211
APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.
FOR ATTENTION: Mr T. Oagile
POST 43/41: SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2019/311 (X2 POSTS)

SALARY: R122 595 per annum
CENTRE: Head Office (Pretoria)
REQUIREMENTS: Grade 10 and PSIRA Grade D, proven extensive security working experience. Familiarity with security legislations will be an added advantage. Basic communication; client liaison; basic security training. Utilisation of firefighting equipment, evacuation processes. Knowledge: Control of Access to Public Premises and Vehicles Act 53 of 1985; OHSA & First Aid; Basic communication. Knowledge of personnel movement within the work premises. SKILLS: Being able to receive people and refer them as required, Basic Computer skills, Basic report writing skills; client orientation; Problem solving. Personal Attributes: Polite and friendly; Being able to present the image of the Department, High tactful and diplomatic, Creativity; Being able to work in a team; Being able to work under pressure, Hardworking; high standard of integrity, excellent interpersonal skills. Must be prepared to work abnormal working hours/shifts.

DUTIES: Execute access an egress control of staff, visitors and assets-perform general reception duties; assist services of security contractor, verify the validity of access cards, identify and control unusual behaviour of employees and general public at the main entrance; handing over shift reports; issue visitors cards, verify, accept or refer documents and deliveries, secure departmental keys, verify asset removals. Verify accessories, damages on GG and lease cars. Control and manage parking; provision of security awareness by informing staff and public about rules, regulation and laws governing work place. Execute surveillance duties-perform patrol duties, identify suspicious activities, search & identify explosive and hazardous substances; report physical risks, loopholes and incidents on the O.B; monitor CCTV in security control room; verify functionality of alarms system; verify functionality of evacuation emergency and exits; respond to alarms system.

ENQUIRIES: Mr Elliot Monyadi Tel No: (012) 406 1630
APPLICATIONS: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba and Bosman Street, Central Government Offices Building, Pretoria.
FOR ATTENTION: Ms NP Mudau

POST 43/42: CLEANER: FACILITIES MANAGEMENT REF NO: 2019/312

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


ENQUIRIES: Ms N Dlela Tel No: (053) 838 5275
APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.
FOR ATTENTION: Ms D Mashapa
ANNEXURE L

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

APPLICATIONS: The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street.

FOR ATTENTION: Ms A Schoombee

CLOSING DATE: 13 December 2019

NOTE: Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. DSD reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 43/43: DIRECTOR-GENERAL: SOCIAL DEVELOPMENT REF NO: M2/2019
(Five-year fixed term contract)

SALARY: R1 978 533 per annum plus a 10% non-pensionable HoD allowance. This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement, sign an employment contract and disclose her/his financial interest within one month of appointment and thereafter on an annual basis.

CENTRE: Pretoria, HSRC Building

REQUIREMENTS: An undergraduate qualification (NQF level 7) and a post graduate qualification preferably in public administration/development/social sciences (NQF level 8) as recognised by SAQA plus 8 – 10 years of experience at senior managerial level of which at least 3 years’ experience must be within any organ of State as defined in the Constitution Act 108 of 1996. Knowledge of the Public Service Legislation. Knowledge and understanding of the relevant legal framework. Competencies needed: Strategic capability and leadership. Programme and project management. People management and empowerment. Financial management. Change management. Knowledge management. Service delivery innovation. Problem-solving and analysis. Client orientation and customer focus. Communication. Project management. Attributes: Ability to initiate and support organisational transformation and change. Ability to explore and implement new ways of delivering service. Ability to provide vision,
set organisational direction and inspire others to deliver on the organisational mandate. Ability to work together with civil society, business, academia and the international community.

**DUTIES**: Overall management and administration of the Department through the provision of strategic leadership, policy and legislative development; Oversee the provision and implementation of comprehensive social security, social welfare services and community development programmes; Ensure effective corporate governance through financial compliance, risk management, systems and procedures; Ensure adequate resourcing for the department and capacity for implementation of its mandate. Develop effective strategies for the implementation and attainment of the seven priorities of Government with particular attention to women, youth and persons with disability; Effective stakeholder management by supporting Provincial Departments, Non-Governmental Organisations, community-based organisations; Provision of effective oversight of entities reporting to the Minister. Provide technical support to Minister. Preparation of strategic reports for submission to Minister and Parliament.

**ENQUIRIES**: Mr D Chinappan Tel No: (012) 312-7504
DEPARTMENT OF TRADE AND INDUSTRY

APPLICATIONS:
can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedti.gov.za and click on the “Careers” link to submit online application.

CLOSING DATE:
13 December 2019

NOTE:
Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents or http://www.thedti.gov.za/careers. Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. The dti is committed to the pursuit of diversity and redress. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dti reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

POST 43/44:
CHIEF DIRECTOR: AFRICA MULTILATERAL ECONOMIC RELATIONS
REF NO: ITED/AMER 001

Overview: To promote economic integration and development in Africa on a regional and continental basis. It encompasses fostering and forging regional economic integration and development through the strengthening of SACU and SADC and advancement of the AU Agenda 2063 to ensure economic regeneration and development on the rest of the continent.

SALARY:
R1 251 183 per annum (Level 14) (All-inclusive remuneration package)

CENTRE:
Pretoria

REQUIREMENTS:
An undergraduate qualification (NQF Level 7) in Economics/International Law /International Relations. 5 years’ relevant senior management experience in a Research/Law environment in the public/private sector. Key Requirements: Experience in the development and implementation of strategies, policies, projects and programmes. Negotiation skills and experience in leading negotiations. Experience in stakeholder management, financial management, people management, project management, strategic capability and leadership. Communication skills (verbal and written), presentation skills, interpersonal skills, planning and organising skills, mentoring and coaching. Knowledge and understanding of the disciplines and organisational practices in the area of trade policy. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Ability to interact diplomatically with heads of public entities, private enterprises, multinationals and representatives of foreign governments. Understanding of South Africa's regional integration approach.

DUTIES:
Manage the performance of the Chief Directorate. Integrate work of the Chief Directorate into the overall mandate and strategic objectives of the Division, the dti and Government. Coordinate and report on the Chief Directorate's Business Plan. Develop co-operative relations with key domestic and external stakeholders to inform and implement the Division's mandate. Conceptualize and negotiate appropriate continental and regional trade agreements. Develop regional trade strategies to enhance and secure market access for South African goods and services. Ensure effective representation of South Africa's interests in multilateral, regional and bilateral trade forums and organisations, e.g. World Trade Organization (WTO), Southern Africa Customs Union (SACU) and South African Development Community (SADC), Africa Union.

ENQUIRIES:
Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.
NOTE: In terms of the dti's EE requirements, preference will be given to African candidates, Coloured female and Indian and White male candidates.

POST 43/45: DIRECTOR: LEGAL SERVICES REF NO: IDAD/LEG SERV 001
Overview: To lead and manage policies and programmes for the provision of Legal Services advice or opinion functions in the Division: IDAD

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

DUTIES: Lead the process of developing legal service sector policies. Engage in continual policy advocacy and coordination in the legal service sector. Manage the strategic planning for the directorate. Develop the strategic focus and policy direction for the Directorate. Ensure the maintenance of effective internal administration of the directorate: the filing of all documents, the maintenance of records, approval of procurements and expenditure and all reporting requirements. Ensure that all HR policies and procedures and adhered to in the directorate: Legal service. Ensure compliance to OHS amongst the staff. Facilitate effective Labour Relations Policies and procedures. Ensure that inputs are timely submitted and incorrect format. Ensure that business unit adheres to the financial control requirement in terms of spending. Ensure that asset procurements and management are in line with the PFMA requirements. Ensure compliance to the dti financial delegations and policies achieved at all times. Provide leadership in identifying and developing subsectors in the legal services sector that have the potential to grow. Timeous Investigations and Institutions of cases to recover damages. Manage the relationship with SAPS, NPA, Auditor General, etc.

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.

NOTE: In terms of the dti's EE requirements, preference will be given to African and Coloured candidates, Indian males, White candidates as well as people with disabilities.
DEPARTMENT OF TRADITIONAL AFFAIRS

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

APPLICATIONS
Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building.

FOR ATTENTION: Ms L Motlhala
CLOSING DATE: 13 December 2019
NOTE: The successful candidate’s appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified ID, copies of qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POST

POST 43/46: ADMIN ASSISTANT: STAKEHOLDER MANAGEMENT REF NO: 2019/08
(12 months Contract Post)
Institutional Support Coordination

SALARY: R208 584 per annum plus 37% in lieu of benefits.
CENTRE: Pretoria
REQUIREMENTS: A grade 12 certificate Or a grade 10 certificate plus 5-10 years’ experience in the institution of traditional leadership Understanding of the institution of traditional leadership and its protocols Integrity and discretion in dealing with secret and confidential matters Good computer literacy A valid South African driver’s licence. The successful candidate will provide support to Traditional Leadership Stakeholders.

DUTIES: Provide support to promote the role of Traditional Leadership Assist in enhancing unity and understanding among traditional communities Assist in promoting good working relationship within the structures of traditional leadership. Engage with relevant stakeholders in relation to the functionality within the Traditional Leadership sector. The successful candidate will be required to travel extensively.

ENQUIRIES: Ms T Shandu Tel No: (012) 334 0783
DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department’s Employment Equity Plan.

APPLICATIONS: Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.

CLOSING DATE: 13 December 2019

NOTE: Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable atwww.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

POST 43/47: DEPUTY DIRECTOR: RURAL TRANSPORT STRATEGY REF NO: DOT/HRM/2019/76
Branch: Public Transport
Chief Directorate: Rural and Scholar Transport Strategy Implementation
Directorate: Rural Transport Implementation

SALARY: R869 007 per annum (Level 12) (All-Inclusive salary package)
CENTRE: Pretoria
REQUIREMENTS: A recognised NQF level 6/7 in Transport Planning/Economics/Transport Management plus 5 year’s relevant experience on MMS level or ASD level. Knowledge and Skills Required: Development of Public Transport strategies and implementation plans. Policy development skills are critical as well as project concept formulation. Stakeholder management with understanding of the IGR framework. Knowledge of National Land Transport Act, Public Transport Planning and Rural Transport Strategy is key. Understanding of PFMA including project management. The candidate should be willing to travel and work irregular hours.

DUTIES: Manage the implementation and maintenance of rural public transport policy, strategies and guidelines. Facilitate the development and implementation of Rural Transport Framework with provinces and district municipalities. Facilitate the integration of various forms of Non-Motorised Transport (NMT and ADCs). Conduct provincial and district municipality’s assessment and project feasibility studies. Develop institutional support framework and monitoring tools. Coordinate the development of rural transport implementation reports in provinces and district municipalities. Assist in developing strategic plan and reviews of the sub-directorate.

ENQUIRIES: Ms. A Nchabeleng Tel No: (012) 309 3231

POST 43/48: DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: DOT/HRM/2019/77
Branch: Integrated Transport Planning
Chief Directorate: Business Information System
Directorate: Business Intelligence
Sub-Directorate: Knowledge Management

SALARY: R733 257 per annum (Level 11) (All-Inclusive salary package)
CENTRE: Pretoria
REQUIREMENTS: A recognised NQF level 6/7 in Library and Information Science or Information Management or Knowledge Management with at least 5 years relevant experience on MMS in Knowledge Management field or ASD level of which 3 year’s must be supervisory experience. Note: The following serve as strong recommendations: Good projects management skills. Good communication skills (written and verbal). Ability to plan and organise.

DUTIES: Promote and raise awareness of knowledge management in the Department. Implement the KM Strategy. Promote the effective use of knowledge sharing tools. Manage the library. Manage the Information centre. Develop a knowledge management portal. Manage the general administration of the sub-directorate.

ENQUIRIES: Ms. L Kwadjo Tel No: (012) 309 3984

POST 43/49: ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: DOT/HRM/2019/78
Branch: Administration (COO)
Chief Directorate: Corporate Management
Directorate: Travel and Facilities Management

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria


DUTIES: Administer Departmental registry. Review and update departmental file plan. Ensure that National Archives approve file plan amendments for the department. Manage archival, disposal and migration of documents. Assist with providing inputs to the budget of the directorate. Manage audit queries as and when received from internal and external auditors. Manage and monitor projects and contracts. Respond to enquiries and keep records of such. Ensure that messenger services are rendered effectively for the entire department. Manage departmental mail and documents circulation on a daily basis. Manage effective operation of Telephone Management System. Liaise with telecommunication service providers. Review and implement telecommunication policy and guidelines. Provide monthly reports. Manage assets of the section and Manage and supervise staff.

ENQUIRIES: Ms. L Mahlangu Tel No: (012) 309 3815

POST 43/50: ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DOT/HRM/2019/79
Branch: Administration (COO)
Chief Directorate: Human Resource Management and Administration
Directorate: Human Resource Management and Administration
Sub-Directorate: Human Resource Administration

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria

REQUIREMENTS: A recognised Bachelor’s degree or National Diploma in Human Resource Management/Public Management/Public Administration with at least six (6) year’s relevant experience of which three (3) year’s must be at supervisory level. Note: The following will serve as strong recommendations: Public Service Act, 1994 (as amended) and Public Service Regulation, 2016. Regulatory frameworks applicable to and impacting on personnel administration, Basic Conditions of Employment Act, PSCBC, and GPSSBC Collective Agreements, Appointments, Staff mobility, Service conditions and benefits. DPSA Determinations such as Determination on housing in the public service, Determination on Leave of Absence in the Public Service, Middle Management (MMS and Senior Management Service (SMS), Good working knowledge of PERSAL System, Pension Acts and Rules, PILIR, Core, Conflict resolution, Report writing, Problem solving and analytical thinking, Communication skills (written and verbal), Customer liaison skills, Computer literacy.
**DUTIES**

Manage and co-ordinate human resource administration matters regarding the placement of staff within the Department. Manage and administer all aspects of conditions of service by ensuring that the management of service benefits are in line with the applicable prescripts. Ensure the maintenance and control of leave records on employee’s personal files and on Persal. Develop internal controls and procedures as well as give inputs to policy development. Ensure that internal control and procedures regarding conditions of service are in place. Provide an effective information service regarding Human Resource Administration by ensuring that monthly HR statistics are available to management. Interpret Human Resource policies and prescripts. Supervise Staff and manage by providing overall supervision. Guidance and training to subordinates on all aspects of HR Administration. Manage subordinates performance and development according to PMDS.

**ENQUIRIES**

Ms N Mahlangu Tel No: (012) 309 3104
DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 13 December 2019

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

OTHER POSTS

POST 43/51: SCIENTIST PRODUCTION GRADE A (INSTREAM WATER USE) REF NO: 13122019/01
Branch: Chief Operations Office Mpumalanga
Dir: Institutional Establishment

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

CENTRE: Bronkhorstspruit

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

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

ENQUIRIES: Mr. Sydney Nkuna Tel No: (013)759 7317

APPLICATIONS: Mpumalanga Provincial Office (Mbombela) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

FOR ATTENTION: Ms Mkhwanazi FM
**POST 43/52 :** CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: 13122019/02
Branch: Chief Operations Office: Mpumalanga Water Use Licensing Administration

**SALARY :** R495 219 per annum (OSD)
**CENTRE :** Bronkhorstspruit
**REQUIREMENTS :** A four year degree or equivalent qualification in Natural Science or Environmental Sciences in one of the following fields; Earth Science, Environmental Sciences, Water Care. Six years post-qualification experience in the fields of environmental, water management, waste management, industries, rural and urban development. A valid driver's licence (certified copy must be attached). Understanding of the Department’s role and policy with respect to water resource management. Knowledge of National Water Act, 36 of 1998, Water Services Act, 108 of 1997 and related policies and guidelines. Understanding the principles of Integrated Water Resource Management. Innovative thinking and networking skills. Knowledge of Human Resource Policies. Proven management and negotiation skills. Ability to work productively in an environment consisting of multi-disciplinary internal and external DWS staff and stakeholders. Computer literacy Good communication (verbal and written), presentation and report writing skills. Ability to provide technical and scientific support to other DWS functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups.

**DUTIES :** The successful candidate will be: Responsible for the implementation and enforcement of the National Water Act, 1998 (Act No. 36 of 1998) and relevant policies, strategies and regulations. Responsible for Integrated Water Resources Management, processing of Water Use Authorization and registration applications, Compliance Monitoring, Reporting and Enforcement, procurement and financial management and implementation of policies and procedures pertaining to water quality. Promote water conservation and efficient water use through the authorization process. Provide specialist input on applications made in terms of Environmental, Mining and Agricultural legislation. Facilitate and co-ordinate the training, capacity building and career development of staff. Supervise and mentor Environmental Officers and other Subordinates. Assist in the establishment and regulation of Water Management Institutions. Supervise staff.

**ENQUIRIES :** Mr. Sydney Nkuna, Tel No: (013) 759 7317
**APPLICATIONS :** Mpumalanga Provincial Office (Mbombela) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor , Prorom Building, Mbombela, 1200.

**FOR ATTENTION :** Ms Mkhwanazi FM

**POST 43/53 :** ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): INSTREAM WATER USES AUTHORIZATION REF NO: 13122019/03
Branch: Chief Operations Office: Mpumalanga Water Use Licensing Administration

**SALARY :** R402 045 per annum (OSD)
**CENTRE :** Bronkhorstspruit
**REQUIREMENTS :** A relevant Honours degree in Environmental or related fields. Experience in Integrated Water Resource Management and Water Resource Protection will be an added advantage. A valid driver’s licence (Attach certified copy). Ability to work flexibly on a range of assignments, and adjust to and prioritize a variety of complex evolving tasks. Strong interpersonal skills and ability to develop effective relations within and outside the DWS. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.
DUTIES: Processing of Water use license applications in the Olifants Water Management Area. Provide comments on environmental impact assessment, environmental program reports and development applications in the Olifants Water Management area. Liaise with stakeholders in the water sector and other government departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, and local authorities etc. Undertake water resource monitoring and special investigation. Manage water quality in the designated catchments areas. Prepare reports and interpret water quality monitoring results. Processing of Water use license applications in the Olifants Water Management Area.

ENQUIRIES: Mr. Sydney Nkuna Tel No: (013) 759 7317
APPLICATIONS: Mpumalanga Provincial Office (Mbombela) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

FOR ATTENTION: Ms. Mkhwanazi FM
ANNEXURE Q

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE: 23 December 2019

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

OTHER POSTS

POST 43/54: HEAD CLINICAL UNIT: GRADE 1: OBSTETRICS AND GYNAECOLOGY:

REF NO: H/H/10

(Applicants might be required to enter into a commuted overtime contract.)

SALARY: R1 728 807 per annum. (OSD)

CENTRE: Obstetrics And Gynaecology: Universitas Hospital: Bloemfontein

REQUIREMENTS: MBCHB or equivalent Degree. Appropriate qualifications that allows registration with HPCSA (Independent Practice) as Medical Specialist in Obstetrics & Gynaecology. A minimum of Three (3) years appropriate experience as a Medical Specialist after registration with HPCSA. Must be registered with HPCSA for 2019/20. Experience in teaching and training. Demonstrate experience in research. South African Citizen with valid driver’s license (Code 8).Knowledge And Skills: Provide evidence of leadership qualities and management experience. Research qualifications in the field of Obstetrics & Gynaecology either MMed or PhD. Evidence of professional standing, e.g. membership of professional organizations and their management committees. Qualifications in human resource and financial management.

DUTIES: To be responsible for service delivery within Department of Obstetrics & Gynaecology at Universitas Academic Hospital. To fulfil the administrative, academic and research requirements of an appointment to the Joint Staff Establishment. To supervise pre- and post-graduate training and examinations in Obstetrics & Gynaecology at the Universitas Academic Hospital. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Undertake all tasks as directed by the Head of Clinical Department and Head of Clinical Services at Universitas Academic Hospital.

ENQUIRIES: Dr R Nathan Tel No: (051) 405 3496
APPLICATIONS: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION: Me A Lombard

POST 43/55: MEDICAL SPECIALIST: GRADE 1: OBSTETRICS AND GYNAECOLOGY: REF NO: H/M/16
(Applicants might be required to enter into a commuted overtime contract.)

SALARY: R1 106 040 per annum (OSD)
CENTRE: Obstetrics and Gynaecology: Universitas Hospital, Bloemfontein
DUTIES: Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.
ENQUIRIES: Dr R Nathan Tel No: (051) 405 3496
APPLICATIONS: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION: Me A Lombard

POST 43/56: MEDICAL SPECIALIST: GRADE 1: ORTHOPAEDIC SURGERY REF NO: H/M/17
(Applicants might be required to enter into a commuted overtime contract.)

SALARY: R1 106 040 per annum (OSD)
CENTRE: Orthopaedic Surgery: Universitas Hospital, Bloemfontein
DUTIES: Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.
ENQUIRIES: Dr R Nathan Tel No: (051) 405 3496
APPLICATIONS: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION: Me A Lombard

POST 43/57: MEDICAL REGISTRAR (X28 POSTS)
(Applicants might be required to enter into a commuted overtime contract.)

SALARY: R821 205 per annum (OSD)
CENTRE: Universitas Hospital Bloemfontein
Anaesthesiology Ref No: H/R/14 (X2 Posts)
Cardiothoracic Surgery Ref No: H/R/15 (X1 Post)
Community Health Ref No: H/R/16 (X1 Post)
Dermatology Ref No: H/R/17 (X1 Post)
Forensic Medicine Ref No: H/R/18 (X1 Post)
Human Genetics Ref No: H/R/19 (X1 Post)
Internal Medicine Ref No: H/R/20 (X3 Posts)
Neurosurgery Ref No: H/R/21 (X1 Post)
Obstetrics & Gynaecology Ref No: H/R/22 (X4 Posts)
Oncology Ref No: H/R/23 (X2 Posts)
Ophthalmology Ref No: H/R/24 (X3 Posts)
Paediatrics Ref No: H/R/25 (X3 Posts)
Paediatric Surgery Ref No: H/R/26 (X1 Post)
Pharmacology Ref No: H/R/27 (X2 Posts)
Psychiatry Ref No: H/R/28 (X1 Post)
Urology Ref No: H/R/29 (X1 Post)

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. Knowledge and Skills: 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 Chief Executive Officer, Universitas Hospital, (Private Bag X20660, Bloemfontein 9300 or hand delivered at HR Offices, Room 1115, 1st Floor Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

**FOR ATTENTION**
Me A Lombard

**POST 43/58**
ASSISTANT DIRECTOR: PNA-7: INTEGRATED SCHOOL HEALTH PROGRAM REF NO: H/A/42

**SALARY**
R562 800 per annum (OSD)

**CENTRE**
MNCWH & Youth Health; Corporate Office: Bloemfontein

**REQUIREMENTS**
Degree/Diploma in Nursing and Midwifery, current registration with the South African Nursing Council in Primary Health Care and Community Nursing Science. (Attach proof). A minimum of 8 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwifery. At least 3 years of the period referred to above must be appropriate/recognizable experience at program management/coordination level. A valid driver’s license. Current registration (2019/2020) with the South African Nursing Council

**Knowledge and Skills**
Experience in School Health Services and HPV campaign. Knowledge of District Health Services.

**DUTIES**
Facilitate, support, monitor and evaluate School Health Services in the province and HPV campaign in the province. Coordinate and promote implementation of policy on School Health Services and HPV campaign. Develop and review policies pertaining to School Health Services and HPV campaign. Facilitate training of personnel for capacity building within School Health Services. Effective and efficient utilization of resources. Participate in marketing of School Health Services.

**ENQUIRIES**
Ms L.P. Mangoejane Tel No: (051) 408 1177

**APPLICATIONS**
The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

**FOR ATTENTION**
Me P Mpu

**POST 43/59**
CLINICAL NURSE PRACTITIONER: PNB-2 REF NO: H/C/46

**SALARY**
R471 333 per annum (OSD)

**CENTRE**
Mangaung Metro District: Bloemfontein

**REQUIREMENTS**
Diploma/Degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse: General plus a post-basic Clinical Health Science Speciality qualification with a duration of at least 1 year, accredited with SANC. A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post – basic qualification of the period referred. Current registration (2019/2020) with the South African Nursing Council Knowledge and Skills: Computer literacy. Good understanding/exposure to Priority Health Programs, Willingness to work extended hours and endure pressure. Knowledge of Quality Health Assurance Program including Ideal Clinic Realization. Function as an effective member of the Health Care Team. Communicate effectively with stakeholders.

**DUTIES**

**ENQUIRIES**
Me N J Ramarou-Makhoali Tel No: (051) 447 2197 or 073 0025231

**APPLICATIONS**
The District Manager, Mangaung Metro, PO Box 441, Bloemfontein, 9300 or hand deliver @ FSPC Complex, No 4 President Brand Street, Bloemfontein.

