



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 43 OF 2021

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **THE DEPARTMENT OF MINERAL RESOURCES & ENERGY:** Kindly take note that the positions of Chief Director: Mineral and Petroleum Policy (DMRE 2202), Petroleum Pricing Specialist (DMRE: 2203), Regional Manager (DMRE: 2204) , Regional Manager (DMRE: 2205) , Nuclear Power Reactor Specialist (DMRE: 2206), Senior Inspector: Mine Equipment (DMRE: 2207), Inspector: Occupational Hygiene (DMRE:2208), Energy Inspector (DMRE: 2209), Assistant Director: Technical Cooperation (DMRE: 2210) , Personal Assistant (DMRE: 2211) advertised in the Public Service Vacancy Circular 41 dated 19 November 2021 with closing date of 03 December 20021 , the closing date has been extended to 10 December 2021.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
COOPERATIVE GOVERNANCE	A	03 – 06
EMPLOYMENT LABOUR	B	07 – 10
HEALTH	C	11 – 12
HOME AFFAIRS	D	13 – 14
HUMAN SETTLEMENTS	E	15 – 16
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE	F	17 – 18
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	G	19 – 22
NATIONAL PROSECUTING AUTHORITY	H	23 – 36
OFFICE OF THE CHIEF JUSTICE	I	37 – 41
PLANNING, MONITORING AND EVALUATION	J	42 – 43
SOUTHAFRICAN POLICE SERVICE	K	44 – 45
TRANSPORT	L	46 – 47
TREASURY	M	48 – 81
WATER AND SANITATION	N	82 – 91

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	O	92 – 93
GAUTENG	P	94 – 124
KWAZULU-NATAL	Q	125 – 154
LIMPOPO	R	155 – 168
NORTH WEST	S	169 – 172
WESTERN CAPE	T	173 - 198

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is service excellence for improving lives through cooperative governance. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery innovation and promote representivity in the Department through the filling of this posts. Applicant whose appointment/transfer/promotion will promote representivity will therefore receive preference.

- CLOSING DATE** : 17 December 2021
- NOTE** : Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by (1) a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as at least 2 contactable references, (2) a copy of the applicant's South African ID Document, (3) a copy of the applicant's drivers' license, (4) a copy of Grade 12 Certificate as well as all qualifications mentioned in the CV, (5) a SAQA verification report for foreign qualifications. (Only shortlisted candidates will be required to submit certified documents/ copies on or before the day of the interviews) It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), 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. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. 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. The below post is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore submit proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course.

MANAGEMENT ECHELON

- POST 43/01** : **DEPUTY DIRECTOR GENERAL: LOCAL GOVERNMENT SUPPORT AND INTERVENTIONS MANAGEMENT REF NO: 30667/01**
Re advert Candidates who had already applied need not re-apply
- SALARY** : R1 521 591 per annum. (An all-inclusive remuneration package) The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines
- CENTRE** : Pretoria

- REQUIREMENTS** : Qualifications – Minimum: A Grade 12 certificate, undergraduate qualification in Public Management, Development studies or equivalent qualifications (NQF level 7 as recognised by SAQA) and a post-graduate qualification (NQF 8 as recognised by SAQA). Experience - Minimum: At least 10 years in at Senior Management (SMS) level in the relevant field. Technical knowledge: Knowledge of provincial and local government systems. Experience in managing cross-functional teams. Knowledge of government structures. Service Delivery Programmes. Additional requirements: A valid South African driver's license. Senior Management Pre-Entry Programme. Required: Proficient in MS Excel and MS Word. Advantage: MS PowerPoint, MS Project
- DUTIES** : Job purpose: To provide strategic direction and support in the implementation of the mandate of the Department at provincial, district and municipal level. The successful candidate will be expected to perform the following primary duties: Oversee and manage the development and implementation of district One-Plans in all 52 districts. Oversee and manage the development and institutionalisation and effective system of inter-governmental relations (IGR) across the three spheres of government. Oversee and manage the sector departments' contribution to the development and implementation of district One-Plans. Oversee and manage the establishment and monitoring of agreements with the private sector, civil society and international partners to support the implementation of district One-Plans. Oversee and manage support and intervention programmes in provinces, districts and municipalities.
- ENQUIRIES** : Mr J Tidimane Tel No: (012) 334 0734
- APPLICATIONS** : Applications must be submitted electronically via email to cogta93@ursonline.co.za for attention of URS Response Handling, Tel No: 012 811 1900
- NOTE** : Equity: Female candidates are encouraged to apply.
- POST 43/02** : **DEPUTY DIRECTOR GENERAL: INSTITUTIONAL DEVELOPMENT REF NO: 30667/02**
Re-advert candidates who had already applied need not re-apply
- SALARY** : R1 521 591 per annum. (Level 15) (An all-inclusive remuneration package) The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications – Minimum: A Grade 12 certificate, undergraduate qualification in Public Management, Development studies or equivalent qualifications (NQF level 7 as recognised by SAQA) and a post-graduate qualification (NQF 8 as recognised by SAQA). Experience - Minimum: At least 10 years in at Senior Management (SMS) level in the relevant field. Technical knowledge: Knowledge of provincial and local government systems and structures. Knowledge of Local Government Municipal Finance Management Act. Knowledge of Local Government Municipal Property Rates Act. Understanding of Co-operative Governance. Additional requirements: A valid South African driver's license. Senior Management Pre-Entry Programme. Required: Proficient in MS Excel and MS Word. Advantage: MS PowerPoint, MS Project.
- DUTIES** : Job purpose: To provide strategic direction and support in the implementation of the mandate of the Department across all spheres of government. The successful candidate will be expected to perform the following primary duties: Oversee and manage the provision of integrated planning coordination service and systems across all three spheres of government. Oversee and manage the provision of knowledge management and monitoring systems for the department. Oversee and manage facilitate legislative review and implementation support to the Department and all there spheres of government. Oversee and manage municipal funding and grants administration programmes and projects. Oversee and manage support and intervention programmes in provinces, districts and municipalities.
- ENQUIRIES** : Mr J Tidimane Tel No: (012) 334 0734
- APPLICATIONS** : Applications must be submitted electronically via email to cogta94@ursonline.co.za for attention of URS Response Handling, Tel No: 012 811 1900
- NOTE** : Equity: Female candidates are encouraged to apply

POST 43/03 : **CHIEF DIRECTOR: CWP FINANCIAL COORDINATION REF NO: 30667/03**
 Re-advert candidates who had already applied need not re-apply

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

CENTRE : Pretoria

REQUIREMENTS : Qualifications – Minimum: A Grade 12 certificate and a 3-year undergraduate qualification in Project or Financial Management or equivalent (NQF 7 as recognised by SAQA) with accounting at third year level. Relevant post-graduate qualification/CA (SA) would be an advantage. Experience - Minimum: 5 years relevant experience at senior management level. At least 10 years in a PFMA compliant institution in the areas of financial or supply chain management, of which at least 5 years must be in a Senior Management Service (SMS) Position. Technical knowledge: Project management; Developing and implementing business solutions; Supply Chain Management; General Recognised Accounting Practices (GRAP); General Accepted Accounting Practices (GAAP); Public Finance Management Act and National Treasury Regulations. Additional requirements: A valid South African driver's license. Senior Management Pre-Entry Programme. Required: Proficient in MS Excel and MS Word. Advantage: MS PowerPoint, MS Project, BAS

DUTIES : Job purpose: To oversee the management of the CWP financial administration. The successful candidate will be expected to perform the following primary duties: Coordinate and manage CWP assets, budget allocations, invoice processing and expenditure reporting. Oversee CWP Data Centre and participant payment systems. Ensure adherence to the Service Level Agreements between the Department and CWP implementing agents. Ensure review and implementation of CWP policies and procedures. Management functions.

ENQUIRIES : Mr J Tidimane Tel No: (012) 334 0734

APPLICATIONS : Applications must be submitted electronically via email to cogta95@ursonline.co.za for attention of URS Response Handling, Tel No: 012 811 1900

NOTE : Equity: Female candidates are encouraged to apply.

OTHER POSTS

POST 43/04 : **ASSISTANT DIRECTOR: MUNICIPAL EMPLOYMENT PRACTICES REF NO: 30667/04**
 Re-advert candidates who had already applied need not re-apply

SALARY : R382 245 per annum (Level 9)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Human Resources Management, Law, Public Administration or Public Management (NQF 7 or 6 as recognised by SAQA) with 3 – 5 years' experience within a policy environment. Proficient in MS Suite. Excel for HR. Valid driver's license. Extended working hours. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: Extensive knowledge of Local government legislation and policy landscape; Local public administration and HR transformation; Employment practices. Policy development skills. Analytical skills. Report writing skills.

DUTIES : The successful candidate will perform the following duties: Conduct policy analysis, identify policy gaps and recommend appropriate policy proposals on local public administration and municipal employment practices. Coordinate consultation of policy, legislative and regulatory frameworks with national sector departments, organised local government, provinces, trade unions and professional bodies. Monitor the implementation of and analyse compliance by municipalities with the Municipal Systems Act, and its Regulations and other legislative imperatives. Support municipalities to build institutional capacity to implement the Municipal Systems Act and its Regulations. Identify and recommend appropriate corrective actions to the Minister for decisions made in contravention of the Municipal Systems Act and its Regulations.

ENQUIRIES : Ms N Monyela, Tel No: 012 334 0754

- APPLICATIONS** : Applications must be submitted electronically via email to cogta96@ursonline.co.za for attention of URS Response Handling, Tel No: 012 811 1900
- POST 43/05** : **ADMINISTRATION OFFICER: SPATIAL PLANNING DISTRICTS AND REGIONS REF: ADMINOFFICER/2021**
Re-advert candidates who had already applied need not re-apply
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 7)
: Pretoria
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Development Planning, Social Science, Public Administration/ Governance or equivalent qualification with 1 to 2 years' experience in the relevant field. Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Team work. Planning and execution. Technical Competencies: Integrated Development Planning (IDP). Development planning and planning related to local government legislation, policies, regulations and frameworks. South African system of inter-governmental planning
- DUTIES** : The successful candidate will perform the following duties: Coordinate the National IDP assessments on annual basis. Liaise with stakeholders at national, provincial and municipal level regarding municipal planning processes. Coordinate and provide secretariat services to the relevant forums. Provide support in the implementation of effective systems to enhance the full participation of national and provincial government and other stakeholders in the IDP processes.
- ENQUIRIES APPLICATIONS** : Ms Z Nkosi, Tel No: 012 395 4643
: Applications may be submitted electronically via email: cogta17@basadzi.co.za for application enquiries contact Mrs C. Nyoni on: 012 998 8953

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.

<u>CLOSING DATE</u>	:	20 December 2021 at 16:00
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) NB: All attachments for on line application must including Z83 be in PDF and in one attachment (1) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified.

OTHER POSTS

<u>POST 43/06</u>	:	<u>INSPECTOR: INSPECTION SERVICES REF NO: HR 4/4/4/11/04</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Kempton Park Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification in Labour Relations/ B-Tech Degree in Labour Relations/ LLB for BCEA or Electrical/ Mechanical Engineering/ Environmental Health/ Analytical Chemistry/ Chemical Engineering/ Civil &

Construction Engineering for OHS, A valid driver's license with Two (2) years functional experience in Inspection and enforcement Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Condition of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for appearing in Court as a State witness, Plan and conduct allocated proactive (BLITZ) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Plan and conduct advocacy campaigns on all Labour Legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES APPLICATIONS : Ms P Ralane Tel No: 011 975 9301
 : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-GP4@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 43/07 : **CLAIMS PROCESSOR (X10 POSTS)**

SALARY CENTRE : R211 713 per annum
 : Labour Centre: Pretoria: Ref No: HR 4/4/4/07/05 (X3 posts)
 : Labour Centre: Mamelodi: Ref No: HR 4/4/4/07/06 (X1 post)
 : Labour Centre: Vereeniging Ref No: HR 4/4/4/07/07 (X1 post)
 : Labour Centre: Soshanguve: Ref No: HR 4/4/4/07/08 (X1 post)
 : Labour Centre: Kempton Park: Ref No: HR 4/4/4/07/09 (X1 post)
 : Labour Centre: Johannesburg: Ref No HR4/4/4/07/10 (X3 posts)

REQUIREMENTS : Grade 12 certificate and three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 1-2 years' experience on compensation and medical claims processing. Knowledge: DoL and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and Business processes, Relevant Fund policies, procedure and processes, Human Anatomy/ Biology, Medical terminology, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Required IT Knowledge, IT Operating Systems, Risk Awareness, Technical knowledge, COIDA Act, Regulations and Policies, DPSA guidelines on COID, COIDA tariffs, Technical Knowledge. Skills: Required Technical Proficiency, Business Writing Skills, Required IT Skills, Fund IT Operating Systems, Data Capturing, Data and records management, Telephone Skills.

DUTIES : Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administrative duties.

ENQUIRIES APPLICATIONS : Mr SS Mdluli/Dr V Mabudusha, Tel No: (012) 319 1933
 : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein
 : Email address Jobs-GP4@labour.gov.za - Labour Centres: Pretoria, Mamelodi Soshanguve
 : Email address Jobs-GP5@labour.gov.za - Labour Centres: Kempton Park, Pretoria
 : Email address Jobs-GP6@labour.gov.za -, Johannesburg, Vereeniging

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 43/08 : **INSPECTOR: INSPECTION SERVICES REF NO: HR 4/4/4/11/06**

SALARY CENTRE REQUIREMENTS : R211 713 per annum
 : Kempton Park Labour Centre
 : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB, A valid driver's license with Zero (0) experience. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Condition of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contribution Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem solving, Interviewing, skills, Analytical, Verbal and written communication skills, Employment Equity Act.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary, Conduct proactive (BLITZ) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislation, Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES APPLICATIONS : Ms P Ralane Tel No: 011 975 9301
 : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email:Jobs-GP6@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 43/09 : **CLIENT SERVICE OFFICER: COMPENSATION FUND (7X POSTS)**

SALARY CENTRE : R211 713 per annum
 : Randburg Labour Centre-Ref No: HR 4/4/4/08/09 (X1 Post)
 : Soweto Labour Centre- Ref No: HR 4/4/4/08/10 (X1 Post)
 : Springs Labour Centre –Ref No: HR 4/4/4/08/11 (X1 Post)
 : Randfontein Labour Centre- Ref No: HR 4/4/4/08/12 (X1 Post)
 : Kempton Park Labour Centre-Ref No: HR4/4/4/08/13 (X2 Post)
 : Atteridgeville Labour Centre- Ref No: HR 4/4/4/11/04 (X1 Post)

REQUIREMENTS : Matriculation/ Grade 12 Knowledge: Public Service Act, PFMA and Treasury Regulations, Public Service Regulations, COIDA, OHS, Promotion of Access to information Act, Customer Service (Batho Pele principles) Compensation fund value chain, Compensation fund business strategies and goals. Skills: Business Writing, Computer literacy, Listening, Telephone etiquette, Interpersonal.

DUTIES : Register the claims on the Operational system. Receive and verify documents for registration. Assist with employer services at the kiosk online system and service centres. Handle all service related queries and complaints.

ENQUIRIES APPLICATIONS : Mr S Mdluli/ Dr V Mabudusha Tel No: 012 319 9133
 : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein
 Email:Jobs-GP4@labour.gov.za –Randburg and Soweto Labour Centres
 Email:Jobs-GP5@labour.gov.za – Springs and Randfontein Labour Centres
 Email:Jobs-GP6@labour.gov.za – Kempton Park and Atteridgeville Labour Centres

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 43/10 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (X2 POSTS)**

SALARY CENTRE : R176 310 per annum
 : SEE, Pretoria-Ref No: HR 4/21/10/02(X1 post)
 : SEE, Port Elizabeth- Ref No: HR 4/21/10/01(X1 post)

REQUIREMENTS : A Senior Certificate or Office Administration, 0 to 6 months Administrative experience. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing on VIP system Skills: Planning and Organizing, Communication, Computer literacy.

DUTIES : Administer earning and deductions from the Factories administer leaves within the SEE. Monitor the Pension Fund of Personnel within the Factories. Monitor the Provident Fund within the SEE. Render administrative support services within the Salaries.

ENQUIRIES
APPLICATIONS

: Ms ME Msiza Tel No: 012 843 7409
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria,
0001 or hand deliver at 215 Francis Baard Street.
: Sub-directorate: Human Resources Operations, Head Office Email: Jobs-
SEE@labour.gov.za

NATIONAL DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Applications should be forwarded to recruitment@health.gov.za quoting the reference number
- FOR ATTENTION** : Ms TP Moepi
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment battery. Applications should be submitted on the new Z83 form obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed). Copies of qualification certificates (need not be certified) should be attached (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert) including ID and driver's license. Only emailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 43/11** : **CHIEF-DIRECTOR: INTERNATIONAL HEALTH AND DEVELOPMENT REF NO: NDOH 18/2021**
- SALARY** : R1, 251,183 per annum (An all-inclusive remuneration package) consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines
- CENTRE REQUIREMENTS** : CD: International Health and Development, Pretoria
: An undergraduate qualification (NQF level 7) as recognized by SAQA in Health Science/Public Health. At least five (5) years' experience at a senior management level in international relations. Proven track record of managing strategic programmes/projects of national scope. Knowledge of Public Health Regulations, Public Service Act, Financial Management Act and Treasury Regulations. Understanding of National Health Insurance Bill and National Health Act as well as knowledge of Government protocol, processes and regulations. Good strategic capability and leadership, financial management, strong managerial and administrative skills, ability to analyse and synthesise information and formulate policies and strategies. Good inter-personal relations, diplomacy and communication skills. Computer skills. Willingness to work irregular hours and travel frequently. Valid driver's license.
- DUTIES** : Strengthen technical capacity of the health sector to improve its health outcome and to harness focused intervention towards the MDG. Support the prevention and control of regional public health risks that threaten South African and African population. Facilitate the provision of development assistance programme/projects to advance global health agenda in Africa and Middle East. Enhance knowledge, capacity and research skills on global health. Effective and efficient management of resources.

ENQUIRIES : Ms VM Rennie at Valerie.rennie@health.gov.za
CLOSING DATE : 20 December 2021 closing Time: 12H00 Midday

OTHER POSTS

POST 43/12 : **DEPUTY DIRECTOR: ADMINISTRATION COORDINATOR REF NO: NDOH 20/2021**
(Twelve (12) Months Contract)

SALARY : R744 255 per annum (An all-inclusive remuneration package) (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : Chief Directorate: HIV/AIDS, Pretoria
REQUIREMENTS : National Diploma at NQF level 6 or bachelor's degree at NQF level 7 in Office Administration /Office Management or related NQF level 6 qualification. Honors degree at NQF level 8 in the aforementioned field will be an advantage. At least Five (5) years' experience within Administration field at Junior management or equivalent level. Working experience in Public Sector will be an added advantage. Knowledge of South African constitution, Public Service Regulatory framework, Public Health, PEPFAR, Operation Phuthuma, knowledge of modern principles, methods, practices relating to Public Health administration. Strong administrative skills including database administration, strong minute taking skills, Strong communication (verbal and written) and interpersonal skills, analytical and problem solving skills, Working knowledge of Microsoft office packages. Valid driver's license.

DUTIES : Provide secretariat support to Partnership Framework Implementation Plan (PFIP) steering committee, management committee and workstreams. Provide secretarial support to Operation Phuthuma including project administration. Coordinate monthly provincial calls including minutes taking, follow up and finalization of action logs. Manage the flow of PEPFAR supported activities for the Branch. Draft PFIP quarterly COAG reports. Monitor the implementation of PEPFAR activities and strengthen partnership between NDOH and PEPFAR. Provide administrative assistance at National, Provincial and District level to support the implementation of PEPFAR activities in South Africa. Assist with stakeholder coordination to support implementation of interventions aimed at reaching 90-90-90 targets.