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| FOR ATTENTION | : | Mr T A Mokoqo |
| POST 43/60 | : | CLINICAL PROGRAM COORDINATOR: PNA-5 REF NO: H/C/45 |
| SALARY | : | R444 276 per annum (OSD) |
| CENTRE | : | Mangaung Metro District: Bloemfontein |
| DUTIES | : | Manage and coordinate HIV prevention programme in the District. Support all HIV/AIDS prevention strategies e.g. condom distribution, HIV testing services, Medical Male circumcisions and STI’s including TB prevention. Ensure effective and efficient management of Pre-Art and ART Programme including Retention in care. Provide for the care, support and follow-up services to people infected and affected by HIV/AIDS & TB. Effective and efficient resources management. |
| ENQUIRIES | : | Mr W Malete Tel No: (051) 117 2194 |
| APPLICATIONS | : | The District Manager, Mangaung Metro, PO Box 441, Bloemfontein, 9300 or hand deliver @ FSPC Complex, No 4 President Brand Street, Bloemfontein. |
| FOR ATTENTION | : | Mr T A Mokoqo |
| POST 43/61 | : | CLINICAL PROGRAM COORDINATOR: PNA-5 REF NO: H/C/44 |
| SALARY | : | R444 276 per annum (OSD) |
| CENTRE | : | Nala Hospital. Bothaville |
| REQUIREMENTS | : | Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse: General. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC).Knowledge and Skills: Knowledge of patient safety, NHI process, NCS, Leadership, General Management, training Skills, ability to work independently and under pressure co-operatively with colleagues and stakeholders at all levels. Computer literacy, be able to analyze data. |
| DUTIES | : | Coordinate and promote implementation of Quality Assurance. Continuous monitoring and evaluation of NCS. Conduct annual assessment. Develop and monitor Quality Improvement Plan. Maintain standard and norms of Nursing practices to promote the health care status of health care users. Ensure the implementation and monitoring of patient safety program. Conduct of patient's experience of care surveys and analysis of data. Manage and utilize resources in accordance with relevant directives and legislation. |
| ENQUIRIES | : | Mr T S Shale/Me M Ruiters Tel No: (051) 5152071 |
| APPLICATIONS | : | The Chief Executive Officer, Nala Hospital, Private Bagx7, Bothaville, 9660 or hand delivered @ 35 Van Riebeeck Street, Bothaville. |
| FOR ATTENTION | : | Mr M P Mhlanga |
| POST 43/62 | : | RADIOGRAPHER: RADIATION ONCOLOGY (THERAPY): GRADE 1-3 REF NO: H/R/66 (X6 POSTS) |
| SALARY | : | Grade 1: R395 703 per annum (OSD) |
| CENTRE | : | Universitas Hospital, Bloemfontein |
| REQUIREMENTS | : | Degree or Diploma in Radiotherapy. Registration with HPCSA as Radiation Therapy Radiographer: Experience: Grade 1: A minimum of 4 years' appropriate experience after registration with HPCSA as Diagnostic Radiographer. Grade 2: A minimum of 14 years' appropriate experience after registration with HPCSA as Diagnostic Radiographer. Grade 3: A minimum of 24 years' appropriate experience after registration with HPCSA as Diagnostic Radiographer Knowledge and Skills: Grade 1: Basic knowledge of the layout and functional field of a radiation department. Basic knowledge of policies and
treatment procedures. Basic knowledge of specialized treatment procedures.
Basic knowledge and insight in the technical aspects of radiation oncology and
physics to understand the implementation of sophisticated 3D-conformal
treatment plans. Adaptability and flexibility capabilities in an ever changing
environment. Good mathematical skills and be able to visualize objects in three
dimensions. Good computer skills. Grade 2: Good knowledge of the layout and
functional field of a radiation department: Good knowledge of policies and
treatment procedures. Good knowledge of specialized treatment procedures.
Grade 3: Excellent knowledge of the layout and functional field of a radiation
department. Excellent knowledge of policies and treatment procedures.
Excellent knowledge of specialized treatment procedure. Excellent knowledge
and insight in the technical aspects of radiation oncology and physics to
understand the implementation of sophisticated 3D-conformal treatment plans.
Adaptability and flexibility capabilities in an ever changing environment.
Excellent mathematical skills and be able to visualize objects in three
dimensions. Good computer skills, patient management system e.g Mosaiq.
Organizational skills. Planning skills in 3D-conformal/IMRT/VMAT radiotherapy
DUTIES: A Radiation Therapy Radiographer must be able to execute treatment
procedures as defined by departmental protocols and Oncologists’
ENQUIRIES: Dr D Long Tel No: (051) 405 2341
APPLICATIONS: The Chief Executive Officer, Universitas Hospital, Private Bag x20660,
Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas
Hospital, 1 Logeman Street, Universitas, Bloemfontein, 930.
FOR ATTENTION: Me A Lombard
POST 43/63: PROFFESIONAL NURSE: PNA-4: RENAL UNIT REF NO: H/P/23
SALARY: R383 226 per annum. (OSD)
CENTRE: Dihlabeng Hospital, Bethlehem
REQUIREMENTS: Diploma/Degree in nursing or equivalent qualification that allows registration
with the South African Nursing Council. Current registration with the SANC.
Knowledge and Skills: An additional post basic qualification of one
year duration. Knowledge of the management
DUTIES: Provision of optimal, holistic nursing care with set standards and within a
professional/Legal framework. Effective utilization of resources (Human
&Material). Participation with training and research. Provision of support to
ENQUIRIES: Me M E Royi Tel No: (058) 307 1254
APPLICATIONS: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem,
9700.
FOR ATTENTION: Me T Harris
POST 43/64: ASSISTANT DIRECTOR: (COMPENSATION OF EMPLOYEES) REF NO: H/S/40
SALARY: R376 596 per annum. (Level 09)
CENTRE: Bloemfontein
REQUIREMENTS: 3 Years Bachelor’s Degree in Financial Management /National Diploma in
Financial Management and 6 years’ relevant experience with 3 years on
supervisory level. PERSAL/BAS/LOGIS certificates Knowledge and Skills:
Public Sector experience with regard to LOGIS and BAS Systems. Knowledge of PFMA, Treasury Regulations and related Financial Prescripts.

**DUTIES**: Ensure that HRM transactions with financial implications are authorized daily or before Persal closure. Ensure that there is proper control & management of Payroll. Ensure compliance to Bi-Annual Tax Reconciliation. Ensure the clearing of Income Tax and Tax Debt Ledger Accounts. Compile & Submit KCM on monthly basis. Respond and handle all audit queries that are relevant to this section. Review and compile procedure manuals. Compile and identify risks relating to this section. Ensure that all salary related transactions of out of service officials are finalized in time. Evaluate the performance of Senior State Accountants. Ensure that all officials under this post are fairly evaluated and developed. Authorize all salary related transactions on Persal. Approve/Authorize documents: BAS payments & Journals according to relevant delegations. Ensure adherence to all relevant legal prescripts. Implementation, amendments and cancellation of documents. Manage leave of all officials under this post. Enforce discipline in this section.

**ENQUIRIES**: Me Mahlomaholo Tel No: (051) 408 1643

**APPLICATIONS**: The Director, HRM and Planning P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

**FOR ATTENTION**: Recruitment and Selection

**POST 43/65**: **DIAGNOSTIC RADIOGRAPHER: GRADE 1 REF NO: H/D/ 22 (X7 POSTS)**
Diagnostic Radiology: Universitas Hospital

| SALARY    | R317 976 per annum (OSD) |
| CENTRE    | Bloemfontein             |
| REQUIREMENTS | Degree or Diploma in Radiography. Registration with HPCSA as a Diagnostic Radiographer and proof of payment for the current year Knowledge and Skills: Ability to work under pressure. Communication skills. Interpersonal skills. |

**DUTIES**: Patient care and clinical service rendering. Take part in research and training for development of the department, as well as CPD programmes. Participate in planning, organizing and implementations of departmental policies/procedures. Safe radiation practices.

**ENQUIRIES**: Dr F A Gebremariam Tel No: (051) 405 3471

**APPLICATIONS**: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

**FOR ATTENTION**: Mr M J Baleni

**POST 43/66**: **SENIOR STATE ACCOUNTANT: (GOODS AND SERVICES) REF NO: H/S/63**
Corporate office: expenditure management sub-directorate

| SALARY    | R316 791 per annum (Level 08) |
| CENTRE    | Bloemfontein             |
| REQUIREMENTS | A relevant 3 years’ Bachelor Degree/National Diploma in Finance. NQF 6 or equivalent. 2 Years’ functional experience in Financial Management experience of which 1 years should be in a supervisory capacity. Knowledge and understanding of BAS/ LOGIS with/including Certificates. Knowledge and Skills: Knowledge and understanding of the PFMA and Treasury Regulations. Accounting or Mathematics as a fully passed subjects. |

**DUTIES**: Correct, authenticate and compliance in terms of the financial prescripts before capturing. Authorize payments and journals on BAS. Ensure that petty cash payments are handled and finalized within the set due dates. Ensure that documents are filed according to DCR for auditing purposes. Ensure that all processed documents are marked as either paid or processed before being filed. Ensure that the is proper record keeping of payments documents. Evaluate the performance of subordinates. Identify training needs of subordinates. Handle and respond to audit queries. Handle relevant payments enquiries. Final-authorization of Logis payments in accordance to delegations.

**ENQUIRIES**: Mr S P Letube Tel No: (051) 408 1799

**APPLICATIONS**: The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

**FOR ATTENTION**: Recruitment and Selection
POST 43/67

SENIOR STATE ACCOUNTANT: (PENSION OFFICE) REF NO: H/S/64

Corporate Office: Expenditure Management Sub-Directorate

SALARY: R316 791 per annum (Level 08)

CENTRE: Bloemfontein

REQUIREMENTS:
A relevant 3 years Bachelor Degree/National Diploma in Finance. NQF 6 or equivalent. 2 Years’ functional experience in Financial Management experience of which 1 years should be in a supervisory capacity. Knowledge and understanding of BAS/LOGIS with/including Certificates. Knowledge And Skills: Sound knowledge of PFMA, Treasury regulations and related Financial Prescripts.

DUTIES:
Receive pension route forms and leave gratuity/discounting documents from the Human Resource Directorate. Monitor and control financial documents and pension files to ensure that all pension files received are completed and finalized within one month. Final check and authorization of Persal transactions. Authorize the approved transactions on Persal and sign journals on Pension files. Verify all BAS Transactions. Planning of duties, keep due dates, especially Persal closing dates. Supervise Pension Office by ensuring high performance. Six monthly evaluations in line with the PDMS policy and motivating of all officials in the office.

ENQUIRIES:
Me Mahlomaholo Tel No: (051) 408 1643

APPLICATIONS:
The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION:
Recruitment and Selection

DEPARTMENT OF TREASURY

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

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

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

CLOSING DATE:
13 December 2019

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

MANAGEMENT ECHELON

POST 43/68

DIRECTOR: ECONOMIC ANALYSIS REF NO: FSPT: 013/19

SALARY: R1 057 326 per annum (Level 13) (An all-inclusive salary package) (This all inclusive flexible remuneration package consists of a basic salary, the
Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules).

CENTRE: Bloemfontein

REQUIREMENTS:
A Bachelor’s Degree/Advanced Diploma in Economics with specialization in Econometrics/Statistics or Applied Economic Modelling. A minimum of five years’ experience in a managerial position of which at least three years should have been in an economic environment. Knowledge of the Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, Public Service Act and Regulations, Econometrics, Public Finance and Development, Macro and Labour Economics. Problem solving and innovation capability. Good interpersonal, strategic capability, leadership and analytical skills. Computer literate. Valid driver’s license.

DUTIES:
Periodic analysis and update of provincial socio-economic indicators. Coordinate and produce Departmental publications such as Provincial Economic Review and Outlook (PERO), Provincial Mid-Term Budget Policy Statement (MTBPS), Quarterly Labour Market Review (QLMR) and Municipal Economic Review and Outlook (MERO). Conduct, publish and disseminate research in lieu of policy development, planning and the fiscal framework of the Province. Provide technical and strategic support in economic policy research, analysis and development. Maintain and expand existing databases and information sources on the provincial economic and related social issues. Manage resources of the Directorate.

ENQUIRIES:
Mr. P E Lebone Tel No: (082) 803 4075

POST 43/69: DIRECTOR: MUNICIPAL RISK MANAGEMENT AND INTERNAL AUDIT
REF NO: FSPT: 014/19

SALARY:
R1 057 326 per annum (Level 13) (An all-inclusive salary package) (This all inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE: Bloemfontein

REQUIREMENTS:
A Bachelor’s Degree/Advanced Diploma in Internal Auditing/Risk Management/ Accounting or equivalent qualification with Auditing and/or Risk Management as a major subject. A minimum of five years’ experience in a managerial position of which at least a minimum of three years should have been in a risk management/auditing/accounting environment. Knowledge of the Municipal Finance Management Act (MFMA), Treasury Regulations, MFMA Circulars, National Treasury Internal Audit and Risk Management Frameworks and Institute of Internal Auditors’ Standards. Problem solving and innovation capability. Good interpersonal, strategic capability, leadership and analytical skills. Computer literate. Valid driver’s license.

DUTIES:
Monitor, assist and guide the effectiveness and efficiency of: The risk management processes of municipalities. The work that is managed by the Internal Audit Units and the Audit Committees within municipalities. The implementation of fraud management strategies within municipalities. Provide capacity building at municipalities to enhance the skills of municipal staff. Manage the resources of the Directorate to ensure efficiency and effectiveness within the Directorate.

ENQUIRIES:
Mr. S D Mokhele Tel No: (082) 507 6521

OTHER POSTS

POST 43/70: DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT
REF NO: FSPT: 015/19

SALARY:
R733 257 per annum (Level 11) (An all-inclusive salary package) (This all inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE: Bloemfontein

REQUIREMENTS:
An appropriate degree or equivalent qualification in the field of Commerce/Supply Chain Management/Public Administration with a minimum of five (5) years relevant experience in a supply chain management environment of which at least three (3) years should have been in a junior management position. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework
Act, Broad Based Black Economic Empowerment Act and supply chain management policies and circulars. Computer literate. Working knowledge of transversal systems such as the LOGIS and BAS. Good business communication, interpersonal, supervisory and analytical skills. Valid driver’s license.

DUTIES: Manage and coordinate the implementation and maintenance of the demand and acquisition processes in the Department. Manage and coordinate the implementation and maintenance of contract management processes in the Department. Manage and coordinate the implementation and maintenance of the supply chain risk & performance management processes in the Department. Manage the allocated human resources of the Sub-directorate.

ENQUIRIES: Mr. M P Mokoena Tel No: (051) 405 3173

POST 43/71: DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: FSPT: 016/19

SALARY: R733 257 per annum (Level 11) (An all-inclusive salary package) (This all inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules).

CENTRE: Bloemfontein

REQUIREMENTS: A relevant degree/NQF level 7 Qualification in Financial Management/Accounting/Commerce. Minimum of 3 years’ junior management experience in asset and inventory management. Valid driver’s license.

DUTIES: Manage the development and maintenance of policies, strategies and systems for assets and inventory management. Monitor and support departments and entities on safe guarding of assets. Monitor and support departments on financial management and reporting on assets and inventory. Monitor and support departments and public entities on asset and inventory management strategies. Manage the implementation of transparent and economical practices to deal with asset disposal in the Provincial Administration. Coordinate the capacitation of asset and inventory management sections in the departments and public entities. Manage the Sub-directorate.

ENQUIRIES: Mr. T M Mabilo Tel No: (051) 405 4175

POST 43/72: GRAPHIC DESIGNER REF NO: FSPT: 017/19

SALARY: R257 508 per annum (Level 07)

CENTRE: Bloemfontein

REQUIREMENTS: A relevant Degree/Diploma in Graphic Design or Multimedia Design or equivalent qualification. Minimum of 1 year experience in a graphic design environment, photography and editing skills. Valid driver’s license.

DUTIES: Implement and assist with design, layout and cover concepts for departmental reports such as annual reports, strategic reports, strategic plans, branch reports and newsletters. Develop and implement creative concepts and products for departmental events and activities. Develop and implement multimedia content, including photographs for digital publications and the website. Provide advice and ensure correct application of the departmental logo in line with prescripts (Corporate Identity Manual). Archive all visual content and publications produced. Support the Web Developer through supplying multimedia content for the website and intranet.

ENQUIRIES: Mr. T Mokokoane Tel No: (082) 887 8413 (Office hours only)
ANNEXURE R

PROVINCIAL ADMINISTRATION: GAUTENG DEPARTMENT OF HEALTH

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

OTHER Posts

POST 43/73: CLINICAL MANAGER (DENTAL) GRADE 1
Directorate: Office of the CEO
SALARY: R1 173 900 – R1 302 849 per annum
CENTRE: Wits Oral Health Centre
REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Dentist. A minimum of 5 years appropriate experience as a Dentist after registration with HPCSA as a Dentist. 3 years supervisory experience within the Dental/ in a Hospital will be an added advantage. Computer literate, valid driver's license (Code B/EB) and be willing to work under pressure and stressful situations.
Competencies/Knowledge: Knowledge of ethical medical practice, good communication, leadership, interpersonal and supervisory skills. Competency and skill in clinical domain. Sound planning, negotiating and decision-making skills. Ability to analyse information and solve problems. Proficient in MS package (Word, excel, outlook, power point).
DUTIES: Manage and supervise all clinical and allied oral health services. Ensure the provision of safe, ethical and high-quality patient care and treatment in the hospital. Ensure effective management, implementation and adherence to clinical governance. Conduct patient redress and compile reports for medicolegal cases. Ensure the development and implementation of quality assurance programs in line with the Provincial and National Standards. Assist with the implementation of Ideal Hospital Realisation and Maintenance Framework in the hospital. Develop, implement, and monitor quality improvement plans (QIP). Perform clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services respect to patient 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. Monitor commuted overtime and ensure adherence to RWOPS policy. Attend meetings when required to on behalf of CEO.
ENQUIRIES: HR Manager- Mr. P.F Monama Tel No: (011) 481- 2099, Pulankana.Monama@gauteng.gov.za
APPLICATIONS: Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.
NOTE: Applicants to attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.
CLOSING DATE: 13 December 2019

POST 43/74: MEDICAL SPECIALIST GRADE 1-3: REF NO: MDSPECORTHO/KPTH/11/19
Directorate: Orthopaedics
SALARY: Grade 1: R1 106 040 per annum (all inclusive)
Grade 2: R1 264 623 per annum (all inclusive)
Grade 3: R1 467 651per annum (all inclusive)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: MBChB, MMed or FCS (Orthopaedics) SA. A valid registration with the HPCSA as an independent Medical Practitioner. Current registration with HPCSA as an Orthopaedic Surgeon. Medical Specialist Grade 1: No experience required. Grade 2: five (5) years appropriate experience and Grade 3: Ten (10) years
appropriate experience. Experience in Arthroplasty is strongly recommended. Publications in peer reviewed journals.

**DUTIES:**
- Take charge of orthopaedic unit(s) allocated by Head of department (HOD).
- Teaching of under and post graduate students. Involvement in research programmes. Actively involved in planning of academic programmes for under and post graduate students. Responsible for all forms of Orthopaedic trauma including multiple traumas. Render comprehensive clinical services to patients in the department.

**ENQUIRIES:**
Prof. S Motlitsi Tel No (012) 373 1010/1011
Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

**APPLICATIONS:**
must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

**NOTE:**
Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Note: 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. CLOSING DATE: 13 December 2019

**POST 43/75:**
DEPUTY MANAGER NURSING PN-A8 (LEVEL 1 & 2 HOSPITALS) REF NO: ODI/18/11/2019/01

**SALARY:**
R843 618 per annum

**CENTRE:**
ODI District Hospital

**REQUIREMENTS:**
A basic qualification accredited with the SANC in terms of Government Notice 425 (i.e Diploma/ Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and a qualification in Nursing Administration. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Applicants are expected to submit a certified copy of their current SANC Annual Practice Certificate. Applicants must be in possession of a valid South African driver’s license, must be able to work under pressure, have strong leadership skills, good verbal and written communication skills, sound interpersonal skills, project management skills, financial and human resources management skills. Applicants should be prepared to undergo pre-employment and periodic medical surveillance as part of employment conditions. Computer literacy. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills.

**DUTIES:**
Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information system to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promote efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation: (Human, Finance, Physical and Material resources). Provide full-
time technical and management support to district and institutions. Coordinate nursing related research and development. Support management in enhancing the image of the department and improve the skills and competencies of the nurses. Involvement in the hospital’s quality assurance and quality improvement activities. Manage staff performance and development. Management of nursing projects and participation in hospital projects aimed at enhancing service delivery.

ENQUIRIES : Dr. RT Motsepe Tel No: (012) 725 2308
APPLICATIONS : Applications should be hand delivered to Odi District Hospital, Klipgat Road, Mabopane, CEO’s office between 8am or 4pm or posted to the attention: Dr. RT Motsepe, Odi District Hospital, Private Bag x509, Mabopane.0190. No faxed or emailed applications will be considered.
NOTE : Applications must be submitted on form Z83, obtained from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and certified copy of current SANC Annual Practice Certificate. Certified copy of driver license. 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 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 persons of which one (1) 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 Occupational Health and Safety Act, Act 85/ 1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all appointment will be made in accordance with the Employment Equity target of the Department. People with Disability are encouraged to apply.

CLOSING DATE : 20 December 2019
POST 43/76 : MIDDLE MANAGER: FINANCE REF NO: CHBAH 254 (X1 POST)
Directorate: Finance

SALARY : R733 257 per annum (Level 11) (All-Inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : A three year National Diploma/Degree in Financial Management/Accounting.10 years’ experience in the financial management field of which 5 years must be at Assistant Director level environment. Must have experience in financial administration, budgeting and expenditure control, cost centre management, internal control, revenue generation and collection, financial and management reporting and re-engineering of business process for optimum results. Computer literacy (Ms Word, Ms Excel, PowerPoint). Must possess expert knowledge on regularity prescripts governing financial activities within the public sector. Advanced knowledge of spreadsheets and report writing skills is a pre-requisite. Knowledge of the public service legislations, policies and procedures. Good written and advanced communication skills. Supervisory, planning, organizing and problem-solving skills. Must be able to manage and lead a team. Ability to multi-task and prioritize. Ability to work in a high volume and highly pressurized environment. Ability to support the Director: Finance. Ability to manage a high value goods, services and equipment budget. Must be able to plot trends and make recommendations. Exposure to BAS, SAP and exposure to re-engineered business procedures and change management will be an advantage.

DUTIES : Lead, monitor and manage the finance department accounts payable, budget management units. Compilation of multiyear budget, budget control and cost centre management. Manage Ensure proper financial control and compliance with delegation. Compile monthly, quarterly and annual reports. Contribute to the departments planning, budgeting and procurement processes as well as monitoring and evaluation. Ensure that conditional grants budget is spent according to the Business plans. Assist in the coordination and managing of the grants. Compilation of conditional grants Business Plan, monthly and quarterly reports. Ensure compliance to DORA framework conditions and requirements in relation to schedule 4 and 5 grants. Ensure reconciliations of transversal system (BAS, SAP, PERSAL and, MEDSAS) and including reconciliations of supplier’s accounts are performed on monthly basis.

**ENQUIRIES**: Ms. FCS Horne
Tel No: (011) 933 9856

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

**NOTE**: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**: 13 December 2019

**POST 43/77**: MIDDLE MANAGER: ADMINISTRATION REF NO: CHBAH 255 (X1 POST)
Directorate: Office of the CEO

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

**CENTRE**: Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**: A three-year National Diploma in Public Administration/Management or Business Administration, Office Management, Business Administration or equivalent; 10 years working experience of which at least 5 years should be at Assistant Director level. Computer Literate in Ms Office. A valid Driver's license. The ability to interpret and implement policies and meet deadlines. Knowledge: Public Service Regulations and policies. National Treasury regulations, guidelines and directives (Medium Term Expenditure Framework and Estimate National Expenditure). Managing people, Communication, Conflict Management knowledge impartation. Government budget systems and Procedures. Skills: Strong verbal, written (including report writing), communication, project management, and numeric skills. In addition, the applicant should possess coaching and peoples’ development skills. Knowledge of electronic filing systems, well-developed planning, coordination capability, leadership skills, good interpersonal skills and sound human relations. Should produce good quality reports and minutes of meetings, be reliable and have initiative. Should be flexible and have the ability to work within a team. Should have the ability to delegate and empower subordinates, have management skills and supervise staff. Must be self-driven, independent, dynamic and self-confident. A self-starter with a client focused approach and attitude. Must demonstrate good interpersonal relations. Personal attributes; Creative; dedicated; approachable; Hard-working; Trustworthy; Ability to Communicate at all levels. Administrative and management knowledge. Project management, teambuilding, Communication skills (verbal and written), organizational, problem-solving and interventional skills. Highly motivated and enthusiastic to contribute to the office of the Chief Executive Officer Administration services and ability to lead a team. The ability to work under pressure, lead transformational change in a complex environment and the
ability to manage change in the Institution. A post-graduate qualification will be an added advantage. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

**DUTIES**

Compilation of reports, submissions, memos, speeches and other documents for the CEO. Supervision of the Executive Support Personnel in the CEO's Office. Attendance and participation in Management meetings. Oversee and guide Document Management processes in the CEO's Office. Development of Operational norms and standards for the CEO's Office. Project Monitoring and Stakeholder Liaison. Enforce Compliance with regulation norms and standard. Manage the office of Chief Executive Officer. Prompt implementation of decisions taken in the Executive Committee Meeting. Prompt implementation of decisions taken in the Management Committee. Identify and evaluate risks within the Office of the CEO. Implement and monitor improvement plans. Manage day to day operations and provide executive support and management services to the directorate. Coordinate and facilitate the development and preparation of management and program performance reports, weekly, monthly and quarterly. Benchmarking to improve services. Develop staff performance contracts and conduct quarterly performance reviews.

**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. No faxed or emailed applications will be considered.

**NOTE**

Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Certifying stamp on documents shouldn't be more than three (3) months. Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**

13 December 2019

**POST 43/78**

PHARMACIST GRADE 1-3 REF NO: KPTH/PHARM/19

Directorate: Pharmacy

**SALARY**

Grade 1: R693 372 – R735 918 per annum
Grade 2: R751 026 - R797 109 per annum
Grade 3: R821 205 - R871 590 per annum

**CENTRE**

Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

Bachelor of Pharmacy degree (BPharm). Registration as a Pharmacist with the South African Pharmacy Council. Skills: Good interpersonal skills, Communication skills, basic financial management skills, management skills such as planning, decision making, problem solving, organizing, training skills, computer and research skills.

**DUTIES**

Provision of pharmaceutical care and service to patients through dispensing medication to in and out patients. Ensure the adherence and monitoring of EML/STG, SOP’s, GPP, NCS, PFMA and work procedures. Adherence to the Medicine and Related substances Act 101 of 1985, the Pharmacy Act 53 of
Provide supervision of staff and pharmacy operations within the unit, including but not limited to: dispensing, pre-packing, compounding, purchasing, storage and distribution of medicines and control of scheduled medicines. Research and development, provision of information on public health, reporting and maintenance of documents. Training of staff and staff appraisal, attending of specified meetings and basic Human Resources Management. Performance of overtime when required. Act as a tutor.

**ENQUIRIES** : Ms M.G Mayayise Tel No: (012) 318-6839

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

**NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Note: 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.

**CLOSING DATE** : 13 December 2019

**POST 43/79** : QUALITY ASSURANCE (PATIENT COMPLAINT MANAGER) REF NO: HRM2019/11/22

Directorate: Quality Assurance
Re-advertised post and applicants who applied before should re-apply for this position.

**SALARY** : R444 276 per annum (plus benefits)

**CENTRE** : Mamelodi Regional Hospital

**REQUIREMENTS** : Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in nursing as professional nurse plus midwifery). Current registration with the South African Nursing Council (SANC) as a professional nurse, a valid driver’s license. A minimum of 07 years appropriate/recognizable experience in nursing after registration as Professional Nurse. Knowledgeable of relevant legislation and supervisory skills. Excellent interpersonal relationship and ability to work within multidisciplinary team. Knowledge of waste management regulation and report writing skills. Basic Computer literacy is essential. Familiar with Code of Good Practice in the public sector and labour relations practices. Ability to collect and analyse data. Evidence of current registration with SANC. Able to perform under pressure. Initiative, motivated and reliable and a team player. Good decision making, communication and presentation skills are essential.

**DUTIES** : Development and maintenance of quality patient care environment that promote optimum patient experience of care. Manage the clinical audits system. Ensure proper management of Complaints, Compliments, Suggestions, and Patients Safety Incidents in the hospital. Ensure the implementation of National Core Standards. Coordinate the development and implementation of institutional guidelines in line with legislation. Ensure adherence to quality assurance norms and standard in the institution. Assist with data collection, analysis and report pertaining to total quality management in the hospital. Optimum utilization of resources and implementation of the Performance Management System. Coordinate compilation of quality improvement plans and communicated with external and internal stakeholders. Perform other duties that are delegated by Supervisor/Manager. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and
disability. Applications must be submitted on form Z83, obtainable from any Public Service Department website, which must be completed in full and attached your CV, certified copies of your identity document, SANC documents and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

ENQUIRIES: Ms. S Mahlangu Tel No: (012) 841 8363
APPLICATIONS: to be sent to Mamelodi Hospital, Hand Post-delivery to 19472 Serapeng Street, Tsamaya Road or Private Bag x 0032 Rethabile, Mamelodi East, 0122.
FOR ATTENTION: Ms. H Mokwana (Recruitment Section)
CLOSING DATE: 13 December 2019

POST 43/80: PROFESSIONAL NURSE: SPECIALTY REF NO: FERH/NURSE/12 (NEONATAL ICU & ADVANCED MIDWIFERY)
Directorate: Nursing

SALARY: R383 226 - R444 276 per annum
CENTRE: Far East Rand Hospital
REQUIREMENTS:
Grade 12 certificate or equivalent. Basic nursing degree/diploma accredited by the South African Nursing Council (SANC) plus One (1) post basic nursing qualification in above mentioned specialty area and registered with SANC. A minimum of Four (4) years’ experience appropriate/recognisable experience after registration as a professional nurse with SANC. Must be willing to work shifts (Day & night).

DUTIES:
Provision of optimal comprehensive and holistic nursing care according to area of specialty. Ensuring that patient care provided is patient centred within the scope of practise of nurses and legal framework. Implementation of all quality assurance standards and other health care mandates during his or her shift. Promotion of professionalism and leading by example at all times. Coordination of activities of other health team members. Will be a team shift leader relieving the operational manager.

ENQUIRIES: Ms K Tingitsi Tel No: (011) 812 8317
APPLICATIONS: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE: Applications must be submitted on Z83 form stating job title and reference number, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Certified copies must not be older than Six (6) months. The copies must be originally certified, no copy of copies will be considered. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed applications will be considered.

CLOSING DATE: 13 December 2019

POST 43/81: ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: FERH/LRO/02
Directorate: Human Resource

SALARY: R376 596 – R443 601 per annum
CENTRE: Far East Rand Hospital
REQUIREMENTS:
Grade 12 or equivalent qualification and National Diploma/Degree in Labour Relations or equivalent qualification with five (5) years’ experience in labour relations on a supervisory level. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel, Ms PowerPoint) and Persal certificate. A valid driver’s licence. Must have excellent presentation skills, ability to communicate well with people at different levels and from diversified backgrounds. The prospective appointee should have sound verbal and written communication skills, sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Must have sound analytical thinking and research skills. High
level of conflict management skills and ability to be part of negotiations. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge of the public service regulations, public service act and a myriad of other relevant human resource legislative imperatives. Experience in labour relations is an essential requirements for the post.

**DUTIES**

Administer and investigate grievances. Investigate, initiate and/or preside over misconduct cases. Represent the department at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievances and disputes. Keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the department or hospital. Compile reports/submissions in respect of grievances, disputes, advice on industrial action matters. Promote sound labour peace within the hospital. Produce monthly report and analyse the report to establish trends and develop interventions where necessary. Contribute to the departments planning and monitoring and evaluation processes. Manage the implementation of policies, resolutions, plans and strategies relating to labour relations. Ensure compliance with legislative framework and monitor and evaluate implementation thereof; further suggest improvements where necessary. Develop internal control measures, guidelines and standard operating procedures on labour relations in line with National and Departmental human resource practices, guidelines and policies. Conduct in-service training and induction of staff in the hospital on labour related matters. Attend to and audit and National Core Standard queries including the implementation of the recommendations thereof. Advice management, employees and the department on labour relations practices, procedures, guidelines and policies, etc. Support the Human Resource Manager in achieving the strategic objectives of the Department of Health on labour relations management in the Hospital and do other reasonable adhoc exercises and tasks as and when required to enhance service delivery in the Hospital. Adhere to timelines on projects. Be willing to undergo continuous training and development. Attend and run meetings.

**ENQUIRIES**

Mr R Moshwani Tel No: (011) 812 8395

**APPLICATIONS**

Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

**NOTE**

Applications must be submitted on Z83 form stating job title and reference number, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Certified copies must not be older than Six (6) months. The copies must be originally certified, no copy of copies will be considered. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed applications will be considered.

**CLOSING DATE**

13 December 2019

**POST 43/82**

LOGISTICAL SUPPORT OFFICER REF NO: LSO/KPTH/2019 (X2 POSTS)

Directorate: Supply Chain Management Unit

Re-advertisement post applicant that applied previously are encouraged to apply.

**SALARY**

R257 508 – R303 339 per annum (plus benefits)

**CENTRE**

Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

Grade 12 and National Diploma in Supply Chain Management/Logistical Management or related field in SCM. Degree or post graduate in Logistic Management or related field will be an added advantage. Minimum of five (5) years’ experience in Supply Chain Management. A valid driver’s licence will be
an added advantage. Knowledge: Extensive comprehension of the SCM legislations (BBBEE, PPPFA, PPR, National Treasury Practice Notes, The Guide to Accounting Officer), Public Finance Management Act, Treasury Regulation, Public Service Act, Public Service Regulation, Basic condition of employment, Labour Relations Act, Occupational Health and Safety Act. Human Resource management policies, Fraud and Corruption prevention Act, Public service charter, Grievance Act, Risk management policy, BAS, SRM, SAP. Skills: Microsoft excel, word, outlook and PowerPoint, ability to make presentation, report writing, verbal communication, Effective Leadership, planning and organising, Performance monitoring, working under pressure, Ability to meet targets and execution of complex tasks within stipulated timelines, Ability to interpret and apply legislations to scenarios, Ability to institute corrective/progressive discipline, Ability to analyse complex data, Innovative and creativity, Ability to work independently and as a team.

**DUTIES**

Supervision of employees in line with labour/employment related prescripts. Develop and monitor implementation of operational plan and sectional plans. Frequent assessment of SCM performance in line with Treasury Regulation. Development of supervisees through in-house and external training. Management of acquisition processes. Management of the warehouse/physical processes. Management of goods received verification processes. Management of the assets processes. Interaction with internal and external stakeholders. Frequent compilation of SCM relevant reports and reporting. Compilation of the performance agreement and perform frequent assessment reviews. Perform risk assessment and develop the risk strategy and ensure effective implementation and monitoring. Develop standard operation procedures, frequent data/information and documents analysis, Attend to audit matters, Record management, Execution of tasks/assignment with precision, proficiency and integrity. NB: Successful candidate will be subjected to rotation system in accordance with the relevant policies.

**ENQUIRIES**

Ms PM Sekhudu Tel No: (012) 318-6724

**APPLICATIONS**

must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X936, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**NOTE**

Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Kalafong Tertiary Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE**

13 December 2019

**POST 43/83**

HUMAN RESOURCE DEVELOPMENT OFFICER: REF NO: ODI/22/11/2019/01

Directorate: Human Resource

**SALARY**

R257 508 per annum

**CENTRE**

ODI District Hospital

**REQUIREMENTS**

A three year Diploma or Degree in HRM/HRD or related qualification with a minimum of 3 years’ experience in Training and Development. Knowledge of the Skills Development Act, Public Service Act, Skill Levies Act, SAQA, NQF, NSDS, Employment Equity Act, Good communication skills, Facilitation and presentation skills, negotiation, problem solving and analytic skills, report writing skills and computer literacy (MS. Word, Excel, and Power Point).
DUTIES: Coordinate orientation and induction programme. Coordinate Skills Audit and training needs analysis process. Coordinate, develop and implement the Workplace Skills Plan (WSP) identify and liaise with training providers. Ensure effective coordination of internal and external training programmes. Ensure effective HRD administration such as up to date training database, management of the training budget; compile the quarterly and annual reports. Coordinate the AET programme. Submit an approved WSP/ATR for the organization, implement leadership, internship and experiential learning programmes. Compile and submit various reports to management. Serve as an advisor and secretary during training committee meetings. Monitor the implementation of new PMDS system. Advise management and staff on new PMDS issues. Facilitate the implementation of Employment Equity and perform any others duty delegated by the CPO/HR Manager.

ENQUIRIES: Mr. LR Sekwele Tel No: (012) 725 2460
APPLICATIONS: Applications to be sent to Odi District Hospital. Hand post and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, CEO's office or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION: HRM
NOTE: Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document not older than three months, no copy of copies allowed. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.

CLOSING DATE: 20 December 2019

POST 43/84: COMMUNICATIONS OFFICER REF NO: STDH/00018 (X1 POST)
Directorate: Administration

SALARY: R257 508 – R303 339 per annum plus benefits
CENTRE: Sizwe Tropical Disease Hospital
REQUIREMENTS: Matric plus NQF level 6 in Communication/Journalism/Marketing/Public Relations or Creative Design with a minimum of 2 years’ experience in Communications. Computer Literate. Project Management; Basic marketing and advertising skills good communicator; innovative thinker; attention to detail; time management.

DUTIES: To coordinate activities for events, launches, promotions, and any other communication related activities. To gather intelligence within the organization to facilitate effective communication through posters and the Newsletter. Coordinate the execution of format and themes for the Internal Newsletter and other internal Communications. Compile content for the Newsletter and Identify themes and content for the Newsletter. Cultivate relationships with internal clients to ensure fulfillment of their communications needs. Compile a data base of internal and external stakeholders. Maintain an image bank of key stakeholders for media and other related purposes. Manage digital content. Optimise the organisation’s digital medium as a communication tool. Meet with clients to determine the scope of a project. Create images that identify a product or convey a message. Develop graphics for product illustrations, logos, and websites. Select colors, images, text style, and layout. Present the design to clients. Incorporate changes recommended by the clients into the final design. Review designs for errors before printing or publishing them.

ENQUIRIES: Mr ME Nkoana Tel No: (011) 531 - 4303
APPLICATIONS: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

NOTE: To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months. A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE: 13 December 2019
POST 43/85: IT TECHNICIAN REF NO: STDH/00019 (X1 POST)
Directorate: Administration

SALARY: R257 508 – R303 339 per annum plus benefits
CENTRE: Sizwe Tropical Disease Hospital
REQUIREMENTS: Relevant National Diploma with 2 years’ experience in IT and Switchboard or Grade 12 with 5 years’ experience in IT or A+ N+ with 4 years IT experience. MCSA or MCSE will be advantageous. A valid driver’s license will be added advantage. Knowledge and experience in Desktop, LAN and WAN support. Experience in supporting PAAB, BAS, PERSAL, SAP, SRM, RX, RDM and Microsoft packages. Ability to work under pressure. Client orientation and customer focus. Good problem solving and analytical skills. Good communication, planning and telephone skills also required as well as a good attendance profile.

DUTIES: The successful candidate will be responsible for managing and constantly monitoring the continuous functioning of the LAN and WAN connective. Provide technical support and maintain desktop and other hardware for all users in the department. Install computer hardware, software and configure network device, internet and email accounts for all users in the department. Provide support to end-users, devices and transversal systems i.e. BAS, SAP, PERSAL and SRM.

ENQUIRIES: Ms L Sibeko Tel No: (011) 531 4340
APPLICATIONS: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE: To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE: 13 December 2019

POST 43/86: PROFESSIONAL NURSE REF NO: FERH/NURSE/11
Directorate: Nursing

SALARY: R256 905 – R297 825 per annum
CENTRE: Far East Rand Hospital
REQUIREMENTS: Grade 12/Matric and Basic nursing diploma/degree and registered with South African Nursing council (SANC) as a Professional nurse.

DUTIES: Provision of high quality nursing care that is holistic and is patient centred without stigmatization. Ensuring that nursing care provided is within the scope of practice of nurses and legal framework. Promotion of professionalism and leading by example at all times. Co-ordination of activities of the other members of the health team. Will be able to assist in completion of the clinical stationary and ensure that data is entered timeously. Will also be responsible for ensuring that all quality assurance standards and other health mandates are implemented during his/her shift.

ENQUIRIES: Ms K Tingitsi Tel No: (011) 812 8317
APPLICATIONS: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE: Applications must be submitted on Z83 form stating job title and reference number, CV, certified Copies ID, Qualifications and service certificates to be attached. (For OSD posts). Certified copies must not be older than Six (6) months. The copies must be originally certified, no copy of copies will be considered. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check. Shortlisted candidates will be
subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed applications will be considered.

**POST 43/87**

**PROFESSIONAL NURSE REF NO: FERH/NURSE/13**

Directorate: Nursing

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

**CENTRE**: Far East Rand Hospital

**REQUIREMENTS**: Grade 12/Matric and Basic nursing diploma/degree and registered with South African Nursing council (SANC) as a Professional nurse and ICU experience.

**DUTIES**: Provision of high quality nursing care that is holistic and is patient centred without stigmatization. Ensuring that nursing care provided is within the scope of practise of nurses and legal framework. Promotion of professionalism and leading by example at all times. Co-ordination of activities of the other members of the health team. Will be able to assist in completion of the clinical stationary and ensure that data is entered timeously. Will also be responsible for ensuring that all quality assurance standards and other health mandates are implemented during his/her shift.

**ENQUIRIES**: Ms K Tingitsi Tel No: (011) 812 8317

**APPLICATIONS**: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

**NOTE**: Applications must be submitted on Z83 form stating job title and reference number, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Certified copies must not be older than Six (6) months. The copies must be originally certified, no copy of copies will be considered. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed applications will be considered.

**POST 43/88**

**DATA CAPTURER REF NO: HAST/01/2019**

Directorate: HAST

**SALARY**: R173 703 – R204 612 per annum

**CENTRE**: Far East Rand Hospital

**REQUIREMENTS**: Grade 12/Matric or equivalent. Proof of computer literacy. Knowledge of Tier.Net, EDR-Web, DHIS and TB Module. Atleast 1-2 years’ experience in data management skills and analysis. Good etiquette, willingness to work under pressure and meet deadlines. Ability to work with wide range of internal and external stakeholders.

**DUTIES**: The incumbent will be responsible for ensuring accuracy of daily data integration. Daily capturing of patients files into Tier.Net and EDR-Web. Collection of patient’s raw data from relevant service points registers/data sources into the computer. Ensure patient’s records are properly secured. Preparing of daily, weekly & quarterly statistics for HAST. Ensure on-going data capturing in Tier.Net from patients records within the agreed timeframe with high standard of accuracy. Identify, resolve or query missing data and errors observed during manual data entry reviews. Report missing data and errors to HAST Manager. Performing of basic unit/office administration work.

**ENQUIRIES**: Mr S.B Sapie Tel No: (011) 812 8433

**APPLICATIONS**: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

**NOTE**: Applications must be submitted on Z83 form stating job title and reference number, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Certified copies must not be older than Six (6)
months. The copies must be originally certified, no copy of copies will be considered. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed applications will be considered.

CLOSING DATE : 13 December 2019

POST 43/89 : ENROLLED NURSE REF NO: FERH/NURSE/13
Directorate: Nursing

SALARY : R171 381 – R192 879 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : Grade 12/Matric and Enrolled nursing certificate and registered with South African Nursing council (SANC) as an Enrolled nurse.

DUTIES : The incumbent will be work under direct supervision of a professional nurse in the area allocated. The provision of nursing care according to the scope of practise of nurses for his/her category will be his/her responsibility. Adherence to the principles of nursing practise according to the scope of practise, all quality assurance standards as well as set rules and standards of nursing in his/her area.

ENQUIRIES : Ms K Tingitsi Tel No: (011) 812 8317
APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE : Applications must be submitted on Z83 form stating job title and reference number, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Certified copies must not be older than Six (6) months. The copies must be originally certified, no copy of copies will be considered. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed applications will be considered.

CLOSING DATE : 13 December 2019

POST 43/90 : STAFF NURSE GRADE 1 REF NO: BGH 2019/ NOV/02 (X3 POSTS)
Directorate: Nursing

SALARY : R171 381 per annum (plus benefits)
CENTRE : Bertha Gxowa Hospital
REQUIREMENTS : Grade 12 plus a qualification that allows registration with SANC as a Staff Nurse. Candidate must have current registration receipt as a Staff Nurse. Candidate must have basic communication and writing skills. Be able to function as part of a team.

DUTIES : Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse
intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient’s needs, requirements and expectations. Shift work mandatory.

ENQUIRIES : Mrs. P.Z.N. Mofokeng Tel No: (011)278 7640
APPLICATIONS : Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston or posted to Private Bag x 1035. Germiston, 1400.

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

CLOSING DATE : 13th December 2019
POST 43/91 : SUPERVISOR – GROUNDSMAN REF NO: 19/2019 (X1 POST)
Directorate: Support Services
Re-advertisement. All candidates are requested to apply

SALARY : R145 281 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Abet 4 or Grade 10 with a minimum of two years’ experience in garden services environment. Be able to work under pressure and be physically fit. Candidate must be able to work as a team leader and have Good interpersonal, organizing and communication skills. Candidate must be able to operate elementary Garden equipment and machines. A certificate in Horticulture will be an added advantage.

DUTIES : Oversee that the premises and surroundings are clean and safe. Ensure maintenance and Replacement of garden equipment and tools. Check the general condition of machines weekly and report any Identified faults. Ensure safety of equipment and tools. Make trip request when necessary for garden refuse. Ensure the neatness of the unit area. Supervise subordinates and perform administrative and related functions. Manage Performance and development of staff. Provide guidelines and advice to gardeners. Develop and manage the Attendance registers.

ENQUIRIES : Ms MMBV Lepota Tel No: (016) 428-7151
APPLICATIONS : Kopanong Hospital, 2 Casino Road, Duncanville, Admin block, HR Office, or posted to P/bag x631, Vereeniging, 1930.

NOTE : Fully Completed Z83, CV, certified copies of ID and qualifications not older than six months.
People with disabilities are encouraged to apply. Medical surveillance will be conducted to Successful candidates. If you did not hear from us within three months please consider your application unsuccessful.

CLOSING DATE : 13 December 2019
POST 43/92 : LINEN SUPERVISOR REF NO: STDH/00020 (X1 POST)
Directorate: Admin & Support

SALARY : R145 281 – R171 138 per annum plus benefits
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Matric with 3 years’ experience in linen bank or Laundry. Computer certificate, Valid driver’s licence and other relevant qualifications will be an added advantage. Ability to lead and to work in a team.

DUTIES : Ensure overall management of linen bank in the institution. Oversee counting, sorting, disposal, ironing, packing, delivering and collecting of linen from and to the wards. Ensure the availability of clean linen in coordination with all other stakeholders. Do stock taking. Complete TPH 65. Supervise, motivate staff and apply discipline if necessary. Visit all wards to assess stock levels. Manage absenteeism, attend meetings and give feedback. Knowledge of colour coding of laundry bags. Ensure compliance to infection control and to carry lawful instructions given by an authorised person.

ENQUIRIES : Mr MA Masuluke Tel No: (011) 531 - 4353
APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe
NOTE: To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE: 13 December 2019

POST 43/93: **FOOD SERVICE SUPERVISOR REF NO: STDH/00021 (X1 POST)**
Directorate: Admin & Support

SALARY: R145 281 – R171 138 per annum plus benefits

CENTRE: Sizwe Tropical Disease Hospital

REQUIREMENTS: Grade 12 certificate. Food and beverage certificate. Have 3 - 5 years food service experience in a hospital environment. Must be computer literate. Be able to work under pressure. Be prepared to work shifts including public holidays and weekends. Good communication, numerical, organising and supervisory skills. Ability to lead and to work in a team.

DUTIES: Supervise all activities in the food services, all staff on food production, distribution and serving. Ensure hygiene and safety measures are applied. Ensure that equipment is in good working order and it is used effectively. Responsible for ordering, receiving, storage, stock-control and stock taking. General administration of personnel which contribute to an efficient and effective office environment. Responsible for completing monthly statistics. File documentation accurately.

ENQUIRIES: Ms P Thwala Tel No: (011) 531 - 4346

APPLICATIONS: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE: To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE: 13 December 2019

POST 43/94: **ENROLLED NURSE ASSISTANT REF NO: FERH/NURSE/14**
Directorate: Nursing

SALARY: R132 525 – R149 163 per annum

CENTRE: Grade 12/Matric and Auxiliary nursing certificate and registered with South African Nursing council (SANC) as an Enrolled nurse.

DUTIES: The incumbent will be work under direct supervision of a professional nurse in the area allocated. The provision of basic nursing care according to the scope of practise of nurses for his/her category will be his/her responsibility. Adherence to the principles of nursing practise according to the scope of practise, all quality assurance standards as well as set rules and standards of nursing in his/her area.

ENQUIRIES: Ms K Tingitsi Tel. No: (011) 812 8317

APPLICATIONS: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE: Applications must be submitted on Z83 form stating job title and reference number, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Certified copies must not be older than Six (6) months. The copies must be originally certified, no copy of copies will be considered. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA)
and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed applications will be considered.

CLOSING DATE : 13 December 2019

POST 43/95 : STORES ASSISTANT
Directorate: Supply chain

SALARY : R122 595 - R144 411 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : Standard 10 with least a minimum of 2 year experience in public health. Good communication skills verbal and written.
DUTIES : Receiving of stock from transit and checking expiry dates. Monthly counting of stock in the department and wards. Packing of stock in the shelves per family group daily. Cleaning of stores and shelves. Transporting of issued stock to the departments. Responsible to work direct with transit in receiving correct ordered stock. Assist in stock taking twice a year. Make sure all received and issued stock balance with shelves item. Execute any lawful additional instruction /tasks given by the Supervisor or delegated person.
ENQUIRIES : Ms S.E Kodisa Tel No: (011) 812 8356
APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
NOTE : Applications must be submitted on Z83 form stating job title and reference number, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Certified copies must not be older than Six (6) months. The copies must be originally certified, no copy of copies will be considered. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of Health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed applications will be considered.

CLOSING DATE : 13 December 2019

POST 43/96 : HOUSEHOLD WORKER REF NO: STDH/00022 (X1 POST)
Directorate: Admin & Support

SALARY : R122 595 – R144 411 per annum plus benefits
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 10/Abet level 4 or equivalent qualification. A minimum of two (2) years cleaning experience in a hospital environment. Grade 12 certificate will be an added advantage. Ability to read and write. Good interpersonal relations. Be prepared to work night shifts, public holidays and Sundays. Rotate according to allocations.
ENQUIRIES : Ms BD Leso Tel No: (011) 531 – 4460
APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.
NOTE : To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months. A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to
vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

**CLOSING DATE** : 13 December 2019

**POST 43/97** : **GROUNDSMAN REF NO: 20/2019 (X3 POSTS)**
Directorate: Support Services
Re-advertisement (All candidates must re-apply)

**SALARY** : R102 534 per annum (plus benefits)

**CENTRE** : Kopanong Hospital

**REQUIREMENTS** : Abet 3 or Grade 7/8 or equivalent. Good communication skills. Candidate must be able to read and write; be prepared to rotate when required and to work under pressure. Candidate must be ready to work in a Team.

**DUTIES** : Maintain premises and surroundings. Ensure their cleanliness and upkeep. Maintain the garden by Watering, pruning and trimming flowers and trees mow the grass, remove weeds and garden refuse, and apply Insecticides and cultivate the soil for trees and flowers. Maintain garden equipment and tools. Detect and report Malfunctioning of gardening equipment and tools. Repair minor defects of garden equipment and tools.

**ENQUIRIES** : Ms MMBV Lepota Tel No: (016) 428-7151

**APPLICATIONS** : Kopanong Hospital, 2 Casino Road, Duncanville, Admin block, HR Office, or posted to P/bag x031, Vereeniging, 1930.

**NOTE** : Fully Completed Z83, CV, certified copies of ID and qualifications not older than six months must be People with Disabilities Are Encouraged to Apply. Medical surveillance will be conducted to successful candidates. If you did not hear from us within three months please consider your application Unsuccessful.

**CLOSING DATE** : 13 December 2019

**POST 43/98** : **STORES ASSISTANT REF NO: 22/2019 (X1 POST)**
Directorate: Procurement

**SALARY** : R102 534 per annum (plus benefits)

**CENTRE** : Kopanong Hospital

**REQUIREMENTS** : Abet 3 or Grade 7/8 or equivalent. Candidate must be able to read and write with good communication skills. Candidate must be honest and reliable with good physical strength and be able to cope with the demands of the position. Candidate must be able to work in a team.

**DUTIES** : Assist warehouse clerk when issuing stock. Deliver stock to the wards and other departments within the hospital. Assist transit clerk when receiving stock. Pack the received stock and clean all the store rooms. Act as a messenger, maintain confidentiality at all times and perform any other duties requested by the supervisor.

**ENQUIRIES** : Ms K Sello Tel No: (016) 428 7036

**APPLICATIONS** : Be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

**NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not older than six months must be People with Disabilities Are Encouraged to Apply. If you did not hear from us within three Months please consider your application unsuccessful. Pre-employment screening will be conducted to successful Candidates.

**CLOSING DATE** : 13 December 2019

**POST 43/99** : **CLEANER REF NO: 23/2019 (X6 POSTS)**
Directorate: Support Services

**SALARY** : R102 534 per annum (plus benefits)

**CENTRE** : Kopanong Hospital

**REQUIREMENTS** : Abet 3 or Grade 7/8 or equivalent. Good communication skills. Candidate must be able to read and write and be prepared to work under pressure and work shifts, day and night including public holidays. Candidate must be able to rotate when required, be honest, reliable and work in a team.

**DUTIES** : Clean bathrooms, showers, toilets, wards or departments, passages and waiting areas. Dust, wash, scrub and polish floors, walls, windows, stairs, fire escapes, side walls and anything as requested by the Supervisor. Clean equipment, wash dust bins and remove waste including medical waste and adhere to Health Care Waste Management Policy. Operate heavy duty
cleaning machines. Be prepared to rotate within the scope of work and assist in messenger duties. Count clean and soiled linen. Collect food trolleys. Dish-up meals and clean utensils as per infection control prescripts.

**ENQUIRIES**: Ms M Lepota Tel No: (016) 428 7151

**APPLICATIONS**: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 930.

**NOTE**: Fully completed Z83, CV, certified copies of ID and qualifications not Older than six months. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three Months please consider your application unsuccessful. Pre-employment screening will be conducted to successful Candidates.

**CLOSING DATE**: 13 December 2019

**POST 43/100**: HOUSEHOLD AID REF NO: 24/2019 (X1 POST)
Directorate: Support Services

**SALARY**: R102 534 per annum (plus benefits)

**CENTRE**: Kopanong Hospital

**REQUIREMENTS**: Abet 3 or Grade 7/8 or equivalent. Good communication skills. Candidate must be able to read and write and be prepared to work under pressure and work shifts, day and night including public holidays. Candidate must be able to rotate when required, be honest, reliable and work in a team.

**DUTIES**: Clean bathrooms, showers, toilets, wards or departments, passages and waiting areas. Dust, wash, scrub and polish floors, walls, windows, stairs, fire escapes, side walls and anything as requested by the Supervisor. Clean equipment, wash dust bins and remove waste including medical waste and adhere to Health Care Waste Management Policy. Operate heavy duty cleaning machines. Be prepared to rotate within the scope of work and assist in messenger duties. Count clean and soiled linen.

**ENQUIRIES**: Ms M Lepota Tel No: (016) 428 7151

**APPLICATIONS**: Must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 930.

**NOTE**: Fully completed Z83, CV, certified copies of ID and qualifications not Older than six months People With Disabilities Are Encouraged To Apply. If you did not hear from us within three Months please consider your application unsuccessful. Pre-employment screening will be conducted to Successful candidates.

**CLOSING DATE**: 13 December 2019

**POST 43/101**: LAUNDRY WORKER REF NO: STDH/00023 (X2 POSTS)
Directorate: Admin & Support

**SALARY**: R102 534 – R120 780 per annum plus benefits

**CENTRE**: Sizwe Tropical Disease Hospital

**REQUIREMENTS**: ABET Level 4/Grade 10. Grade 12 or Certificate in seamstress and sewing skills will be an added advantage. Have good communication and writing skills.

**DUTIES**: Collecting and delivering dirty and clean linen from and to the wards. Loading and off-loading of linen. Counting and sorting of linen. Adhered to infection control. Washing and drying of clothes and blankets. Communicate with all stakeholders. Repair of linen, participate in bi-annual stock taking and to carry lawful instructions given by an authorized person.