ENQUIRIES : Ms S Dawad on email: suraya.dawad@health.gov.za
CLOSING DATE : 20 December 2021 closing time: 12H00 Midday

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Quoting the relevant reference number, direct your CV, copy of highest qualification together with the new Application for Employment form (New Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date 20 December 2021 to: E-mail: CCrecruitment@dha.gov.za
- CLOSING DATE** : 20 December 2021
- NOTE** : Applications must be sent to the correct address specified at the bottom of each position, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at www.gov.za accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible); accompanied by a copy of the Applicant's ID, valid driver's license and relevant highest educational qualifications. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed. Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2/3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

MANAGEMENT ECHELON

- POST 43/13** : **CHIEF DIRECTOR: PREVENTION AND ANALYSIS, REF NO: HRMC 49/21/01**
(This is a re-advertisement, candidates who previously applied and are still interested, would need to re-apply).
Branch: Counter Corruption and Security Services, Chief Directorate: Prevention and Analysis.
- SALARY** : R1 251 183 - R1 495 956 per annum (An all-inclusive salary package) (Level 14), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification in Management at NQF level 7 as recognised by SAQA. A relevant postgraduate qualification will be an added advantage. 5 years' experience at a senior managerial level in a related field. Pre-entry Certificate for Senior Management Services endorsed by National School of Government. Knowledge of the Constitution of South Africa. Sound knowledge and understanding of Strategic Intelligence Act, Protection of Information Act, Criminal Procedure Act, Public Service Act and Minimum Information Security Standard (MISS). Knowledge of the Public Finance Management Act. All relevant Departmental, Human Resources frameworks and other Public

Service Acts, Regulations and Prescripts. Strategic capability and leadership. Honesty and integrity. Program and project management. Ability to decide and initiate action. Communication, problem solving and analysis. Integrity management. Diplomacy and computer literacy. A valid drivers' licence, willingness to travel extensively and work extended hours is essential.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee and facilitate the implementation of the strategy of the Counter Corruption and Security Services in the Department. Participate in the development of the strategy for the Department. Develop business plans in order to meet the strategic objectives of the Departmental Strategic Plan. Responsible for strategic guidance, decision making and expert advice in terms Counter Corruption and Security Services. Ensure implementation of the business plans within the Unit. Monitor and report to the DDG on the performance of the Unit against the objectives of the Department's Strategic Plan and the agreed service delivery standards. Manage various strategic projects and programmes identified to meet short, medium and long term objectives of the Board. Ensure innovation and service delivery within the Department. Ensure the identification and analysis of criminal trends, and security risk in processes, systems, facilities or structures that contribute to irregularities or unlawful conduct or bridges. Ensure the development of a preventative strategy or measures in order to mitigate identified trends and risks. Engage all relevant Business Units to ensure the effective planning, coordination and implementation of prevention initiatives within the Department. Ensure the successful investigation and analysis of all identified criminal cases, employee relations cases and law enforcement cases. Ensure the liaison with all relevant law enforcement agencies to enable the successful prosecution of all cases. Report on findings on criminal trends recommendations based on findings, the status of cases in progress and outcomes of the finalised cases. Ensure the effective management of the vetting process within the Department. Ensure the development and management of criminal information database for utilisation of relevant statistical management data. Create and build partnerships with various internal and external (national and international) stakeholders in support of the execution of the function. Ensure the implementation of integrity management policies, procedures, standards, systems and practices. Ensure effective human, physical and financial resource management within the Unit. Ensure effective governance and compliance within the Unit regards to Kings Report and other related legislations.

ENQUIRIES

: Ms C Mocke, Tel No: 082 301 8580

DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : Applications can be forwarded to the National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001
- CLOSING DATE** : 20 December 2021 at 16h00
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted with the new Z83 form, obtainable from any Public Service department and must be accompanied by a detailed CV, together with copies of qualification certificates and your ID/Passport. Shortlisted Candidates will be required to submit certified documents on or before the day of interviews as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. SMS/ MMS posts: Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. *SMS posts*: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department; Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment; The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POST

- POST 43/14** : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT**
REF NO: DOHS/38/2021
Branch: Chief Financial Services
Chief Directorate: Financial Management
Directorate: Supply Chain Management
- SALARY** : R382 245 per annum (Level 9)
- CENTRE** : Pretoria
- REQUIREMENTS** : Matric/ Grade 12 or equivalent, plus an Undergraduate Diploma/ Degree (NQF level 6/7 as recognized by SAQA) in Financial environment or other relevant qualification. 3-5 years' relevant experience at Officer/ Practitioner level with at least two (2) years functional experience in Supply Chain Management environment. A valid driver's license. Knowledge of demand and acquisition management, procurement and business practices. Ability to establish and manage bid committees. Knowledge of Public Service Transformation and management issues. Ability to control and manage the acquisition of goods/ works and services. Ability to develop, interpret and apply supply chain management policies, strategies and legislation. Knowledge and understanding of the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act and its associated Regulations (PPPFA)

Treasury Regulations and other Public Service financial legislative frameworks. Numerical skills and good report writing skills, interpersonal and problem solving skills. Ability to work under pressure with strict deadlines and over time. Computer literacy with proficiency in MS Word, excel and working knowledge of LOGIS and BAS.

DUTIES

: The successful candidate will perform the following duties: Coordinate (synergize), review and execute the bidding process by providing secretariat services to the Bid Specification Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC); compile bid documents, publish tender/ bid invitations, receiving and opening of bid documents. Assist with the obtainment of inputs/ procurement requirements from the Branches for the compilation of the Department's Procurement Plan, assist with the consolidation of the procurement requirements from Branches in line with the strategic plan of the department timeously. Assist with the submission of a consolidated Procurement Plan for goods/ works and services with critical delivery dates for approval by the Accounting Officer and its subsequent timeous submission to National Treasury. Undertake supplier performance and the safeguarding of SCM information. Implement SCM policies and National Treasury instruction notes. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration.

ENQUIRIES

: Ms N Nortman Tel No: (012) 444-9115

NOTE

: Male candidates and people with disabilities are encouraged to apply.

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

CLOSING DATE : 20 December 2021

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

OTHER POSTS

POST 43/15 : **ACCOUNTING CLERK: BOOKKEEPING REF NO: Q9/2021/54**

SALARY : R176 310 per annum, (Level 05)

CENTRE : National Office

REQUIREMENTS : A grade 12 or equivalent. No experience required. Competencies: job knowledge, communication, interpersonal relations, flexibility, Teamwork, accuracy, job knowledge and Skills required: computer operating skills, planning and organisation, language, good verbal and written communication skills, basic numeracy skills, ability to perform routine tasks, computer operating skills, planning and organisation. Knowledge Requirements: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislation, procedures and Treasury regulations (PFMA, DORA, PSA, PPPFA, Financial Manual). Knowledge of basic financial operating systems (BAS, etc.). Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of proper record keeping, filling and retrieving of files/payment batches.

DUTIES : To perform bookkeeping support services. Capture all financial transactions, clear suspense accounts, record debtors and creditors, process electronic banking transactions, compile journals and file all documents (payments batches)

ENQUIRIES : Ms K Makabayane Tel No: (012) 399 0000

APPLICATIONS : Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church street, Arcadia Pretoria, 0001

FOR ATTENTION : Mr Sello Baloyi Tel No: 012 399 0202

POST 43/16 : **ACCOUNTING CLERK: EXPENDITURE REF NO: Q9/2021/55**

SALARY : R176 310 per annum, (Level 05).
CENTRE : National Office
REQUIREMENTS : A grade 12 or equivalent. No experience required. Skills and Competencies: job knowledge, communication, interpersonal relations, flexibility, Teamwork, computer skills, planning and organization skills, language skills, good verbal and written communication skills, ability to work as team a member. Knowledge Requirements: Knowledge of operating a computer and ability to capture data (BAS, LOGIS). Working knowledge and understanding of the legislative framework governing in the Public Service. Knowledge of payment processing procedures in the working environment. Understanding of the work in Finance.
DUTIES : Render financial accounting transactions. Receive invoices from Supply Chain Management. Check invoices for correctness before capturing. Process invoices and claims (e.g. capture payments on BAS, LOGIS and PERSAL). Filing of all documents. Handling of cash.
ENQUIRIES : Ms J Jood Tel No: (012) 399 0000
APPLICATIONS : Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church street, Arcadia Pretoria, 0001
FOR ATTENTION : Mr. S Baloyi Tel No: (012) 399 0202

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 31 December 2021

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

MANAGEMENT ECHELON

POST 43/17 : **DEPUTY DIRECTOR GENERAL: COURT ADMINISTRATION; REF NO: 21/272/CS**

SALARY : R1 521 591 – R1 714 074 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate legal qualification or LLB (NQF 7), a post graduate legal qualification (NQF level 8) as recognized by SAQA or equivalent qualification; Admission as an Attorney or Advocate; A minimum of 8 years' experience at Senior Management level in a legal practice and justice system; Knowledge of Public Finance Management Act, 1999 and budget management; In depth knowledge of the law, courts operations, understanding of the Constitution, practical experience in legislative drafting; In depth knowledge of Public Service and its governance, Constitutional law cases, Criminal, Civil and family cases; Knowledge of all relevant governance prescripts, including Treasury instructions and Interpretation of statutes. Skills and Competencies: Strategic capability and leadership; Financial management; Project and programme 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.

DUTIES : Key Performance Areas: Oversee and manage the implementation of policies, legislation and programmes that promotes the rights of vulnerable groups; Oversee, manage and monitor the provision of quality service at departmental service points; Oversee and manage the strategic support, research, policy formulation and implementation for court administration; Provide operational leadership, coordination and implementation of access to justice in the regions; Oversee, manage and coordinate ICJS (Integrated Criminal Justice system) and civil law processes and procedures; Provide effective people management.

ENQUIRIES : Ms M Kganyago Tel No: (012) 315 1844

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional

Development, Private Bag X81, Pretoria, 0001. OR Physical address:
Application Box, First Floor Reception, East Tower, Momentum Building, 329
Pretorius Street, Pretoria.

OTHER POSTS

POST 43/18 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT: REF NO: 2021/151/GP**

SALARY : R744 255 - R876 705 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Regional Office: Gauteng
: An appropriate Degree/National Diploma in Commerce (Accounting, Management, Supply Chain Management, Auditing, Economics) Public Administration or Equivalent qualification; Five (5) years working experience in the Supply Chain Management environment, with at least three (3) years' experience as a Assistant Director level; Knowledge and understanding of Procurement Policy Framework Act, B-BBEE, National Treasury and PFMA; Knowledge of Supply Chain Management Framework and Asset Management. Skills and Competencies: People management skills; Research and analytical skills; Policy development and analysis skills; Project management skills; Financial management skills; Client orientation and customer focus skill; Presentation and facilitation skills; Communication (written and verbal) skills.

DUTIES : Key Performance Areas: Manage and maintain the Regional demand and acquisition; Establish and maintain Regional supplier database; Facilitate the Regional participation in SITA new and existing transversal term contracts; Prepare the consolidated procurement plan for the Region; Assist in the development, implementation of disposal management strategy, policies and procedures; Ensure compliance to all SCM and Departmental prescripts, policies and processes; Ensure the effective management of Fleet and Consumables (stores); Provide inputs for the Annual Financial Statements; Audit Facilitation and responses for the province; Responsible for providing secretariat functions to the Regional Disposal Committee (RDC) and Regional Control Committee (RCC) and ensure implementation of committee's recommendation; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr. A Moodley Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: Regional Office, Gauteng, Private Bag X 6, Johannesburg, 2000 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg

POST 43/19 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT; REF NO: 2021/151/GP**

SALARY : R744 255 - R876 705. per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Regional Office: Gauteng
: An appropriate Degree/National Diploma in Commerce (Accounting, Management, Supply Chain Management, Auditing, Economics) Public Administration or Equivalent qualification; Six (6) years working experience in the Supply Chain Management environment, with at least three (3) years' experience as a Assistant Director level; Knowledge and understanding of Procurement Policy Framework Act, B-BBEE, National Treasury and PFMA; Knowledge of Supply Chain Management Framework and Asset Management. Skills and Competencies: People management skills; Research and analytical skills; Policy development and analysis skills; Project management skills; Financial management skills; Client orientation and customer focus skill; Presentation and facilitation skills; Communication (written and verbal) skills.

DUTIES : Key Performance Areas: Manage and maintain the Regional demand management planning for the procurement of goods and services on behalf of the Regional Offices and its sub offices; Manage the acquisition or procurement of goods and services on behalf of the Regional Offices and its sub offices; Manage logistics stores, warehousing and transport and vendor performance; Manage assets and the disposal of assets; Provide effective people management.

ENQUIRIES : Mr A Moodley Tel No: (011) 332 9000

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Regional Office, Gauteng, Private Bag X 6, Johannesburg, 2000 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg
- POST 43/20** : **ASSISTANT DIRECTOR: ADMINISTRATION: OFFICE OF THE DDG CORPORATE SERVICES; REF NO: 21/258/HR**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
Bachelor's Degree/National Diploma in Public Administration, Administration or equivalent (NQF-Level 6); Minimum of 3 years' experience in supervisory level. Skills and Competencies: Computer literacy (MS Word, Excel and Power Point); Communication skills (verbal & written); Planning and organizational and controlling skills; Interpersonal relations; Problem solving skills; Maintaining discipline; Conflict resolution.
- DUTIES** : Key Performance Areas: Provide support to administrative processes of the office of the DDG: Corporate Services; Manage assets within the office of the DDG: Corporate Services; Manage of Finance and procurement of goods and services; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr J Maluleke Tel No: (012) 315 1090
Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 43/21** : **ADMINISTRATIVE OFFICER; REF NO: 21/88/FS**
(Re-Advertisement)
- SALARY** : R321 543 - R373 170 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office: Fauresmith
Three year Bachelor's degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience. Sound Knowledge of Financial Management (Vote and Trust Account), Human Resource Management, asset management; and supply chain management as well as risk management; Knowledge of PFMA, DFI, BAS and JYP; Skills and Competencies: Good interpersonal relations; Leadership and Principles of Management; Computer literacy (Microsoft packages); Communication (verbal and written) skills, Planning and organizing
- DUTIES** : Key Performance Areas: Administer case flow management; Provide general office administration support and control flow of documents; Provide logistical support services; Ensures administration of financial management; Manage human resource in the office.
- ENQUIRIES APPLICATIONS** : Ms NM Dywili (051) 407 1800
Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- POST 43/22** : **ADMINISTRATION OFFICER; REF NO: 21/VA72/NW**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Brits Magistrate Court
Three year Bachelor's degree/National diploma in Public Management/ Administration or equivalent; Three years administration experience; Sound knowledge of financial management (Vote and Trust Account); Sound knowledge of asset management, supply chain management and risk management; Knowledge of PFMA, DFI, BAS and JYP; Skills and competencies Computer literacy (Microsoft packages); Good interpersonal relations; Leadership and Principles of Management; Communication (verbal and writing) skills; Planning and organizing
- DUTIES** : Key Performance Areas: Coordinate and manage the financial and human resource of the office; Coordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility, Human Resource and Supply Chain; Control the section related to Family

- Court; Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Manage the facilities of the Department at Court; Coordinate ,Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Provide effective people management; Perform any other duties necessary to ensure smooth running of the office; Case flow management and the utilization and maintenance of the assets and accommodation of the Department; Manage human resource in the office.
- ENQUIRIES** : Ms. L Shoai Tel No: (018) 397 7061.
- NOTE** : All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply.
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- POST 43/23** : **SENIOR COURT INTERPRETER REF NR: 43/21/NC/KIM**
(This is a re-advertisement, Candidates who previously applied are encouraged to re-apply)
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Kimberley
- REQUIREMENTS** : Grade 12/ NQF Level 4; National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with three (3) years' practical experience as a Court Interpreter OR Grade 12 with ten (10) years practical experience as a Court Interpreter; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Drivers' license will be an added advantage. LANGUAGE IsiXhosa, Setswana, English, Afrikaans are compulsory. Sesotho or isiZulu or proficiency in any official language will be an added advantage. Skills and Competencies: Excellent communication, Listening, Inter- personal relations; Problem solving; Planning and organizing and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure.
- REQUIREMENTS** : IsiXhosa, Setswana, English, Afrikaans are compulsory. Sesotho or isiZulu or proficiency in any official language will be an added advantage. Skills and Competencies: Excellent communication, Listening, Inter- personal relations; Problem solving; Planning and organizing and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure.
- DUTIES** : Key Performance Areas: To interpret in court of Law (Civil and Criminal matters: To interpret in small claims courts; Interpret in pre- trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings and, pre-trial, consultation, quasi and judicial Interpret non-verbal gesture, dramatization and confessions; Ensure that subordinates conclude performance agreements; Review performance agreements and give feed back to Court Interpreters; Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department; To attend to all other duties assigned to him / her from time to time and to assist with the necessary Administrative duties.
- ENQUIRIES** : Ms M Phiri Tel No: (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301

NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 21 December 2021
- NOTE** : For your application to be accepted: Applications must be submitted on the new Z83 version, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in Block Letters. Only copies of required qualifications, identity document and other listed documents as per the advert, must be included with your application. Such copies need not be certified when applying for the post. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA. NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered.
- ERRATUM:** The post of Head Control Prosecutor 2 Recruit 2021/729; Senior Public Prosecutor Recruit 2021/700; Recruit 2021/705; Administrative Clerk Recruit 2021/711 advertised in PSVC 39 of 5 November 2021 and Assistant Director: Administration Recruit 2021/532 advertised in PSVC 30 of 27 August 2021 are hereby withdrawn. NB! Applicants Who Are Successful Must Please Note That The NPA Is Not In A Position To Pay Resettlement Costs

MANAGEMENT ECHELON

- POST 43/24** : **DIRECTOR: ADMINISTRATION RECRUIT 2021/740**
Strategy, Operations and Compliance

- SALARY** : R1 057 326. per annum (Level 13) (Total Cost Package)
- CENTRE** : Pretoria: Head Office
- REQUIREMENTS** : A recognized B-degree or Advanced Diploma (NQF level 7). At least five (5) years management experience at Middle Management or Senior Management level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent verbal and written communication skills. Computer literacy in MS Word, Excel, PowerPoint and Outlook. Knowledge and understanding of the Labour Relations Act, BCEA, Public Service Act, Employment Equity Act, COIDA, PFMA and Treasury Regulations. Valid driver's license.
- DUTIES** : Provide advice, guidance and support to the Deputy National Director of Public Prosecutions (DNDPP): Strategy, Operations and Compliance (SOC) and the Head of Administration. Manage the office of the DNDPP: SOC. Manage the co-ordination of activities between the office of the DNDPP: SOC and the service centres falling within SOC. Provide administrative leadership on the finances of the SOC unit through development of the budget for the unit. Manage and monitor expenditure of the unit and report thereon as periodically required. Monitor suppliers/ vendors to ensure Service Level Agreement (SLA) is adhered to and the performance and compliance by suppliers/ vendors. Ensure the maintenance of a sound asset management system and conduct periodic asset returns in accordance with the relevant prescripts. Ensure the maintenance of an up to date inventory register and submit periodic returns as prescribed. Facilitate and ensure the development or review of an HR plan for the unit in conjunction with HRM&D. Take ownership of the skills development programme by chairing the Training Forum for SOC and coordinating the activities thereof. Ensure the provision of an effective HR administration and management in the unit. Ensure the management and coordination of IT services and identify priority areas for resourcing with appropriate IT infrastructure to improve connectivity. Ensure effective document management services. Ensure efficient security services in the unit. Ensure overall compliance of the unit with all applicable legislation. Assist the unit in the development of the operational plans and monitoring and evaluation of performance thereof. Assist in managing the performance information. Assist in coordinating the development and maintenance of appropriate management information systems pertaining to Enterprise Performance Management. Monitor and attend to Promotion of Access to Information (PAIA) requests as the Deputy Chief Information Officer of the NPA.
- ENQUIRIES** : Morongwa Moreana Tel No: 012 845 6107
- APPLICATIONS** : e mail Recruit_2021740@npa.gov.za

OTHER POSTS

- POST 43/25** : **SENIOR PUBLIC PROSECUTOR RECRUIT 2021/741**
National Prosecutions Service
- SALARY** : R997 764.per annum (Total Cost Package) to R1 559 616. per annum (Total Cost Package) (Level CM-1)
- CENTRE** : CPP: East London (Dimbaza)
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
- DUTIES** : Manage and supervise allocation of work and management of performance for lower level Prosecutors including trainee prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist Prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors

towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance to code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : Talita Raga Tel No: 040 608 6800
APPLICATIONS : e mail e mail Recruit_2021741@npa.gov.za

POST 43/26 : **SENIOR STATE ADVOCATE RECRUIT 2021/742**
National Prosecutions Services

SALARY : R997 764 per annum (Total Cost Package) to R1 559 616.per annum (Total Cost Package) (Level LP-9)

CENTRE : DPP: Mpumalanga (OCC)
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Five years in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admitted advocate and/or attorney will be an added advantage. Good knowledge of civil and \or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Ability to act independently. Willing to travel and work extended hours. Ability to do legal research.

DUTIES : Conduct prosecution of serious, complex and organsied crime cases and corruption matters. Advise the police on the investigation of serious, complex and organized crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the state in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. General conduct prosecution on behalf of the state.

ENQUIRIES : Tebogo Mashile 013 045 0686
APPLICATIONS : e mail Recruit_2021742@npa.gov.za

POST 43/27 : **SENIOR STATE ADVOCATE RECRUIT 2021/777 (2 POSTS)**
Priority Crime Litigation Unit
(Re-advert)

SALARY : R997 764.per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)

CENTRE : Pretoria: Head Office
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Five years in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required.