**ENQUIRIES**: Mr MA Masuluke Tel No: (011) 531 - 4353

**APPLICATIONS**: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

**NOTE**: To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

**CLOSING DATE**: 13 December 2019
**POST 43/102**: FOOD SERVICE AID REF NO: 21/2019 (X1 POST)

**Directorate**: Food Service

**SALARY** : R102 534 per annum (plus benefits)

**CENTRE** : Kopanong Hospital

**REQUIREMENTS** : Abet 3 or Grade 7/8 or equivalent. Candidate must have basic food and hygiene knowledge and all other related food service issues. Candidate will be working shifts, on weekends and public holidays. Candidate must be able to read and write with good communication skills and be able to work in a team.

**DUTIES** : To prepare and dish up food for normal and therapeutic patients. This includes all the operational working of the Food Service Unit equipment. Wash all crockery and cutlery from the wards. Wash all pots and pans used in the unit. Be prepared to work in any area in the unit on a rotational basis or as requested. Do all other activities which include the maintaining of quality; hygiene and safety standards. Participate in all production processes. Adhere to Human Resources regulations and the Code of Ethics in the public service. Correlate all duties to give nutritional care to hospital patients and clients.

**ENQUIRIES** : Ms M V/d Merwe Tel No: (016) 428 7207

**APPLICATIONS** : Be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

**NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not Older than six months must People with Disabilities Are Encouraged to Apply. If you did not hear from us within three Months please consider your application unsuccessful. Pre-employment screening will be conducted to successful Candidates.

**CLOSING DATE** : 13 December 2019

**POST 43/103**: PORTER REF NO: STDH/00024

**Directorate**: Admin & Support

**SALARY** : R102 534 – R120 780 per annum plus benefits

**CENTRE** : Sizwe Tropical Disease Hospital

**REQUIREMENTS** : Grade 10/ Abet level4. Grade 12 certificate and portering experience will be an added advantage. Ability to read and write. Good communication skills. Be prepared and able to work shifts, weekends and public holidays.

**DUTIES** : Accompany walking patients to X-ray department and other treatment areas, and non-walking patients from government car into the wards. Assist in loading into and out of the ambulance or private vehicles. Assist nursing staff in transferring patients from beds/trolleys vice versa. Carry medical documentation of patients to wards /treatment centres. Collect red boxes (medication) from wards to Pharmacy on daily basis. Assist with shifting of medical equipment to and from rooms. Ensure that corpses are taken to mortuary. Responsible for cleaning of equipments.

**ENQUIRIES** : Mr JM Mokhine Tel No: (011) 531 4306

**APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

**NOTE** : To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

**CLOSING DATE** : 13 December 2019

**POST 43/104**: CLEANER REF NO: STDH/00025 (X2 POSTS)

**Directorate**: Admin & Support

**SALARY** : R102 534 – R120 780 per annum plus benefits

**CENTRE** : Sizwe Tropical Disease Hospital

**REQUIREMENTS** : Grade 10/ Abet level4. Grade 12 certificate will be an added advantage. Ability to read and write. Good communication skills. Be prepared and able to work shifts, weekends and Public holidays. Work as a team and rotate to other sections. Cleaning experience will be an added advantage.

**DUTIES** : Cleaning duties in all sections of institutions i.e. mopping, sweeping, scrubbing and polishing of floors. Clean walls, windows and toilets. Replace soap, toilet...
papers and empty bins. Proper use and management of cleaning equipment, waste and chemicals. Any other general duties that may be required by the supervisor.

ENQUIRIES: Mr MA Masuluke Tel No: (011) 531 - 4353

APPLICATIONS: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE: To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE: 13 December 2019

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

APPLICATIONS

Eastern Cape, Human Resources: Private Bag X0039, Bisho, 5605 Physical address: Old Pick and Pay Building, Bisho, 5605.

Free State, Human Resources: Private Bag X20616, Bloemfontein, 9300. Physical address: 14 Elizabeth Street, Civilia Building, 6th Floor, Room 605, Bloemfontein, 9300.


Limpopo, Human Resources: Private Bag X9710, Polokwane, 0700. Physical address: 21 Biccard Street, Polokwane, 0700.

Mpumalanga, Human Resources: Private Bag X11285, Nelspruit, 1200. Physical address: Nr 7 Government Boulevard, Riverside Government Complex Building Nr3, 1st Floor, Nelspruit, 1200.

Northern Cape, Human Resources: Private Bag X5042, Kimberley, 8301. Physical address: Mimoso Complex, Barkley Road, Kimberley, 8301.

North West, Human Resources: Private Bag X2068, Mmabatho, North West, 2745. Physical address: 4th Floor Provident Fund Building University Drive; Mmabatho, 2745.

Western Cape, Human Resources: Private Bag X9112, Cape Town, 8000. Physical address: Union House, 14 Queen Victoria Road, Cape Town, 8000.

CLOSING DATE: 13 December 2019

NOTE: Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications, certificates of service and identity document must accompany your signed application for employment (Z83). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 regulation 67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. DSD reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Applicants must submit separate application forms for each post and in case of hand delivery, register their employment application at the Provincial Office where they are applying.
OTHER POSTS

POST 43/105 : SOCIAL WORKER GRADE 1 (X200 POSTS)
Provincial Departments of Social Development: VEP and Prevention of Gender Based Violence Unit

SALARY : R257 592 per annum
CENTRE : Eastern Cape Provincial Department Ref No: L2/ Eastern Cape/2019 (X30 Posts)
Free State Provincial Department Ref No: L2/ Free State/2019 (X16 Posts)
Gauteng Provincial Department Ref No: L2/ Gauteng/2019 (X30 Posts)
Kwa-Zulu Provincial Department Ref No: L2/ Kwa-Zulu Natal/2019 (X30 Posts)
Limpopo Provincial Department Ref No: L2/ Limpopo/2019 (X20 Posts)
Mpumalanga Provincial Department Ref No: L2/ Mpumalanga/2019 (X18 Posts)
North-West Provincial Department Ref No: L2/ North West/2019 (X10 Posts)
Northern Cape Provincial Department Ref No: L2/ Northern Cape/2019 (X16 Posts)
Western Cape Provincial Department Ref No: L2/ Western Cape/2019 (X30 Posts)


DUTIES : Render a comprehensive, one-stop client social work service with regard to response, care, support, protection and development of vulnerable individuals and families in line with social development programmes: VEP (Gender Based Violence and Femicide), Children and Anti Substance Abuse. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Process intake and conduct assessments aimed at identifying conditions in individuals and families and identify relevant interventions. Implement referral mechanisms that will include follow-up and escalation of cases, as well as provision of feedback to affected individuals. Provide psychosocial support including containment, counselling including trauma counselling, guidance and advice to the affected individuals, groups, families and communities. Implement the various social work methods of intervention in line with client matter encountered. Monitor the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions. Inform the development of programmes aimed at addressing various social ills, vii) Produce and maintain records of social work interventions, processes and outcomes and statistics to analyse trends. Keep up to date with new developments in the social work and social welfare field (Continuing Professional Development). Perform all the administrative functions required of the job.

ENQUIRIES : Eastern Cape Ms Shirley Hugo Tel No: (066) 3074628
Free State: Ms Makgotso Motsemme Tel No: (051) 400 0308
Gauteng; Mr Tebogo Itumeleng Tel No: (011) 355 7732
KwaZulu-Natal: Ms Fezile Luthuli Tel No: (033) 264 2053
Limpopo: Ms Lizy Mashimbye Tel No: (015) 293 6024
Mpumalanga: Ms Zodwa Maseko Tel No: (031) 766 3120
Northern Cape: Ms Melanie Kivido Tel No: (053) 874 9107
North West: Ms Dipuo Mokgoro-Ramosime Tel No: (018) 388 2293
Western Cape: Mr Charles Jordan Tel No: (021) 483 2197
REGIONAL ADMINISTRATION: KWAZULU-NATAL

DEPARTMENT OF HEALTH

The KZN Department of Health 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.

OTHER POSTS

POST 43/106 : MEDICAL SPECIALIST: SURGERY GRADE 1, 2 &3 REF NO: PSH 65/19 (X1 POST)

SALARY : Grade 1: R 1 106 040 per annum
Grade 2: R 1 264 623 per annum
Grade 3: R 1 467 651 per annum

The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions apply)

CENTRE : Port Shepstone Hospital

REQUIREMENTS : Grade 1: No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist. Grade 2: Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist. Grade 3: Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist. Attach proof of working experience endorsed by Human Resource Department/ Employer. N.B.: (Proof of experience and/or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading). Senior certificate, MBChB degree & FCS/Surgery. An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Surgery. Current HPCSA Registration card 2019/2020. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Surgery Knowledge, Skills and Experience Clinical knowledge, competency and skills in department of Surgery. Sound knowledge of health care system medical ethics. Good communication skills, leadership and decision making qualities. Relevant teaching experience (clinical and operative) necessary for junior medical officers/interns training. Must have interests in research. Successful candidate will be obliged to perform an outreach programme under the guidance of the Head of Department. Knowledge of current Health and Public Service Legislation, regulations and Policies. Good team building and problem solver. Excellent human, communication and leadership skills. Awareness of cross-cultural differences. Concern for excellence.

DUTIES : Provide specialist services in designated area of responsibility within accepted guidelines and protocols. Provide appropriate level of care, referral pathways, seamless and integrative service delivery system. Supervision and training of junior staff at clinical and operative level. Facilitation of academic meetings. Must be able to provide an afterhours/emergency service as unit requirements. Review and implementation of district health service protocols. Statistical analysis to be able to produce relevant journal publications. To attend regular interdisciplinary meetings. To facilitate Outreach Programme to other hospitals within the district. To perform administrative duties required by the department. Provision of quality patient centred care for all patients. Training of undergraduate and post graduate medical students. Examination, investigation and treatment of patients in the clinics and wards as lay down by the Head of Department. Participation in activities within the discipline including Case presentations, Ward round presentations, Journal club and other departmental meetings. Conduct audits, morbidity and mortality reviews, develop clinical guidelines, protocols, quarterly reports, monitoring of inappropriate referrals for specialty. Provide surgical care to patients with surgical conditions, including trauma. Be responsible for basic operations, especially for general surgery emergencies and trauma. To supervise and teach new doctors in the treatment of general surgical conditions, including trauma. Conduct out-patient clinics in the hospital. Conduct patient management in the wards including both High
Care (Resus unit) and Intensive Care Unit and ensuring set standards are
maintained. Be responsible for all letters and assist patients with SASSA forms
and medico-legal issues and forms. Conduct research in the field of general
surgery and trauma.

ENQUIRIES : Dr. N. Naidoo Tel No: (084) 4247410 or Tel No: (039) 688 6000 ext. 6267 or
Dr. M. Panajatovic Tel No: (039) 688 6147

APPLICATIONS : Application should be submitted for attention: Human Resource Manager, Port
Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240.

FOR ATTENTION NOTE
Applicant for employment (Z83). Certified copy of Identity document. Certified
copy of Matric, MBChB qualification. Certified copy of Specialist
qualification/equivalent. Certified copy of HPCSA Registration as a Specialist.
Proof of payment of HPCSA annual fees or relevant Certificate. Detailed
Curriculum vitae. NB: Application form (Z83) and C.V. with certified copies of
ID, educational qualifications. Please note that due to financial constraints,
there will be no payment of S&T Claims. The appointments are subject to
positive outcomes obtained from the State Security Agency (SSA) to the
following checks (criminal clearance, credit records, and citizenship),
verification of Educational Qualifications by SAQA, verification of previous
experience from Employers and verification from the Company Intellectual
Property Commission (CIPC). The appointment is subject to positive outcome
obtained from the NIA to the following checks: security clearance, credit
records, qualification, citizenship and previous experience employment verification

CLOSING DATE : 13 December 2019 at 16h00

POST 43/107 : MEDICAL SPECIALIST (FAMILY MEDICINE) (GRADE 1 - 3) REF NO: NKAH
08/2019)

Department: Medical Component
(Re-Advertisement: Those who applied previously do not need to re- apply)

SALARY : Grade 1: R1 106 040 - R1 173 900 (Salary Package)
Grade 2: R1 264 623 - R1 342 230 (Salary Package)
Grade 3: R1 467 651 - R1 834 890 (Salary Package)
Other Benefits: In-hospital Allowance of 18%

CENTRE REQUIREMENTS : Nkandla District Hospital

MBCHB Qualification. Appropriate qualification that allows for registration with
the Health Profession Council of South Africa (HPCSA) as a Medical Specialist
in a normal speciality (i.e. Family Medicine). Current registration with Health
Professionals Council of South Africa (HPCSA) as a Medical Specialist in
Family Medicine. Unendorsed valid Code B driver’s licence (Code 08). Proof
of current and previous working experience endorsed by Human Resource
Department (Certificate of Service). Applicants must submit confirmation letter
of relevant experience from their supervisors in an official letterhead of the
employer when they apply. Grade 1: (No experience required) Grade 2: (5
years’ experience after registration with the HPCSA as Medical Specialist
Grade 3: (10 years’ experience after registration with the HPCSA as a Medical
Specialist NB: Appointees will be expected to participate in the clinical teaching
of undergraduate and/or postgraduate students Knowledge, Skills, Attributes
And Abilities Sound clinical knowledge and experience in the relevant
discipline. Knowledge of current Health and Public Service legislation,
regulation and policy including medical ethics, epidemiology and statistics.
Good communication, leadership, decision-making and clinical skills. Ability to
teach junior doctors and participate in continuing professional development.

DUTIES : Provide safe, ethical and high quality of care through the development of
standards and risk assessments in the area of clinical and customer care
(patient perspective) in the respective speciality. Provide a full package
services including after hour services. Develop, maintain and audit the correct
implementation of clinical protocols and guidelines, implement and maintain an
efficient, effective and seamless service delivery process within the institution
and referring facilities. Plan and provide continuous medical education to
multidisciplinary team members and conduct and stimulate research. Manage
and direct performance of junior staff within the area of control. Align clinical
service delivery plans with hospital plans and priorities. Provide specialist
services and support to the Clinical Head of Unit. Ensure compliance with
National Core Standards. Participate in the continued medical education
programme in the institution. Manage EPMS of junior staff. Participate in the
extended management activities. Develop, implement and monitor quality improvement programmes. Develop and participate in the Outreach Programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate student. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congress. The incumbent should have comprehensive knowledge of the speciality discipline. Competence in the clinical evaluation of patients, interpretation of special investigations within the discipline. Render an efficient and cost-effective health services to patients managed by the institution. Ensure clinical governance within the discipline. Deliver an effective and efficient administration within the discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of services within the discipline. Assist the HCU in the development of management protocols/policies for the Department Discipline. Assist with quality improvement imperatives including clinical audits (morbidity and mortality reporting and reviewing, clinical documentation audits, etc) and continuous professional development activities. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After-hour participation in call rosters.

ENQUIRIES:
Mr. JN Shabane Tel No: (035) 833 5001 (Chief Executive Officer)

APPLICATIONS:
should be directed to: Human resource Manager: Nkandla Hospital, Private Bag X102, Nkandla, 3855 or Hand delivered to Nkandla Hospital, 491 Mbatha Lane, Nkandla, 3855.

NOTE:
Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.

CLOSING DATE: 13 December 2019

POST 43/108: MEDICAL SPECIALISTS: NEPHROLOGY REF NO: ST 21/2019 (X1 POST)
Component: Internal Medicine
(4year Post)

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

CENTRE
Durban Functional Region and Ilembe District

REQUIREMENTS
MBChB or equivalent, FCP (SA) or equivalent. Current Registration with HPCSA as a Specialist Physician. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions

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Council of South Africa. **Grade 1**: requires appropriate qualification plus registration with Health Professions Council as a Specialist Physician. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. **Grade 2**: requires appropriate qualification and a minimum of 5 years post registration experience as a Specialist Physician. **Grade 3**: requires appropriate qualification and a minimum of 10 years post registration experience as a Specialist Physician. Candidates will be entitled to receive the necessary allowances while rotating through Stanger and IALCH. Knowledge, Skills, Training and Competency Required: Drivers Licence and own transport. An ability to teach and supervise registrars, medical officers, interns, medical students, ancillary and nursing staff. Management Skills: Good administrative, decision making and communication skills. Knowledge of the ethical and academic basics of research principles. In-depth knowledge of medical ethics and its application to nephrology.

**DUTIES**

Rotating post (1) between Inkosi Albert Luthuli Hospital and General Justice Gizenga Mpanza Regional Hospital. The rotation periods for the post will be at 6 monthly intervals between each hospital for a total of 4 years. Function as a Senior Registrar in the Nephrology department. To be actively involved at IALCH and the Durban functional region in the operation of the unit for a period of 6 months in the year. Manage acute and chronic haemodialysis, peritoneal dialysis, transplantation, acute and chronic kidney disease. Supervise and manage medical officers, medical registrars and allied staff at IALCH. Participate in the academic programme in the Department of Medicine at Nelson R Mandela School of medicine, including student teaching and undergraduate exams while rotating at IALCH and General Justice Gizenga Mpanza Regional Hospital. Actively participate in the academic programme of the Department of Nephrology. Perform audits and be involved in the operational planning and research in the Department of Nephrology and Internal Medicine at General Justice Gizenga Mpanza Regional Hospital. Manage a medical firm during 6 monthly rotations in General Justice Gizenga Mpanza Regional Hospital. Supervision of medical registrars, medical officers, interns and medical students in General Justice Gizenga Mpanza Regional Hospital. Participate in the academic programme, research and management of Internal medicine at General Justice Gizenga Mpanza Regional Hospital. Function as a general physician with an interest in nephrology at Stanger Hospital. Perform clinical outreach duties within Ilembe district while at General Justice Gizenga Mpanza Regional Hospital. Develop a renal referral system for the surrounding districts. Participate in and supervise outpatient nephrology clinics, haemodialysis and peritoneal dialysis units. Work with a multidisciplinary renal team at Stanger Hospital. The successful candidate is required to participate in compulsory after-hours overtime work during both rotations.

**ENQUIRIES**

Dr BD Ramjiwan Tel No: (032) 4376263/ Tel No: (032)4376000 or Prof A Assounga: Tel No: (031) 2401324/0312401325

**APPLICATIONS**

Applications to be forwarded to: Human Resources Department, The Human resource manager, General Justice Gizenga Mpanza Regional Hospital, Private Bag x10609, Stanger 4450

**FOR ATTENTION**

Mr. S. Govender

**NOTE**

The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualifications (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 21/2019. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the Intellectual Property (CIPC). The Department reserves
the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Emailed or faxed applications are not allowed.

**CLOSING DATE**: 20 December 2019

**POST 43/109**: MEDICAL SPECIALIST REF NO: MEDSPECANAESTH/4/2019 (X4 POSTS)

**Department**: Anaesthetics

**SALARY**

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

**CENTRE**

- Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

- Current Registration with the Health Professions Council of South Africa as a specialist. **Grade 1**: requires appropriate qualification plus registration with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. **Grade 2**: requires appropriate qualification, registration certificate plus 5 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. **Grade 3**: requires appropriate qualification, registration certificate plus 10 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology.

**Recommendations**: Candidates who have successfully passed the FCA 2 examination and completed or submitted their MMED’s for publication/examination, and are registrable with the CMSA within 6 months of the interviews, may also apply. For newly qualified applicants, performing duties as acting consultant will be considered an advantage. Experience and interest in Anaesthesia for Cardiothoracic and Neurosurgery anaesthesia will be an advantage. Knowledge, Skills, Training And Competencies Required: Knowledge and skills in Clinical Anaesthesia, including Paediatric Anaesthesia, Anaesthesia for High Risk Obstetrics, Perioperative Medicine, Emergency and Trauma Anaesthesia, Acute and Chronic Pain, Anaesthesia for Cardiothoracic Surgery, Neurosurgery Anaesthesia and Head and Neck Surgery and Specialized Surgery Services. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team, in a tertiary/ quaternary level setting, and the ability to triage emergencies. Behavioural attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships. Management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

**DUTIES**

- Assist the Anaesthetic head of department and heads of clinical units with provision of Anaesthetic services at IALCH and the Durban metropolitan area, as required. Assist the head of department and heads of clinical units with the monitoring of these services to identify needs, and to advise as to the formulation and implementation of staffing and health care programmes in the areas related to Anaesthesia. Assist with the perioperative management of patients in the pre anaesthetic clinic, theatre and the Post Anaesthesia Care Unit. Assist with the management of acute and chronic pain in the Pain Clinic and the wards. Provide a consultative service on Anaesthesia related matters at IALCH within the staffing norms. Provide after-hours Anaesthetic consultative service for the theatres and units based at IALCH when on call (nights, weekends, public holidays), within the prescribed limits. Assist the head of department and heads of clinical units with the development, revision and implementation of guidelines, protocols and clinical audits, to optimise patient care in the theatres and wards with the resources available. Be part of the multi-disciplinary team when deemed necessary. Optimise delegated use of Human and other resources. Assist with auditing the activity and outcomes of services of the Anaesthetic Department. Be actively involved in the Departmental undergraduate and post-graduate teaching programmes.

**ENQUIRIES**

- Dr S Bechan Tel No: (031) 240 1762

**APPLICATIONS**

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

CLOSING DATE: 13 December 2019

POST 43/110: MEDICAL SPECIALIST REF NO: MEDSPECRADONCO/2/2019
Department: Radiation Oncology

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

CENTRE: IALCH

REQUIREMENTS: MBChB or equivalent. Registration Certificate as a Specialist: Radiotherapy Oncologist with the HPC of SA and Current Registration Card with HPCSA. Experience: Grade 1: Experience: Not applicable. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with Health Professional Council of South Africa as a Specialist in Radiation Oncology. Grade 2: Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist in Radiation Oncology. Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Specialist in Radiation Oncology. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge within the discipline. Ability to deal with all oncological emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage adult patients with solid organ malignancies and selected lymphomas. Competent in the radiotherapy management of paediatric malignancies.

DUTIES: Provision of holistic care for oncology patients. Maintain medical records. Participate in the Quality Improvement Programmes of the Department/Hospital. Maintain clinical, professional and ethical standards. Be involved in community-orientated/outreach programmes including the provision of expert advice and services to all health facilities within the province as delegated. Participation in provision of postgraduate health personnel teaching. Attend departmental academic sessions and meetings. The successful applicant will be required to perform after hour duties and be part of a multi-disciplinary team when deemed necessary. Participate in Clinical Governance. Please note that the above duties will be performed at IALCH and Addington Hospital.

ENQUIRIES: Dr Shona Bhadree Tel No: (031) 240 1920
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE : 13 December 2019
POST 43/111 : ASSISTANT MANAGER NURSING (AREA) REF NO: EMP36/2019
SALARY : Grade 1: R562 800 - R652 437 per annum. Other Benefits: 8% In-Hospitalable Allowance, 13th Cheque, home owners (Employee must meet prescribed requirement), medical aid (optional)
CENTRE : Empangeni
REQUIREMENTS : The appointment to Assistant Manager Nursing (General) Gr1, requires Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse, Certificate of Registration with SANC, Annual registration with SANC (2019), A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing, At least three years of the experience referred to above must be appropriate/recognizable experience at management level. Proof of employment/Certificate of Service endorsed by the Human Resource office must be attached to application. Knowledge, Skills, Attributes And Abilities: Knowledge of Public Service Acts, regulations and policies, Knowledge of SANC rules and regulations, Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks, Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Team building and diversity Management skills. Good Leadership Skills.
DUTIES : Provision of strategic leadership and directive during night duty services. Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Ability to direct a multi-disciplinary team to ensure good patient care. Ensure provision of quality patient care services. Advocate for the maintenance of good clinical governance throughout the facility. Work effectively and amicable, at management level, with persons of diverse intellectual, cultural, racial or religious difference. Deal with disciplinary and grievance matters in monitoring of absenteeism. Able to manage own work and of units reporting to the post, and to ensure appropriate interventions to enhance nursing services. Able to develop and maintain a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate the required computer literacy to adequately manage information according to the requirements of the hospital. Able to plan, maintain and control the nursing services budget for the relevant area. Manage all complaints in an amicable manner.
ENQUIRIES : Miss EPCN Mtshali Tel No: (035) 907 7005
APPLICATIONS : All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.
FOR ATTENTION : Deputy Director Human Resources: Mr SM Ndabandaba Tel No: (035) 9077011
NOTE : All Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or
from the website www.kznhealth.gov.za. The Z83 form 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 Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective date and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must be available for interviews at a date and time determined by the KZN Department of Health. 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). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T, Resettlement & relocation claims will not be processed.

**CLOSING DATE**: 13 December 2019

**POST 43/112**: ASSISTANT MANAGER NURSING: GENERAL (MONITORING AND EVALUATION) REF NO: OTHO/CHC 20/2019 (X1 POST)

**SALARY**: Grade 1: R562 800 per annum. (OSD). Other Benefits: 13th Cheque, 12% rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

**CENTRE**: Othobothini CHC (Jozini)

**REQUIREMENTS**: Senior Certificate/STD 10/ Grade12. Basic R425 qualification (diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. At least Code 08 driving licence. Proof of current registration with SANC (2019). Knowledge and understanding of legislative framework governing the public service including knowledge of HR and Finance policies and practices. Good communication, report writing and facilitation skills. Ability to work in a multidisciplinary team setting and maintaining meaningful relationship with a diverse community. Ability to plan and organize own work time, and that of supervised personnel. Planning, coordinating and organising skills. Conflict Management and negotiation skills. Leadership skills and problem solving and skills. Certificate of Service/proof of experience endorsed by HR.

**DUTIES**: Co-ordinate the development of service delivery operational and improvement plans for facility and attached clinics. Implement, monitor and evaluate early warning system on the implementation of institutional plans. Manage, supervise and oversee Data Management, Quality Assurance and Infection Prevention and Control programs in the institution and attached clinics. Coordinate the development, compilation and alignment of all institutional plans with the District Health plan. Oversee the development, implementation and maintenance of a reliable and accurate information management system in line with Departmental policy and system imperatives. Ensure that the facility meets deadlines of reporting by compiling and submitting institutional reports on time. Actively monitor and evaluate the performance of institutional performance, compile reports on deviation and inform management timeously. Coordinate the formulation and functioning of all clinical governance committees. Actively drive quality assurance and service excellence initiatives and ensure implementation of the total quality management framework. Coordinate staff training and updates on quality health care initiatives for ensuring service excellence.

**ENQUIRIES**: Mr R.M.S. Ngcobo Tel No: (066) 3830 886
APPLICATIONS: Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 or hand deliver to Othobothini CHC HR Department.

NOTE: Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za. No faxed or e-mailed applications will be accepted. Certified copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/ verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

CLOSING DATE: 13 December 2019

POST 43/113: OPERATIONAL MANAGER (HAST & TB SERVICES) (GRADE 1) REF NO: PCHC 13/2019

SALARY: R562 800 per annum. Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

CENTRE REQUIREMENTS: Phoenix Community Health Centre

REQUIREMENTS: Senior certificate/ Matric or equivalent plus Basic R425 qualification - Degree / Diploma in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in Primary Health Care. Proof of current registration with SANC as a Professional Nurse (2019/2020 receipt). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. An additional qualification is required for the period referred to the above must be appropriate/recognizable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality. Proof of experience and certificate of service from current/previous employers must be stamped, signed and endorsed by Human Resource must be attached. Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act, Knowledge of nursing care processes and procedure, Batho Pele Principles and Patients Right Charter, Labour Relations Act, Grievance Procedure etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES: Ensure implementation of TB/HIV prevention programme in the sub district (High Transmission area/STI/Condom distribution and MMC in line with the district Health Plan. Participate actively in Operation Sukuma Sakhe programme. Monitor indicators which measures TB/HIV prevention practices in the sub district, provide support and report findings to the sub district health management. Work as a part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and with multidisciplinary team. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the institution and all sub district facilities and give guidance. Monitor implementation and performance of TB/HIV indicators on daily, weekly and monthly basis, provide feedback to sub district management. Participate in conduction of clinic open days within the sub district. Plan, organize and conduct community rallies and events that conveys health messages and practices which support health programmes strategies. Participate in activities aimed at fully integrating HIV, AID and TB prevention programmes to the main stream of health care services within the sub district.

ENQUIRIES: Mr MA Ndlovu (Deputy Manager Nursing) Tel No: (031) 538 0808

APPLICATIONS: Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300
FOR ATTENTION: Ms H.S Khuzwayo
NOTE: Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2018. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

CLOSING DATE: 13th December 2019

POST 43/114: OPERATIONAL MANAGER (STARWOOD PHC) (GRADE 1) REF NO: PCHC 14/2019

SALARY: R562 800 per annum. Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

CENTRE REQUIREMENTS: Starwood PHC (Phoenix Community Health Centre)

Senior certificate/ Matric or equivalent plus Degree/Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Current registration with SANC as a General Nurse, Midwifery and Primary Health Care Nursing. Current SANC receipt (2019/2020). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in General nursing at least 5years must be appropriate/recognizable experience after obtaining the one year post basic qualification in PHC. Proof of experience and certificate of service from current/previous employers must be stamped, signed and endorsed by Human Resource must be attached. Recommendations: Valid Code 08 driver’s license Knowledge. Computer literacy. Skills, Attributes and Abilities required: Knowledge of nursing care processes and procedures nursing stauts and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and solving abilities within the limit of the public sectorand institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills.

DUTIES: Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and with multidisciplinary team. Ensure the effective communication with patients, community and with multidisciplinary team. Ensure the effective and efficient allocation of resources, including the development of staff, budgetary, procurement planning inputs and maintenance of the prescribed information management systems. Undertake comprehensive supervision of staff. Participate in the analysis and formulation of nursing policies and procedures. Undertake monitoring and evaluation functions at the clinic and catchment area, ensuring verified data returns, analysis of data for local use and if required plan and implement corrective actions. Deal with disciplinary issues, grievances and other labour issues including monitoring and managing absenteeism. Provide direct and indirect supervision of all staff within the institution and all sub district facilities and give guidance. Monitor implementation and performance of TB/HIV indicators on daily, weekly and monthly basis, provide feedback to sub district management. P Ensure the development and review a community profile to ensure focused emphasis on the health promotion and prevention of diseases to provide community based activities for health promotion and disease prevention. Participate in conduction of clinic open days within the sub district. Participate in activities aimed at fully integrating HIV, AID and TB prevention programmes to the main stream of health care services.

ENQUIRIES: Mr MA Ndlovu (Deputy Manager Nursing) Tel No: (031) 538 0808
APPLICATIONS: Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300.

FOR ATTENTION: Ms H.S Khuzwayo
NOTE: Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2018. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

CLOSING DATE: 13th December 2019

POST 43/115: RADIOGRAPHER – ULTRA SONOGRAPHER REF NO: RADULTRASONOGRAPHER/1/2019 (X1 POST)

Department: Cardiology

SALARY:
- Grade 1: R395 703 per annum, Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.
- Grade 2: R466 119 per annum plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescrib⾦ requirements.
- Grade 3: R549 066 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS:
- Diploma or Bachelor degree in Radiography (Ultra Sonography). Current registration with the Health Professions Council of South Africa as a Radiographer (Ultra Sonographer). Four (4) years ‘appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Experience: Grade 1: Four (4) years ‘appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Applicants with a four (4) year Radiography speciality qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer and will be paid a Diagnostic Radiographer salary. Current Community Service workers can apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Radiographer (Ultra Sonographer). Grade 2: Minimum 14 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 10 years must be after registration as Radiographer (Ultra Sonographer). Grade 3: Minimum 24 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 20yrs must be after registration as a Radiographer (Ultra Sonographer).

Knowledge, Skills, Training and Competencies:
- Sound knowledge of Echocardiographic procedures and ultrasound equipment. Knowledge of relevant Health and Safety policies. Sound planning and organizational skills. Sound communication and problem solving skills Computer literacy.

DUTIES:
- Perform all echocardiographic and assist with semi-invasive procedures in the Echo Laboratory. Scan and report on echocardiographic findings. Participate in the departmental outreach and teaching programme. Take an active role of high quality service in line with Batho Pele principles. Must be prepared to multi-skill in all areas of technology including research. Perform any other duties relevant to the work situation, which may be allocated by the supervisor or the head of department. Participate in call duties.

ENQUIRIES:
- Prof D.P Naidoo Tel No: (031) 2402207

APPLICATIONS:
- All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, matric certificate, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the...
requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APR0/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE: 13 December 2019

POST 43/116: CLINICAL NURSE PRACTITIONER (PHC) REF NO: NKAH 09/2019 (X1 POST)
Department: Primary Health Care: School Health Services
(Re-Advertisement: Those who applied previously need to re-apply)

SALARY:
- Grade 1: R383 226 – R444 276 per annum
- Grade 2: R471 330 – R579 696 per annum

Other Benefits: 13th Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance.

CENTRE: Nkandla Hospital

REQUIREMENTS:
Senior Certificate (Grade 12). Degree/National Diploma in nursing that allows Registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care. Current SANC receipt (2019). Proof of current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Grade 1: A minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Knowledge, Skills, Attributes and Abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

DUTIES:
Provide comprehensive Primary Health Care services to all learners in their catchment population. Attend to assessment and immunisation campaign required by the Department of Health. Treat, screen, educate and refer the learners accordingly. Attend to administrative duties and supervision. Conduct programmes and monthly statistics. Responsible for smooth running of the programmes in the schools.

ENQUIRIES:
Mrs. SJ Nguse Tel No: (035) 833 5047

APPLICATIONS:
Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855.

FOR ATTENTION:
Mrs. SG Masikane

NOTE:
Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae,
certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.

CLOSING DATE : 13 December 2019
POST 43/117 : CLINICAL NURSE PRACTITIONER (STARWOOD PHC) (GRADE 1) REF NO: PCHC 12/2019 (X1 POST)

SALARY : R383 226 per annum. Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)
CENTRE : Starwood PHC (Phoenix Community Health Centre)
REQUIREMENTS : Senior certificate/Matric or equivalent plus Degree/Diploma in General Nursing, Midwifery plus one year post basic qualification in Primary Health Care. Proof of current registration with SANC as General Nursing and Primary Health Care (2019/2020 receipt). Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Certificate of service from current/previous employers stamped by HR must be attached: Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act, Knowledge of nursing care processes and procedure, Batho Pele Principles and Patients Right Charter, Labour Relations Act, Grievance Procedure etc, Display a concern for patient, promoting and advocating proper treatment, Sound understanding of legislation and related ethical nursing practices within a primary health care environment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal skills, Good sight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related polies.
DUTIES : Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined from a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of inert intellectual, culture race or religious differences. Able to manage own work time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Supervision of patient and provision of basic patient needs eg oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to client including administering of prescribed medication and ongoing observation of patient in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilisation and safe keeping of basic medical, surgical pharmaceutical and stock.
ENQUIRIES : Mr MA Ndlovu (Deputy Manager Nursing) Tel No: (031) 538 0808
APPLICATIONS : Application to be forwarded to: The Human Resource Manager, Phoenix
Community Health Centre, Private Bag x007, Mt Edgecombe 4300.

FOR ATTENTION : Ms H.S Khuzwayo

NOTE : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2018. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

CLOSING DATE : 13 December 2019

POST 43/118 : PROFESSIONAL NURSE (SPECIALTY) GRADE 1 & 2: OPERATING THEATRE REF NO: PNS2/OT/2019 (X4 POSTS)

SALARY : Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)

CENTRE : Addington Hospital: KwaZulu-Natal

REQUIREMENTS : Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification – Operating Theatre Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Specialty: Operating Theatre Nursing Science. Current registration receipt with SANC. In-Service applicants to produce SAQA verification if available may be requested from your Human Resource Dept. Certified copies of certificates of service stating relevant experience as a Professional Nurse AND Professional Nurse (Specialty) experience in Operating Theatre. Updated Curriculum Vitae with email address indicated. Experience Grade 1: A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse and Midwife with the South African Nursing Council. Must have at least one year Post Basic Operating Theatre experience after obtaining the 1 year post-basic Qualification is the relevant speciality. Grade 2: A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Recommendation: At least 1 – 2 years’ experience in Operating Theatre Nursing would be an advantage. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Must have good knowledge of Cardiac Conditions. Basic Computer skills.

DUTIES : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level
ENQUIRIES: Ms T Wanda Tel No: (031) 327 2000

APPLICATIONS: All applications to be posted to: The Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.

NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview. Employment Equity For The Post Is: African Male Note: Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender. African Male.

CLOSING DATE: 18 December 2019

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS: Direct or hand deliver applications to the addresses as indicated below: - For Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3200 For Attention: Ms PN Mkhize.

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

UMgungundlovu, UGu and Harry Gwala Districts) The District Director: Department of Social Development, Private Bag X1724, Pietermaritzburg: 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3201. For Attention: Mr PC Madonsela.

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

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

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

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

Amajuba District: The District Director: Department of Social Development, Private Bag X6680; Newcastle; 2940 or hand deliver to 941 Church Street, Charlestown; 2940. Attention: Mr TM Nguse.
CLOSING DATE: 13 December 2019

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

MANAGEMENT ECHELON

POST 43/119: DEPUTY DIRECTOR-GENERAL: SOCIAL SERVICES REF NO: DSD01/03/2019HO

SALARY: R1 521 591 per annum (Level 15) (All-inclusive remuneration package)

CENTRE: Head Office

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

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

ENQUIRIES: Mr SG Ngubane Tel No: (033) 348 5518

POST 43/120: CHIEF DIRECTOR: STRATEGY AND SYSTEMS RE NO: DSD02/03/2019HO

SALARY: R1 251 183 per annum (Level 14) (All-inclusive remuneration package)

CENTRE: Head Office

REQUIREMENTS: Qualifications: Bachelor’s Degree in Public Administration (NQF Level 7); A minimum of 5 years’ experience at a senior managerial level in strategy and planning environment; A valid driver’s licence. Knowledge: Working knowledge of the Public Service; Policy Analysis and development; Public Service Act and Regulations; Labour Relations Act and Relevant Regulations; Interpretation of Statute; Administrative Law; Research Methodology; PFMA and Treasury Regulations; Organizational behaviour analysis; Strategic business management; Ministerial Handbook; Social Dynamics of KwaZulu-Natal Communities; Basic Conditions of Employment Act; Promotion of Equality and
Prevention of Unfair Discrimination Act and other relevant Acts/Legislative Mandates. Skills/Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

**DUTIES**
- Ensure the provision of integrated analysis and policy coordination services; Manage institutional performance assessment and programmes evaluation services; Manage and implement organizational development, change management and service delivery; Manage the provision of communication services and stakeholder management; Manage and facilitate the provision of information communication and technology management services; Provide leadership and strategic direction to the Chief Directorate and inputs to the Department strategy; Manage the resources of the Chief Directorate.

**ENQUIRIES**
- Mr SG Ngubane Tel No: (033) 348 5518

**POST 43/121**
- CHIEF DIRECTOR: INSTITUTIONAL OPERATIONS MANAGEMENT (NORTH AND MIDLANDS REGIONS) (X2 POSTS)

**SALARY**
- R1 251 183 per annum. (Level 14) (All-inclusive remuneration package)

**CENTRE**
- North and Midlands Regions:
  - North Ref No: DSD03/03/2019HO
  - Midlands Ref No: DSD04/03/2019HO

**REQUIREMENTS**
- Qualifications: Bachelor’s Degree in Social Work (NQF Level 7); Registration with the South African Council for Social Service Professions as a Social Worker; Proof of current registration with the South African Council for Social Services Profession as a Social Worker; A minimum of 5 years’ experience at a senior management in the Social Work environment; A valid driver’s licence.
- Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Labour Relations Act; Public Finance Management Act; Treasury Regulations; Research Methodology; Policy Analysis and Development; Knowledge management; Organisational behaviour analysis; Strategic business management; Community Development; Welfare Laws; National Development Plan; Provincial Growth and Development Plan; Service delivery frameworks; Employee Performance Management and Development System. Skills/Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

**DUTIES**
- Provide strategic coordination and facilitate the delivery of services; Ensure the provision of support services to the district offices; Ensure the development and implementation of policies; Provide leadership and strategic direction to the Chief Directorate and input to the Department; Manage resources of the Chief Directorate.

**ENQUIRIES**
- Mr SG Ngubane Tel No: (033) 348 5518

**POST 43/122**
- DIRECTOR: HIV/AIDS AND SUPPORT REF NO: DSD07/03/2019HO (Re-advertisement)

**SALARY**
- R1 057 326 per annum (Level 13) (All-inclusive remuneration package)

**CENTRE**
- Head Office

**REQUIREMENTS**
- Qualifications: Bachelor’s Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 5 years’ experience at a middle/senior managerial level in social work environment; A valid driver's licence. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Social Welfare Laws; Community Development Laws; Public Finance Management Act and Treasury Regulations; Employment Equity Act; Research Methodology; National Development Plan; Youth Development Policy; Community Outreach; Service Delivery Frameworks; Employee Performance Management and Development System. Skills/Core Competencies: strategic capability and leadership; people management and empowerment; financial management; change
management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

**DUTIES**

Manage the provision of care and support to those affected and infected with HIV/AIDS; Manage the provision of Social Relief of Distress; Ensure integration of HIV/AIDS support services with other stakeholders; Manage the development and implementation of policies; Provide leadership and strategic direction to the Directorate and input to the Department Strategy; Manage resources of the Directorate.

**ENQUIRIES**

Ms PF Luthuli Tel No: (033) 264 2053

**POST 43/123**

**DIRECTOR: UTHUKELA AND ILEMBE DISTRICTS (X2 POSTS)**

(Re-advertisement)

**SALARY**

R1 057 326 per annum. (Level 13) (All-inclusive remuneration package)

**CENTRE**

uThukela and ILembe Districts:

UThukela District Ref No: DSD08/03/2019UTH
ILembe District Ref No: DSD10/03/2019ILEMB

**REQUIREMENTS**

Qualifications: Bachelor’s Degree in Social Work (NQF Level 7); Registration with the South African Council for Social Service Professions as a Social Worker; proof of current registration with South African Council for Social Service Professions as a Social Worker; A minimum of 5 years’ experience at a middle/senior managerial level; A valid Driver’s licence. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Fraud Prevention Strategies; Social Welfare Laws; Labour Relations Act; Non-Profit Organisations Act; Basic Conditions of Employment Act; Procurement Legislation; Public participation; Employee Performance Management and Development Systems; Community Outreach; Service Delivery Frameworks; Social dynamics of KwaZulu-Natal Communities; Provincial Growth and Development Plan. Skills/Core Competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

**DUTIES**

Manage the provision of social welfare services; Manage the provision of services to children and families; Manage the provision of restorative services; Manage and facilitate the provision of community development; Manage the provision of quality assurance; Manage the provision of corporate services; Provide leadership and strategic direction to the District and input to the Department strategy; Manage resources of the District and provide inputs to the policies.

**ENQUIRIES**

Ms NPD Hlatshwayo (UThukela District) Tel No: (036) 634 6600
Ms A Mbatha (ILembe District) Tel No: (031) 336 8704

**POST 43/124**

**DIRECTOR: OLDER PERSONS AND PERSONS WITH DISABILITIES REF NO: DSD12/03/2019HO**

(Re-advertisement)

**SALARY**

R1 057 326 per annum. (Level 13) (All-inclusive remuneration package)

**CENTRE**

Head Office

**REQUIREMENTS**

Qualifications: Bachelor’s Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with the South African Council for Social Services Profession as a Social Worker; A valid driver’s licence; A minimum of 5 years’ experience at a middle/senior managerial level in the social work environment. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Knowledge of policy analysis and development; Labour Relations Act; Welfare Laws; Research Methodology; Public Finance Management Act; Treasury Regulations; Organizational behaviour analysis; Strategic business management; Employee Performance Management and Development System. Skills/ Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy
DUTIES: Manage and facilitate the provision of services to older persons; Manage and facilitate the provision of services to persons with disabilities; Manage the development and implementation of policies; Provide leadership and strategic direction to the Directorate and input to the Department Strategy; Manage resources of the directorate.

ENQUIRIES: Ms PF Luthuli Tel No: (033) 264 2053

OTHER POSTS

POST 43/125: SERVICE OFFICE MANAGER (X3 POSTS)

SALARY: R869 007 per annum (Level 12) (all-inclusive remuneration package)
CENTRE: Obuka Service Office Ref No: DSD15/03/2019OBUK
        Mbabazane Service Office Ref No: DSD0016/03/2019MBAB
        KwaMsane Service Office Ref No: DSD17/03/2019KWAMSA

REQUIREMENTS: Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services as a Social Worker; Proof of Current Registration with the South African Council for Social Services as a Social Worker; A valid driver’s licence; 3 to 5 years’ junior managerial experience in Social Services. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Legislation pertaining to Social Welfare service delivery; Understanding of SASSA functions; Social dynamics of KwaZulu-Natal communities; Human Resource Management; Labour Relations Act; Service Delivery frameworks; Public Participation; Community outreach; Employee Performance Management and Development System. Skills: Communications; Interpersonal relations; Report writing; Financial management; Change management; Time management; Project management; Leadership; Diversity management; Decision Making; Counselling; Service delivery innovation; Client orientation and customer focus; Presentation; Facilitation; Problem Solving and analysis; Conflict Resolution; Interviewing; Computer literacy; Numeracy; Language skills.

DUTIES: Provide Social Welfare Services; Provide Community Development Services; Ensure the provision of Corporate Support Services; Ensure the implementation of Departmental policies and other relevant legislation in the day to day running of the office; Manage the resources of the Service Office.

ENQUIRIES: Mr ND Mchunu (Obuka Service Office) Tel No: (035) 797 1004
          Ms NPD Hlatshwayo (Mbabazane Service Office) Tel No: (036) 634 6656
          Ms B Mchunu (KwaMsane Service Office) Tel No: (035) 571 1000

POST 43/126: MANAGER: SOCIAL WORK POLICY: YOUTH AND COMMUNITY BASED CARE; ECD AND PARTIAL CARE SERVICES REF NO: DSD19/03/2019HO

SALARY: Grade 1 – 2: R794 889 – R1 100 325 per annum
CENTRE: Head Office

REQUIREMENTS: Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A valid driver’s licence; A minimum of 10 years’ experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Labour Relations Act; Professional counselling; Research Methodology; Service delivery frameworks; Policy development and analysis; Ability to compile complex reports; Employee Performance Management and Development System. Skills: Change management; Counselling; Problem solving and analysis; Report writing; Policy development; Organizational; Communication; Interpersonal relations; Financial management; Research; Networking; Presentation; Facilitation; Monitoring and evaluation; Programme and Project management; Language; Computer literacy and Numeracy.

DUTIES: Keep up to date with new developments in the youth and community based care; ECD and partial care services to children and the youth; Plan and ensure that youth and community – based care; ECD and partial care services on policy research and development are undertaken; Develop policies and
strategies relevant to Youth and Community-based care; ECD and Partial care services; Manage resources of the sub-directorate.

ENQUIRIES : Ms B Sophazi Tel No: (033) 264 2175

POST 43/127 : DEPUTY DIRECTOR: FINANCIAL REPORTING AND INTERNAL CONTROL REF NO: DSD20/03/2019HO

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

CENTRE : Head Office

REQUIREMENTS : Qualifications: Bachelor’s Degree in Accounting, Management Accounting, Finance/ Auditing. A Minimum of 3-5 years’ Junior Management experience in Financial Management. A valid driver’s licence. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Basic Accounting System; Service delivery frameworks; Government Financial Processes; National Treasury Practice Notes; Provincial Treasury Practice Notes; Employee Performance Management and Development System. Skills: Communication; Planning; Leadership; Decision making; Problem solving; Interpersonal relations; Report Writing and General (Academic) writing skills; Financial management; Budgeting systems; Analytical; Driving.

DUTIES : Manage the Compilation of Annual Financial Statements and Interim Financial Statements; Formulate creative solutions to enhance appropriate record management, credible information and monitor reporting frameworks and timelines; Manage the provision of relevant training on financial procedures; Develop policies and strategies aimed at improving services delivery; Manage resources of the Sub-directorate.

ENQUIRIES : Mr BS Ndaba Tel No: (033) 264 5412

POST 43/128 : DEPUTY DIRECTOR: INTEGRATED ANALYSIS, PROVINCIAL PLANNING AND REPORTING REF NO: DSD21/03/2019HO

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

CENTRE : Head Office

REQUIREMENTS : Qualifications: National Diploma/ Bachelor’s Degree in Public Administration/Management/Monitoring and Evaluation. A minimum of 3-5 years’ Junior Management experience in Strategic Planning. A valid driver’s licence. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Government-wide Monitoring and Evaluation System; Policy analysis and development; Labour Relation Act; Public Finance Management Act; Organization behaviour analysis; Strategic business management; Employee Performance Management and Development System. Skills: Change Management; Strategic planning; Analytical thinking; Interpersonal relations; Facilitation; Presentation; Financial Management; Project Management; Problem solving; Driving.

DUTIES : Manage and coordinate the provision of integrated analysis; Manage and coordinate the provision of provincial planning and reporting; Develop policies and strategies aimed at improving service delivery; Manage resources of the Sub-directorate.

ENQUIRIES : Mr PR Madela Tel No: (033) 264 5411

POST 43/129 : DEPUTY DIRECTOR: PROPERTY MANAGEMENT, OPERATING & MAINTENANCE REF NO: DSD22/03/2019HO

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

CENTRE : Head Office

REQUIREMENTS : Qualifications: National Diploma/ Bachelor’s Degree in Property Management/Real Estate. A minimum of 3-5 years’ Junior Management experience in Property management/ Real Estate environment. A valid driver’s licence. Knowledge: Constitution of Republic of the South Africa; Public Service Act and Regulations; Public Finance Management Act, Treasury Regulations; Knowledge of BAS; Employee Performance Management and Development System; National Treasury Instructions Notes Provincial Treasury Practice Notes; Service Delivery Frameworks Skills: Communication; Computer Literacy; Presentation; Facilitation; Report Writing; Interpersonal relation; Negotiation; Driving.

DUTIES : Administer the acquisition of land and facilities. Ensure efficient and effective facilities management system. Plan and prioritize the renovation and
programmed maintenance on infrastructure. Develop policies and strategies aimed at improving service delivery. Manage resources of the Sub-Directorate.

ENQUIRIES: Mr HB Ngwane Tel No: (033) 348 5590

POST 43/130: ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT: POVERTY ALLEVIATION, SUSTAINABLE LIVELIHOODS AND COMMUNITY MOBILISATION: UMGUNGUNDLOVU DISTRICT REF NO: DSD23/03/2019UMGU

SALARY: Grade 1-2: R486 735 - R654 129 per annum

CENTRE: Umgungundlovu District

REQUIREMENTS: Qualifications: Bachelor’s Degree in Community Development/Development Studies; A minimum of 8 years’ experience in Community Development field/arena; Knowledge: Understanding of individual and group behaviour; its inter-relations within community structures; dynamic of the community and current legislation to enable interventions; Ability and competence to manage community development structures and projects; The ability to influence individuals and groups to participate in their own self-empowerment ventures; Public Service Management Act; Labour Relations.; Employee Performance Management and Development System. Skills: Problem Solving; Conflict resolution; Computer literacy; Written and verbal communication; Complex research; Financial Management; Presentation; Project management; Policy formulation and implementation; Driving.

DUTIES: Coordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient; effective and economical utilization of resources by the service delivery area(s); Coordinate and manage a Poverty Alleviation, Sustainable Livelihoods and Community Mobilization service delivery area(s) to ensure that an efficient and effective community development services is delivered through the proper utilization of human, financial and physical resources; Keep up to date with new developments in the Poverty Alleviation, Sustainable Livelihoods and Community Mobilization and Management fields to enhance service delivery; Plan and ensure that research on Poverty Alleviation, Sustainable Livelihood and Community Mobilization is undertaken.

ENQUIRIES: Mr BAS Kali Tel No: (033) 395 9653

POST 43/131: SOCIAL WORKER: CRIME PREVENTION AND SUPPORT REF NO: DSD24/03/2019ILEMB

SALARY: Grade 1-2: R384 228 – R714 795 per annum

CENTRE: Illembe District

REQUIREMENTS: Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 7 years’ appropriate experience in Social Work after registration as a Social Worker with SACSSP. A Valid driver’s licence. Knowledge: Public Service Act and Regulations; Batho-Pele principles; Understanding of human behaviour and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively;The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing; Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving.

DUTIES: Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Keep up to date with new developments in the social work and Social Welfare fields of probation services and perform all the administrative functions require of the job.

ENQUIRIES: Ms AD Adams Tel No: (031) 336 8818
POST 43/132 : SOCIAL WORKER: OLDER PERSONS: UMKHANYAKUDE DISTRICT
REF NO: DSD25/03/2019UMKH

SALARY : Grade 1-2: R384 228 – R714 795 per annum

CENTRE : uMkhanyakude District

REQUIREMENTS : Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 7 years’ appropriate experience in Social Work after registration as a Social Worker with SACSSP. A valid driver's licence; Knowledge: Public Service Act and Regulations; Batho-Pele principles; Understanding of human behaviour and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing; Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving.

DUTIES : Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Keep up to date with new development in the social work and Social Welfare fields of probation services and Perform all the administrative functions as required of the job.

ENQUIRIES : Ms NV Gumede Tel No: (035) 571 1000

POST 43/133 : SOCIAL WORK SUPERVISOR (X17 POSTS)

SALARY : Grade 1-2: R384 228 – R714 795 per annum

CENTRE : UMzimkhulu Service Office Ref No: DSD26/03/2019UMZ (X5 Posts)
Port Shepstone Service Office Ref No: DSD27/03/2019PORT (X2 Posts)
Umlazi Service Office Ref No: DSD28/03/2019UMLAZ (X2 Posts)
Obuka Service Office Ref No: DSD29/03/2019OBUK (X2 Posts)
Mbabazane Service Office Ref No: DSD30/03/2019MBAB (X2 Posts)
KwaMashu Service Office Ref No: DSD31/03/2019KWAM (X4 Posts)
Mahlabathini Service Office Ref No: DSD32/03/2019MAHL (X2 Posts)

REQUIREMENTS : Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A valid driver’s licence; A minimum of 7 years’ recognizable experience in Social Work after registration as a Social Worker with SACSSP. Knowledge: Public Service Act and Regulations; Batho-Pele principles; Knowledge and understanding of human behaviour and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers Grade 1; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing; Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving.