DUTIES : Conduct prosecution and matters arising therefrom, falling within the PCLU mandate. Give guidance to the DPP's on the management of investigations and prosecutions referred to them. Develop and guide investigative plans in conjunction with the DPCI and/or the DPP's. Give guidance to the DPCI on specific investigations. Conduct research on legal matters falling within the PCLU mandate. And compile opinions. Present training to the NPA and other stakeholders. Represent PCLU in inter-departmental working groups. Represent the NPA in legal challenges brought in the Civil Courts. Perform other ad hoc assignments as required by the senior management of the PCLU.

ENQUIRIES : Gija Maswanganyi Tel No: 012 845 6944
APPLICATIONS : e mail Recruit_2021777@npa.gov.za

POST 43/28 : **SENIOR STATE ADVOCATE RECRUIT 2021/743 (2 POSTS)**
National Prosecutions Services

SALARY : R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)

CENTRE REQUIREMENTS : DPP: Grahamstown
: An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Ability to act independently.

DUTIES : Study case dockets, decide in the institution of conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES APPLICATIONS : Nomfuneko Ntapane Tel No: 046 602 3000
: e mail Recruit_2021743@npa.gov.za

POST 43/29 : **SENIOR STATE ADVOCATE RECRUIT 2021/744**
National Prosecutions Services
(Re-advert)

SALARY : R997 764.per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)

CENTRE REQUIREMENTS : DPP: Bloemfontein
: An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Ability to act independently.

DUTIES : Study case dockets, decide in the institution of conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Advise the police on the investigation matters. Conduct legal research and keep up to date with legal developments. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES APPLICATIONS : Lemmer Ludwick 051 410 6001
: e mail Recruit_2021744@npa.gov.za

POST 43/30 : **SENIOR STATE ADVOCATE**
National Prosecutions Services

SALARY : R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)

CENTRE : DPP: Grahamstown (Port Elizabeth) (OCC) - Recruit 2021/745 (Re-advert)
DPP: Grahamstown (East London/Bhisho) Recruit 2021/746
DPP: Cape Town (OCC) Recruit 2021/775 (Re-advert)

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Ability to act independently. Experience or knowledge in POCA legislation.

DUTIES : Study case dockets, decide in the institution of conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES APPLICATIONS : Nomfuneko Ntapane Tel No: 046 602 3000
: DPP: Grahamstown (Port Elizabeth) e mail Recruit_2021745@npa.gov.za
DPP: Grahamstown (East London/Bhisho) e mail Recruit_2021746@npa.gov.za

- POST 43/31** : **SENIOR STATE ADVOCATE RECRUIT 2021/775**
National Prosecutions Services
(Re-advert)
- SALARY** : R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)
- CENTRE** : DPP: Cape Town (OCC)
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Experience in the litigation of POCA matters and or extensive knowledge of the POCA legislation. Proficiency in prosecuting, competency in guiding investigations in complex or more difficult matters, drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor, train and quality check the work of State Advocates and Regional Court Prosecutors. Ability to act independently without supervision and manage court and case- flow management independently. Required to travel to courts across the Division to prosecute cases when required. Valid driver`s license is required.
- DUTIES** : Study case dockets, guide the investigations and decide in the institution of conduct criminal proceedings. Draft charge sheets and indictments. Deal with any representations. Present the State's case in all courts especially the more complex organized crime matters including bail applications. Study appeals and reviews, prepare opinions and heads of argument for complex matters and argue cases in the appropriate court with right of appearance. Appear in court in motion applications pertaining to criminal matters. Perform all duties, including administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority. Supervise and manage performance of State Advocate(s) and Regional Court Prosecutors (if so required). Conduct performance assessments of staff (if so required). Quality check work of State Advocates and Regional Court Prosecutors. Mentor and guide Advocates, prosecutors and stakeholders. Assist in the keeping of proper records/statistics in relation to all criminal prosecutions conducted by the OCC and assist in compilation of statistics/reports. Managing of allocated portfolio within the OCC. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
- ENQUIRIES** : Francios Brandt Tel No: 021 487 7144
- APPLICATIONS** : e mail Recruit_2021775@npa.gov.za
- POST 43/32** : **SENIOR STATE ADVOCATE RECRUIT 2021/747 (2 POSTS)**
National Prosecutions Services
- SALARY** : R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)
- CENTRE** : DPP: Grahamstown (Port Elizabeth) (Tax)
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least 6 years of relevant criminal court work experience in advocacy and drafting. Well-developed skills in legal research. Good interpersonal, analytical, organisational and communication skills. General computer literacy required. Excellent administrative skills. Assist with the Performance management and assessments of staff. Extensive prosecutorial or litigation experience regarding commercial crimes, Fraud, Theft and other common law/statutory offences relating to tax evasion is essential. Knowledge of legislation relating to Income Tax, VAT, PAYE as well as the Tax Administration Act and the Customs and Excise Act required. Knowledge of Company Law. Proficiency in prosecuting, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor, train and quality check the work of Advocates. Ability to act

DUTIES

independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver's license is required. To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/or the Policy Manual and/or any directives, inter alia, to study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding the investigation, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on inter alia, conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument for complex matters and argue cases in the appropriate court with right of appearance. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties, including administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority. Supervise and manage performance of State Advocate(s) (if so required). Conduct performance assessments of staff (if so required). Quality check work of Advocates. Mentor and guide Advocates, prosecutors and stakeholders. Assist in the keeping of proper records/statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/reports. Middle management, including appeals, court rolls (under supervision) and office inspections. Managing of allocated portfolio within STU. Assist Deputy Directors in high-profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES APPLICATIONS

Nomfuneko Ntapane Tel No: 046 602 3000
e mail Recruit_2021747@npa.gov.za

POST 43/33

DEPUTY DIRECTOR: COURT PREPARATION RECRUIT 2021/748
National Prosecutions Service

SALARY CENTRE REQUIREMENTS

R882 042 per annum (Total Cost Package) (MMS Level 12)
DDPP: Bhisho (East London) -
An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Work or equivalent. At least five years working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.

DUTIES

Oversee the court preparation programme provided by Court Preparation Officers within the NPA for the Division. To mentor, coach, ensure effective transfer of skills to the Court Preparation officials. Give guidance to the DPP/ Governance Coordinators/ Chief Prosecutors/SPP and court preparation officers regarding the model and methodology of court preparation work. Ensure compliance with standards and guidelines for the establishment, roll out and management of court preparation services in the region for the prevention of secondary trauma and enhanced prosecution. Conduct court preparation and victim impact statements in high profile matters and implement the PEACE model and victim impact statements for Court preparation in courts. Act as an expert witness when called upon to do so. Lead staff towards achieving strategic goals of the NPA. Deal with representations and complaints and escalate. Contribute towards the management and implementation of the victim's charter. Promote partner integration, community involvement and customer satisfaction in conjunction with partners within the criminal justice system. Liaise with internal and external stakeholders and attend meetings, including national office. Manage staff and other resources.

ENQUIRIES APPLICATIONS

Talita Raga Tel No: 040 608 6800
e mail Recruit_2021748@npa.gov.za

POST 43/34

REGIONAL COURT CONTROL PROSECUTOR
National Prosecutions Service

- SALARY** : R859 752. per annum (Total Cost Package) to R1 405 245.per annum (Total Cost Package) (Level SU-3)
- CENTRE** : CPP: Bloemfontein (Phuthaditjhaba) - Recruit 2021/749 (Botshabelo)- Recruit 2021/750
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Appropriate Regional Court experience. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills. Willingness to travel to different courts within the cluster. A valid driver's license.
- DUTIES** : Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
- ENQUIRIES** : Lemmer Ludwick Tel No: 051 410 6001
- APPLICATIONS** : CPP: Bloemfontein (Phuthaditjhaba) e mail Recruit_2021749@npa.gov.za; (Botshabelo) e mail Recruit_2021750@npa.gov.za
- POST 43/35** : **STATE ADVOCATE - RECRUIT 2021/751 (2 POSTS)**
National Prosecutions Service
- SALARY** : R774 660. per annum (Total Cost Package) to R1 285 149. per annum (Total Cost Package) (Level LP- 7 to LP-8)
- CENTRE** : DPP: Grahamstown (Grahamstown)
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Written and verbal communication skills. Ability to work independently
- DUTIES** : Study case dockets, decide in the institution of and conduct criminal proceedings. Draft charge sheets. and other courts documents. Proficiency in prosecuting. Competency in guiding investigations. Represent the state in all courts.
- ENQUIRIES** : Nomfuneko Ntapane Tel No: 046 602 3000
- APPLICATIONS** : e mail Recruit_2021751@npa.gov.za
- POST 43/36** : **STATE ADVOCATE RECRUIT 2021/752 (4 POSTS)**
National Prosecutions Service
- SALARY** : R774 660 per annum (Total Cost Package) to R1 285 149. per annum (Total Cost Package) (Level LP- 7 to LP-8)
- CENTRE** : DPP: Mpumalanga (OCC)
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently
- DUTIES** : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court,

including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Tebogo Mashile Tel No: 013 045 0686
APPLICATIONS : e mail Recruit_2021752@npa.gov.za

POST 43/37 : **STATE ADVOCATE (ATTORNEY) RECRUIT 2021/753**
 Asset Forfeiture Unit

SALARY : R774 660 per annum (Total Cost Package) to R1 285 149. per annum (Total Cost Package) (LP-7 to LP-8)

CENTRE : Mmabatho
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least 5 years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as an Attorney of the High Court of South Africa. Appropriate knowledge of or experience in the implementation of the Prevention of Organized Crime Act and in dealing with legal matters relating to Asset Forfeiture Unit is recommended. Excellent interpersonal, analytical, presentation and communication skills. Strong computer skills (Ms Word, Excel, Outlook and PowerPoint is recommended. Professionalism and able to act independently Willingness to travel and work extended hours. Excellent communication and administrative skills are recommended, as well as literacy and numeracy skills in so far as being able to understand profit and loss calculations and basic business finance is recommended. Ability to conduct legal research is recommended. Valid driver's license is recommended.

DUTIES : Act as Attorney for the Asset Forfeiture Unit. Execute tasks that by law must be performed by Attorneys. Attend to diverse types of civil litigation in the High Court, Magistrate Courts as well as appeals from these courts, including appeals to the Supreme Court of Appeal. Deal with constitutional issues, including litigation in the Constitutional Court. Draft and / or settle all types of agreements render legal opinions, draft and move applications. Attend to queries from curators on litigation of Asset Forfeiture matters. Collect all taxed bills of all costs in favour of the state.

ENQUIRIES : Lindie Swanepoel Tel.No: 012 845 6638
APPLICATIONS : e-mail Recruit_2021753@npa.gov.za

POST 43/38 : **STATE ADVOCATE**
 National Prosecutions Service

SALARY : R774 660 per annum (Total Cost Package) to R1 285 149 per annum (Total Cost Package) (Level LP- 7 to LP-8)

CENTRE : DPP: Grahamstown (East London) (Tax Unit) - Recruit 2021/754 (2 posts)
 DPP: Grahamstown (Port Elizabeth) (Tax Unit) - Recruit 2021/755

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. At least four years relevant experience in advocacy and drafting. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud; theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters.

DUTIES : Study case dockets, make assessments thereof and decide on the institution of prosecutions. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments. Present the state's case in court, lead and cross examine

witnesses, address the court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in keeping proper records and statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics and reports. Assist in high profile matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

- ENQUIRIES APPLICATIONS** : Nomfuneko Ntapane Tel No: 046 602 3000
 : DPP: Grahamstown (East London) e mail Recruit_2021754@npa.gov.za
 : DPP: Grahamstown (Port Elizabeth) e mail Recruit_2021755@npa.gov.za
- POST 43/39** : **STATE ADVOCATE**
 National Prosecutions Service
- SALARY** : R774 660 per annum (Total Cost Package) to R1 285 149 per annum (Total Cost Package) (Level LP- 7 to LP-8)
- CENTRE** : DPP: Grahamstown (OCC) - Recruit 2021/756
 : DPP: Grahamstown (Port Elizabeth) Recruit 2021/757(3 posts)
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.
- DUTIES** : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
- ENQUIRIES APPLICATIONS** : Nomfuneko Ntapane Tel No: 046 602 3000
 : DPP: Grahamstown (OCC) e mail Recruit_2021756@npa.gov.za
 : DPP: Grahamstown (Port Elizabeth) e mail Recruit_2021757@npa.gov.za
- POST 43/40** : **DISTRICT COURT CONTROL PROSECUTOR**
 National Prosecutions Service
- SALARY** : R518 088. per annum (Excluding Benefits) to R1 210 842. per annum (Total Cost Package) (Level SU-1 to SU-2)
- CENTRE** : CPP: Mthatha (Qumbu) - Recruit 2021/758
 : CPP: Bloemfontein (Phuthaditjhaba) - Recruit 2021/759
 : CPP: Johannesburg - Recruit 2021/776
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.

<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal; proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.
<u>ENQUIRIES</u>	:	CPP: Mthatha Tulisa Sibindlana Tel No: 047 501 2669 CPP: Bloemfontein LG Ludwick Tel No: 051 410 6001 CPP: Johannesburg Noria Malahlela Tel No: 011 220 4274
<u>APPLICATIONS</u>	:	CPP: Mthatha (Qumbu) e mail Recruit_2021758@npa.gov.za CPP: Bloemfontein (Phuthaditjhaba) e mail Recruit_2021759@npa.gov.za CPP: Johannesburg e mail Recruit_2021776@npa.gov.za
<u>POST 43/41</u>	:	<u>HEAD CONTROL PROSECUTOR 2 RECRUIT 2021/760</u> National Prosecutions Service
<u>SALARY</u>	:	R518 088 per annum (Excluding Benefits) to R1 210 842 per annum (Total Cost Package) (Level SU-1-SU-2)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Port Shepstone An LLB or any appropriate legal qualification for serving prosecutors. At least four years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in complex and more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision. Excellent administrative skills.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	Siyanda Salman Tel No: 031 334 5272
<u>APPLICATIONS</u>	:	e mail Recruit_2021760@npa.gov.za
<u>POST 43/42</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R518 088 per annum (Excluding Benefits) to R1 210 842.per annum (Total Cost Package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: East London - Recruit 2021/761 CPP: Johannesburg – Recruit 2021/762 (3 posts)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in

		conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	CPP: East London Talita Raga Tel No: 040 608 6800 CPP: Johannesburg Nora Malahlela Tel No: 011 220 4274
<u>APPLICATIONS</u>	:	CPP: East London e mail Recruit_2021761@npa.gov.za CPP: Johannesburg e mail Recruit_2021762@npa.gov.za
<u>POST 43/43</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R518 088 per annum (Excluding Benefits) to R1 210 842. per annum (Total Cost Package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: Bellville - Recruit 2021/763 CPP: Mitchell's Plain Recruit 2021/764 (2 posts)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Litigation in the Regional court, relief duties, management and administrative experience will be an added advantage. Valid driver's license.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in District and Regional courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Perform relief prosecutorial duties at courts within the cluster. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	Francios Brandt Tel No: 021 487 7144
<u>APPLICATIONS</u>	:	CPP: Bellville e mail Recruit_2021763@npa.gov.za CPP: Mitchell's Plain e mail Recruit_2021764@npa.gov.za
<u>POST 43/44</u>	:	<u>ASSISTANT DIRECTOR: LITIGATION ADMINISTRATION RECRUIT 2021/765</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R382 245 per annum (Level 9) (Excluding Benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Office Administration or equivalent. Minimum three years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good planning and organizing, written verbal communication skills. Good problem solving and people skills. High level of reliability and to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislation, policies and procedures applicable in the public sector. Willing to travel and able to work extended hours. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint.
<u>DUTIES</u>	:	Maintain databases and provide literature resources nationally. Consolidate monthly reports from regions. Ensure delegations and oath of office are filed for ease reference. Provide assistance with the administration and implementation of the Training Provisioning Plan (TPP). Submit request to SCM. Arrange quarterly meetings for TPP. Distribute nomination forms for training and keep attendance registers. Make photocopies and print material for preparation of submissions and reports. Receive and process requests from other departments. Administer MLA request within AFU. Keep record of all MLA matters. Maintain International contact list. Maintain performance Information statistics. Capture and maintain performance information using IBASE. Maintain case registers/lists. Liaise with regional offices and other business units regarding the submission of performance information, reports and the verification of performance figures. Check reports for correctness.

		Liaise with Internal and External Auditors with regards to audit queries. Collect information for reporting purpose
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	e mail Recruit_2021765@npa.gov.za
<u>POST 43/45</u>	:	<u>STATE ACCOUNTANT RECRUIT 2021/766 (2 POSTS)</u>
		Financial Management- Sub Directorate- Internal Control
<u>SALARY</u>	:	R261 372 per annum (Level 7) (Excluding Benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Accounting/Auditing or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Minimum two years relevant experience in dealing with processing of Creditors Payments and employee allowances such as cellphone and S&T claims. Knowledge of BAS, LOGIS and PERSAL and tracking system. Knowledge of legislation and regulations pertaining to PFMA Act, Treasury regulations and other government related legislations. Understanding of the Public Finances in the public sector Good Communication, liaison and presentation skills. Computer Literacy, including Microsoft office suite (Word, Excel, PowerPoint and Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritizing skills. Problem solving and decision making.
<u>DUTIES</u>	:	Conduct interim investigation into fruitless, wasteful and loss cases. Maintain an updated register for all investigations. Validate payment batches against checklist. Present cases of Theft and Losses to the Loss Control Committee. Prepare reports for the Loss Control Committee an Expenditure Control Committee. Provide Secretariat support to the Loss Control Committee. Report on Internal Controls within the Finance Component. Prepare Appointment letters to newly appointed Loss Control Committee Members. Attend to Audit queries. Provide support with regards to Awareness Workshops for Losses within the NPA.
<u>ENQUIRIES</u>	:	Mashane Sebesebe Tel No: 012 845 6595
<u>APPLICATIONS</u>	:	e mail Recruit_2021766@npa.gov.za
<u>POST 43/46</u>	:	<u>PERSONAL ASSISTANT</u>
		Specialised Commercial Crime Unit
<u>SALARY</u>	:	R261 372. per annum (Level 7) (Excluding Benefits)
<u>CENTRE</u>	:	Kimberley - Recruit 2021/767
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Provide secretarial, administration support and personal assistant service to the Deputy Director of Public Prosecutions. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the Deputy Director of Public Prosecutions. Draft routine correspondence and reports. Type documents for the office. Operate office equipment like fax machines and photocopiers. Make travel arrangements; make logistical arrangements for meeting and events, process travel and subsistence claims for the office, taking minutes during meetings. Draft routine correspondence. Develop and maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationery and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative function. Set up schedules for meetings and events. Liaise with other offices of the NPA and Administration with regards to all matters pertaining to the administrative functions of the office. Perform any other work as will be determined by the unit head from time to time.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: 053 807 4539

APPLICATIONS : e mail Recruit_2021767@npa.gov.za

POST 43/47 : **FINANCE CLERK RECRUIT 2021/768 (2 POSTS)**
Financial Management- Sub Directorate- Internal Control

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 5) (Excluding Benefits)
: Pretoria: Head Office
: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of BAS, LOGIS and PERSAL and tracking system. Knowledge of legislation and regulations pertaining to PFMA Act, Treasury regulations and other government related legislations. Understanding of the Public Finances in the public sector . Good Communication, liaison and presentation skills. Computer Literacy, including Microsoft office suite (Word, Excel, PowerPoint and Outlook). Ability to work independently and under pressure. Good administration skills. People management and empowerment. Planning and prioritizing skills. Problem solving and decision making.

DUTIES : Conduct inspection or verification on payment batches, journals and other related documents for completeness and compliance with regulations and departmental policies, delegations, processes and procedures. Maintain a register for all payment batches, journals and other related documents. Provide Internal/ External auditors with information requested. Maintain proper filing system and control of documents from the store rooms. Provide secretariat support to the Loss Control Committee. Assist with the administration of Loss Control activities.

ENQUIRIES APPLICATIONS : Mashane Sebesebe Tel No: 012 845 6595
: e mail Recruit_2021768@npa.gov.za

POST 43/48 : **ADMINISTRATIVE CLERK**
National Prosecutions Services

SALARY CENTRE : R176 310 per annum (Level 05) (Excluding Benefits)
: CPP: East London – Recruit 2021/769 (3 Posts)
(Mdantsane) - Recruit 2021/770
(Zwelitsha) - Recruit 2021/771

REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrate competency in acting Independently, Professional, Accountable and with Credibility. Excellent communication and administrative skills. Repost writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.

DUTIES : Provide high level administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organizations and State Departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying and faxing, receiving dispatching documents

ENQUIRIES APPLICATIONS : Talita Raga Tel No: 040 608 6800
: CPP: East London e mail Recruit_2021769@npa.gov.za
(Mdantsane) e mail Recruit_2021770@npa.gov.za
(Zwelitsha) e mail Recruit_2021771@npa.gov.za

POST 43/49 : **HUMAN RESOURCES CLERK RECRUIT 2021/772**
National Prosecutions Service

SALARY CENTRE REQUIREMENTS : R176 310. per annum (Level 5) (Excluding Benefits)
: DPP: Kimberley
: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good

people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.