DUTIES : Ensure that social work service with regard to care; support; protection and development of vulnerable individuals; groups; families and communities through the relevant programmes is rendered; Supervise and advise Social Workers; Social Auxiliary Workers and Student Social Workers to ensure an effective social work service; Keep up to date with the new developments in
the social work field; Supervise all administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES:
- Mr MN Njomi (UMzimkhulu Service Office) Tel No: (079) 494 8856
- Ms TS Sonjica (Port Shepstone Service Office) Tel No: (039) 682 4486
- Ms SP Tantsi (Umlazi Service Office) Tel No: (031) 918 8800
- Mr ND Mchunu (Obuca Service Office) Tel No: (035) 797 1004
- Ms NPD Hlatshwayo (Mbabazane Service Office) Tel No: (036) 634 6656
- Ms MN Myeni (KwaMashu Service Office) Tel No: (031) 5303110
- Mrs BT Mbuyazi (Mahlabathini Service Office) Tel No: (035) 873 8200

POST 43/134: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (X8 POSTS)

SALARY: R376 596 per annum (Level 09)
CENTRE:
- Harry Gwala Ref No: DSD33/03/2019HARRY
- UGu Ref No: DSD34/03/2019UGU
- EThekwini South Ref No: DSD35/03/2019ETHSD
- ILembe Ref No: DSD36/03/2019ILEMB
- UMkhanyakude Ref No: DSD37/03/2019UMKHA
- King Cetshwayo Ref No: DSD38/03/2019KING
- UMzinyathi; Amajuba Ref No: DSD40/03/2019AMAJ

REQUIREMENTS:
- Qualifications: National Diploma/Bachelor’s Degree in Human Resource Management/ Public Administration/Management/Business Administration; A minimum of 3-5 years’ administrative experience in Human Resource. A valid driver’s licence. Knowledge: Public Service Act and Regulations; Labour Relations Act; Skills Development Act; Treasury Regulations; Basic Conditions of Employment Act; Public Finance Management Act; Employee Performance Management and Development System; Service Delivery Frameworks; Occupational Health and Safety Act and Collective Agreements. Skills: Communication; Language; Listening; Organising; Report writing; Computer literacy; Interpersonal relations; Problem solving; Time management; Project management; Presentation; Negotiating; Financial management, Driving and PERSAL.

DUTIES:
- Provide human resource administration services; Administer the provisioning of human resource development; administer labour relations services; administer employee wellness programmes; Administer PERSAL support services; Provide advice; guidance and inputs to policies; Manage the resources of the District.

ENQUIRIES:
- Ms TW Gazu (Harry Gwala District) Tel No: (033) 264 2198
- Mr S Govender (UGu District) Tel No: (033) 264 7907
- Ms TN Ndlovu (EThekwini South District) Tel No: (031) 336 8705
- Ms R Singh (ILembe District) Tel No: (031) 336 8718
- Mr NH Siyaya (UMkhanyakude District) Tel No: (035) 571 1000
- Ms NS Mbokazi (King Cetshwayo) Tel No: (035) 787 0008
- Mr CM Ndadaba (UMzinyathi District) Tel No: (034) 212 4860
- Mr TM Nguse (Amajuba District) Tel No: (017) 735 3822

POST 43/135: ASSISTANT DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING: (X8 POSTS)

SALARY: R376 596 per annum (Level 09)
CENTRE:
- Harry Gwala Ref No: DSD41/03/2019HARRY
- UGu Ref No: DSD42/03/2019UGU
- EThekwini South Ref No: DSD43/03/2019ETHS
- ILembe Ref No: DSD44/03/2019ILEM
- UMkhanyakude Ref No: DSD45/03/2019UMK
- King Cetshwayo Ref No: DSD46/03/2019KING
- UMzinyathi Ref No: DSD47/03/2019UMZ
- Amajuba Districts Ref No: DSD48/03/2019AMAJ

REQUIREMENTS:
- Qualifications: Bachelor’s Degree in Financial Management/ Accounting; A minimum of 3-5 years’ administrative experience in Financial Management. A valid driver’s licence. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act and Treasury Regulations; Basic Accounting System (BAS); National and Provincial Treasury Practice Notes; Labour Relations Act; PERSAL; Employee Performance Management and Development System. Skills: Language; Listening; Computer literacy; Presentation; Interpersonal; Driving; Report
Writing; Problem solving; Analytical thinking; Communications; Financial Management; Time Management; Numeracy.

**DUTIES**

- Administer the provision of financial accounting; Administer management accounting; Manage payment of subsidies to Welfare Organizations; Manage Physical Facilities in the District; Provide advice, guidance and inputs to policies; Manage resources of the Division.

**ENQUIRIES**

- Mr AA Peters (Harry Gwala and UGu Districts) Tel No: (033) 264 7907
- Ms TN Ndlouv (EThekwin South District) Tel No: (031) 336 8705
- Ms R Singh (ILembe District) Tel No: (031) 336 8718
- Mr NH Siyaya (Umkhanyakude District) Tel No: (035) 571 1000
- Ms NS Mbokazi (King Cetshwayo) Tel No: (035) 787 0008
- Mr PP Ndaba (UMzinyathi and Amajuba Districts) Tel No: (036) 635 6609

**POST 43/136**

**ASSISTANT DIRECTOR: FINANCIAL REPORTING AND INTERNAL CONTROL**

**REF NO:** DSD49/03/2019HO (X2 POSTS)

**SALARY**

- R376 596 per annum (Level 09)

**CENTRE**

- Head Office

**REQUIREMENTS**

- Qualifications: Bachelor’s Degree in Accounting, Management Accounting, Finance/Auditing. A Minimum of 3-5 years’ administrative experience in Finance/ Auditing/Management/Accounting. A valid driver’s licence. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Basic Accounting System; Service Delivery Frameworks; Government Financial Processes; National Treasury Practice Notes; Provincial Treasury Practice Notes; Employee Performance Management and Development System. Skills: Communication; Planning; Team development; Decision making; Problem solving; Report Writing and General (Academic) writing; Financial management; Budgeting systems; Analytical; Driving.

**DUTIES**

- Administer the compilation of Annual Financial Statements and Interim Financial Statements; Administer the submission of Annual Financial Statements to the Auditors-General and Provincial Treasury; Administer the formulation of creative solutions to enhance appropriate record management, credible information and monitor reporting frameworks and timelines; Provide advice, guidance and input to policies; Manage resources of the Sub-Directorate.

**ENQUIRIES**

- Mr BS Ndaba Tel No: (033) 264 5412

**POST 43/137**

**ASSISTANT DIRECTOR: MOVABLE ASSETS**

**REF NO:** DSD50/03/2019HO

**SALARY**

- R376 596 per annum (Level 09)

**CENTRE**

- Head Office

**REQUIREMENTS**

- Qualifications: Bachelor’s Degree in Supply Chain Management/Financial Management/ Public Management/ Administration. A valid driver’s licence. A minimum of 3-5 years’ Administrative experience in Asset Management Environment. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; HardCat System; Basic Accounting System; Supply Chain Management Framework Act; Assets Management Framework Act; Human Resource Management Policies; GAAP and GRAP; Microsoft Application and relevant Practice Notes; Employee Performance Management and Development System. Skills: Communication; Computer Literacy; Interpersonal relations; Problem solving; Financial Management; Presentation; Analytical thinking; Driving.

**DUTIES**

- Administer the asset register; manage the HardCat System; Ensure management and verification of assets on annual base; Establish proper control mechanisms for all departmental assets; manage the disposal of movable assets; Provide advice and guidance and input to policy; Manage resource of the Division.

**ENQUIRIES**

- Ms W Mkondweni Tel No: (033) 264 2039

**POST 43/138**

**ASSISTANT DIRECTOR: INFRASTRUCTURE PLANNING AND DELIVERY**

**REF NO:** DSD51/03/2019HO

**SALARY**

- R376 596 per annum (Level 09)

**CENTRE**

- Head Office
**REQUIREMENTS**

Qualifications: National Diploma/Bachelor’s Degree in Civil Engineering/Architecture. A minimum of 3-5 years’ Administrative experience in Infrastructure Planning and Delivery. A valid driver’s licence. Knowledge: Constitution of the Republic of South Africa, Public Service Act and Regulations; Public Finance Management Act; Planning and Management of construction of physical facilities; Land Regulation and SA Development Trust; National Building Regulations; Labour Relations Act; Policies with regard to physical facilities. Skills: Communication; Writing; Decision making; Analytical and innovative thinking; Computer literacy; Interpersonal relations and networking; Problem solving; Financial Management; Time Management; Project Management; Planning and Organizing; Driving.

**DUTIES**

Administer compliance, quality and physical progress for all infrastructure projects and compile reports; Provide efficient consolidation of infrastructure delivery processes; Provide technical advice and support on infrastructure projects; Implement and maintain norms and standards for departmental facilities; Undertake short and long term project planning; Provide advice, guidance and input to policies; Management resources of the Division.

**ENQUIRIES**

Mr HB Ngwane Tel No: (033) 34 5590

**POST 43/139**

COMMUNITY DEVELOPMENT SUPERVISOR REF NO: OBUKA SERVICE OFFICE DSD52/03/2019OBUK (KING CETSHWAYO DISTRICT)

**SALARY**

Grade 1-2: R363 801 – R516 375 per annum

**CENTRE**

Obuka Service Office

**REQUIREMENTS**

Qualifications: Bachelor’s Degree in Community Development/Development Studies; A minimum of 7 years’ experience in Community Development field/arena; A valid driver’s licence; Knowledge: Public Service Act and Regulations; Batho Pele principles; Understanding of human behaviour and social system and legislation to assist with interventions at the point where people interact with their environments in order to promote self-empowerments; Ability and competence to coordinate community development structures; Understanding of social dynamics of communities; Employee Performance Management and Development System. Skills: Planning and organizing; Communication (verbal and written); Financial Management; interpersonal; presentation; monitoring and evaluation; people management; project management; Research and report writing; problem solving; Computer literacy; numeracy; language and driving.

**DUTIES**

Supervise the identification; facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems; Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role players; internal and external departments/provinces; NGO’s local community structures and faith based organizations to facilitate intersectional collaboration; integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community; Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery; Supervise and advise community development practitioners to ensure an efficient and effective service.

**ENQUIRIES**

Mr ND Mchunu (Obuka Service Office) Tel No: 035 797 1004

**POST 43/140**

CORPORATE SUPPORT OFFICER (X9 POSTS)
(Re-advertisement)

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Vulamehlo Service Office Ref No: DSD54/03/2019VULA (UGu District)
Hlanganani Service Office Ref No: DSD55/03/2019HHLANGA
Umzinto Service Office Ref No: DSD56/03/2019UMZI
Ugu District Mandeni Service Office Ref No: DSD57/03/2019MAND
ILembe District Nongoma Service Office Ref No: DSD58/03/2019NONG
Zululand District Mondlo Service Office Ref No: DSD59/03/2019MOND
Zululand District Kwabadal Centre for the Residential Care of Old Persons Ref No: DSD60/03/2019KWAB
REQUIREMENTS:
Qualifications: National Diploma/Bachelor's Degree in Public Administration/Management; A valid driver's licence; 3–5 year's Administrative experience at a supervisory level. Knowledge: Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Employee Performance Management and Development System; Basic Conditions of Employment Act; Supply Chain Management Practices and procedures; Service delivery frameworks; Occupational Health and Safety; Labour Relations Act; Batho-Pele Principles; Road Traffic Act; Archives Act. Skills: Interpersonal; Networking; Problem solving; Driving; Time management; Communication; Financial management; Decision making; Report writing; Numeracy; Computer literacy; Language.

DUTIES:
Provide human resource management services; Monitor financial services of the Service Office/Facility; Provide fleet management services; Provide registry services; Provide personnel supervision.

ENQUIRIES:
Mr ST Mphuthi (Vulamehlo Service Office) Tel No: (039) 682 4486
Ms MNN Mlambo (Hlanganani Service Office) Tel No: (039) 832 0017
Ms NH Mkhize (Umzinto Service Office) Tel No: (032) 454 1219
Ms HJ Mthembu (Nongoma Service Office) Tel No: (035) 831 3300
Ms HZ Ndlamini (Mandeni Service Office) Tel No: (034) 933 0855
Ms HJ Mthembu (Nongoma Service Office) Tel No: (035) 831 3300
Ms PZ Mashazi (Kwabadala Centre for the Residential Care of Old Persons) Tel No: (035) 833 8012
Ms NNN Hadebe (Bergville Service Office) Tel No: (036) 448 1363
Ms NM Kubheka (Madadeni Service Office) Tel No: (034) 314 3085

POST 43/141:
IT SPECIALIST: AMAJUBA, UMKHANYAKUDE, ZULULAND AND ILEMBE DISTRICTS (X4 POSTS)

SALARY:
R257 508 per annum. (Level 07)

CENTRE:
Amajuba Ref No: DSD63/03/2019AMAJ
UMkhanyakude, Ref No: DSD64/03/2019UMKH
Zululand Ref No: DSD65/03/2019ZULU,
ILEMB Districts Ref No: DSD66/03/2019ILEMB

REQUIREMENTS:
Qualifications: National Diploma/ Bachelor's Degree in Information Technology/ Computer Science/ Certified Novel Engineer/Microsoft Certified System Engineer; 2-3 years’ experience in Information Technology field. A Valid driver’s licence. Knowledge: Constitution for the Republic of South Africa; Public Sector; Public Service Regulations; Computer hardware and software; Operating systems and related topics; Network connectivity devices; fault logging system; Departmental objectives; Service delivery framework; Service level agreement; Departmental business processes; Policy analysis. Skills: Communication; Project Management; Problem solving; Decision making; Planning; Organizing; Interpersonal relations; Language; Numeracy; Computer; Driving.

DUTIES:
Provide networking, server and desktop support services; Provide End-Users support (including fault resolution); Install and maintain software and hardware; Facilitate access to management information system; Monitor help desk services.

ENQUIRIES:
Mr TM Nguse (Amajuba District) Tel No: (017) 735 3822
Mr NH Siyaya (UMkhanyakude District) Tel No: (035) 571 1000
Ms FN Ntombela (Zululand District) Tel No: (035) 874 8504
Ms R Singh (ILEMB District) Tel No: (031) 336 8718

POST 43/142:
PERSONAL ASSISTANT (X4 POSTS)

SALARY:
R257 508 per annum. (Level 07)

CENTRE:
Head Office
Security Management Ref No: DSD68/03/2019SECM
Strategy and Planning Ref No: DSD69/03/2019STRAT
Financial Accounting Ref No: DSD70/03/2019FIN
ILEMB District Ref No: DSD71/03/2019ILEMB

REQUIREMENTS:
Qualifications: National Diploma/ Bachelor's Degree in Office Management/Management Assistant/Public Administration/Management; A minimum of 3-5
years of experience in rendering a support service to senior management. Knowledge: Knowledge on the relevant legislation/policies/prescripts and procedures; Basic knowledge on financial administration. Skills: Language; Good telephone etiquette; Computer literacy; Sound organizational; written communication; Numeracy.

**DUTIES**: Provide secretarial/receptionist support service to the Director; Provide administrative support services; Provide support to the Director regarding meetings; Support the Director with the administration of the Directors budget; Study the relevant Public Service and Departmental prescripts/ policies and other documents.

**ENQUIRIES**: SP Sishi (Security Management Service) Tel No: (033) 348 5583 Mr PR Madela (Strategy and Planning) Tel No: (033) 264 5411 Ms NM Mawanga (Financial Accounting) Tel No: (033) 264 5434 Ms SM Sikhakhane (ILembe District) Tel No: (031) 336 8818

**POST 43/143**: ADMINISTRATIVE OFFICER: STRATEGIC PLANNING AND ANALYSIS

**SALARY**: R257 508 per annum (Level 07)

**CENTRE**: Head Office

**REQUIREMENTS**: Qualifications: National Diploma/ Bachelor’s Degree in Public Management/Administration 3-5 years’ administrative experience in the field of strategic planning and management. A valid driver's licence. Knowledge: Constitution of the Republic of South Africa Constitution; Public Service Act and Regulations; Government-Wide Monitoring and Evaluation System; Policy analysis and development; Labour Relations Act; Public Financial Management Act; Organization behaviour analysis; Strategic business management. Skills: Communication; Organization; planning; Computer literacy; Analytical thinking; Interpersonal relations; Facilitation; presentation and Driving.

**DUTIES**: Provide assistance in the development of strategic planning services; Provide input in the compilation of Operational Plans; coordinate the compilation of Department's report and compilation of Departmental Project Plans; Administer the development and reviewing of the Departmental Annual Performance plan: Provide secretariat services at Committee meetings.

**ENQUIRIES**: Mr PR Madela Tel No: (033) 264 5411

**POST 43/144**: PROFESSIONAL NURSE: KHANYANI CYCC

**SALARY**: Grade 1-3: R256 905- R485 475 per annum

**CENTRE**: Khanyani CYCC

**REQUIREMENTS**: Qualifications: National Diploma/ Bachelor’s Degree in Nursing; Registration with the South African Nursing Council (SANC) as a Professional Nurse; Proof of Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Nursing care process and procedures; Nursing Statutes; and other relevant legal frameworks; Nursing Act; Occupational Health and Safety Act; Patients’ right Charter; Batho-Pele principles; Disciplinary Code and Procedure; Grievance Procedure; etc.; Employee Performance Management and Development System. Skills: Communication; Interpersonal relations; Report writing; Facilitation; Presentation; Problem solving; Analytical thinking; Self-disciplined; Organizing; Computer Literacy; Numeracy; Language.

**DUTIES**: Provide direction and supervision for the implementation of the nursing plan (clinical/quality patient care); Implement standards; practices; criteria and indicators for quality nursing (quality of practices); Practice nursing and health care in accordance with the Law and Regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing and other stakeholders; Utilize human; material and physical resources efficiently and effectively.

**ENQUIRIES**: Mr TM Nguse (Khanyani CYCC) Tel No: (017) 735 3822

**POST 43/145**: COMMUNITY DEVELOPMENT PRACTITIONER (X6 POSTS)

**SALARY**: Grade 1-3: R217 659- R432 459 per annum
CENTRE: Phoenix Service Office Ref No: DSD74/03/2019PHOEN (EThekweni North District)
Umlazi Service Office Ref No: DSD75/03/2019UMLAZ (EThekweni South District) (3 Posts)
Ndwedwe Service Office Ref No: DSD76/03/2019NDWE (ILembe District)
Melmoth Service Office Ref No: DSD77/03/2019MEL (King Cetshwayo District)

REQUIREMENTS: Qualifications: Bachelor’s Degree in Community Development/ Development Studies; A Valid Driver’s licence. Knowledge: Public Service Act and Regulations; Batho-Pele principles; Understanding of human behaviour and social system and legislation to assist with interventions at the point where people interact with their environments in order to promote self-empowerments; Knowledge of community development work; skills; attitudes and values of communities; Ability and competence to coordinate community development structures and ability to manage projects; Ability to influence individuals and group to participate in their own self-empowerment; Understanding of social dynamics of communities; Employee Performance Management and Development System. Skills: Computer literacy; Planning and organizing; Communication (verbal and written); Financial Management; Interpersonal; Presentation and facilitation; Monitoring and Evaluation; Project Management; Research; Report writing; Problem solving; Numeracy; Language and Driving.

DUTIES: Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players; internal and external (in Departments/ Provinces, NGO’S, local community structures and faith based organizations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES: Ms S Moodley (Phoenix Service Office) Tel No: (031) 507 8827
Ms SP Tantsi (Umlazi Service Office) Tel No: (031) 918 8800
Ms XM Shange (Ndwedwe Service Office) Tel No: (032) 533 5021
Ms S Ngcobo (Melmoth Service Office) Tel No: (035) 450 8700
The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is our intent to promote representativeness (race, gender and disability) in the Department through the filling of these posts. The candidature of persons whose transfer/promotion/appointment will promote representativeness, in line with the numeric targets as contained in the Department’s Employment Equity Plan, will receive preference. An indication of representativeness profile by the applicants will expedite the processing of applications.

APPLICATIONS: The Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X 9484 Polokwane, 0700. Hand delivered applications may be submitted at Evridiki Towers, Registry Office, 19 Biccard Street, Office B1-73, Polokwane.

CLOSING DATE: 13 December 2019

NOTE: Direct your application quoting the relevant reference number, position and management area on the Z83 to Correspondence will be limited with the short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Shortlisted applicants should be willing to undergo normal vetting and verification process as well as other relevant security and pre-employment checks as prescribed by the Minimum Information Security Standards. Consequently, the appointment will be subject to positive outcomes on these processes, which includes amongst others security clearance, security vetting, qualification verification, criminal record verification and reference checks. Appointment to some of these posts will be provisional, pending the issue of a positive security clearance. Therefore, the appointment will be reconsidered/possibly terminated in case where the applicant failed to get a positive security clearance. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts. All costs associated with an application will be borne by the applicant. For applications to be accepted, applications must be submitted on a Z83 form (Public Service Application form), obtainable from any Public Service Department, and must be completed in full and signed. Applications must be accompanied by a comprehensive CV, original certified copies of qualifications and ID with its certification being not older than six (6) months. An original certified copy of a valid driver’s license should be submitted if an advertisement states that a valid driver’s license is required should an advertisement states that a valid driver’s license is required. Failure to submit the requested documents will result in the application not being considered. Applicants in possession of a foreign qualification must furnish this Department with the SAQA evaluation certificate. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be considered. Candidates must comply with the minimum appointment requirements. CV’s should reflect one’s degree of compliance with the above mentioned requirements and responsibilities. It will be expected of candidates to be available for selection interviews on the date, time and place as determined by the Department. Applications must reach the Department before the closing date. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. Applications received after the closing date will not be considered. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered.
**POST 43/146**

**ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C12/19/1 (X2 POSTS)**

Directorate: Pollution and Waste Management (General Waste Management)

**SALARY**

R272 739 – R302 691 per annum (OSD)

**CENTRE**

Head Office: Polokwane

**REQUIREMENTS**

An appropriate NQF 6 qualification in Natural Sciences/Environmental Management/Science, Environmental Health or equivalent qualification as recognised by SAQA. At least 0 – 2 years' appropriate/recognizable experience in waste management after obtaining the relevant qualifications. Valid driver’s license is essential (Except for persons with disabilities). Core And Process Competencies: Problem Solving and analysis, Client orientation and Customer Focus, Communication. Skills and knowledge: Knowledge of the NEMA, NEM Waste Act and the National Waste Management Strategy. Ability to work in a team environment is essential. The following will serve as an advantage: Sound interpersonal skills, computer literacy, knowledge of the different aspects of environmental management, environmental legislation, policies and regulations, supervision/management experience.

**DUTIES**

To ensure the implementation of the pollution and waste management legislation and policies - action plans of the National Waste Management Strategy, and the NEM Waste Act. To identify appropriate technology through research and development process for the best disposal methods for municipal, medical and industrial waste and emissions in the province. To participate in site-selection, appraisal and closure process of landfill sites, and incineration plants in Limpopo. To participate in waste management licensing process within the province. To formulate strategies for the promotion of clean technology in industries and business. To review Environmental Impact Assessment applications for physical development. To engage in the compliance audits in the industries and business.

**ENQUIRIES**

Mrs S Pelser Tel No: (015) 293 8678

**POST 43/147**

**FIELD RANGER REF NO: C12/19/2 (X12 POSTS)**

Directorate: State Owned Nature Reserves

**SALARY**

R145 281 – R171 138 per annum (Level 04)

**CENTRE**

Maleboho Nature Reserve (X1 Post)
Makuya Nature Reserve (X1 Post)
Hans Merensky Nature Reserve (X1 Post)
Doomdraai Nature Reserve (X1 Post)
Wonderkop Nature Reserve (X1 Post)
Percy Fyfe Nature Reserve (X1 Post)
Wolkberg Nature Reserve (X1 Post)
Atherstone Nature Reserve (X1 Post)
Nzhelele Nature Reserve (X1 Post)
Musina Nature Reserve (X1 Post)
Letaba Ranch Nature Reserve (X1 Post)
D’Nyala Nature Reserve (X1 Post)

**REQUIREMENTS**

An NQF 4 (Grade 12) qualification as recognized by SAQA. A valid firearm competency (a training certificate or competency certificate must be attached). Physically fit. No criminal records. Valid driver’s license and PDP (attach). Core and process competencies: Problem solving and analysis, client orientation and customer focus, communication. Related training is essential (from SAWC, or any other accredited institution). Computer literacy (with certificate) will be an added advantage.

**DUTIES**

Assist with the protection of the reserve and its natural environment resources which will include nature conservation patrols. Inspect and repair boundary fence. Warn visitors on unauthorized actions in reserves and report non-compliance. Assist with fire management services and assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in nature reserves which include gather biological and ecological data. Report on areas for rehabilitation and monitor rehabilitation areas. Assist with the monitoring and control of recreational facilities which will include control and monitoring of recreational activities and maintenance of recreational areas. Assists with wildlife management in other areas and communities.
ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY

Department of Transport & Community Safety is an equal opportunity, affirmative action employer with clear employment equity targets. Women and People with Disabilities are encouraged to apply.

APPLICATIONS : quoting the relevant reference number, should be forwarded as follows: for

Polokwane, The Head of Department, Department of Transport & Community Safety, Private Bag X 9491, Polokwane, 0700. Hand delivered at Phamoko Building, Second (2nd) Floor, Office No. 45 at 40 Church Street, Polokwane, 0700.

Capricorn District, Lebowakgomo Govt, Complex. The Director, Private Bag X 51, Chuenespoort, 0745, Tel No: (015) 633 6691

Sekhukhune District, Lebowakgomo Govt, Complex. The Director, Private Bag X 61, Chuenespoort, 0737, Tel No 015 633 5150

Waterberg District, NTK Building, cnr Thabo Mbeki & River Street. The Director, Private Bag X 1038, Nylstroom, 0510, Tel No 014 701 3448.

Mopani District, Giyani Govt, Complex. The Director, Private Bag X 9679, Giyani, 0826, Tel No: (015) 811 7000.

Vhembe District, Thohoyandou Govt, Complex. The Director, Private Bag X 2145, Sibasa, 0790, Tel No: (015) 960 3000. Applications which are faxed or emailed applications will not be considered.

ENQUIRIES : Ms. N.F. Mpe Tel No: (015)294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.

CLOSING DATE : 20 December 2019 at 16h00

NOTE : Applications should be submitted on the prescribed Form Z83 (Obtainable from any Public Service Department or on the Internet at www.gov.za/documents), which must be completed in full, originally signed, with reference number indicated and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates) as well as certified copies of all qualifications, ID document and where it is a requirement, a certified copy of the driver’s license must be attached. The employer reserves the right not to fill the posts. Failure to submit the requested documents will result in your application not being considered. All shortlisted candidates for SMS posts will be subjected to Technical exercise that intends to test relevant technical element of the Job and all recommended candidate will attend a competency assessment that intend to test generic managerial skills. The successful candidates must be willing to sign an oath of secrecy with the Department and also be expected to sign performance agreement. Suitable candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record check, verification of financial/assets record check and security vetting). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Applications received after the closing date whether posted or hand-submitted will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage. If you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA) No.3 of 2000.

MANAGEMENT ECHELON

POST 43/148 : DIRECTOR: TRAFFIC LAW ENFORCEMENT REF NO: LDTCS 001/19

SALARY : R1 057 326 per annum. (Level 13) (All-inclusive remuneration package) The inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE : Head Office (Polokwane)
**REQUIREMENTS**

Qualification: An undergraduate (NQF Level 7) qualification as recognised by SAQA. An undergraduate NQF 7 in Road Traffic will be an added advantage. Registration as a traffic /Peace Officer. A minimum of five (5) years’ experience at middle management level. Valid driver’s licence (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Knowledge of road traffic legislation, Knowledge of AARTO, Knowledge of PFMA, Thorough knowledge of Financial Management, Thorough knowledge of the technical standards/procedures.

**DUTIES**

Management of Project. Ensuring the achievement of operational targets. Managing others and projects ensuring that all contribute towards achievement of dept goals. Guidelines/Practices/Frameworks/M&E. Manage traffic information and systems (TRAFFMAN). Manage the coordination of District Law Enforcement. Manage the coordination of overloading control operations. Manage public Transport Operations. Manage the coordination of acquisition of Traffic Law enforcement equipment and fire arms.