DUTIES : Provide high level HRM&D administration to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.

ENQUIRIES : Nicholas Mogongwa Tel No: 053 807 4539
APPLICATIONS : e mail Recruit_2021772@npa.gov.za

POST 43/50 : **ADMINISTRATIVE CLERK RECRUIT 2021/773**
Priority Crimes Litigation Unit

SALARY : R176 310 per annum (Level 05) (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrate competency in acting Independently, Professional, Accountable and with Credibility. Basic knowledge of PFMA and Treasury Regulations. Sound planning and organizing skills, written and verbal communication skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Strong interpersonal and communication skills. Ability to act independently. Ensure compliance with NPA policies and guidelines and all relevant prescripts. Basic numeracy skills.

DUTIES : Process the payments for the service providers for the unit e.g. Substance and travelling claims, cellphone claims. Render support in the compilation and control budget. Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Check discrepancies in salary reports and distribute IRP5'. Administer stationery in a unit and manage petty cash. Design and keep a well organised administrative system for the office. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents.

ENQUIRIES : Bonakele Jali Tel No: 012 845 6395
APPLICATIONS : e mail Recruit_2021773@npa.gov.za

POST 43/51 : **ADMINISTRATIVE CLERK RECRUIT 2021/774**
Priority Crimes Litigation Unit

SALARY : R176 310 per annum (Level 05) (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrate competency in acting Independently, Professional, Accountable and with Credibility. Knowledge of Public Sector Legislation. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES : Provide administrative support. Record incoming and outgoing documents. Check documents for correct referencing before filing. Receive dockets from relevant stakeholders. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the manager and advocates. Ensure incoming correspondence are processed, and relevant case files are opened and cross referenced. Operational support. Ensure the sending, receipt, recording and processing of facsimiles and emails iro case administered. Document management. Ensure implementation of case registers. Ensure efficient case data capturing.

ENQUIRIES : Bonakele Jali Tel No: 012 845 6395
APPLICATIONS : e mail Recruit_2021774@npa.gov.za

OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** : **Grahamstown:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, 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-
Bloemfontein High Court/Supreme Court of Appeal: Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
Gauteng Division: Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
Mpumalanga High Court: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- CLOSING DATE** : 20 December 2021
- NOTE** : The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office: All applications must be in a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za/ www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure to fully complete the form, sign and initial by the applicant will lead to disqualification of the application during the selection process. Received applications using the old Z83 will not be considered. A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver's license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa to their applications. Dual citizenship holder must provide the Police Clearance certificate from country of origin. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. Office of the Chief Justice is an equal opportunity

employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. **ERRATUM:** Kindly note that the post of Assistant Librarian, Ref No: 2021/217/OCJ advertised on DPSA Circular 42 with a closing date of 10 December has been withdrawn. Apologies for any inconvenience caused. Following posts which were advertised on 01 October 2021 with the closing date of 15 October 2021 were advertised with incorrect salary notches: Chief Registrar, Supreme Court of Appeal: Bloemfontein, Ref No: 2021/188/OCJ the correct salary notch is R473 820 – R1 140 828. per annum (MR6); Registrar, North West High Court, Ref No: 2021/190/OCJ and Registrar, Mbombela High Court, Ref No: 2021/191/OCJ the correct salary notch is R257 073 – R912 504. per annum (MR3 –MR5). Apologies for any inconvenience caused.

OTHER POSTS

- POST 43/52** : **CHIEF REGISTRAR REF NO: 2021/218/OCJ**
- SALARY** : R480 927 – R1 157 940 per annum (MR6), (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 REQUIREMENTS** : Free State Division Of The High Court: Bloemfontein
Grade 12 and an LLB Degree or a four (4) year Legal qualification. A minimum of eight (8) years' post qualification legal experience. Computer literacy. Leadership and managerial experience. A valid driver's license. Skills and competencies: Excellent communication skills (verbal and written). Numerical skills. Technical expertise. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics and motivation. Self-management. Professional appearance and conduct
- DUTIES** : Mentor and advice on the tracking and management of the progression of all cases filed in court. Management of time and events necessary to move cases from initiation through to disposition. Make input on amendments of court rules. Practice Directives to improve efficiency at the High Court. Implement directives issued by the Judge President. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the High Court. Compile training manuals and provide training to registrars and registrars' clerks. Support staff. Stakeholder Management, Human Resources Management, Court and Case-Flow Management/Quasi-Judicial functions. Manage Service Level Agreement Framework. Managing Strategic Court Efficiency Projects and Best Practices. Managing Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the Department and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage PMDS of staff.
- ENQUIRIES** : Ms M Luthuli Tel No: (051) 492 4523
- POST 43/53** : **ASSISTANT DIRECTOR: AUXILIARY SERVICES, REF NO: 2021/219/OCJ**

- SALARY** : R382 245.– R450 255. per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Supreme Court Of Appeal: Bloemfontein
- REQUIREMENTS** : Grade 12 plus and appropriate three (3) year Bachelor's Degree /National Diploma qualification at NQF level 6, A minimum of three (3) years' working experience in Corporate Management Environment. Two (2) years' experience at a supervisory level. A valid driver's license Public Driver Permit (PDP) will be an added advantage. Skills and Competencies: Ability to implement the Public Service Regulations, 2016. Excellent managerial and Organisational skills. Innovative and self-driven with proven Leadership skills. Advanced skills in report writing. Computer literacy (Excel, Word and Power Point). Ability to work under pressure. Excellent Interpersonal skills. Supervisory skills. Good Planning and Organising skills. Problem solving and Analysis. People management and Empowerment. Service delivery innovation. Client orientation and Customer focused. Communication skills. Conflict management. Diversity and Risk management skills.
- DUTIES** : Management of Logistical/transport Services. Manage and ensure the provision of facilities support. Risk Management aspects. Management of archives for the SCA. Financial and Supply Chain management. Human Resource Management. Auditing processes. Overseeing and assisting the Director with all administrative and technical support duties. Oversee all Auxiliary Services.
- ENQUIRIES** : Ms M Luthuli Tel No: (051) 492 4523
- POST 43/54** : **JUDGE'S SECRETARY (2 POSTS)**
- SALARY** : R261 372 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Free State Division Of The High Court: Bloemfontein, Ref No: 2021/220/OCJ
High Court: Grahamstown, Ref No: 2021/221/OCJ
- REQUIREMENTS** : Grade 12. One (1) to three (3) years' secretarial experience or as an office assistant. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities
- DUTIES** : Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the 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 refreshments for the judge and his/her visitors and attend to their needs. Management of the judge's library and updating of loose-leaf publications. Execute legal research as directed by the judge and comply with Departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Bloemfontein - Ms M Luthuli Tel No: (051) 492 4523
Grahamstown - Ms N Biko Tel No: (043) 726 8580
- POST 43/55** : **REGISTRAR REF NO: 2021/222/OCJ (2 POSTS)**

- SALARY** : R260 928 - R926 193.per annum (MR3 –MR5) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division: Johannesburg
: Matric plus an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Superior court or litigation experience will be an added advantage. A valid driver's license will serve as an advantage. Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines. Results driven. Honesty/Trustworthy. Observance of confidentiality
- DUTIES** : Manage the issuing of all processes. Initiating Court Proceedings. Co-ordinate appeals and reviews, Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners. Notaries and Sworn Translators interpreting services. Supervision and management of staff. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality check on Criminal Record books. Provide practical training and assistance to the Registrars' Clerks. Attend to executive 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. Deal with the files in terms of the relevant codes and legislation. Manage submission of statistics to: the Chief Registrar. Attend to taxations including reviews. Process and grant judgments by default. Assist the public with court procedures. Process reviews and appeals (civil and criminal). Attend to and oversee general public queries or correspondence. Prepare and present cases for audit. Manage performance in terms of Annual Performance Plan.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 335 0404
- POST 43/56** : **ADMINISTRATION CLERK: DCRS, REF NO: 2021/223/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division: Johannesburg
: Grade twelve (12) or equivalent qualification. Zero (0) – two (2) years' experience will serve as an added advantage. Appropriate experience in general administration or court related functions with regard to court recordings and /or case flow management. Knowledge of relevant legislation. Skills and Competencies: Planning and organising skills. Problems solving and analysis skills. Time management. Client oriented and customer focus. Report writing. Communication (written and verbal).Computer literacy (MS Office). Attention to details. Good interpersonal skills. Initiative driven and flexibility
- DUTIES** : Ensure that the proceedings are recordings are recorded and are audible. Assist the Judges, Advocates, and Court officials by playing back any audio that is required. Maintain are cord of all work recorded. Assist in filling and safekeeping of recorded cases. Ensure that all court recordings are uploaded immediately once the court adjourn. Offer assistance to various division of high Court
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 335 0404
- POST 43/57** : **REGISTRAR'S CLERK REF NO: 2021/224/OCJ**
- SALARY** : R176 310 – R207 681. per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMEN** : Gauteng Division: Johannesburg
: Grade 12 or equivalent qualification. Appropriate experience in general administration or court related functions will serve as an added advantage. A valid driver's license. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail. Planning, organizing and controlling skills. Customer service skills orientated.

DUTIES : Render efficient and effective support services to the Court. Issuing of Court process at General Office. Render case management duties. Render counter service duties/functions. Prepare, analyse and submit Court statistics. Maintain and keep all registers for Civil and Criminal matters. Filing and archiving of both Civil and Criminal process. Attending to case management and set down notices. Act as a liaison between Judges and Legal Practitioners. Requisitioning of accused persons from prison. Attend to correspondence and enquiries from the public and stakeholders. Prepare and send cases to transcribers for appeal and review purposes. Attend to complaints from prisoners and members of the public. Perform administrative duties in respect of mental health, petition, review and appeal matters. Act as a liaison between Registrar and Legal Practitioners. Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.

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

POST 43/58 : **ADMINISTRATION CLERK: DCRS, REF NO: 2021/225/OCJ**

SALARY : R176 310 – R207 681. per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Gauteng Division: Johannesburg
 : Grade twelve (12) or equivalent qualification. Zero (0) – two (2) years' experience will serve as an added advantage. Appropriate experience in general administration or court related functions with regard to court recordings and /or cash flow management. Knowledge of relevant legislation. Skills and Competencies: Planning and organising skills. Problems solving and analysis skills. Time management. Client oriented and customer focus. Report writing. Communication (written and verbal). Computer literacy (MS Office). Attention to details. Good interpersonal skills. Initiative driven and flexibility

DUTIES : Ensure that the proceedings are recordings are recorded and are audible. Assist the Judges, Advocates, and Court officials by playing back any audio that is required. Maintain are cord of all work recorded. Assist in filling and safekeeping of recorded cases. Ensure that all court recordings are uploaded immediately once the court adjourn. Offer assistance to various division of high Court

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

POST 43/59 : **ADMINISTRATION CLERK (LEGAL), REF NO: 2021/226/OCJ**

SALARY : R176 310 – R207 681. per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Mpumalanga High Court
 : Grade twelve (12) or equivalent qualification. An LLB Degree or an equivalent 4 years qualification will serve as an added advantage. Zero (0) to two (2) years' experience. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills. Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy.

DUTIES : Prepare court before court proceedings, Accurate recording of cases in court/ court proceedings on CRT machines. Safekeeping of court documents & CDs. Downloading of court proceedings on CDs. Ensure proper filing is done. Compile statistics daily. Provide administrative support in circuit courts (eg completion of J49 to confirm court attendance of witnesses). Provide any other task allocated by the Supervisor/ Court. Manage Conduct Legal Research for the Regional Court President/Chief Magistrate. Provide Administrative functions to the Regional Court President/Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar.

ENQUIRIES : Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by email to HR@dpme.gov.za (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : 20 December 2021 @ 16:30 pm
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a Z.83 accompanied by uncertified copies of all qualifications, Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only send documents related to the requirements in the advert. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME 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) Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The shortlisted candidate required to submit the certified documents on or before the day of the interview and provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

OTHER POST

- POST 43/60** : **PLANNING OFFICER REF NO: 035/2021**
Chief Directorate: Planning Alignment
- SALARY** : R261 372 – R307 890.per annum (Level 7) plus benefits.
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3year tertiary qualification (NQF 06) or equivalent in Social Science, Economics, Finance, Public Administration or related with at least 2 years' experience of which 1 year must be in Administrative functioning in a planning and/or developmental environment. Must have Basic research skills, computer skills and analytical skills. Should possess the following skills: Ability to apply technical/ professional skills, ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills. Ability to coordinate financial resources. Knowledge of public sector legislation such as, PFMA and Treasury Regulations and Public Service Act and Regulations.
- DUTIES** : The successful candidate will provide administrative support with the oversight of short and medium term planning, reporting and implementation programmes in government. This entails coordinating the submission of Short and Medium Term Plans and reports; Assist with the coordination of engagements with departments (National, Provincial) and Schedule 3A & 3C Public Entities) and assist with logistical arrangements for capacity building for department's w.r.t. Short and Medium Term Planning and Reporting. Assist with the coordination of Planning Forums and render services w.r.t S&T's, agenda, minutes and preparation for meetings & other engagements, venue bookings, filling and labour saving devices
- ENQUIRIES** : In connection with the applications kindly contact Mr M Lehong, Tel No (012) 312-0540

SOUTH AFRICAN POLICE SERVICE

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: Ref: VP E 1/2021 and Ref: VP E 2/2021 and VP E 3/2021, Hand delivered applications may only be submitted to: The Divisional Commissioner: Visible Policing and Operations, 540 Pretorius Street, Arcadia, 0007. Applications must be deposited into the box available at the reception area or emailed to SwartsEssie@saps.gov.za or SitholeS2@saps.gov.za Application forwarded by post to be addressed to: The Divisional Commissioner: Visible Policing and Operations (Attention: Capt Maswanganye) Private Bag X12, Arcadia, 0007.
- CLOSING DATE** : 20 December 2021
- NOTE** : Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. All instructions on the application forms be adhered to. Failure to do so may result in the rejection of the application. The Z83 previously utilized will no longer be accepted. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Due to current lockdown restrictions, uncertified copies will be accepted of an applicant's ID, Senior Certificate and all educational qualifications obtained together with Academic Records thereof and, service certificates of previous employers stating the occupation period must also be submitted and attached to the application form. Certified copies will be obtained during the course of the selection process. Qualifications will be subjected to verification checking with relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. All short-listed candidates will be subjected to fingerprint screening. Person who retired from the Public Service by taking a severance package, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Persons who retired due to medical reasons, may however be considered if they can provide recent and conclusive proof of recovery. Applications must be mailed timeously. Late application will not be accepted or considered. If a candidate is shortlisted, it can be expected of him/her to undergo a personal interview. Short-listed candidates will be subjected to security clearance. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Appointment will be made in terms of Public Service Act (Act 103 of 1994) as stipulated. The South African Police Service is under no obligation to fill a post after advertisement thereof. Shortlisted candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 require that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database.

OTHER POST

- POST 43/61** : **PROVISIONING ADMINISTRATION CLERK**
Division Visible Policing and Operations
- SALARY CENTRE** : R176 310.per annum (Level 5)
: Roodeplaat Veterinary Hospital, Pretoria Ref No: VP E 1/2021 (1 Post)
: Durban Veterinary Clinic Ref No: VP E 2/2021 (1 Post)
: Potchefstroom Veterinary Clinic Ref No: VP E 3/2021 (1 Post)
- REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post;
Be in possession of a Senior Certificate (Grade 12) or National Certificate

(Vocational), Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

DUTIES

: To provide administrative support functions to the Supply Chain Management Sections. Assist with Procurement Administration and Vehicle Fleet Administration Conduct Moveable Government Property inspections and administration.

ENQUIRIES

: Lt Col Swarts, PPO Sithole, Sgt Mahlangu Tel No: 012 808 8657/012 808 8673 /012 808 8619 E-mail address: SwartsEssie@saps.gov.za or SitholeS2@saps.gov.za

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, therefore Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

- 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 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you applying for on the Subject Line.
- CLOSING DATE** : 20 December 2021.
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, ID document and license (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department. 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 post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate 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. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please Note: Correspondence will only be entered into with short-listed candidates.

POSTS

- POST 43/62** : **ORGANISATIONAL DEVELOPMENT OFFICER REF. NO: DOT/HRM/2021/81**
(Branch: Administration: Chief Operations Officer)
(Chief Directorate: Human Resource Management and Development)
(Directorate: Organisational Development and Change Management)
(Sub-Directorate: Organisational Development)
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
: Pretoria
: An appropriate NQF Level 6/7 in Management Services/Operations Management/Production Management/ BCom Management with at least 2 years minimum working experience. Note: The following key competencies are essential: Knowledge of Operations Management. Good communication skills (verbal and written), interpersonal, Co-ordinating and Organising skills. Project management. Confidence, confidentiality and reliability. Ability to work under tight deadlines and pressure. Must be willing to work beyond normal working

hours when required. Be in possession of an unendorsed EB drivers' licence with actual two years driving experience.

DUTIES

: The successful candidate will: Develop organisational structures to suit the needs of the Department. Manage establishment investigations to ensure that posts are correctly defined to suit the needs of the Department. Provide a Job Benchmarking (Evaluation) Service for the Department. Provide a procedure and method study service Conduct work study investigations by applying time study, method study, unit costing and fulltime equivalent techniques to determine the required number of personnel required. Participate in developing a SDIP and perform monitoring and evaluation of the implementation thereof by visiting institutions. Map processes for the department and service delivery areas and develop standard operating procedures and business models Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Perform ad-hoc investigation into office equipment, labour saving devices, (computers, photo-copiers, printers etc).

ENQUIRIES

: Ms L Forssman, Tel No: (012) 309 3148

NOTE

: Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Organisational Development Officer"

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from women and persons living with disabilities in particular. It is the department's intention to promote representivity through filling of these posts. Our buildings are accessible to persons living with disabilities



CLOSING DATE : 17 January 2022 at 12:00 pm.
APPLICATIONS : The National Treasury effective from 7 April 2021 now utilises an e-Recruitment system which means all applicants must login/register to apply for positions, we no longer accept applications via email or hand delivered/post. Certain documentations will still be required to be uploaded on the system such copies need not be certified at point of application (ID, Qualification etc.) however will be required prior to attending interviews. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment. All Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not fill the below-mentioned post/ to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

MANAGEMENT ECHELON

POST 42/63 : **CHIEF DIRECTOR: FINANCIAL SECTOR DEVELOPMENT REF NO: S085/2021**

Division: Tax and Financial Sector Policy (TFSP)

Purpose: To design and implement policy and the regulatory and legal framework pertaining to treating customers of the financial sector more fairly and to protect them better, deepening financial inclusion and access and transformation of the sector, as part of the twin peaks regulatory reform of the financial sector. Furthermore the role cuts across areas of Fintech, payments, and all sectors in the financial services industry including the Ombuds

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

CENTRE : Pretoria

REQUIREMENTS : A minimum B Degree at NQF7 in Law/ Commerce/ Finance/ Economics/ Development. A higher NQF Level will be an added advantage, A minimum 5 years' experience at a senior managerial level (Director) obtained in the financial sector environment, Knowledge and experience in project and stakeholder management, Knowledge and experience in the analysis and dissemination of information, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES : Some key Outputs include: Design Regulatory Framework (Twin Peak): Initiate research and policy proposals on the market conduct and ombuds system for the development of the twin peaks regulatory system in the financial sector, and to provide advice to the Minister on such policy. Initiate the enactment of law/s through parliament and give effect to recommended regulatory framework, Support the development of the Financial Sector Conduct Authority and the ombuds system for the financial sector, Develop annual measures of accountability for the market conduct and ombuds bodies in line with PFMA requirements and monitor and advise the Minister on these issues, Regulatory Conduct: Develop and publish policy informing the legal framework for the fair treatment of financial customers and the conduct of financial institutions in

general, Initiate drafting of conduct law/s for stakeholder consultation and tabling to Parliament, and produce the supporting policy documentation. Facilitate the enactment of necessary law/s through parliament, Monitor the implementation of enacted laws by the Conduct Regulator, Review and improve the legislation governing conduct of the financial sector. Industry-specific policy interventions, and over-indebtedness: Identify and monitor poor industry practices that compromise customer outcomes, Implement remedial steps in response to improve consumer protection and promote sustainable market development, Develop and publish industry strategies and work plans in support of each roadmap, to support industry commitment and accountability, Monitor in conjunction with the DTI and other stakeholders to respond to South Africa's over indebtedness crisis. Financial Inclusion and Transformation: Monitor the assessment of the state of financial inclusion across relevant market segments, including for small enterprises, Monitor the development, publishing and implementation of financial inclusion and work closely with the Financial Sector Transformation Council on the monitoring of transformation targets as stipulated in the code, Monitor the establishment and formulation in conjunction with the regulator, a national financial inclusion consultation forum. Financial Education: Develop, publish and implement financial education policy, to include consumers and SMEs, Drive and coordinate (with support of the regulator) a national consumer financial education committee.

- ENQUIRIES** : ONLY (No applications): Recruitment.Enquiries@treasury.gov.za
- APPLICATION** : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>
- CLOSING DATE** : 17 January 2022 at 12:00 pm.
- POST 42/64** : **DIRECTOR: RSA RETAIL SAVINGS BONDS REF NO: S027/2021**
 Re-Advertisement
 Division: Asset and Liability Management (ALM)
 Purpose: To finance the government's borrowing requirements through the issuance of RSA Retail Savings Bonds and manage the government's existing stock of retail debt in broadening the total investor base.
- SALARY** : R1 057 326. per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum Degree in Business Management/Economics/Financial Management/ Accounting/ Financial Economics/ Investment Management. A minimum 5 years' experience at a middle management level (Deputy Director) obtained in money and capital markets and the financial markets operations; Knowledge and experience of capital markets research methodologies; Knowledge and experience of market analyses and information for utilisation and improvement of bonds in the broader business, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.
- DUTIES** : Some key Outputs include: Define borrowing requirements in Domestic Retail Market: Develop and implement a domestic RSA Retail Savings bond borrowing strategy for the National Treasury, Initiate the issuing of government securities in the domestic retail capital markets, Develop savings instruments in the domestic retail capital markets, Determine the finance measures of government's borrowing requirements in the domestic retail markets. Stakeholder Engagement: Develop and implement tools that will improve the investor base, Develop and implement an investor website for improved engagement with stakeholders, Engage with retail investors through road shows, the media and other mediums, Develop relationship with stakeholders like Marketing agencies, Post Office, Pick and Pay and SASI for improved market exposure. Domestic RSA Savings Debt: Coordinate the debt portfolio to reduce the re-financing risk and cost, Initiate frequent market and portfolio analysis of qualitative, Monitor domestic and international economic events and their impact on the South African economy and the debt portfolio, Analyse and advise on prudent debt management policies and recommend corrective debt strategies for implementation. Research Market volatility: Initiate research on capital markets pertaining to market volatility in the prudent management of debt, Perform research on local and international markets to stay abreast of

developments impact retail debt issues, Analyse and provide inputs to briefing notes and speeches.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATION : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/65 : **DIRECTOR: CENTRAL SUPPLIER DATABASE REF NO: S099/2020**
Re-Advertisement
Division: Office of the Chief Procurement Officer (OCPO)
Purpose: To design, develop, and implement a central supplier database for national, provincial and local sphere of government contributing towards efficient and effective procurement practises.

SALARY : R1 057 326. per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum Degree at NQF Level-7 in Information Technology/ Information Systems/ Procurement/ Strategic Sourcing or related fields, Registration with a relevant supply chain and/or Information Technology professional body will be an added advantage, A minimum 5 years' at a middle management (Deputy Director) level obtained in the implementation and management of largescale public and/or private sector procurement ICT solutions, Experience in business process engineering and business transformation, Experience in successfully transforming and modernising procurement ICT within a large public entity, multi-national corporation and/or national government department, Extensive experience in the development of enterprise-wide procurement ICT architecture Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES : Some key Outputs include: Central Supplier Database for government: Initiate and oversee research regarding international and national central supplier database standards and practices, Design central supplier database for all spheres of government, Develop central supplier database for all spheres of government, Maintain central supplier database and continuously enhance quality and completeness thereof Establish capability for the central supplier database: Design and develop training programmes for system users, suppliers and other relevant stakeholders, Provide support to users in operating the central supplier database data, of government, Provide training and capacity building to users of the central supplier database of government, Monitoring and report on proficiency of users and take recommended action where required, Develop capability of provincial treasuries to optimise the central supplier database Compliance of service providers: Design and develop a system of assurance in respect of compliance requirements of government, Provide information and supporting validations to users, Auditor–General and other stakeholders in respect of supplier compliance, Interact with suppliers on compliance requirements in accordance with regulatory requirements of government through appropriate interfaces, Ensure that data quality and integrity is maintained and continuously improved Supplier Development Programme for government: Design and develop and implement a supplier development approach for all spheres of government, Identify and prioritise specific categories of commodities for which supplier development programmes need to be rolled out, Contribute towards the supplier performance mechanisms at all spheres of government IFMS development and implementation: Contribute to successful development of world class SCM IFMS modules, Contribute to implementation of SCM IFMS module at national and provincial departments and municipalities, Contribute to optimising return on investment of SCM IFMS investment.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATION : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/66 : **DIRECTOR: IT AUDIT REF NO: S062/2021**
 Purpose: To strategically manage the IT Audit function for National Treasury (NT), Accounting Standards Board (ASB), Cooperative Bank Development Agency (CBDA), Government Technical Advisory Component (GTAC) and the Independent Regulatory Board for Auditors (IRBA) in alignment with prescribed policies and procedures.
 Division: Office of the Director-General (ODG)

SALARY CENTRE REQUIREMENTS : R1 057 326. per annum (all-inclusive remuneration package)
 : Pretoria
 : A minimum B Degree at NQF Level-7 in Internal Auditing/ Information Systems/ Computer Science, A Certified Information Systems Auditor (CISA), and professional certification of IT Audit domain such as, Certified Information Security Manager (CISM) or Certified Information System Security Practitioner (CISSP), will served as an added advantage, A minimum 5 years' at a middle management (Deputy Director) level obtained in an IT Auditing, Knowledge of IT Governance, IT Risk Management, IT Strategy, IT Contracts and Service Level Agreements, Knowledge and experience of Information Security and IT Policies and Procedures, IT Software Licensing, IT Project Management, IT Audit Standards; Knowledge of application Control Reviews, Business Process Mapping and Data dissemination, Knowledge of General Control Reviews, Networking (Firewalls, Routers, Web Applications, Threat and Vulnerability Assessments, and Knowledge of Virtual Private Network, Wireless), Encryption, Operating Systems, Databases, Physical Security and Information Security. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES : Some key Outputs include: Strategic Leadership and Stakeholder Engagement: Initiate awareness of the Internal Audit function within the National Treasury, Provide strategic support to the internal audit function in contribution of the objectives and guidelines as set out in the Internal Audit strategy, Recommend amendments to enhance the Internal Audit Charter, Engage stakeholders and establish good internal and external mutual networking pertaining to internal audit, Initiate recommendations for enhancement and utilisation of the Audit Committee, Audit Process on Risk Assessment, Audit Plan, Assurance and Consulting Services: Perform quality assurance on IT Audits and review annual risk assessments, Develop and implement strategic audit and annual IT Audit plans based on operational IT risks, Provide advice on operations and implement strategy in consideration of organisational impact, Conduct IT Audits and register discrepancies within the findings register. Overall accountability for the quality of IT Audit projects, Provide feedback to audit committee and clarify matters relating to IT Audit reports pertaining to controls and latest technology. Benchmarking and Research: Analyse policies for the enhancement and improvement of processes and procedures of IT audits, Initiate benchmarking and research on the latest global trends pertaining to developments in the IT audit environment and emerging technologies, Develop and implement an IT Audit Strategy and methodology in support of a resource plan on business continuity within the IT Audit environment. Monitor and Evaluation: Conduct quality assurance to enhance reporting standards, Review audit committee deliverables and provide inputs to the development of the audit committee processes, Present IT Audit reports to the Audit Committee for consideration and resolution, Monitor and evaluate progress of auditing conducted against the prescribed IT Audit plan.

ENQUIRIES APPLICATION : Only (No applications): Recruitment.Enquiries@treasury.gov.za
 : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/67 : **DIRECTOR: PUBLIC ENTITIES OVERSIGHT REF NO: S071/2021**
 Division: Corporate Services (CS)
 Purpose: To advise the Minister of Finance (MOF) on matters relating to Public Entities (PEs) in his/her portfolio, build relations and/or partnerships with PEs, the Ministry, and other spheres of government, and management of special projects (Public Entities related innovations and implementation thereof).

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum (all-inclusive remuneration package)
: Pretoria
: A minimum B. Degree at NQF7 in Business Management/ Accounting/ Financial Management, Financial Analysis, Economics is required, A minimum 5 years' experience at a middle management level (Deputy Director) obtained in a financial environment, In-depth knowledge, experience and the application of the PFMA and other prescribes, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES : Some key Outputs include: Develop and enhance internal Public Entities Oversight Model Governance Framework: Facilitate development of Memoranda of Understanding (MOUs)/ Shareholder Compacts/ Service Level Agreement with Pes, Facilitate tabling of legislated documents in parliament by the MoF, Prepare public entities quarterly reports on performance monitoring, evaluation and corrective action, Facilitate board appointments and renewal of board appointments, Provide significantly improved financial prudence through accountability and oversight of Pes, Compile MTEF, AENE and ENE of PEs in line with the National Treasury's budget cycle, Assist with oversight role of Programme 7 operations such as Special Pensions, Medical, Military and Non-Statutory Forces, especially Appeal Boards. Stakeholder relations & Collaboration: Establish and organise reporting and interaction lines for institutions reporting to the Minister of Finance. Public Entity financial sustainability: Enhance compliance with Section 54 of PFMA for public entities, Prepare an investment analysis review and balance sheet reporting of DFIs, Provide submission of unaudited financial statements to National Treasury by Public Entities, Prepare submission of request for retention of surplus funds to National Treasury, Facilitate submission of Schedule 3A Public Entities strategic and annual performance plans Provide assurance from public entities that they implement effective, efficient and transparent financial management and internal control systems, Ensure that public entities submit a projection of revenue, expenditure and borrowings for the coming financial year to National Treasury, together with a corporate plan covering their affairs for the following three years, including that of subsidiaries.

ENQUIRIES APPLICATION : Only (No applications): Recruitment.Enquiries@treasury.gov.za
: To apply visit:
: <https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/68 : **DIRECTOR: PROVINCIAL BUDGET ANALYSIS REF NO: S035/2021**
Re-Advertisement
Division: Intergovernmental Relations (IGR)
Purpose: To monitor the provincial budget process implementation on sectoral allocations in the areas of administrative, economic, social services and build environment.

SALARY CENTRE REQUIREMENTS : R1 057 326.per annum (all-inclusive remuneration package)
: Pretoria
: A Bachelor's Degree at (NQF 7) in Economics/ Public Finance/ Accounting/ Public Administration/ Statistics/ Development Finance, A minimum of 5 years' experience at a middle management level (Deputy Director) obtained within in a financial environment, Knowledge of the provincial budget allocation system and the public financial management system, Knowledge and experience of the broader public service finance framework, Experience of the public sector budgeting principles, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES : Some key Outputs include: Budget Preparation and Support: Ensure alignment of provincial budgets with broad national priorities, Facilitate and lead discussions during the provincial benchmark meetings to assess the degree of alignment and the credibility of budgets, Participate in annual provincial MTEC hearings by providing guidance, advise and recommend solutions to problem areas, Monitor and assess provincial budgets preparation, Co-ordinate the

compilation of reports for provinces for various budget for a, Budget Council, PCC, TCF etc., Collect, evaluate and interpret data from the provinces for the preparation of benchmark exercise, Evaluate strategic plans and all non-financial data pertaining to three provinces in support of the budget preparation processes, Attended TCF and Budget Council meetings as per the budget Process Schedule, Budget Implementation and Monitoring: Ensure revenue matches expenditure in provinces monitor monthly expenditure and revenue including conditional grants in provinces ,Compile monthly reports on the state of expenditure and revenue for provinces, Facilitate and evaluate the monthly in-year monitoring, quarterly and half year reports for provinces and advise on revenue and expenditure matters, Assist with the preparation of the quarterly provincial S32 publication, Maintain provincial budget database (financial and non-financial) for provinces for in-year monitoring and reporting, Ensure on time delivery of inputs to and from the provinces, Co-ordinate the compilation of reports for provinces for the provincial visits, Undertake annual physical site visits in provinces as part of monitoring responsibilities, Provide support to provinces by addressing queries and providing guidance on budget related matters as they arise In-year monitoring, quarterly and half year reports for three provinces, Intergovernmental Co-ordination: Coordinate the collection of budget and financial data from the provinces for the IGFR and draft a chapter for the review, Provide support in drafting of National Treasury documents, Ensure the availability of data, including IYM submissions, strategic plans, annual reports, annual financial statements, budget statements, provincial allocations with the adjustment estimates, aggregated financial statements, normative measures and any other information required from provinces on a continuous basis, Assume sectoral responsibilities which include participating in 4 x 4 and 10X10 forums, Respond to problem situations or emergencies in provinces, Collaborate with the provincial policy chief directorate and local government chief directorate in support of the DDG: Intergovernmental Relations, Financial Management and Budget Reform: Promote effective financial management within the provinces, Attend, co-ordinate and make presentations to provincial treasuries regarding reforms and PFMA implementation in provinces as per National and provincial budget process, Provide support, guidance and monitor implementation of the PFMA at provincial level, Contribute towards drafting of provincial budget reform and new budget formats, Assist with the promotion of effective financial management in provinces, Write guidelines for the implementation of reforms and training at provincial level in line with the national guideline, Participate and work closely with the Budget Office , OAG, PF, ALM, etc. on related matters, Intergovernmental Grants: Monitor the implementation of intergovernmental grants system in provinces on a monthly basis, Fulfil all the duties and responsibilities in term of the PFMA and the annual DoRA with the monitoring of conditional grants.

- ENQUIRIES** : Only (No applications): Recruitment.Enquiries@treasury.gov.za
- APPLICATION** : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>
- CLOSING DATE** : 17 January 2022 at 12:00 pm.
- POST 42/69** : **DIRECTOR: LOCAL GOVERNMENT DATA MANAGEMENT AND SUPPORT REF NO: S081/2021**
 Division: Intergovernmental Relations (IGR)
 Purpose: To manage and oversee the development and maintenance of financial and non-financial information for local government including development and management of databases and the system and infrastructure environment that supports the Local Government and Reporting System.
- SALARY** : R1 057 326.per annum (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum degree in B.Com Informatics with accounting, computer science and statistics as majors, Bachelor's degree in economics/ public finance/ accounting/ computer science, Minimum 5 years' experience at a middle management level (Deputy Director) obtained in local government budgeting and reporting systems and reporting requirements of MFMA, as well as the implementation of the MBRR and the mSCOA Reform, working experience in municipal accounting and the publication of financial performance reports on local government, The ability to design, develop and maintain databases and information systems in general, Successful completion of the Nyukela Public

Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES

: Some key Outputs include: Maintain the Local Government Database (LGDRS): Oversee the design, development, maintenance and monitoring of the budget and performance database for local government budgets, in-year and annual reporting (Financial and Non-Financial Information) and supporting documents, Provide a data and information support function to all internal and external users of the LGDRS, Implement measures to maintain the integrity of data on the LG database so that LG financial publications are correct, Formulate and oversee the development of reports on local government for purposes of internal and external users. Provide GIS services to all units in NT: Implement processes to ensure that a reliable GIS service is provided to NT internal and external users, Interact with ESRI South Africa on licenses and services available, Assist all units in NT with the representation of GPS data in GIS format, Publish geo-spatial maps on financial and non-financial data as needed. Budget Reforms: Maintain and update MBRR (Municipal Budget and Reporting) schedules, Development, testing and quality assurance of *m*SCOA (Municipal Standard Chart of Accounts), Manage the versions and publication of the *m*SCOA classification framework, Manage the specifications and development of reports needed to deepen analysis and publications. Monitoring and oversight of municipal financial management: Consolidate data inputs required to generate all publications (includes the annual MTREF and quarterly S71, all additional information input required, conditional grant reporting information and non-financial performance data relevant to SDBIPs), Ensure that the Local Government Document Resource centre is up to date, Update all municipal publications on the MFMA website and other portals. Managing municipal submissions: Implement and maintain effective processes to manage the monthly and quarterly *m*SCOA data strings, Ensure end-to-end data verification including monitoring progress of *m*SCOA data strings received and communicating with municipalities to correct errors detected, Timely distribution of LG reports according to the LGBA reporting schedule to all stakeholders on progress and status of submissions, Design and implement BI and other portals in which information is packaged for external users and researchers. Database training to external and internal users: Provide training on how to improve utilisation of the LG database, Provide training to NT staff, PTs and municipal officials on reporting requirements, Improve the integrity of data by monitoring municipal submissions and analysing financial and non-financial results. Stakeholder management: Providing comments on documents circulated by internal and external stakeholders, Participate in forums/workshops related to scope of responsibilities, Represent LGBA at LG forums hosted by any of the stakeholders and make required input for such event.

ENQUIRIES APPLICATION

: Only (No applications): Recruitment.Enquiries@treasury.gov.za
 : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

CLOSING DATE

: 17 January 2022 at 12:00 pm.

POST 42/70

: **DIRECTOR: FINANCIAL STABILITY REF NO: S086/2021**
 Division: Tax and Financial Sector Policy (TFSP)
 Purpose: To provide a platform for the formulation and development of assessment instruments, oversight on regulation and the development of policy for financial stability

SALARY CENTRE REQUIREMENTS

: R1 057 326.per annum (all-inclusive remuneration package)
 : Pretoria
 : A minimum B Degree (NQF 7) in Finance/Law/ Economics/ Development Economics, Masters degree or equivalent would be an advantage, A minimum 5 years' experience at a middle managerial level (Deputy Director) obtained in drafting of financial regulation or financial capital markets, Knowledge in the analysis of financial markets policy or operation and application in business, Knowledge and experience of development of financial oversight mechanisms, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES : Some key Outputs include: Domestic and global financial stability: Formulate and advise on policy on domestic, regional and global financial stability, Provide oversight and monitor the regulation and developments of global financial markets, Assist in coordinating the implementation of international policies on financial stability. Provide policy advice on the identification and management of financial stability vulnerabilities and risks: Establish and maintain a domestic coordination mechanism for the development and implementation of policies on international financial stability, Manage and maintain the technical relations between South Africa and international forums on international financial stability, Develop and maintain coordination mechanisms within and across public sector financial stability stakeholders, Advise on international cross-border and regulatory cooperation. Global macro-prudential and vulnerabilities indicators: Advise and contribute to the maintenance and oversight of global macro prudential and vulnerabilities indicators, Conduct in-depth research on issues around international vulnerabilities, Liaise with various stakeholders in the financial markets to create awareness of international financial vulnerabilities. Administration & Policy Maintenance: Provide commentary on international papers and reports, Provide inputs and respond to Parliamentary Questions, Draft Ministerial and parliamentary speeches and provide inputs on content of speeches.

ENQUIRIES APPLICATION : Only (No applications): Recruitment.Enquiries@treasury.gov.za
To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/71 : **DIRECTOR: CGE MODELLING REF NO: S087/2021**
Division: Economic Policy (EP)
Purpose: To develop and maintain a suit of CGE models and SAM databases for implementation and consumption by internal and external stakeholders, e.g. National Treasury and other Government Departments, provide policy analysis and advise.

SALARY CENTRE REQUIREMENTS : R1 057 326.per annum (all-inclusive remuneration package)
: Pretoria
: A minimum Degree at NQF Level-7 in Economics/Mathematical economics/ Econometrics. A minimum 5 years' experience at a middle management level (Deputy Director) obtained in development of suites of databases and CGE models, Knowledge and experience in developing and implementation of the simulation of large CGE models, Knowledge and experience in interpreting and analysis of information, Knowledge of policy formulation, Knowledge of the GAMS software and programming., Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES : Some key Outputs include: Develop and maintain a suite of Databases, SAM and Sectoral Databases: Compile and update databases emanating from various statistical sources on an annual basis and integrate new data where applicable, Incorporate updated statistical data into a SAM database and capacitate and integrate new data, Provide macro-economic data to stakeholders for inputs and the development pertaining to the integrity of statistical information. Develop and Maintain a Suit of CGE Models: Develop and maintain new and existing CGE models, Initiate adjustments to the CGE models for alignment to policy and analysis of data, Provide policy advice for utilization with particular emphasis on the quantification of policy proposals using of the suit of CGE models, Develop new models and data sources. Policy Analysis and Development: Provide well-researched analysis and align model outcomes to policy, Initiate policy development and implementation though advice to stakeholders, Engage stakeholders on new policy initiatives. Benchmarking and Research: Embark on technically rigorous research and benchmarking exercises with recognised international institutions on latest trends and best practices, Initiate research and engage stakeholders for the refinement of models and suits, prior to implementation, Develop new tools in line with best practices in the international arena and to keep abreast of new trends, Involve stakeholders in findings for enrichment and improvement of modelling practices and methodologies.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

APPLICATION : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/72 : **DIRECTOR: TERTIARY SECTOR REF NO: S096/2021**
 Division: Economic Policy (EP)
 Purpose: To monitor and evaluate economic developments in the Tertiary sector of the economy. To develop National Treasury positions on the real economy and related policy matters, plan and execute research projects, and engage external stakeholders on sectoral developments.