**ENQUIRIES**

Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.

**OTHER POSTS**

**POST 43/149**

DEPUTY DIRECTOR: OPERATING LICENSES REF NO: LDTCS 002/19

**SALARY**

R733 257 per annum. (Level 11) (All-inclusive remuneration package) The inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employee Pension Fund, a medical fund and flexible portion in terms of applicable rules.

**CENTRE**

Head Office (Polokwane)

**REQUIREMENTS**

Qualifications: An undergraduate qualification (NQF Level 6) as recognised by SAQA. A qualification in transport Management will serve as an added advantage. A minimum of three (3) years’ junior management experience in Public Transport field. Computer literacy. Valid driver’s licence (with exception of persons with disabilities) Competencies: Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Knowledge of PFMA and Treasury Regulations, thorough knowledge of National and Provincial Legislation affecting passenger transportation, thorough knowledge of the National Land Transport Information System (NLTIS), National and Provincial passenger transport policy, the operations of the passenger transport industry, Analytical skills, Conflict solving skills.

**DUTIES**

Manage the administration of the National Land Transport Information System (NLTIS). Manage the administering of NLTIS users. Manage NLTIS transactions. Manage support services to NLTIS users. Manage training and capacity building of NLTIS users. Manage the development and implementation of operating licence policies and procedures. Ensure compliance to legal prescripts regulating the processing of operating licences. Manage operating licence records and statistics. Manage the Sub – Directorate Operating Licence Administration.

**ENQUIRIES**

Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.

**POST 43/150**

DEPUTY DIRECTOR: REGISTRATION AND PERMITS REF NO: LDTCS 003/19

**SALARY**

R733 257 per annum (Level 11) (All-inclusive remuneration package) The inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employee Pension Fund, a medical fund and flexible portion in terms of applicable rules.

**CENTRE**

Head Office (Polokwane)

**REQUIREMENTS**

Qualifications: An undergraduate qualification (NQF Level 6) as recognised by SAQA. A qualification in Transport/Traffic management will serve as an added advantage. A minimum of three (3) years’ junior management level in Transport /Traffic field. Computer literacy. Valid driver’s licence (with exception of

**DUTIES**

- Manage the registration of Vehicle Testing Stations (VTS), Drivers’ License Testing Centres (DLTCs), Manufacturers, Importers and Builders of Vehicles (MIBs) and manufacturers of number plates. Manage the system of personalised number plates. Manage the registration of authorised officers (traffic officers, examiners of vehicles and driving licenses. Coordinate the activities of registering authorities.
- Manage the administrative function for the issuing of abnormal load and special events permits.

**ENQUIRIES**

Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.

**POST 43/151**

**CONTROL PROVINCIAL INSPECTOR (IN-SERVICE & FIELD TRAINING)**

**REF NO:** LDTCS 004/19

**SALARY**

R733 257 per annum. (Level 11) (All-inclusive remuneration package) The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion in terms of applicable rules.

**CENTRE**

Limpopo Traffic Training College (Mutale)

**REQUIREMENTS**

- Qualifications: An undergraduate qualification (NQF Level 6) as recognised by SAQA. A qualification in Traffic Law Enforcement / Road Traffic will serve as an added advantage. A minimum of seven (7) years’ experience in Traffic Law Enforcement of which three (3) years should be in Traffic Training. A qualification in Occupational Directed Education Training and Development Practices (ODETDP) will serve as an added advantage. Computer Literacy. Valid driver’s licence (with exception of persons with disabilities).
- Competencies: Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Training Legislation, National Road Traffic Act, Written and verbal communication skills, Operational Planning, Analytical thinking, Subject expertise in the field of Examiner of Vehicles, Traffic Officer and Examiner of Driving Licenses.

**DUTIES**

- Plan and manage field and in-service training. Manage the assessment of training performance. Coordinate the evaluation of training programme.
- Manage and provide field-training programs. Manage the performance of Law Enforcement duties.

**ENQUIRIES**

Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.

**POST 43/152**

**DEPUTY DIRECTOR: PUBLIC TRANSPORT SERVICES REF NO: LDTCS 005/19 (X2 POSTS)**

**SALARY**

R733 257 per annum. (Level 11) (All-inclusive remuneration package) The inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employee Pension Fund, a medical fund and flexible portion in terms of applicable rules.

**CENTRE**

Mopani (Giyani), Vhembe (Thohoyandou) Districts

**REQUIREMENTS**

- Qualifications: An undergraduate qualification (NQF Level 6) as recognised by SAQA. A qualification in transport Management will serve as an added advantage. A minimum of three (3) years’ junior management experience in the transport environment. Computer literacy. Valid driver’s licence (with exception of persons with disabilities).

**DUTIES**

- Plan and manage field and in-service training. Manage the assessment of training performance. Coordinate the evaluation of training programme.
- Manage and provide field-training programs. Manage the performance of Law Enforcement duties.

**ENQUIRIES**

Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.
System (NLTIS), National and Provincial passenger transport policy, the operations of the passenger transport industry. Analytical skills, Conflict solving skills.

**DUTIES**
Manage and monitor public transport operating licensing services. Ensure compliance to legal prescripts regulating the processing of operating licences. Implement public transport safety and compliance initiatives. Monitor the issuance of operating licences. Facilitate PRE hearings. Manage public transport conflicts. Keeping of records and statistics. Manage the Sub – Directorate Operating Licence Administration.

**ENQUIRIES**
Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.

**POST 43/153**
CHIEF PROVINCIAL INSPECTOR (INSPECTORATE SERVICES) REF NO: LDTCS 006/19 (X2 POSTS)

**SALARY**
R470 040 per annum (Level 10)

**CENTRE**
Head Office (Polokwane)

**REQUIREMENTS**
Qualification: An undergraduate qualification (NQF Level 6) as recognised by SAQA. A qualification in Traffic Law Enforcement / Road Traffic will serve as an added advantage. A minimum of seven (7) years’ experience in the traffic law enforcement field, of which three (3) years should be at supervisory level. Valid driver’s licence (with exception of persons with disabilities)


**DUTIES**
Coordinate Inspection of all Driving License Testing Centres, Municipal Vehicles Testing Centres and Private Vehicles Testing Stations. Ensure compliance by examiners on Competency test driving on Government employees in the Province. Coordinate Inspection of Driving Schools. Facilitate the resolution of appeals for learners and driving licenses.

**ENQUIRIES**
Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.

**POST 43/154**
CHIEF PROVINCIAL INSPECTOR (VOCATIONAL FORMALTRAINING) REF NO: LDTCS 007/19 (X2 POSTS)

**SALARY**
R470 040 per annum (Level 10)

**CENTRE**
Limpopo Traffic Training College (Mutale)

**REQUIREMENTS**
Qualifications: An undergraduate qualification (NQF level 6) as recognised by SAQA. A qualification in Traffic Law Enforcement/Road Traffic Diploma will serve as an added advantage. A minimum of seven (7) years’ experience in the traffic law enforcement field, of which three (3) years should be in Traffic training. A qualification in Occupational Directed Education Training and Development Practices (ODETDP) will serve as an added advantage. A minimum of five (5) years’ experience in Traffic Law Enforcement of which two (2) years must be in Traffic Training. Computer Literacy. Valid driver’s licence (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Project management, Leadership Courses, Customer Service, Diversity, Assessment policy on training, Discipline procedures, Labour relations Acts, Training Legislation (SAQA), Skills Development Act, Written and Verbal communication skills, Time management, Public relations, Analytical thinking, Subject expertise in the field of Examiner of Vehicles, Traffic Officer and Examiner of Driving licence, Time management and problem solving.

**DUTIES**
Implement vocational (formal) training at the college. Manage assessment of training performance. Coordinate the evaluation of training programme. Manage and provide vocational (formal) training programs Manage performance of Law Enforcement duties.

**ENQUIRIES**
Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.
POST 43/155 : CHIEF PROVINCIAL INSPECTOR: TRAFFIC STATIONS AND TCC REF NO: LDTCS 008/19 (X10 POSTS)

SALARY : R470 040 per annum (Level 10)
CENTRE : Capricon (Dendron)
          Vhembe (Malamulele and Musina)
          Sekhukhune (Nebo and Moutse)
          Waterberg (Lephalale, Northam, Modimolle, Groblersburg Mokopane Traffic Station /TCC) Districts

REQUIREMENTS : Qualifications: An undergraduate (NQF level 6) as recognised by SAQA. An undergraduate in Traffic Management will be an added advantage. A minimum of three (3) years’ experience at supervisory level in the Road Traffic environment. Trafficman weighbridge model certificate will be an added advantage. Valid driver’s licence (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

DUTIES : Key Performance Area: Manage overloading of heavy vehicles at Traffic Control Centres. Manage law enforcement duties at Traffic stations. Render Traffic administration management services. Liaise with SAPS and Municipalities on Law enforcement and overloading control matters.

ENQUIRIES : Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.

POST 43/156 : CHIEF PROVINCIAL INSPECTOR (PTU) REF NO: LDTCS 009/19 (X2 POSTS)

SALARY : R470 040 per annum (Level 10)
CENTRE : Sekhukhune and Mopani Districts

REQUIREMENTS : Qualifications: An undergraduate qualification (NQF level 6) as recognised by SAQA. A qualification in Road Traffic as recognised by SAQA will be an added advantage. A minimum of three (3) years’ experience at supervisory level in the Road Traffic environment. Valid driver’s licence (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

DUTIES : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Manage joint law enforcement activities and projects. Manage resources and provide leadership and direction to all subordinates. Identify and manage risks in the Public Transport industry.

ENQUIRIES : Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.

POST 43/157 : ASSISTANT DIRECTOR: CONFLICT MANAGEMENT REF NO: LDTCS 010/19

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office (Polokwane)


DUTIES : Mediation and Resolution of Public Transport Disputes and conflict. Conduct inspections and verify operations on public transport routes. Monitor and render advice to taxi associations. Manage the staff component.

ENQUIRIES : Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.
POST 43/158 : ASSISTANT DIRECTOR: TRANSPORT PLANNING, POLICY & RESEARCH REF NO: LDTCS 011/19

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Qualifications: An undergraduate qualification (NQF Level 6) as recognised by SAQA. A qualification in transport or development Planning will serve as an added advantage. Three (3) years’ experience in a transport planning or related planning environment. Computer literacy. Valid driver’s licence (with exception of persons with disabilities) Competencies: Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Thorough knowledge of National and Provincial Transport Legislation, Policies, Planning guidelines and transport related research, good understanding of the PFMA, policy analysis and policy development skills and report writing.
DUTIES : Coordinate and monitor the development, maintenance and implementation of Integrated Transport Plans (ITP’S) and Integrated Public Transport Networks (IPTN's). Coordinate the identification and implementation of transport research needs. Facilitate the establishment, resuscitation, monitoring and maintenance of transport forums.
ENQUIRIES : Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.

POST 43/159 : ASSISTANT DIRECTOR: PUBLIC TRANSPORT SERVICES REF NO: LDTCS 012/19 (X5 POSTS)

SALARY : R376 596 per annum (Level 09)
CENTRE : Waterberg (Modimolle)
Vhembe (Thohoyandou)
Sekhukhune (Lebowakgomo)
Capricorn (Lebowakgomo/Polokwane)
Mopani (Giyani) Districts
REQUIREMENTS : Qualification: An undergraduate qualification (NQF level 6) as recognised by SAQA. A qualification in transport management or development will serve as an added advantage. Three (3) years’ experience in a transport environment. Computer literacy. Valid driver’s licence (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Thorough knowledge of Transport Legislation and Policies, good understanding of passenger transport operations, good written and verbal communication skills, analytical thinking and good report writing skills.
DUTIES : Manage subsidy contracts. Monitor subsidised operations. Monitor scholar transport operations. Administer freight transport. Participate in transport forums in local municipalities. Implement and monitor non-motorized transport projects e.g. Shova Kalula project. Monitor public transport operations and compliance to regulations. Manage the staff component.
ENQUIRIES : Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.

POST 43/160 : ASSISTANT DIRECTOR: SECRETARIAT SERVICES REF NO: LDTCS 014/19

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Qualifications: An undergraduate qualification (NQF Level 6) as recognised by SAQA. A qualification in transport management/development/Management Assistant/Administration will serve as an added advantage. Three years’ experience at supervisory level in secretariat services or administration. Computer literacy. Valid driver’s licence (with exception of persons with disabilities) Competencies: Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem
Solving and analysis, Client orientation and Customer Focus, Communication. Thorough knowledge of all Transport Legislation and Policies, knowledge of the National Land Transport Information System (NLTIS), good understanding of passenger transport operations, good written and verbal communication skills, analytical thinking and good report writing skills.

**DUTIES**

- Coordinate the rendering of administration and logistics services pertaining to the publishing of operation licences applications in the Government Gazette. Coordinating the rendering of Secretariat Services to the Limpopo Provincial Regulatory Entity (LPRE). Coordinating the rendering of administrative support services to the LPRE. Manage the staff component.

**ENQUIRIES**

Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.

**POST 43/161**

**ASSISTANT DIRECTOR: OPERATING LICENSES**  REF NO: LDTCS 015/19  
**(X6 POSTS)**

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Waterberg (Modimolle)  
Vhembe (Thohoyandou)  
Sekhukhune (Lebowakgomo) (X2 Posts)  
Capricorn (Lebowakgomo/Poqokwane)  
Mopani Districts

**REQUIREMENTS**

- Qualifications: An undergraduate qualification (NQF level 6) as recognised by SAQA. A qualification in transport management or development will serve as an added advantage. Three years’ experience at supervisory level in the related field. Computer literacy. Valid driver’s license (with exception of persons with disabilities)  
- Competencies: Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Thorough knowledge of all Transport Legislation and Policies, thorough knowledge of the National Land Transport Information System (NLTIS), good understanding of passenger transport operations, good written and verbal communication skills, analytical thinking and good report writing skills.

**DUTIES**


**ENQUIRIES**

Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.

**POST 43/162**

**ASSISTANT DIRECTOR: BUS SUBSIDY MANAGEMENT**  REF NO: LDTCS 015/19

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Head Office

**REQUIREMENTS**

- Qualifications: An undergraduate qualification (NQF level 6) as recognized by SAQA. A qualification in Commerce/Accounting or financial management will serve as an added advantage. Three years’ experience at supervisory level in a related field. Computer literacy. Valid drivers' license (with exception of persons with disabilities).  
- Competencies: Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Knowledge of Transport Legislation and Policies, knowledge of PFMA and related financial policies, good knowledge and understanding of Excel Programme, good financial knowledge and skills, analytical thinking and good report writing skills.

**DUTIES**

- Coordinate the funding of subsidy services. Coordinate the processing of subsidy claims. Coordinate the capturing and processing of subsidy statistics/data. Manage the staff component.

**ENQUIRIES**

Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.
POST 43/163 : ASSISTANT DIRECTOR: TRANSPORT OPERATOR EMPOWERMENT REF NO: LDTCS 016/19

SALARY : R376 596 per annum. (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Qualifications: An undergraduate qualification (NQF level 6) as recognized by SAQA. A qualification in transport management or development will serve as an added advantage. Three years’ experience at supervisory level in a related environment, dealing with educational or empowerment related activities. Computer literacy. Valid drivers’ licence (with exception of persons with disabilities) Competencies: Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Knowledge of Transport Legislation and Policies, knowledge of PFMA, report writing skills, project management skills and good written and verbal communication skills.

DUTIES : Co-ordinate the implementation of empowerment programmes for the public transport industry. Co-ordinate public transport stakeholder relations through structures e.g. Limpopo Provincial Taxi Council, SANWIT and SANSBOC. Coordinate Memorandum of Agreements with stakeholders. Coordinate the implementation of training of SMME’s. Coordinate the Taxi Recapitalization Programme.

ENQUIRIES : Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.

POST 43/164 : ASSISTANT DIRECTOR: OPERATING LICENCE ADMINISTRATION REF NO: LDTCS 017/19

SALARY : R376 596 per annum. (Level 09)
CENTRE : Head Office (Polokwane)

DUTIES : Administer the National Land Transport Information System (NLTIS), Administer NLTIS users. Monitor NLTIS transactions. Render support to NLTIS users. Ensure compliance to legal prescripts regulating the processing of operating licences. Keeping of records and statistics. Manage the staff component.

ENQUIRIES : Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.

POST 43/165 : ASSISTANT DIRECTOR: COMPLIANCE REF NO: LDTCS 018/19

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office
**DUTIES**: Plan and ensure that internal and external audit of the e-NATIS transactions are performed as per year programme. Ensure that audits are conducted on previously filed documents. Execute special audit at the request of Management (National, Provincial and Local). Coordinate and facilitate relevant requests for procurement of face value goods and services.

**ENQUIRIES**: Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.

**POST 43/166**: ASSISTANT DIRECTOR: E-NATIS ADMINISTRATION REF NO: LDTCS 019/19

**SALARY**: R376 596 per annum (Level 09)

**CENTRE**: Head Office


**DUTIES**: Implement plans and control all activities in the Provincial Help Desk to ensure effective service delivery. Supervise and monitor all administration functions of motor vehicle registration and Licensing, Driver Licensing Testing Centres and Vehicle Testing Stations with regard to e-Natis. Compile and facilitate relevant requests for procurement of goods, services and contracts within the Help Desk to ensure that they are aligned to the Provincial Procurement procedures and PFMA. Ensure that all e-Natis related transactions are processed as prescribed. Supervise and monitor activities of subordinate to ensure proper implementation of National Road Legislation throughout the Provincial registering authorities and Help – Desk.

**ENQUIRIES**: Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.

**POST 43/166**: ADMINISTRATE OFFICER: PERMITS AND REGISTRATION REF NO: LDTCS 020/19

**SALARY**: R257 508 per annum (Level 07)

**CENTRE**: Head Office (Polokwane)

**REQUIREMENTS**: Qualifications: An undergraduate qualification (NQF level 6) as recognised by SAQA. A minimum of three (3) years’ experience in the same or related field. Valid driver’s licence (with exception of persons with disabilities). Computer Literacy. Interpersonal relations, Knowledge of PFMA, Planning and Organisational Skills, Knowledge of e-Natis, Report Writing.

**DUTIES**: Approve and issue abnormal loads. Issues special events permits. Prepare memos to the MEC for approval with supporting documents. Ensure that all prescribes reconciliation procedure are followed and filed accordingly. Prepare requests for face value documents. Approve the captured information.

**ENQUIRIES**: Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.

**POST 43/168**: ADMIN CLERK: RADIO OPERATOR REF NO: LDTCS 021/19 (X3 POSTS)

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

**CENTRE**: Head Office (Polokwane)

**REQUIREMENTS**: Qualifications: Grade 12/NQF level 4 or equivalent as recognised by SAQA. Valid driver’s licence (with exception of persons with disabilities). Computer Literacy. Competencies: Communication skills, Interpersonal relations and Report writing.

**DUTIES**: Coordinate Traffic information and other incidents with Traffic authorities, SAPS, all Stakeholders and Provincial Traffic Stations. Communicate with Law Enforcement agencies and Provincial Inspectors on 24/7 basis. Provide vehicles and driver information to law Enforcement agencies and handle restricted queries related to vehicles registration and driver’s licenses (Using e-Natis). Manage the Toll Free number. Capture accidents reports from forms as received from accident response units and process captured data.
**ENQUIRIES**: Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.

**POST 43/169**

**ADMIN CLERK: PERMITS AND REGISTRATION**
**REF NO: LDTCS 022/19**
**(X2 POSTS)**

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

**CENTRE**: Head Office (Polokwane)

**REQUIREMENTS**
- Qualifications: Grade 12/ NQF Level 4 or equivalent as recognised by SAQA.
- Valid driver’s licence (with exception of persons with disabilities).
- Competencies: Computer literacy, Verbal and Written communication.

**DUTIES**
- Handle abnormal load permits applications.
- Handle personalised and special licence number applications and registrations.
- Receive and process special event permit applications.
- Perform and consolidate clerical transactions.

**ENQUIRIES**: Ms. N.F. Mpe Tel No: (015) 294 8401 or Ms. R. J. Phihlela Tel No: (015) 295 1166.
ANNEXURE U

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION AND TOURISM

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

APPLICATIONS: All applications must be forwarded to: Chief Director: Corporate Services: Department of Economic Development, Environment, Conservation and Tourism, Private Bag X15, Mmabatho 2735 or hand deliver at the NWDC Building, Corner University and Provident Streets.

FOR ATTENTION: Mr. Moeketsi Senqhi

CLOSING DATE: 13 December 2019 AT 15H30

NOTE: Application must be submitted on the prescribed form, Z83 (fully completed), obtainable from any Public Service Office, and must be accompanied by comprehensive Curriculum Vitae (CV), with full names, addresses and telephone number of at least three referees and certified copies of qualifications and Identification Document. Applications with foreign qualifications must submit a SAQA evaluation report on the qualification. Applicants should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the Department. Successful candidate(s) will be subjected to competency assessment. Appointment of the successful candidate(s) will be strictly subject to the Personnel Suitability Checks result/outcome. Failure to comply with the above requirements will result in the disqualification of the application. Note: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

MANAGEMENT ECHELON

POST 43/170: CHIEF DIRECTOR–ECONOMIC PLANNING, TRADE AND SECTOR DEVELOPMENT REF NO: 20/DEDECT/2019/NW

SALARY: R1 251 183 per annum (Level 14). (All-Inclusive Remuneration Package) 60% or 70% of the inclusive salary package must go into the basic salary. (N.B. 60% is applicable to all persons appointed to the SMS from outside the Public Service). The all-inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the employee’s personal needs.

CENTRE: Mahikeng

REQUIREMENTS: Relevant and appropriate recognised Bachelor’s degree in the field of Business Economics/Economics/Trade and Investment/Entrepreneurship. Postgraduate qualification(s) Honours/Masters/MBA in the mentioned field of study will be an added advantage. Extensive experience in the field of economic development, export and investment promotion. Knowledge and understanding of the sector and industry development. Experience of conducting research. Minimum of five (5) years’ experience in related working field at Senior Management Service (SMS) level in the Public Service or equivalent to SMS level in the Private Sector. Internationally obtained educational qualification(s) must be verified by SAQA. Valid driver’s license. Competencies: Financial management, Strategic capability and leadership, Programme and Project management, Change management, Knowledge Management, Service delivery Innovation, Problem solving and Analysis, People management and Empowerment, Client orientation and customer focus, Communication, Honesty and Integrity, Computer literacy.

DUTIES: Develop and implement interventions and strategies to stimulate economic growth and development through industry development, trade and investment promotion. Facilitate and coordinate the development of the major Provincial economic sectors (agro processing, manufacturing, mining beneficiation, tourism and green economy). Facilitate the support to industries in order to contribute to the acceleration of economic growth rate. Address the millennium development goals, national and provincial goals of job creation and the constitutional mandate. Facilitate and undertake research that will inform the development and review of economic development plans, policies and
strategies in alignment with national and provincial priorities. Conduct research and feasibility studies on prospective projects in terms of, inter alia, technical, socio-economic, environmental and financial management and market processes to aid decision-making about the type of project support and links to sector development. Manage the implementation of broad economic strategies and other imperative initiatives to transform the provincial economy e.g. Special Economic Zones (SEZ), Black industrialists and Industrial parks. Develop and implement key economic sectors strategies that influence provincial economy growth and development. Facilitate and manage creation of an enabling environment for key Province industries that have the potential to significantly contribute to job creation, skills development, establishment and growth of small medium and large business and support BBBEE through rural and township economy within the four districts of the Province. To enhance the competitiveness of the province’s priority economic sectors and ensure that they can compete within a global, continental and international scale. Manage strategic projects and partnership/service level agreements with key stakeholders in provincial prioritised economic sectors and ensure that are successful completed within budgetary timelines and performance requirements. Manage the performance of the Chief Directorate.

ENQUIRIES:  Mr Lufuno Tshikovhi Tel No: (018) 387 7728
ANNEXURE V

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE: 17 December 2019

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

ERRATUM: Kindly note that the post of Chief Executive Officer with Ref No: 42/302 advertised in Public Service Vacancy Circular 42 dated 22 November 2019, Telephone has been amended as follow: Tel No: (021) 815-8668.

OTHER POST

POST 43/171: DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT (PROCUREMENT SPECIALIST) REF NO: DEDAT 2019-44
(3 Year Contract Position)

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

CENTRE: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A Minimum of 3 years’ relevant management experience. Competencies: Knowledge of the following: Economics; Research applications; Labour Relations; Financial Management; Stakeholder Management; Management principles; Project Management; Public Service procedures; Applicable policies and procedures; Relationship management; Proven computer literacy; Communication (written and verbal) skills.

DUTIES: Strengthen partnerships to provide procurement promotion support to small businesses; Develop procurement promotion programmatic initiatives to create an enabling environment for small businesses to access new markets; Develop programmatic initiatives to provide economic opportunities (e.g. procurement opportunities and access to markets) for small businesses with a particular focus on small businesses in the oil and gas sector linked to the Saldanha Bay Industrial Development Zone (IDZ); Develop programmatic initiatives to identify specific gaps and/or blockages that constrain the participation of small enterprises in Procurement Promotion initiatives; Facilitate the implementation of procurement promotion innovation strategies and policies; Plan the sub-directorate’s budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES: Mr J Wolmarans at Tel No: (021) 483 2628

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: 17 December 2019

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202
OTHER POST

POST 43/172 : ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: WASTE MANAGEMENT PLANNING REF NO: EADP 2019-57

SALARY : R402 045 per annum (OSD as prescribed)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate, recognised Honours Degree in Natural or Physical Sciences, Environmental Sciences or Engineering (or an equivalent, appropriate qualification); A valid code 08 (EB) driving licence. Recommendations: Report writing skills; Proven supervisory and mentoring skills; Candidate must be willing to travel; Proficiency in Environmental Management; Proven computer literacy in MS Office (MS Word, Excel, PowerPoint and Outlook). Competencies: Ability to communicate effectively via a wide range of media to a diverse range of stakeholders; Interpret and analyse complex general and hazardous waste information documents to advice internal and external stakeholders; Conduct in-depth research; Knowledge of environmental legislation, policies and regulations; Knowledge and experience of environmental, general and hazardous waste management; Communication skills (verbal and written) in at least two of the three official languages in the Western Cape.

DUTIES : Administer the verification, analysis and maintenance of waste information reported and captured on the Integrated Pollution and Waste Information System (IPWIS); Manage the development and implementation of special projects with regards to waste information management; Manage and provide specialist technical advice on complex technical scoping and environmental impact assessment reports and policy documents to organs of state and other stakeholders on integrated waste management; Assist with the following: The compliance monitoring on IPWIS regarding waste information legislative framework; General office management i.e. assist with Financial Management, Human Resource Management and Office Administration; The coordination and facilitation of IPWIS capacity building training to internal and external users.

ENQUIRIES : Mr A Hoon at Tel No: (021) 483 2712

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 43/173 : HEAD CLINICAL UNIT GRADE 1 (MEDICAL: NEPHROLOGY AND HYPERTENSION)

SALARY : R1 728 807 per annum (A portion of the package can be structured according to the individual’s personal needs);(It will be expected of the successful candidate to participate in a system of remunerated commuted overtime.)
CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Nephrology. Registration with a professional body: Registration with the HPCSA as Medical Specialist in Nephrology. Experience: A minimum of 3 years’ appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Nephrology. Competencies (knowledge/skills): Sound knowledge of renal medicine and hypertension. Relevant statutory frameworks, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Clinical service delivery in the renal and hypertension clinics and medical wards. Administrative, clinical and financial management of the Nephrology and Hypertension division.
DUTIES: Provide leadership to the Division of Nephrology and Hypertension as an efficient and cost-effective service to patients. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment). Deliver effective and efficient administration of the Division of Nephrology and Hypertension. Plan and partake in the training of staff including registrars, medical officers, community service MO's, interns and UCT medical students. Conduct and supervise research.