SALARY : R1 057 326.per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum Degree at NQF level 7 in one or more of the following subjects: Economics/ Econometrics/Finance/Statistics/ Business Science/Data Science/Accounting/Mathematics, An NQF level 8,9 and/or 10 qualification in one of more of these subjects will be an added advantage, A minimum 5 years' experience at a middle management level (Deputy Director) in real sector/academic or economic policy environment, Knowledge and experience of applied microeconomics, Knowledge of the different research approaches and tools, Experience in policy analysis and the ability to interpret economic policy outcomes, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES : Some key Outputs include: Sector Analysis: Research, analyse and compile reports on developments in the Tertiary sector (or oversee these outputs) and identify the implications thereof for government policies and priorities e.g. growth, employment and investment, Initiate research and provide in-depth analysis of the socio-economic impact of related policy proposals, Plan and manage databases of micro-economic and macro-economic indicators to assist in economic analysis, Oversee the drafting of speaking & briefing notes, memos and speeches for the Deputy-Director-General, Director-General, Deputy Minister and Minister, Develop National Treasury positions on real economy and related policy matters, Policy Advice: Oversee the preparation of speaking & briefing notes, memos and speeches based on policy-relevant issues in the Tertiary sector, Provide inputs (i.e. economic analysis) into policy discussions and assist to develop National Treasury policy positions in conjunction with other stakeholders, Draft documents for consultation with stakeholders, Represent National Treasury on inter-governmental and other external forums and committees. Research: Identify research gaps, initiate and conduct/oversee research into policy-relevant developments in the Tertiary environment, Analyse research results and (where appropriate) initiate benchmarking exercises with international institutional best practices and trends, Engage (internal & external) stakeholders on policies which affect key government priorities e.g. growth, employment and investment in the Tertiary sectors. Oversee research projects of Economists and/or Senior Economists. Budget & MTBPS: Manage & coordinate team assumptions process, Manage and/or provide inputs into Chapter 2 of Budget Review and MTBPS: sector analysis, updates, tables, charts, Oversee number checking, proof reading and Q&A, Participate in investor meetings and roadshows. Project & Financial Management: Plan and execute research projects (2 or more people), Plan & drive directorate research agenda, Plan directorate training schedule, Ensure prudent management of team funds.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATION : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/73 : **DIRECTOR: PRIMARY SECTOR REF NO: S037/2021**
 Division: Economic Policy (EP)
 Re-Advertisement
 Purpose: To monitor and evaluate economic developments in the primary sector of the economy i.e. the mining and agriculture sectors. To develop National Treasury positions on the real economy and related policy matters; analyse and advise on the socio-economic impacts of various industrial policy

		analysis of economic trends and principles; and Knowledge of South African economic trends and sources of data and information, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Some key Outputs include: Provide inputs on macroeconomic policy for the Budget Review and Medium Term Budget Policy Statement: Identify research for integration into the policy stance in budget documentation, Provide inputs on the macroeconomic strategy of the National Treasury, Provide specified inputs and insight into the quarterly modelling and forecasting assumptions process. Undertake economic research and policy analysis, and assessments of government policy proposals: Identify and complete research papers and notes that respond to South Africa's macroeconomic trends and policies, Contribute to the design of research agendas that allow for deep understanding of South Africa's macroeconomic challenges, Identify and review policies proposed by other parts of government that have macroeconomic implications, Undertake research with external academic and multilateral institutions in order to expand the pipeline of quality. Provide responses to external reviews of the South African economy, requests for speeches, briefing notes and parliamentary questions: Provide qualitative comments and assessments of research reports by the IMF, ratings agencies, OECD and academia, Provide qualitative comments and assessments of relevant research conducted outside the National Treasury. Coordinate and provide inputs on responses to speeches, briefing notes and parliamentary questions. Engage with internal and external stakeholders to advance the development of economic policy and the objectives of the National Treasury: Engage with key stakeholders on macroeconomic policy, including the SARB, Presidency, Economic Cluster and NEDLAC, Engage with key internal and external role-players, including multilaterals, private sector economists, academia, Undertake external training and engagements in order to strengthen the National Treasury's knowledge base.
<u>ENQUIRIES APPLICATION</u>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs
<u>CLOSING DATE</u>	:	17 January 2022 at 12:00 pm.
<u>POST 42/75</u>	:	<u>DIRECTOR: ENTERPRISE ARCHITECTURE AND ACQUISITION REF NO: S094/2021</u> Division: Corporate Services (CS) Purpose: To strategically plan and deliver the operational, performance and compliance control of ICT Governance, programs, projects, enterprise architecture, regulative, acquisition and monitoring implementation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 057 326.per annum (all-inclusive remuneration package) Pretoria A minimum B. Degree at (NQF 7) in Information Technology, A COBIT Certification, TOGAF 9 Certification, PMBOK/ Prince II Certified and ITIL Certification will be an added advantage, A minimum 5 years' experience at a middle management level (Deputy Director) obtained in Information Technology, Knowledge and experience in business architecture projects, Knowledge and experience strategic and operational project management, Knowledge and experience of System Development Lifecycle (SDLC) projects, Knowledge and experience in Data, Application and Technology Architecture, and standards projects, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Some key Outputs include: Oversee project teams and ensure project governance and implementation according to set plans and procedures, Monitor, control project teams and initiate change integration on corrective action, Coordinate operational project plans for implementation, Utilise the Prince 2 or PMBoK principles for effective implementation of project and program, Analyse and review operational and project requirements of business for implementation, Initiate the recommended enterprise architecture projects for business. Governance: Develop and review ICT policies, procedures,

guidelines and standards, Monitor and evaluate the implementation of governance and related processes and procedures, Initiate the approval and implementation of Best practices of ICT Governance Frameworks and methodologies, Manage the Department's ICT Risk and Security. Acquisition and implementation: Coordinate the implementation of ICT projects, Design systems in line with business requirements and MSP, Utilise best practice frameworks for business analysis and system design, Prepare submission of request for retention of surplus funds to National Treasury, Create a platform to enable operational integration, Manage the ICT Configuration Database of the Department, Manage and coordinate Departmental ICT Changes to minimise service disruptions, Manage software release versions of the Department. Enterprise Architecture Planning: Develop, review and implement the ICT vision under auspices of the ICT Steering Committee. Develop a National Treasury Business Architecture Baseline for implementation, Monitor and review the Information System Architecture Baseline for conformity, Implement a Technology Architecture Baseline for business, Compile a National Treasury Strategic Information Systems Plan, Create and analyse Enterprise Architecture Change impact on business and recommend remedial procedures for implementation and monitoring, Recommend the configuration of the Technology Infrastructure of business.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATION : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>
CLOSING DATE : 17 January 2022 at 12:00 pm.

OTHER POSTS

POST 42/76 : **SENIOR POLICY ANALYST: FISCAL RESEARCH REF NO: S049/2021**
 Division: Budget Office (BO)
 Purpose: To define the fiscal policy research agenda of the National Treasury on the short and long-term impacts of fiscal policy decisions, and relevance to the developmental goals of the South African government and production of relevant budget documentation.

SALARY : R882 042. per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum Degree (NQF 7) in Economics/ Social Science, A minimum 4 years' experience obtained in fiscal analysis and planning, Experience in policy development and communication is also valued, Knowledge of economics analysis and research and Knowledge of mathematics and statistics will be an advantage.

DUTIES : Some key Outputs include: Fiscal Policy Research: Initiate research in line with the requirements of the Fiscal Policy requirements and the broader international macro-economic environment, institutional frameworks and fiscal sustainability, Develop policy and implement policy decisions of fiscal nature, Provide a platform for oversight and credibility of information. Medium Term Budget Policy Statement and Budget Review: Develop a broader fiscal policy work plan for consideration and implementation, Provide an appropriate and consistent presentation of fiscal policy content across chapters, Support the production of the fiscal chapter, including associated tables and data development, for credibility, Provide oversight on consistency of information throughout the publication. Fiscal Analysis: Liaise with internal and external stakeholders over the trajectory of elements related to fiscal sustainability, Provide forecast on the modelling and variables related to the long-term sustainability of the fiscus, Fiscal policy implications and responses to quarterly macroeconomic forecasts. Benchmarking Research: Initiate economic research, analysis and the relation to fiscal policy, Provide research into the levels of the various fiscal indicators and their implications for sustainability, growth, and development, Engage stakeholders on broader economic issues, drawing particular attention to the role and impact of government.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATION : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>
CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/77 : **SENIOR POLICY ANALYST: INFRASTRUCTURE FINANCE REF NO: S050/2021**

Division: Budget Office (BO)

Purpose: To initiate technical evaluations and recommendations pertaining to infrastructural funding allocations in alignment with PFMA, MFMA and PPPs infrastructural provisions and regulations within the budgetary cycle and analyse, report and advise on infrastructure spending and estimates.

SALARY CENTRE REQUIREMENTS

: R882 042. per annum (all-inclusive remuneration package)

: Pretoria

: A minimum National Diploma/ Degree (NQF 6 – 7) in Economics/Finance/ Project Management Building Sciences, A qualification in Built Environment/ Commercial related will serve as an added advantage, A minimum 4 years' experience obtained in infrastructural financing, Knowledge of the Public Service broader financial and infrastructural framework and Knowledge of financial and policy analysis techniques, Knowledge in the utilisation of different research techniques for optimal output.

DUTIES

: Some key Outputs include: Regulation of PFMA and MFMA PPPs: Regulate PPPs by reviewing and recommending projects for approval by the DDG Budget Office throughout the project cycle as per Treasury Regulation 16, Regulate PPPs by reviewing and issuing Views and Recommendations as per Municipal statutes, regulations and guidelines, Analyse and report on the contingent liability associated with the financial support granted to PPP projects, Review requests by public institutions and make appropriate recommendations for exemptions, extensions, variations and amendments. Capital Appraisal and Evaluation: Review and update methodologies and parameters utilised in project appraisals and evaluation of government infrastructure projects in the Budget Facility for Infrastructure (BFI), Development of sector specific guidelines in the priority infrastructure sectors, Update the Capital Planning Guidelines, Evaluate infrastructure bids and compile the infrastructure report to MTEC; advice on infrastructure allocations. Budget Cycle Support: Compile infrastructure expenditure figures and estimates for the MTBPS and Budget Review and provide inputs into the MTEF guidelines, Compose and update the PPP Annexure and the Infrastructure Annexure and any other Infrastructure related queries for the MTBPS and Budget Review, Develop and manage an infrastructure projects database, Take the lead and manage the infrastructure central checking team in verifying infrastructure tables and text for ENE database. Infrastructure Research: Provide quarterly Gross Fixed Capital Formation Forecast, Take the lead in researching new policy areas such as innovative financing options, Infrastructure Fund etc., Organise and take the lead in organising Infrastructure forums. Analyse, Report and Advise on Infrastructure Spending and Estimates: Provide frameworks for compiling information on historical infrastructure expenditure and estimated projects costs in the medium and long term, and ensure diversity to meet user requirements, Contribute to the multi-year infrastructure budgeting process through the analysis of conditional grants frameworks and roll over trends, Compile quarterly and bi-annual infrastructure expenditure reports.

ENQUIRIES APPLICATION

: Only (No applications): Recruitment.Enquiries@treasury.gov.za

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<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

CLOSING DATE

: 17 January 2022 at 12:00 pm.

POST 42/78 : **SENIOR POLICY ANALYST: INTERNATIONAL DEVELOPMENT CO-OPERATION REF NO: S051/2021**

Division: Budget Office (BO)

Purpose: To support the management of Official Development Assistance (ODA) to the South African Government, and promotion of sound ODA management across all sector.

SALARY CENTRE REQUIREMENTS

: R882 042. per annum (all-inclusive remuneration package)

: Pretoria

: A minimum National Diploma/ Degree (NQF 6 – 7) in the Economic Sciences/ Social Sciences/ Development Studies, A minimum 4 years' experience obtained in programme and portfolio management, Knowledge and experience of public policy development and implementation, Knowledge and experience

		of developmental management and Knowledge and experience of Investment financing.
<u>DUTIES</u>	:	Some key Outputs include: Coordination, ownership and management of ODA: Ensure the alignment of ODA to South African policies and procedures within the facilitation of ODA commitments to SA– facilitation of programming, Review and assess trends and best practices pertaining to the economic sector and update current database of all ODA funded programmes within the sector, Arrange the record keeping of meetings with donor and South African Government representatives involved in particular donor programmes. Programme delivery: Implement ODA management policies, procedures and processes (ODA Management guidelines) within the economic sector, Liaise/ negotiate with stakeholders in Public Finance, cluster/ sector, provincial and local government decision-makers and ODA co-ordinators, and relevant donors regarding the consolidation of ODA programmes, Facilitate the smooth implementation of donor-supported projects. Compliance with global ODA commitments: Involve in the ODA global debates and forums within the aid effectiveness arena, Prepare South African position papers within the aid effectiveness discourse. Strengthen the ODA knowledge base: Implement benchmarking best practices of ODA management within the sector. Alignment of ODA to budget: Invite stakeholder participation and guidance, from certain knowledgeable areas in the National Treasury to improve programming and alignment of ODA to budget, Provide a share point of information within the economic sector on the overall budget process.
<u>ENQUIRIES APPLICATION</u>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs
<u>CLOSING DATE</u>	:	17 January 2022 at 12:00 pm.
<u>POST 42/79</u>	:	<u>SENIOR ANALYST: RSA RETAIL BONDS REF NO: S067/2021</u> Division: Asset and Liability Management (ALM) Purpose: To service all the RSA Retail Bond debt redemptions and interest due including settling all government bond market related transactions and debt obligations. To maintain relations with key stakeholders to ensure successful servicing of debt.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R882 042. per annum (all-inclusive remuneration package) Pretoria A National Diploma/ Degree (NQF 7) in Economics/ Financial Economics/ Accounting/ Business Management / Investment Management, A minimum 4 years' experience obtained in domestic capital markets, banking environment and Retail/consumer service environment, Knowledge of accounting principles and bank account reconciliations, Knowledge of the government's policy framework on bonds, savings and dissemination of interests gains, Experience interpreting and practicing integrated product and financial management principles, Experience in new product development and financial objectives, Knowledge of process re-engineering and change management, Experience in leading and supervising a team.
<u>DUTIES</u>	:	Some key Outputs include: Real time awareness of all retail bond obligations and efficient servicing of all retail bond debt obligations: Accurate and timely payment of redemptions and interest due, Implement fully effective process controls and complete workflow processes. Enhancement and maintenance an integrated Back Office system and user experience. Fully effective process controls and complete workflow process: Updated process manuals, Clear, unambiguous separation of duties, Introduction of controls and process workflow as per procedure manual and audit specifications, Implementation of controls in line with Office of Accountant General audit specifications, Provide statistics and management reports on the operations. Contribute to the developments of the domestic debt market: Serve on various market related committees, Contribute to enhancement of settlement processes, Assist other countries with their study tours on back office functions. Monitoring of Retail Bonds HEAT system: Providing excellent services to retail investors and maintaining good practices, Monitor efficiency of staff on HEAT call system, Assist in implementing systems to adhere to service level agreements, Stakeholder Engagement and Awareness: Stakeholder participation and engagements: Liaise and engage with stakeholders such as SARB, JSE,

		Banks, legal services, SAPO, front office, Address all investor related queries, Collaboration and cooperation between back and front office.
<u>ENQUIRIES</u>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>APPLICATION</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs
<u>CLOSING DATE</u>	:	17 January 2022 at 12:00 pm.
<u>POST 42/80</u>	:	<u>DEPUTY DIRECTOR: IDMS BUILT ENVIRONMENT REF NO: S040/2021</u> Division: Intergovernmental Relations (IGR) Purpose: To provide expert guidance to the evaluation of bids for grants, the updating and expansion of the IDM Toolkit and related IDMS documents and processes from a built environment perspective.
<u>SALARY</u>	:	R882 042. per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A minimum Degree is required at NQF 6-7 in Economics/Finance/Business Management/Quantity Surveying or Architecture, Desirable: Post graduate Degree. Essential: A minimum 4-6 years' experience in infrastructure delivery planning and management, Knowledge of project management, Knowledge of financial analysis and dissemination of financial data for further interrogation.
<u>DUTIES</u>	:	Some key Outputs include: Assessments of performance grant bids: Develop guidelines for Provincial Treasuries on how to assess bids in terms of all conditions stated in the Bid Policy and System in consultation with the Procurement & Contract Management, Orientate National & Provincial Treasuries and National Sector Departments in terms of guidelines, Provide the specialist guidance inputs in terms of the Technical Bid Panel to evaluate bids and provide leadership in terms of the evaluation of plans, packages, feasibility of costs, scope and norms [functional and technical norms], Document findings and recommendations in terms of bids for performance grants, Prepare inputs for the Annual Division of Revenue Act and Frameworks based on evaluated bids in terms of financial information and performance measures. Performance grants policy and system: Review, enhance and update the performance grant management policy based on changes in the institutional environment and inclusion of other sectors, Facilitate interaction and consultation with stakeholders in National Sector Departments and Provincial Treasuries in terms of the performance management grant policy framework and system in collaboration with the Deputy Director Institutional Governance, Prepare the terms of reference for the Technical Bid Evaluation Panel and establish the Technical Evaluation Panel to evaluate performance grant bids [includes plans], Design the system for the review and evaluation of bids for infrastructure performance grants, Monitor the functioning of the performance grant management system, Document Cabinet Memorandums and Progress Reports to the relevant infrastructure forums in terms of the evaluation and recommendations pertaining to infrastructure performance grants, Document funding options, revenue mobilisation options and norms and standards for inclusion in the Standard Chart of Accounts Framework. IDM Toolkit, Case Studies and IDMS Training Material: Document the expansion and improvement of the IDM Toolkit, Update the IDM Toolkit in collaboration with Institutional Governance, Institutional Development and Procurement & Contract Management. Assess case studies from a built environment specialist perspective and provide written inputs, Make inputs to the institutional assessment of the capacity of Provincial Infrastructure Units to implement the IDM Toolkit, Make inputs to the competency and capacitation framework for infrastructure unit, Analyse findings in the Auditor General reports in terms of IDMS to update the IDM Toolkit and provide inputs to the development of the competency frameworks. Infrastructure Progression Model and Site Visits/Post Project and Post Occupancy Evaluations: Participate in Moderators review panel in terms of assessing self-assessments of IDMS submitted by Provincial Departments, Review and sign-off on indicators for infrastructure plans in terms of the Infrastructure Progression Model in consultation with the National Sector Departments, Provide written inputs to the assessment of infrastructure planning, portfolio management, project management and operations/maintenance indicators as evaluated in terms of the Infrastructure Progression Model, Provide inputs to the criteria being used during site visits, post project and post occupancy evaluations, Participate in site visits, post project and post occupancy evaluations and prepare written inputs to the Directorate Provincial Infrastructure Monitoring and Oversight. Integrated long

term infrastructure planning and budgeting: Determine guidelines, norms and standards for credible infrastructure sections in Strategic Plans and Annual Performance Plans and submit to Provincial Budget Analysis, Validate assessments of Provincial Treasuries of Annual Performance Plans and User Asset Management Plans and document findings with recommendations for improvements, Document validation on the credibility of infrastructure budgets, Document inputs to the infrastructure grant formulas, nature of grants and grant frameworks.

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CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/81 : **DEPUTY DIRECTOR: PROVINCIAL INFRASTRUCTURE REF NO: S044/2021**

Division: Intergovernmental Relations (IGR)
 Purpose: To monitor infrastructure financial and non-financial performance by provinces and enforce compliance with PFMA and related infrastructure prescripts.

SALARY CENTRE REQUIREMENTS : R882 042. per annum (all-inclusive remuneration package)
 : Pretoria
 : A minimum Degree in Accounting/ Public Finance/ Financial Management/Economics/Cost and Management Accounting/Financial Information Systems disciplines, A minimum 5 years' experience obtained in infrastructure analysis, monitoring and reporting in the public sector environment, Knowledge of government financial and non-financial systems, Knowledge of the Infrastructure Reporting Model, Knowledge of public sector infrastructure, legislation and prescripts.

DUTIES : Some key Outputs include: Infrastructure Progression Model: Reviewed and enhanced Infrastructure Progression Model, Capacitate Provincial and National Moderators to implement the Infrastructure Progression Model in partnership with the Provincial Treasuries and the National Sector Departments, Facilitate the self-assessments and moderator review processes, Validate submission of reports on the System and liaise with provinces on outstanding reports and other relevant information, Validate completeness of information as extracted from the system, Provide feedback from stakeholders for integration, enhancement of system and processes, and recommendations for interventions. Infrastructure Budget Analysis: Conduct an analysis of first, second and final provincial budget submission on IRM and Provincial MTEC Database, Present budget findings to Senior Managers and Provincial stakeholders, Develop matrix for resolutions and recommendations that must be addressed prior tabling of final budget. Infrastructure Reviews, Legislation and Policies: Provide technical inputs for the annual review of the Division of Revenue Act and Frameworks, Provide inputs relating to Infrastructure in Terms of Reference for provincial engagements (Benchmarks, Quarterly Dialogues, Budget Visits, Site Visits), Develop best practice policy documents on infrastructure monitoring processes. Monitoring the Provincial Infrastructure financial and non-financial performance: Conduct province specific analysis of infrastructure budget and expenditure guided by PFMA and Treasury Guidelines, Prepare province specific reports using data from the infrastructure reporting model, Present findings on infrastructure analysis through feedback letters, training and related mechanisms. Contribute to Intergovernmental Coordination: Collate information for inputs in preparation of submissions for intergovernmental meetings, Participate in the intergovernmental forum meetings, including provincial budget visits, provincial budget benchmarks, Provincial Infrastructure Coordinating Meeting (PICM), Document meeting resolutions and follow up on responsibility matrix

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CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/82 : **SENIOR ECONOMIST: LOCAL GOVERNMENT BUDGET REF NO: S078/2021 (2 POSTS)**

Division: Intergovernmental Relations (IGR)

determining the sustainability, estimates for costs, timelines and risks, prior to implementation, Propose timeframes for implementation of development of new functions, e.g. General Ledger, Payroll, HR, Supply Chain and Business Intelligence, Provide objectives, goals, purpose and scope for various projects, Monitor change control requirements and scope changes in order to prevent unnecessary duplications to systems / applications, Provide work-breakdown structure within a systems development life-cycle and project management principles, Integrate resource and cost plans pertaining to projects. Evaluate Policy in Alignment with system Requirements and Competencies: Conduct policy research in conjunction with stakeholders, e.g. Office of the Accountant General, CPO and DPSA, etc., Collaborate policy initiatives with other technical experts for inputs in alignment with system requirements and competencies. Enable availability of Transversal Systems (PERSAL): Provide percentage availability of the system during peak processing times, Integrate measures to enable system data recovery lost during operations downtime. Stakeholder Engagement: Develop communication circulars regarding new system functionalities, updates and implications to users, Coordinate Quarterly User Forums and Stakeholder Forums where required, Develop intervention strategies for users' empowerment on systems related changes.

ENQUIRIES APPLICATION

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CLOSING DATE

: 17 January 2022 at 12:00 pm.

POST 42/84

: **SENIOR ANALYST: INTERNAL CONTROL SYSTEMS REF NO: S059/2021**
 Division: Office of The Accountant-General (OAG)
 Purpose: To conduct performance auditing/ internal control reviews in all spheres of government on a broad range of financial management and internal control systems in the Supply Chain Management of Public Procurement processes in accordance with the Standards for Professional Practice of Internal Auditing of the Institute of Internal Auditors (IIA) and other best practices

SALARY CENTRE REQUIREMENTS

: R882 042. per annum (all-inclusive remuneration package)
 : Pretoria
 : A minimum National Diploma Degree (NQF 6 -7) in Commerce/ Internal Auditing/ Financial Management is required, A certification as a Certified Internal Auditor (CIA), or Post Graduate Qualification in Auditing, will be an added advantage. A minimum of 4 years' experience in the application of International Standards for Professional Practice of internal auditing and principles of performance auditing, Knowledge and experience in the application of Project Management methodologies, Background of Government Financial Systems Knowledge of the PFMA and Treasury Regulations, MFMA and its Regulations, Supply Chain Management Policies and the broader Public Service Regulatory Framework, Sound Financial Management experience.

DUTIES

: Some key Outputs include: Performance auditing: Identify and prioritize risk areas for targeting for performance auditing/ Internal Controls Reviews. Provide inputs to the Performance auditing Internal Controls Reviews approach and methodology, Initiate the Performance auditing/ Internal Controls Reviews plan and resource requirements for a specific project on the Performance auditing / Internal Controls Reviews programme, Execute performance auditing/ Internal Controls Reviews assignments and identify findings supported by audit evidence, Develop both the performance auditing or internal control review reports on conclusion of projects, Provide a client consultation services for corrective action, Follow-up and advice on the implementation of corrective action. Internal Control Systems review: Identify significance of deficiencies on internal controls mechanisms, Recommend resolutions of internal control break-downs. Consulting services: Develop financial intelligence mechanisms as a support to clients, Provide a consulting service on per request for resolution of breakdown of financial management and internal control systems in procurement processes. Strategic Support: Provide inputs to strategic matters guiding plans and charters, Participate and contribute to the development of the risk management plan, Develop the strategy for co-sourcing activities. Knowledge Management: Index and reference audit supporting documentation and files, Provide a secured place

for evidence and exhibits, Stay abreast of new trends and tools in the auditing approach.

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CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/85 : **SENIOR ECONOMIST: SECTORAL AND REVENUE MODELLING REF NO: S088/2021**

Division: Economic Policy (EP)

Purpose: To develop and maintain a suit of revenue and sectoral models, to analyse and forecast the performance of different sectors of the economy and the different tax revenue streams; and formulate sound policy an.

SALARY : R882 042. per annum (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A minimum Degree in Economics/ Mathematical Economics/ Econometrics, A minimum 4 years' experience in developing tax forecasting models, Experience in developing sectoral models for forecasting, Experience in interpreting and disseminating research outcomes, Knowledge and experience of policy formulation, Experience in revenue forecasting, utilising micro-sim and macro models, Knowledge of statistical instruments in analysing cross sectional data.

DUTIES : Some key Outputs include: Develop and maintain a suite of tax databases, SAM, and sectoral databases: Develop a database of information from various statistical sources, Review and analyse tax and sector related data, Provide sectoral and tax data and analysis to stakeholders, Develop new data sources and facilitate usage of databases by clients. Develop and maintenance suits of tax and sectoral models: Update tax revenue and sectoral models on a regular basis, Implement propose changes to tax revenue and sectoral models as required by policy questions, Assist with the development of new models and data sources; Assist with develop and improvement of the tax micro-simulation capacity within the National Treasury. Policy Analysis and Development: Create a platform for policy recommendation and consultation with stakeholders, Provide theoretically sound and well researched reports and memos that link model outcomes to specific policy questions, Develop presentations and engage with stakeholders. Forecasting: Provide tax forecast for the six major revenue streams, Assist in the provision of sectoral trends and analyse performance of different sectors.

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CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/86 : **DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: S061/2021**

Division: Office of the Director-General (ODG)

Purpose: To facilitate the execution of Enterprise Risk Management (ERM) processes as a key enabler to enhance and maintain business continuity in assisting National Treasury to meet its core objectives.

SALARY : R744 255 per annum (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A National Diploma at NQF Level 6/ B Degree at NQF Level 7 in Risk Management/ Auditing/ Finance, A minimum of 4 years experience obtained in a Risk Management environment, Knowledge and experience of risk mitigation processes, Knowledge of the broader risks management, business continuity and anti-corruption guidelines and standards.

DUTIES : Some key Outputs include: Facilitate Enterprise-Wide Risk Assessments: Conducts risk identification, analysis and evaluation with strategic partners and business units within the National Treasury, Coordinate business continuity activities with external stakeholders and business units within the National Treasury, Administrate Anti-corruption activities within National Treasury, Facilitate the conducting of Business Impact Analysis within the NT Develop reports for presentation in governance committees. Conducts Risk Education, Training and benchmarks: Conduct: awareness sessions on risks relating to BCM and anti-corruption and initiate training to educate internal clients on ERM, BCM and Anti-corruption principles, Conduct workshops on related risk

mitigation processes for implementation within National Treasury, Conduct research and benchmarking exercises on related legislation and best practice with recognised institutions. Establish and Maintain and Improve Risk Capabilities: Analyse NT's strategic objectives and compare against risks factors, Analyse NT's audit findings and implement action plans for execution and mitigation, Analyse the loss control register and make recommendations on the improvement of the management of risk capabilities. Develop Risk Mitigation Plans for National Treasury: Enhance action plans for the identification and alignment of risks, Monitor the status of risk mitigation action plans for improvement, Develop reports on the negative and positive impact of envisaged mitigation plans.

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 17 January 2022 at 12:00 pm.

POST 42/87 : **PROJECT MANAGER: PLANNING, MONITORING AND EVALUATION REF NO: S080/2021 (2 POSTS)**
 Division: Office of The Director-General (ODG)
 Purpose: To: manage planning, monitoring and evaluation of projects in National Treasury to ensure alignment of planned performance with project outcomes and compliance with regulatory frameworks. Utilising the prescribed methodologies and align with the objectives of the National Treasury and developing a culture of knowledge sharing by maintaining a web-based projects management planning and communication platform.

SALARY CENTRE REQUIREMENTS : R744 255 per annum (all-inclusive remuneration package)
 : Pretoria
 : A National Diploma/ Degree in Business Management/ Project Management. A minimum 4 years, practical experience obtained in Project Management principles and applicable methodology, Knowledge and experience of business processes, policies and procedures.

DUTIES : Some key Outputs include: Project Management in planning, monitoring and evaluation: Consolidate NT projects in project register with the required monitoring and evaluation criteria, Maintain the document repository for projects, generate executive dashboards and ensures that projects are reported on quarterly and annually, Manage the projects dashboards and set up project management and communication tools, Institute awareness and compliance in terms of project planning, monitoring and evaluation within the National Treasury, Monitor and evaluate project progress against quarterly and annual planning and budget schedules, Evaluate identified projects' progress and impact quarterly and annually. Project Planning: Assist in the development of the Annual Performance Plan to ensure that large projects are aligned to the Outcomes of the department, Assist in the development of Divisional Operational Plans to ensure large projects are aligned to outputs of divisions, Assist in the development of Chief Directorate Operational Plans to ensure that all projects are registered and integrated into the departmental planning processes, Assist in the quarterly and annual monitoring to ensure project monitoring alignment with the Annual Performance Report, Divisional Operational Reports and Chief Directorate Operational Reports. Project Reporting: Provide quarterly reports on project progress to Management and Audit Committee, Provide easy accessibility of information and accessible formats in compliance with knowledge management practices, Consolidate high-level project information for reporting purposes, Verify and monitor the correctness of project information in collaboration with the SPM&E monitoring process. Stakeholder engagement: Provide inputs in the development of a customised frameworks for the National Treasury, Engage stakeholders on project progress and advice on areas of improvement, Liaise with internal and external stakeholders in the enhancement of project planning, reporting and evaluation, Coordinate stakeholder engagement and feedback sessions in terms of project progress.

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 17 January 2022 at 12:00 pm.

POST 42/88 : **DEPUTY DIRECTOR: SCM GOVERNANCE, MONITORING AND COMPLIANCE REF NO: S070/2021 (5 POSTS)**
 Division: Office of the Chief Procurement Officer (OCPO)
 Purpose: To develop and implement the SCM governance framework, including its design, through monitoring and evaluation of compliance and non-compliance SCM processes in the enhancement and identification of oversight and eradication of discrepancies.

SALARY CENTRE REQUIREMENTS : R744 255. per annum (all-inclusive remuneration package)
 : Pretoria
 : A relevant degree (NQF 7) qualification in Commerce/ Supply Chain Management/ Logistics/ B Com Legal, A minimum 4 years' experience obtained in the broader Governance, Monitoring and Compliance environment, Knowledge and experience of governance, monitoring and compliance processes pertaining to Supply Chain Management, Knowledge and experience of the broader public service SCM framework, Knowledge of government procurement policy analysis, evaluation of findings and the implementation thereof.

DUTIES : Some key Outputs include: Strategy and Policy Management: Provide inputs in to the development of a SCM GMC strategy, and frameworks implementation plan, Develop and implement policies in alignment with the SCM GMC framework as follows: client engagements for the submission of SCM GMC reports; SCM reporting criteria and schedules; provide inputs into Government Agencies for enforcement processes; manage the SCM Restricted Suppliers List; and manage SCM cases and plans databases, Provide inputs towards the development of SCM policy, norms, standards, frameworks and guidelines. Stakeholder Engagement: Engage stakeholders in the establishment and implementation of SCM GMC strategic networks for improved collaboration, accountability and transparency, Promote the compliance of SCM policies and procedures in line with prescribed regulations, Participate in litigation matters and advice on the best course of action, Initiate the improvement of SCM compliance through awareness sessions with stakeholders. Governance and Frameworks Oversight: Develop and implement measurements within the SCM legislative environment for monitoring and compliance of: application of SCM policy, regulations, norms and standards; adherence to SCM strategy and performance indicators, National supply chain risk management policy; Preferential procurement policy determinations; Pricing structures (prescribed price reference index), National contracting authorities code of conduct; and Supplier code of conduct and performance management, Develop in conjunction with stakeholders SCM data collection through: Demand Management; Procurement Planning; Acquisition Management; Strategic Sourcing; Contract Management; Logistic Management; Disposal Management; and Performance Management and Reporting, Develop SCM reporting and reviewing framework for: MTEF annual supply chain operational strategies SCM annual performance assessments and reviews, Design and maintain a SCM capability maturity assessment model pertaining to compliance, Initiate a research, design and develop platform, for: SCM compliance reviews and remedies framework; and SCM grievance and dispute resolution mechanism. Monitoring and Evaluation and Reporting: Assist with the report on Government Agencies enforcement processes, Enhance the monitoring processes and enforce compliance in conjunction with SCM Norms and Standards by conducting Bid reviews and preliminary compliance investigations, Manage the SCM Restricted Suppliers List in accordance with the Supplier Restriction Guidelines, Provide input into the development and implementation of monitoring and evaluation system on the performance of SCM governance framework, Assist with the evaluation and reporting of the SCM governance framework, and monitoring and compliance, Knowledge and Information Management: Assist with the implementation of a research platform on local and international trends, and good practices on the management of SCM governance, monitoring and compliance, Identify and recommend alternative solutions for SCM governance, monitoring and compliance, Maintain the content of SCM GMC Knowledge and Information Management platforms.

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CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/89 : **DEPUTY DIRECTOR: OD AND CHANGE MANAGEMENT REF NO: S075/2021**
 Division: Corporate Services (CS)
 Purpose: To advice and support on organisational effectiveness and engagement processes through enhancing teams' abilities to work cohesively in achieving common goals; operating on change enablement principles; and in so doing, promote a healthy team culture where success is celebrated and people are valued.

SALARY CENTRE REQUIREMENTS : R744 255. per annum (all-inclusive remuneration package)
 : Pretoria
 : A minimum National Diploma/ Bachelor's Degree in Human Resources Management/ Industrial and Organisational Psychology/ Human Resources Development/ Management Services, A minimum 4 years' experience obtained in an Organisational Development environment, Knowledge of systems interventions, strategic planning and facilitation, Knowledge of Organisational Development practices and other interventions, Knowledge of Job Design principles, Knowledge of Change Management, Capability Assessment and related interventions.

DUTIES : Some key Outputs include: Facilitate organisational develop and change management interventions: Facilitate change and transition efforts throughout the organization to ensure identified goals are achieved, Asses risks associated with various change initiatives and projects and recommend actions to manage any risks, Facilitate and implement customized change models, Initiate and facilitate transformation of leadership capacity towards world class benchmarks, Design and implement OD leadership programmes in line with industry, Maintain and update knowledge of change management theory, principles, and practices, Track and document prioritised change projects for the National Treasury, Provide organisation wide assessments about organisation health and effectiveness. Organisational culture shaping and monitoring: Deliver diversity workshops and initiatives on change enablement plans for NT, Facilitate the identification of an appropriate culture model for the National Treasury, Initiate a platform for regular climate and dipstick surveys, Facilitate sensitivity training across National Treasury divisions, Leverage cultural differences and similarities to the benefit of National Treasury, Facilitate, support and consult on endeavours to engender organisational values in National Treasury, Translate the desired culture into specific desired leadership behaviours to be understood by different target groups. Team Effectiveness: Conduct needs assessment, design processes and interventions to facilitate team building sessions and promote self-organising teams in NT, Develop and maintain an OD menu for team effectiveness interventions as component for business effectiveness, Collaborate across the HR functions to ensure convergence in purpose and execution of team effectiveness. Promote OD services: Identify and establish resources for consistent OD deliverables for the National Treasury, Develop infrastructure for integration of OD and HR projects, Market OD services across the National Treasury, Evaluate OD services and the impact on organisational effectiveness and performance improvement whilst creating key OD learning communities. OD Quality Assurance: Facilitate the formation of policies and procedures relating to organizational development and change management, Implement and monitor relevant OD policies and procedures, Keep abreast of developments in the field of organizational development and interpreting developments on research, Evaluate programs and techniques on HR practices, Evaluate the effectiveness and efficiency of service delivery and taking corrective measures for improvement. Foster strategic partnerships: Provide shadow consulting for HR practitioners Identify and quantify OD skills, Define and implement OD capacity building initiatives for HR practitioners, Measure and link key outcomes of HR with overall organisational strategy, vision, mission and goals, Assist in resolving sensitive and complex matters on the inter-relatedness between OD and other HR disciplines, Design and implement processes to deliver best integration with other HR disciplines and prioritise key interventions.

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CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/90 : **DEPUTY DIRECTOR: SECRETARIAT SERVICES REF NO: S090/2021**
Division: Office of the Director-General (ODG)
Purpose: To provide effective secretariat support services to the Committees and Clusters within the Office of the Director-General.

SALARY CENTRE REQUIREMENTS : R744 255. per annum (all-inclusive remuneration package)
: Pretoria
: A minimum Degree/Diploma in Public Administration/Business Administration qualification, NQF Level 7 A minimum 4 years' experience in secretariat procedures and processes Technical and professional knowledge with specific reference to knowledge of parliamentary procedures and the structure and working of a legislature Knowledge of legislative, oversight, public participation and parliamentary processes and procedures Knowledge and experience of the policy framework of working groups and their mandates.

DUTIES : Some key Outputs include: Project and Administrative Secretariat Support: Provide day to day secretariat administrative support, Prepare and manage meeting schedules, Coordinate logistics for onsite or virtual meetings, Prepare and disseminate required documentation (i.e. Agendas; Minutes etc) for all meetings, Support the establishment of effective administrative procedures, Organize and coordinate briefing documents and/ or presentations for any briefings which may be required, Draft required documents for financial support that are required for secretariat administration processes. Document Management and Reporting: Organise and keep records of meetings, Make inputs and draft quarterly reports on the activities of the secretariat service, Provide financial monitoring and reporting on budget performance of the secretariat services, Manage documentation related to service providers procured for secretariat services. Programme Management: Prepare documentation for annual planning and the development of work-plans for the secretariat services, Prepare budget inputs related to the function of the secretariat services, Provide budget administration related to the committees and clusters. Stakeholder Engagement: Prepare a schedules and plans related to consultations with stakeholders, Manage and coordinate logistics during the engagements with Committees and Clusters stakeholders, Manage and facilitate outreach engagements of the Committees and Clusters, Coordinate and manage documentation required (i.e. speaking notes and other knowledge products) used by the Committees and Clusters, Provide administrative support in the coordination of research within the ODG, Manage the administration of service providers contracts, including following up and ensuring timely submission of reports and required invoicing processes, Coordinate administrative activities related to stakeholder engagements.

ENQUIRIES APPLICATION : Only (No applications): Recruitment.Enquiries@treasury.gov.za
: To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/91 : **DEPUTY DIRECTOR: PARLIAMENTARY SUPPORT REF NO: S091/2021**
Division: Office of the Director-General (ODG)
Purpose: To support the Parliamentary Services Office team manages and supports the National Treasury parliamentary business. This includes legislation processing in Parliament, written and oral parliamentary questions, parliamentary committee liaison and briefings, parliamentary debates and statements. The purpose of the team is also to ensure that all Parliamentary responsibilities are fulfilled and that the relevant officials are briefed and prepared for these Parliamentary commitments.

SALARY CENTRE REQUIREMENTS : R744 255. per annum (all-inclusive remuneration package)
: Pretoria
: A minimum 3-4-year Degree in Political Science/ Law/ Economics, A minimum 5 years' experience in parliamentary procedures and processes, Technical and professional knowledge with specific reference to knowledge of parliamentary procedures and the structure and working of a legislature, Knowledge of legislative, oversight, public participation and parliamentary processes and procedures, Knowledge and experience of the policy framework of working groups and their mandates, Willingness to work long hours, Valid driver's license, Experience of working to tight deadlines.