ENQUIRIES: Prof N Ntusi Tel No: (021) 406-6200; Email address: ntobeko.ntusi@uct.ac.za

APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 13 December 2019

POST 43/174: ASSISTANT DIRECTOR: PROJECT MANAGEMENT
Directorate: Information Management

SALARY: R376 596 per annum

CENTRE: Head Office, Cape Town

REQUIREMENTS: Minimum educational qualification: An appropriate 3 years Degree/Diploma recognised three-year tertiary qualification in Computer Sciences, Programming or Database Development. Experience: Appropriate relevant work experience including project management. Experience in Transactional SQL. Inherent requirement of the job: A valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Strong project management and organisational skills with strong self-sufficiency and creative/innovative/solution orientated thinking. Excellent understanding and application of the system development life cycle, Database management, data governance and data management skills. Ability to develop, implement, document and maintain security and compliance governance processes and procedures and implement internal systems and controls. A high level of computer literacy with advanced excel skills and Oracle and SQL server database administration experience. Excellent interpersonal, communication (written and verbal) and facilitation skills to enable co-operative engagement with colleagues and stakeholders at all levels.

DUTIES: Commission and implement development, testing and deployment of new and existing applications including mapping the conceptual design for databases. Develop database documentation, including data standards, policy, procedures and definitions for the data dictionary (metadata) that is in line with WCG: health ICT policy. Project management: - development, implementation, communicating, reporting and monitoring of the projects. Database administration including maintenance, enhancements, user support and system training Management of Staff/Supervisory function. Provide ongoing technical support to ensure effective service delivery to all stakeholders.

ENQUIRIES: Ms L Shand Tel No: (021) 483-2639

APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 13 December 2019

POST 43/175: SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT
West Coast District

SALARY: R316 791 per annum

CENTRE: West Coast District Office, Malmesbury

REQUIREMENTS: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in the procurement of goods and services, asset management, contract management and transport activities. Appropriate supervisory experience in Supply Chain Management environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to work after hours when required. Competencies (knowledge/skills): Extensive knowledge of and practical experience in LOGIS and the Integrated Procurement Solutions (IPS). Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Ability to work independently and part of a team. Practical workable knowledge of computer systems (LOGIS and IPS).
DUTIES: Responsible for overall management for all supply chain management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition Contract management, Logistics, Asset, Inventory and Disposal Management. Accurate and timely preparation of monthly reporting and assist with the compilation of the Annual and Interim Financial Statements in terms of Major and Minor assets for BAS VS LOGIS Recon and Notes 40 and 41. System Management (Ensure system controller functions are carried out and approver duties on IPS). Responsible for Asset management, planning and reporting for West Coast District. Management of all staff HR functions within the component including effective and efficient support to supervisors.

ENQUIRIES: Mr B Cornelissen Tel No: (022) 487-9289

APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

POST 43/176: PRINCIPAL FOOD SERVICE SUPERVISOR

SALARY: R173 703 per annum

CENTRE: Red Cross War Memorial Children’s Hospital

REQUIREMENTS: Minimum educational qualification: General Education and training Certificate (GETC) - Grade 9/ (Std. 7) and Food Certificate. Experience: Appropriate supervisory experience in Food Services Management in an industrial Food Service Unit. Inherent requirements of the job: Shifts (including weekends and public holidays) according to operational requirements. Competencies (knowledge/skills): Computer literacy (MS word and excel). Ability to maintain discipline. Good communication and interpersonal skills. Knowledge of pest and infection control. Knowledge of the Occupational Health and Safety Act. Knowledge of Hazard analysis critical control point (HACCP). Good administrative abilities in the food service system.

DUTIES: Responsible for food services management systems (LOGIS) and relieve the manager when on leave. Effective utilisation and supervision of the food services team. Training of the food services team in all aspects relating to daily tasks. Control of the budget, equipment and stock/supplies. Control of food expenditure by implementation of prescribed guidelines. Control and maintain adequate levels of hygiene, safety and security in the kitchen.

ENQUIRIES: Ms M Coetzee Tel No: (021) 658-5407

APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

POST 43/177: CLEANER

(S)ALARY: R102 534 per annum

CENTRE: Riversdale Clinic

REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Physically able to lift/move heavy objects and supplies. Ability to operate machinery and equipment. Relief in other facilities/mobiles when necessary. Competencies (knowledge/skills): Good interpersonal, verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the correct methods of handling and disposal of refuse, waste products and adherence to policy and cleaning practices. Able to handle conflict and the ability to work under pressure.

DUTIES: Provide clean, safe and hygienic environment (sweeping, dusting, scrubbing, mop, polish, refuse removal, cleaning of windows, light shades, walls, toilets, sluice, drains and clinic grounds). Effective and efficient utilisation and storage of cleaning material and equipment. Handling of waste. Attend in-service training appropriate to service delivery. Effective support to supervisor.

ENQUIRIES: Ms E Braaf Tel No: (028) 713-8644

APPLICATIONS: The District Manager; Garden Route District Office, Private Bag X6592, George, 6530

FOR THE ATTENTION: Ms S. Pienaar

NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE : 20 December 2019

DEPARTMENT OF HUMAN SETTLEMENTS

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

CLOSING DATE : 17 December 2019

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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

MANAGEMENT ECHELON

POST 43/178 : CHIEF DIRECTOR: HUMAN SETTLEMENTS PLANNING REF NO: HS 2019-74

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

CENTRE : Department of Human Settlements, Western Cape Government

REQUIREMENTS : A NQF level 7 qualification in the Social Science/Built environment or related as recognised by SAQA; A minimum of 5 years’ senior management experience in the built environment sector; A valid driver’s licence, or alternative mode of transport for people with disabilities. Competencies: Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Knowledge of Human Resource Management; Basic knowledge of labour relation legislation and regulations; Financial management; Knowledge of the creation and sustainable of integrated human settlements.

DUTIES : Line Management: Oversee research, development of policies of sustainable human settlements; Oversee the planning for integrated and sustainable human settlements; Oversee the planning and management of housing assets; Oversee the facilitation of affordable housing delivery; and Coordinate the compilation of the departmental annual business plan; Strategic Management: Define and review on a continual basis the purpose, objective, priorities and activities of the Chief Directorate; Participate in the Department’s and Chief Directorate’s strategic planning process; Active involvement in the development and management of the strategic and business plans for the Chief Directorate; Evaluate the performance of the Chief Directorate against pre-determined key measurable objective and standards; Report to the Head of Department on the activities of the Chief Directorate, 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 Chief Directorate, and of the resources employed by it; People Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure achievement of the Chief Directorate’s Business Plan; Motivate, train and guide staff within the Chief Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Chief Directorate; Monitor information capacity building within the Chief Directorate; Active involvement in the compilation of the people management plan, a service delivery improvement programme, and an information resources plan for the Chief Directorate; Promote sound employee relations within the Chief Directorate; Actively manage and promote the maintenance of discipline within the Chief Directorate; Financial Management: Active participation in the
budgeting process at Chief Directorate level; Preparing of the Annual and Adjustment Budgets for the Chief Directorate; Assume direct responsibility for the efficient, economic and effective control and management of the Chief Directorate’s budget and expenditure; Assume direct responsibility for ensuring that the correct tender and procurement procedures are in adhered to in respect of purchases for the Chief Directorate’s finance; Report to the Head of Department on all aspects of the Chief Directorate’s finances; Assume overall responsibility for the management, maintenance and safekeeping of the Chief Directorate’s assets; Ensure that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with any prescribe norms and standards.

ENQUIRIES:
Ms JJ Samson
Tel No: (+2721) 483-2869

POST 43/179:
DIRECTOR: PLANNING REF NO: HS 2019-75

SALARY:
R1 057 326 per annum (Level 14). (All–inclusive salary package)

CENTRE:
Department of Human Settlements, Western Cape Government

REQUIREMENTS:
A relevant NQF level 7 qualification or equivalent in the Built environment as recognised by SAQA; A minimum of 5 years’ experience middle/senior management experience; A valid driver’s licence, or alternative mode of transport for people with disabilities. Competencies: Proven knowledge and understanding of the National and Provincial Housing Act, Western Cape Housing Development Act, National Housing Code, guidelines and other related housing policies and prescripts; Proven knowledge and understanding of integrated human settlement planning; Proven knowledge and understanding of planning and environmental regulatory requirements; Proven knowledge and understanding of Human Settlement, Local Government and Stakeholder Management; Proven knowledge and understanding of Human Settlement and Stakeholder Management; Proven knowledge and understanding of the built environment (Human Settlements) Proven knowledge and understanding of Municipal Spatial Development Frameworks and 5-year Human Settlement Plans on municipal level; Proven knowledge and understanding of program and project management; Proven knowledge and understanding of procurement and tendering processes; Proven knowledge and understanding of GISc systems and the management of spatial databases; Proven knowledge and understanding of public service procedures, processes and systems; Proven communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in MS Office, Intranet, Internet and other relevant software packages; Proven leadership skills with specific reference to the ability to display thought leadership in complex applications; Proven planning and organising skills; Proven problem solving and dispute resolution/conflict management skills; Proven conceptual and formulation skills; Ability to interpret relevant legislation, policies, guidelines, standards, procedures and best practice; Ability to conceptualise and drive strategic planning processes; Ability to forge sustainable relationships and utilize resources effectively and economically to achieve key deliverable.

DUTIES:
Line Management: Facilitate provincial human settlement forward planning; - Facilitate the development of implementable human settlement plans within the IDP of municipalities; Manage GIS support; Coordinate and manage the integration of the informal settlements policy into provincial and municipal planning. Strategic Management; Define and review on a continual basis the purpose, objective, priorities and activities of the Directorate; Participate in the Department's and Directorate's strategic planning process; Activate involvement in the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards; Report to the Chief Director on a regular basis on the activities of the Directorate, and on matters of substantial importance to the administration; Monitor and ensure compliance with relevant legislation and prescripts in respects of adequate and appropriate record-keeping of the activities of the Directorate, and of the resources employed by it; People Management: Participation in the recruitment of staff in the number and grades appropriate to ensure achievement of the Directorate's Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Monitor information capacity building within the Directorate; Active involvement in the compilation of the People Management Plan, a Service
Delivery Improvement Programme, and an Information Resources Plan for the Directorate; Promote sound employee relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate; Financial Management: Actively participate in the budgeting process at Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Assume direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure; Assume direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate's finance; Report to the Chief Director on all aspects of the Directorate's finance; Assume overall responsibility for the management, maintenance and safekeeping of the Directorate's assets; Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribe norms and standards.

**ENQUIRIES**

Ms JJ Samson  
Tel No: (+2721) 483-2869

**DEPARTMENT OF LOCAL GOVERNMENT**

**APPLICATIONS**

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

**CLOSING DATE**

17 December 2019

**NOTE**

Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**OTHER POST**

**POST 43/180**

ASSISTANT DIRECTOR: SERVICE DELIVERY INTEGRATION (INTERGOVERNMENTAL RELATIONS) REF NO: LG 2019-36  
(12 Months Contract)

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Department of Local Government, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ relevant experience in an intergovernmental relations/stakeholder management environment. Recommendations: Working knowledge of the Intergovernmental Relations Framework Act (IGR Framework Act); Experience of Project Management, Strategic Management, Human Resource Management, Financial management as well as aspects of Supply Chain Management such as procurement and asset management. Competencies: Knowledge of the following: Constitutional, institutional and developmental circumstances of municipalities in the Western Cape; Legislation and policy frameworks applicable to local government (Constitution, Municipal Systems Act, Municipal Structures Act); Proven computer literacy (MS Office); Written and verbal communication skills; Minute writing and report writing.

**DUTIES**

Rendering logistical and administrative support to the Intergovernmental Relations component through the following: Compiling and providing input for operational plans (Project Plan, Standard Operating Procedures, Quarterly Performance Reports, Annual Performance Plan), Finalise trip authorities; Draft minutes and finalise resolution reports for submission in respect of committees and forums The Minister’s and Mayoral Technical Forum (MinMayTech), Minister’s and Mayoral Forum (MinMay), Premier's Coordinating Forum (PCF), District Coordinating Forum Technical Committee (DCFTech) and The District Coordinating Forum DCF) Follow up resolutions and key outcomes for: Provincial and Municipal Interface ('Meet and Greet'), MinMayTech and Premier’s Coordinating Forum Technical Committee (PCFTech); Assist with the compilation of budget reports [Monthly cash flow, Mid Term Expenditure Framework]; Track expenditure in line with the budget; Procurement of all goods and services (Equipment, booking of venues, accommodation, technical services); Compilation and finalising of claims (S&T, cell phone, overtime); Controlling of Sub directorate assets (Coordinating and
DEPARTMENT OF THE PREMIER

ENQUIRIES: Mr NJ Witbooi at Tel No: (021) 483 4249

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

CLOSING DATE: 20 January 2020

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST


SALARY: R316 791 per annum (Level 08)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma or higher qualification which is media related.); A minimum of 2 years' experience in an online publishing environment. Recommendations: Working knowledge of the following: ICT environments; Content Management Systems; Social media platforms; Image optimisation and video editing software; A valid driving licence; Research, content gathering and editing; Experience with a large publication would be an advantage. Competencies: Knowledge of the following: Content production systems; Ability to research independently; Ability to use multimedia equipment; Proven writing ability; Good understanding of Search Engine Optimisation (SEO); Excellent communication skills (written and verbal).

DUTIES: Write and publish online content implementing international best practices, including functions such as interviews; Assess content brief, conduct research and aggregate content for production; Proof read, fact check and ensure quality content for publication in line with international best practices and towards achievement of content goals; Prepare image, video and online media; Assist with content planning; Working knowledge of digital marketing, particularly audience research, content modelling and online public relations.

ENQUIRIES: Mr L Rushin at Tel No: (021) 483 9772

PROVINCIAL TREASURY

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

CLOSING DATE: 17 December 2019

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 43/182: CHIEF ADMINISTRATION CLERK: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 2019-48 (X2 POSTS)

SALARY: R257 508 per annum (Level 07)
CENTRE: Provincial Treasury, Western Cape Government

REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 3 years relevant experience. Recommendation: Basic knowledge of financial systems such as LOGIS; Supervisory skills. Competencies: Basic knowledge and understanding of the following: Financial systems such as LOGIS; Financial Administration; Strategic planning and organising skills; Communication skills (written, verbal and presentation); Proven computer literacy.

DUTIES: Data cleansing of Logis item master; Enable a clean and up to date asset register; Maintain and re-verification of reporting categories per department; Supervise clerical staff; Assist departments with the creation of ICN’s.

ENQUIRIES: Mr F Fillis at Tel No: (021) 483 9632

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE: 17 December 2019

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 43/183: SOCIAL WORK POLICY MANAGER: OLDER PERSONS REF NO: DSD 2019-137

SALARY: R794 889 per annum (All-inclusive salary package) (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Competencies: Knowledge of the following: Government processes and systems; Older persons legislation, strategies and policies in South Africa; Older persons sector in the Western Cape; International best practices in terms of older persons; Policy development; Project management; Policy analysis and development; Organising and planning skills; Written and verbal communication skills; Professional counselling; Monitoring and evaluation skills; Proven computer literacy; Financial management; Ability to compile complex reports.

DUTIES: Develop and facilitate the development of policies for rendering a social work service in departments; Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources; Keep up to date with new developments in the social work and management fields; Plan and ensure that social work policy research and development are undertaken; Undertake complex social work research; Perform and/or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES: Mr C Jordan at Tel No: (021) 483 4991

POST 43/184: DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: DSD 2019-141

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

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: An appropriate 3 year National Diploma/ B-Degree (or higher qualification); A minimum of 5 years relevant experience in an Internal Control and Governance environment of which 3 years’ experience must be on a management level. Competencies: Knowledge of the following: Policy Development; Budgeting processes; Financial norms and standards; Public Financial Management Act;
National Treasury Regulations; Provincial Treasury directives/instructions; Public service Anti-Corruption Strategy and Fraud Prevention measures; Principles and practices of financial accounting; Internal controls and techniques; Government accounting standards (GRAP and modified cash standards); Economic Reporting Framework including Standard Chart of Accounts; Risk Management Frameworks; Government Financial Systems; Human Resource Management; Proven computer literacy; Written and verbal communication skills.

**DUTIES**

Ensure proper governance; Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Investigate and report on irregular/fruitless and wasteful expenditure; Check and verify correctness of AFS/IFS (includes note and audit file); Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to key controls, CGRO, GAP, and FMCM; Provide fraud and losses management services; Ensure the implementation and maintenance of an integrated loss control system; Maintain, interpret, advise and implement a departmental anti-fraud strategic management plan inclusive of fraud prevention policy in consultation with the PFS; Perform managerial task with regards to the Sub-directorate.

**ENQUIRIES**

Mr JO Smith at Tel No: (021) 483 8679

**POST 43/185**

ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DSD 2019-136

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ relevant experience. 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.

**DUTIES**

Develop and implement departmental performance monitoring and reporting processes; Contribute to the development and maintenance of performance indicators and monitoring frameworks; Monitor the implementation of the service delivery improvement plans (SDIPs); Provide support and guidance in the management of Provincial Project Management and Information systems.

**ENQUIRIES**

Ms L Bam at Tel No: (021) 483 5685

**POST 43/186**

EDUCATION MANAGER: EDUCATION (CLANWILLIAM) REF NO: DSD 2019-142

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

An appropriate 4-year teaching qualification in Education (or higher qualification); Registration with SACE; A minimum of 3 years’ experience as an Educator/Educationalist. Recommendation: Experience as a manager in the Education sector. Competencies: Knowledge of the following: Applicable policies and procedures; Public Service procedure; People Management Practices; Employee relations; Ability to interpret and apply policies and procedures; Planning, presentation and facilitation skills; Written and verbal communication skills; Proven computer literacy; People management and empowerment; Information and Knowledge Management; Service delivery innovation; Problem solving and analysis.

**DUTIES**

Ensure effective implementation of educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Manage the implementation of the education programme suitable to meet learning needs of at-risk learner; Ensure safety and disciplinary measures within the education environment; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; People management and development; Administer the people management policy to the education team – leave management and administration, employee management; Effective
operational planning and execution; Management of resources, monthly reports, statistics, registration with SACE, self-development.

ENQUIRIES : Mr M Benting at Tel No: (021) 931 0236


SALARY : Grade 1: R363 801 - R407 625 per annum (OSD as prescribed)
Grade 2: R432 459 - R581 178 per annum (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; Grade 1: A minimum of 8 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 2: A minimum of 18 years’ appropriate experience in social work after registration as Social Worker with the SACSSP of which 10 years must be appropriate experience in social work policy development. Note: Proof of first registration as Social Worker with the SACSSP must be submitted with your online application. Recommendation: A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Analytical, diagnostic, assessment policies, tools, evaluation methods and processes; Social work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Project planning skills; Monitoring and evaluation skills; Written and verbal communication skills; Proven computer literacy; Organising and planning skills; Project planning skills; Ability to compile complex reports; Policy analysis and development skills; Professional counselling.

DUTIES : Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) process; Suspending of UFC funding; Appeal process regarding UFC; Monitor and evaluate NPO's compliance against signed Transfer payment Agreement (TPA) and compliance against Legislative/ Programme Specific norms and standards/ regulatory framework; Rapid response following complaints/ enquires about NPO's or a concern raised; Registration/ Designation of facilities/ NPO's/ child headed households/ shelters and drop in centres in terms of the relevant legislation; Accreditation, registration and monitoring of programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Appeal process; Stakeholder Relationship and Relationship Management; Keep up to date with new developments in the social work field; High level administrative functions.

ENQUIRIES : Ms T Hamdulay at Tel No: (021) 483 4829

POST 43/188 : SOCIAL WORKER POLICY DEVELOPER: SUBSTANCE ABUSE REF NO: DSD 2019-140

SALARY : Grade 1: R363 801 - R407 625 per annum (OSD as prescribed)
Grade 2: R432 459 - R581 178 per annum (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; Grade 1: A minimum of 8 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 2: A minimum of 18 years’ appropriate experience in social work after registration as Social Worker with the SACSSP of which 10 years must be appropriate experience in social work policy development. Note: Proof of first registration as Social Worker with the SACSSP must be submitted with your online application. Recommendation: A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Analytical, diagnostic, assessment policies, tools, evaluation methods and processes; Social work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Project planning skills; Monitoring and evaluation skills; Written and verbal communication skills; Proven computer literacy; Organising and planning skills; Project planning skills; Ability to compile complex reports; Policy analysis and development skills; Professional counselling.
DUTIES: Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) process; Suspending of UFC funding; Appeal process regarding UFC; Monitor and evaluate NPO's compliance against signed Transfer payment Agreement (TPA) and compliance against Legislative/ Programme Specific norms and standards/ regulatory framework; Rapid response following complaints/ enquires about NPO's or a concern raised; Registration/ Designation of facilities/ NPO's/ child headed households/ shelters and drop in centres in terms of the relevant legislation; Accreditation, registration and monitoring of programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Appeal process; Stakeholder Relationship and Relationship Management; Keep up to date with new developments in the social work field; High level administrative functions.

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

POST 43/189: SOCIAL WORKER: ECD AND PARTIAL CARE REF NO: DSD 2019-133


CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Services as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being: Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Verbal and written communication skills; 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; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively.

DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families, communities and organisations through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; Monitor NPOs compliance against Legislative/Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs; or a concern raised by a programme (including Foster Care Management); Perform all the administrative functions required of the job.

ENQUIRIES: Ms S Davis at Tel No: (021) 483 4153

POST 43/190: SOCIAL WORKER: SERVICES TO FAMILIES REF NO: DSD 2019-134


CENTRE: Department of Social Development, Western Cape Government
**REQUIREMENTS**: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1**: No experience; **Grade 2**: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3**: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. **Grade 4**: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Verbal and written communication skills; 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; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively.

**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; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO’s (regulatory frameworks); Continuous Professional Development: Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

**ENQUIRIES**: Dr L Corrie at Tel No: (021) 483 3519

**POST 43/191**: SOCIAL WORKER: SOCIAL WORK SERVICES (THEEWATERSKLOOF) 
**REF NO**: DSD 2019-139

**SALARY**: Grade 1: R257 592 – R298 614 per annum (OSD as prescribed) 
Grade 2: R316 794 – R363 801 per annum (OSD as prescribed) 
Grade 3: R384 228 – R445 425 per annum (OSD as prescribed) 
Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)

**CENTRE**: Department of Social Development, Western Cape Government

**REQUIREMENTS**: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1**: No experience; **Grade 2**: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3**: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. **Grade 4**: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty,
inequality, oppression, discrimination and exclusion; Verbal and written communication skills; 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 result in or stem from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES**

Ms D de Bruyn at Tel No: (028) 214 3000

**POST 43/192**

**CUSTOMER CARE ASSISTANT: CUSTOMER CARE (KNYSNA) REF NO: DSD 2019-135**

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 months' customer care experience. Recommendation: A valid Code B (or higher) driving licence. Competencies: A good understanding of the following: Customer care; Customer care surveys; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Written and verbal communication skills; Proven computer literacy in (MS Office); Sound organising and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines.

**DUTIES**

Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile a monthly local office report regarding enquiries or complaints as well as walk-in statistics; Provide information to clients regarding available services; Assist with the logistical arrangements for the local office at the community based programmes; Render general administrative support services; Maintaining of a filing system and ministerial record keeping for the customer care related matters.

**ENQUIRIES**

Mr K Mazeleni at Tel No: (044) 814 1925

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**APPLICATIONS**

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

**CLOSING DATE**

17 December 2019

**NOTE**

Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**OTHER POSTS**

**POST 43/193**

**TECHNICAL ASSISTANT REF NO: TPW 2019-230**

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Department of Transport and Public Works, Western Cape Government Quality Assurance (X4 Posts) Client Care Centre (X1 Post)

**REQUIREMENTS**

NTC 3 Certificate (or equivalent vocational certificate); A minimum of 3 years' practical work experience in Mechanical, Panel beating or similar fleet management environment; A valid code EC driving licence with PDP to ensure stand-by duties will be performed. Recommendations: National/Advanced Certificate as a Qualified Motor Mechanic/Panel Beater; Experience in
Government Motor Transport or other agencies fleet agencies. Competencies Working knowledge of the following: Government and/or other motor transport fleet agencies; RMI/SAMBRA (or equivalent) grading systems; Sound technical knowledge with regard to the repair, maintenance, panel beating and spray painting of vehicles; Knowledge of BBB-EE Act, Fleet Management Systems, Office Administration and Client Liaison Management; Excellent communication skills (written and verbal) Strong technical acumen; Excellent planning and organisational skills; Ability to conduct technical research and report writing.

**DUTIES**

- Compare quotes to tow and/or recover vehicles, service, maintain and repair vehicles (mechanical and/or accident) and approve/decline said requests;
- Review vehicles technical history, and recommend/decline quotes for approval; Negotiate warranty claims, repetitive work, fleet discounts on parts and labour with vehicle related suppliers for quality control purposes and to verify repair work; Monitor and investigate vehicles failing to meet GMT quality assurance standards, find solutions and recommend corrective actions;
- Monitor Government Motor Transport work distribution to vehicle related suppliers; Inspect vehicles where the quote for repairs exceed the value of the vehicle, or the vehicle reached their economic life cycle, and recommend the use of parts or withdrawal from service.

**ENQUIRIES**

- Mr R Fourie at Tel No: (021) 467 4747

**POST 43/194**

**CONSTRUCTION SAFETY OFFICER: PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY HEALTH REF NO: TPW 2019-235**

**SALARY**

- R257 508 per annum (Level 07)

**CENTRE**

- Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

- An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years’ experience in the built environment; A valid code B driving licence. Competencies: Knowledge of the following: Occupational Health and Safety Act and regulations (Act 85 of 1993); Building construction activities; Contract administration; Legislation pertaining to Occupational Health and Safety Act, Basic Conditions of Employment Act, Compensation for Occupational Injuries and Disease Act, Environment Conservation Act; Western Cape Maintenance Framework; Communication skills (written and verbal); Proven computer literacy with MS Office Package (Word, Excel, Project and PowerPoint).

**DUTIES**

- Managing of contract administration support; Managing health and safety plans for maintenance and capital projects; Ensure that all contractors executing construction works on projects are in accordance with approved H&S plan; Creating an environment which will enhance and contribute to safe working conditions and service delivery; Review and validate fee claims of appointed health and safety agents; Consultation with contractor and safety officers on project sites regarding ways to improve service delivery; Remain up to date with all applicable prescripts/policies and procedures; Inspect contractor's equipment of sites and Health and Safety file; Ensure that sufficient demarcations and warning signs are provided in areas where lifting operations are being done on sites; Prepare health and safety specifications for construction works; Render technical services, inspection of sites, compile reports, promote safety and prepare budgets; Monitor compliance of the OHS Act; Appoint health and safety agents; Ensure the services of appointed Health and Safety Agents are correctly executed.

**ENQUIRIES**

- Mr L Binkowski at Tel No: (021) 483 3237