DUTIES : Some key Outputs include: Committee Support and Monitoring: Attend and monitor parliamentary committees relevant to the National Treasury (not only

limited to finance and appropriations committees), Liaise with committee section and Office of the Leader of Government Business regarding parliamentary committees and legislative programmes, Develop, maintain and update weekly parliamentary committee and plenary programmes, Develop and maintain a database of all committee meetings and attendance of National Treasury officials, Monitoring and liaising with the Parliamentary Committees to ensure relevant officials are kept abreast of the committee programme, Engage committee administrators on the availability of representatives from National Treasury and confirmation of their attendance to Parliamentary Committee/s, Ensure relevant documents for presentations are approved, and timeously shared with committee members, Ensure departmental officials are timeously informed about all logistical arrangements for parliamentary committee meetings and that the relevant committees receive copies of document/s proposed, Provide the parliamentary manager with detailed minutes of committee engagements after every parliamentary committee meeting and escalate updated schedules of meetings and requests to relevant officials for action, Keep abreast all activities in both the National Assembly and the National Council of Provinces. Tabling, Legislative and Research Support: Liaise with relevant departments, entities and stakeholders on due processes and procedures for statutory tabling and introduction of document/s in Parliament, Liaise with legislative divisions in the department in preparation for tabling of Bills in Parliament, Distribute documents proposed for tabling in Parliament which have a direct bearing on the functions of the National Treasury, Monitor and identifying relevant parliamentary business and trends, Research, analyse and evaluate information to ensure that the National Treasury is accurately informed about key issues in parliament, Develop and maintain current knowledge of Bills in the parliamentary system, Conduct research on Parliamentary Questions, legislation and queries related to the mandate of the National Treasury. Administrative and Team Support: Obtain and dispatch copies of documents tabled in Parliament to the relevant officials in the departments and entities, Assist with the dispatch of copies of the Annual Reports and Strategic Plans tabled in Parliament, Obtain reports tabled in Parliament by the Auditor-General and distribute to the relevant officials within the National Treasury, Obtain and dispatch documents tabled in Parliament by other Ministries, Develop, compile and maintain a detailed database of a list of legislation enacted for the Annual Report of the National Treasury, Obtain and dispatch Reports of Parliamentary Committees having a bearing on the function of the National Treasury, Obtain Minutes of the National Assembly and NCOP pertaining to the functions of the National Treasury. Communicate parliamentary working programmes to all National Treasury stakeholders. Provide the National Treasury with the necessary departmental support to enable them to meet all parliamentary obligations and any parliamentary information that might impact on their responsibilities. Client and Stakeholder Engagement: Coordinate all National Treasury Parliamentary enquiries and questions from other departments' and entities for a prompt response, Escalate all members of Parliament and officials of departments and entities concerns to the relevant officials within the National Treasury for action, Follow-up on outstanding deliverables and update stakeholders on progress of their enquiries or concerns, Frequently communicate parliamentary protocol and rules to National Treasury to ensure compliance, Liaise with various stakeholders in Parliament, especially the Office of the Leader of Government Business about the availability of the National Treasury in relation to National Assembly and National Council of Provinces matters, Liaison with members of Parliament on certain issues and advising the National Treasury and all relevant stakeholders.

- ENQUIRIES** : Only (No applications): Recruitment.Enquiries@treasury.gov.za
- APPLICATION** : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>
- CLOSING DATE** : 17 January 2022 at 12:00 pm.
- POST 42/92** : **POLICY ANALYST: INFRASTRUCTURE FINANCE REF NO: S055/2021**
 Division: Budget Office (BO)
 Purpose: To manage the infrastructure database and assist in the analysis of infrastructure projects, based on the capital planning guidelines, and to provide analytical support in the compilation of infrastructure expenditure reports and forecasts.
- SALARY** : R477 090.per annum (Remuneration package benefits exclusive)

CENTRE REQUIREMENTS : Pretoria
: A minimum Degree (NQF 7) in Economics/Finance/ Project Management/ Building Sciences, A minimum 3 years' experience obtained in infrastructural financing environment, Knowledge of the governments' infrastructural framework, and In-depth knowledge and experience of research and policy development.

DUTIES : Some key Outputs include: Infrastructure Database: Assist with the development and management of a database on public sector infrastructure delivery, Enhance the improvement of the integrity, content and quality of data in line with user requirements. Capital Appraisal and Evaluation: Assist with research on appropriate methodologies and parameters pertaining to project appraisal and evaluation, Provide inputs into the Capital Planning Guidelines, Assist with the evaluation process of infrastructure bids and compile evaluation reports. Budget Cycle: Assist in the update and verification of infrastructure tools for national, entities and PPPs, Respond to specialised requests from stakeholders on infrastructure expenditure, Provide inputs into the infrastructure expenditure figures and estimates for the MTBPS and Budget Review. Infrastructure Spending and Estimates: Assist in the compilation of quarterly and bi-annual infrastructure reports, Perform research to enable forecasting of the Gross Fixed Capital formation.

ENQUIRIES APPLICATION : Only (No applications): Recruitment.Enquiries@treasury.gov.za
: To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/93 : **ANALYST: ACCOUNTING AND INFORMATION REF NO: S064/2021**
Division: Asset and Liability Management (ALM)
Purpose: To record and account for government debt and investment transactions, ensures sufficient funds is available for honouring government debt, and maintain a data base of government guarantees.

SALARY CENTRE REQUIREMENTS : R477 090 per annum (Remuneration package benefits exclusive)
: Pretoria
: A minimum Degree (NQF 7) in Accounting/ Finance/ Economics, A minimum 3 years' experience obtained in a financial institution or the banking sector, Knowledge of financial information and analyses, thereof; and Knowledge of application of financial policy and their determinations.

DUTIES : Some key Outputs include: Annual Financial Statements (Debt and Investment): Compile a register of receipts and payments for verification and recordkeeping, Complete correct journals entries in the updating of general ledger accounts, Generate trial balances of transactions and manage suspense accounts, Provide assist in the compilation of annual financial statements. Government's Debt-Service Costs and Repayment of Maturing Debt: Request funds from the Exchequer Account and verify that sufficient funds are available to meet government's debt-service costs and repayment of maturing debt, Verify the correctness of incoming and outgoing transactions from the PMG account, Initiate the reconciliation of the PMG account against relevant accounting transactions for integrity of records, Assist with the management of the Standard Bank Debt Issuance Account. Government's Central Guarantee Register: Request accounting information from stakeholders and verify the correctness thereof, prior to implementation, Update Central Guarantee Register, Provide inputs to the National Treasury's annual financial statements. Provide inputs to the National Treasury's annual financial statements, Assist and provide inputs on guarantees' status within NT to the IMF in conjunction with the Reserve Bank, Assist and provide inputs to the annual Budget Review process on government guarantees. Maintain a database on debt statistics: Assist with cash flow statement, state debt register, reports, provision of inputs to the Budget Review process, and updating Investor relations website.

ENQUIRIES APPLICATION : Only (No applications): Recruitment.Enquiries@treasury.gov.za
: To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/94 : **BUDGET ANALYST: PUBLIC FINANCE REF NO: S069/2021 (4 POSTS)**
Division: Public Finance (PF)

Purpose: To analyse the efficiency and effectiveness of service delivery programmes, including analysing the costs and benefits of government programmes and policy proposals; advise on the fiscal and financial implications thereof, monitoring of expenditure and service delivery trends, assist in the management of Treasury's relations with stakeholders in national departments and public entities

SALARY : R477 090 per annum (Remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A minimum National Diploma/ B Degree is required at a NQF 6-7, and a post graduate qualification will be an added advantage in the Economic Sciences, Public Administration, Development, Public Policy or Social Policy, a minimum of 3 years' experience and knowledge of the national budget process, Knowledge of public financial management.

DUTIES : Some key Outputs include: Expenditure monitoring, financial management and service delivery trends analysis: Assist with the monitoring of compliance to the prescripts of the Public Finance Management Act and Treasury Regulations, Assist with the monitoring of the achievement of output targets from a variety of sources, Compile reports on expenditure analysis, reviews and evaluations as a when required. Policy analysis and support: Compile reports on the financial and fiscal implications of policy and programmes, Compile reports on the spending efficiency and effectiveness of policy and programmes, Assist in the contribution and compilation of budget documentation, eg. Medium Term Budget Policy Statement, Budget Review and Estimates of National Expenditure, Conduct research that will support policy advice and development. Provide accuracy and quality in the publication of budget information. Budgetary analysis and interpretation: Conduct analyses and provide recommendations on client departments' budget submissions, Evaluate budgets in accordance with policy and programme design, strategic business plans, and provide recommendations.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATION : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/95 : **ECONOMIST: FINANCIAL STABILITY REF NO: S076/2021**
Division: Tax and Financial Sector Policy (TFSP)
Purpose: To assist with policy making through qualitative and quantitative I research relating to global financial stability developments.

SALARY : R477 090 per annum (Remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A minimum Degree (NQF 7) in in Economics/ Commerce/ Law, 3 years' experience obtained in financial economic, credit and banking analysis, Exposure to financial sector, markets, and exchange control regulation.

DUTIES : Some key Outputs include: Prudential regulation of bank and non-bank financial institutions: Assist in developing relationships with the FSB and South African Reserve Bank (SARB), Keep abreast of the state of health of the banking and non-banking financial system at a macro level, Assist with research on key areas of financial stability. Engage with regulators regarding financial sector regulatory developments. South Africa's participation in international forums on financial stability: Assist with the FSB domestic and global coordination mechanisms, Assist with the analysis of operations impacting on financial institutions and capital flows, and identify relevant risks. Financial markets legislative and regulatory frameworks: Conduct research of financial markets legislative and regulatory frameworks, Contribute to policy development through research of financial markets developments, trends domestic and international, Assist with stakeholder consultations, Inputs into consultation and policy papers and assist with publication, Manage stakeholder comments and responses, Review regulatory instruments and prepare for submission. Policy and Regulatory Impact: Assist with economic research, Benchmarking international best practice and trends through detailed analysis, Assist in providing inputs to policy, debates and briefing notes and prudential regulation, Prepare summaries and discussion documents for inputs.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATION : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/96 : **ECONOMIST: BRICS/ G20/ IMF POLICY REF NO: S095/2021**
 Division: International and Regional Economic Policy (IREP)
 Purpose: assist with the policy partnership in the coordination of stakeholder engagement and undertake analysis of the debates amongst associating countries on regional and global issues.

SALARY : R477 090 per annum (Remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma/ Degree in Economics/ Political Science, A minimum 3 years' experience obtained within a development institution/ financial institution, Knowledge of policy analysis and formulation of drafting notes and Knowledge of benchmarking and research.

DUTIES : Some key Outputs include: Stakeholder Engagement: Assist with the coordination and compilation of briefing materials containing summary assessments of matters for the BRICS/G20/IMF forum as well as the New Development Bank, Assist with the engagement of stakeholders and the coordination process amongst policy and stakeholders, Provide updated information on relationship management, keep track of meetings, and provide inputs into draft speaking notes as well as New Development Bank Board Documents. Policy Analysis and Development: Assist with the provision of recommendations on policy issues for consideration amongst stakeholders, Identify and analyse key policy objectives in the enhancement of policy deliberations within stakeholder forums, Support the centralisation of a policy platform for analysis and dissemination of data and the role role-players in the global economy. Assistance with BRICS/ G20/ IMF Policy: Assist with the drafting of submissions and respond to correspondence pertaining to the output of stakeholders on the development of a BRICS/G20/IMF and New Development Bank, Assist with the compliance requests from domestic policy makers pertaining to progress on the stakeholder processes, Assist in the provisioning of information relating to the outputs of meetings of Finance Ministers and Central Bank governors. Benchmarking and Research: Assist with benchmarking and desk top research initiatives on policy and related issues with recognised international institutions, more specifically on the BRICS/G20/IMF Policy grouping, Assist with the consultation of stakeholders on trends and changes pertaining to the policy environment impact the BRICS/G20/IMF partnership. Assist with benchmarking exercises with other countries and stay abreast with new changes / interventions to improve collaboration with stakeholders, Assist with research to assess opportunities for improved collaboration with stakeholders.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATION : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/97 : **ASSISTANT DIRECTOR: TRAINING AND SUPPORT REF NO: S056/2021**
 Division: Office of the Accountant-General (OAG)
 Purpose: To assist in management of the processes related to training support.

SALARY : R382 245.per annum (Remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A minimum National Diploma / B Degree at NQF 6 – 7 in Finance / Human Resource or Supply Chain Management, A minimum 3 years' experience obtained in training.

DUTIES : Some key Outputs include: Presentation of Courses: Present all courses assigned to the national and provincial department's users, Identify and report technical problems that might arise during the execution of duties, Identify minimum requirements for entrants and in alignment with different courses offered, Coordinate assessment reports for trainees and prepare evaluation reports for course outcomes, Maintain attendance register and report on Discrepancies. Update training materials: Develop and update training materials for allocated functional areas, Assess training database alignment with production database, Recommend changes on training materials and improvements on the system, Regularly liaising with the Development and Maintenance teams. Enable availability of Transversal System: Assist in providing percentage availability of the system during peak processing times,

Assist in integrating measure to enable system to recover data lost during operations downtimes. Stakeholder Engagement: Assist in developing communication circulars regarding new system functionalities, updates and implications to users, Assist in coordinating Quarterly User Forums and attend other Stakeholder Forums when invited.

ENQUIRIES APPLICATION : Only (No applications): Recruitment.Enquiries@treasury.gov.za
To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/98 : **ASSISTANT DIRECTOR: PROJECTS REF NO: S057/2021**
Division: Office of the Accountant-General (OAG)
Purpose: To maintain the transversal systems in compliance with policies and procedures as required by legislation.

SALARY CENTRE REQUIREMENTS : R382 245. per annum (Remuneration package benefits exclusive)
: Pretoria
: A National Diploma/ Bachelor's Degree in Project Management/ Business Management/ Information Technology, A minimum 3-5 years' experience obtained in a project/ business management environment, Experience in transversal systems and project management processes, and Knowledge and experience of the financial and transversal framework of government.

DUTIES : Some key Outputs include: Maintain Transversal Systems: Evaluate policy requirements and user specifications for National and Provincial Government, Conduct feasibility studies on proposed projects in determining the sustainability, estimates for costs, timelines and risks, prior to implementation, Propose timeframes for implementation of development of new functions, e.g. General Ledger, Payroll, HR, Supply Chain and Business Intelligence, Provide objectives, goals, purpose and scope for various projects, Monitor change control requirements and scope changes in order to prevent unnecessary duplications to systems/ applications, Provide work-breakdown structure within a systems development life-cycle and project management principles, Integrate resource and cost plans pertaining to projects, Perform data fixes on behalf of User Departments. Policy Interpretation: Conduct policy research in conjunction with stakeholders, e.g. Office of the Accountant General, CPO and DPSA, etc., Collaborate policy initiatives with other technical experts and evaluate inputs in alignment with system requirements, Develop systems specifications to enhance and enable policy implementation through the systems, Interpret policy requirements in alignment with system competencies. Enable availability of Transversal System: Assist in providing percentage availability of the system during peak processing times, Assist in integrating measure to enable system to recover data lost during operations downtimes. Stakeholder Engagement: Assist in developing communication circulars regarding new system functionalities, updates and implications to users, Assist in coordinating Quarterly User Forums and attend other Stakeholder Forums when invited, Assist in develop intervention strategies and assist users when requested.

ENQUIRIES APPLICATION : Only (No applications): Recruitment.Enquiries@treasury.gov.za
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<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/99 : **ASSISTANT DIRECTOR: CORPORATE LAW REF NO: S060/2021**
Division: Office of the Director-General (ODG)
Purpose: Recommend a position on legal issues and provide legal advice to the National Treasury and the Minister of Finance.

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Remuneration package benefits exclusive)
: Pretoria
: An LLB degree or equivalent degree with admission as an Attorney, A minimum 3 years' experience in providing written and verbal legal advice/ opinion and in general rendering services and performing the functions of a corporate law advisor, Knowledge of Constitutional and Administrative law and relevant legislative framework, A valid driver's license, Applied strategic capability, Drafting and research skills, Strategic and analytical thinking, People management skills, Computer literacy.

DUTIES : Some key Outputs include: Domestic and International contracts and legal instruments: Conduct and research and provide effective and efficient legal advice, Draft, negotiate and review contracts and other legal instruments on behalf of the National Treasury and the Minister of Finance. Contract management and administration: Record all new instructions accurately and ensure that all records are easily accessible, Maintain a register of standardized templates Assist with the development of a policy document / framework to govern contract management within the National Treasury, Maintain a register of standardized templates. Client relationship management: Consult with clients and provide legal advice on various legal issues and recommend corrective measures. Professional Legal Assistance: Analyse specific legal problems and assist in the development of appropriate solutions and strategies Provide legal support in respect of any projects that may have legal implications.

ENQUIRIES APPLICATION : Only (No applications): Recruitment.Enquiries@treasury.gov.za
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<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/100 : **ASSISTANT DIRECTOR: IT AUDIT REF NO: S079/2021**
 Division: Office of the Director-General (ODG)
 Purpose: To provide innovative, business processes and internal control review pertaining to good corporate governance in National Treasury

SALARY CENTRE REQUIREMENTS : R382 245. per annum (Remuneration package benefits exclusive)
 : Pretoria
 : A minimum National Diploma/ B. Degree at NQF6-7 in Auditing/ Accounting/ Internal Auditing/ Computer Audit, A minimum 3 years' experience obtained in an Internal Auditing environment, Studying towards CISA, Knowledge and experience of the PFMA, Treasury Regulations and Public Service Regulatory Framework and Standards for the Professional Practice of Internal Auditing.

DUTIES : Some key Outputs include: Plan own activities and assist with the project planning: Maintain own personal time record, Manage own task allocation and time budget, Assist supervisor with the preparation of the analytical review of financial data Collate the relevant data. Document information and transaction flow: Understand all aspects of the audit area with respect to financial and management information flows, policies and procedures and compliance with relevant statutes, Identify auditable processes within the department, Follow information flows from initiation to recording in the management accounts Record the information on flow chart or system description. Identify systems risk and controls of the department and perform audit testing: Analyse risk associated with each applicable process, Identify critical control points in a system, Quantify consequences of a break-down in a control, Conduct a preliminary evaluation of the controls, Perform compliance tests (tests of the operation controls), Adopt appropriate statistical sample as designed by the supervisor and using audit software to extract relevant data, Prepare a risk and control matrix, Perform audit test as per programme prepared from the risk and control matrix, Document test results on working papers, Evaluate testing results; develop effective control environment and assist with the preparation of draft report: Conclude on all working papers and ensure working papers are in accordance with auditing standards and unit's methodology, Prepare recommendations for the improvement of procedures and controls, Extrapolate (if need be) impact of error on sampled population, Draft a draft of Internal Audit report identified during field work, Ensure that there is a smooth flow of communication both oral and written within the unit and with auditees, Assisting in performing follow-up audits. Performs ad hoc audits/projects and assist with supervision of work performed by less experienced staff: Conduct projects as instructed by Deputy Director/Director, Contribute recommendations for the drafting of the report, Provide on the job training where a project has been delegated to you by your relevant supervisor, Delegate work where necessary. Knowledge management: Ensure that all manual and electronic filing within your area complies with NT policy and are maintained on a daily basis, Ensure compliance at all times with the clean desk policy.

ENQUIRIES APPLICATION : Only (No applications): Recruitment.Enquiries@treasury.gov.za
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CLOSING DATE : 17 January 2022 at 12:00 pm.

<u>POST 42/101</u>	:	<u>ASSISTANT MANAGER: BIDS MANAGEMENT REF NO: S092/2021</u> Division: Corporate Services (CS) Purpose: To provide assistance with the administration and logistics of Bids Management in the Supply Chain Management environment in compliance with prescribes and procedures.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245. per annum (Remuneration package benefits exclusive) Pretoria A minimum National Diploma/ Degree at (NQF 6-7) in Logistics/ Procurement, A minimum 3 years' experience obtained in a Supply Chain Management environment, Knowledge and experience of Bids Management, Knowledge and experience of the Supply Chain Framework, policies and procedures.
<u>DUTIES</u>	:	Some key Outputs include: Compliance to Bids prescribes and procedures: Provide a platform for Bids management in compliance with prescribes and procedures, Verify specifications/ terms of references and evaluation criteria in the quality assurance of documents before placement of bids for advertising in the government tender bulletin or website, Develop a project plan on committed goods and services to track user's deadlines on requests submitted, Compile memos for Bids adjudication committee and for DG's approval, Manage the submission of correct information for publication in media, Initiate and oversee the invitation process and evaluation of request for proposals from R30 000 and above in terms of the PPPFA, Submit documents of suppliers of companies for verification and screening, Establish pre-qualification process after closing of the bids in line with the special conditions of contract and invite Bid Evaluation Meetings with relevant users. Management of Bid Committees: Attend Sub-bid Committee meetings to guide and provide advice on stakeholders on the procedures as outlined in SCM Policy, PFMA Treasury Regulations, PPPFA and Practice Notes from pertaining to the National Treasury, Responding to clients' and other stakeholders' queries before, during and after the bid has been submitted, Assessing and addressing the technical risks relating to the bid being worked on, Compile MEMOs for Bids Adjudication Committee and for DG's approval. Communication to stakeholders: Develop processes pertaining to bids management information session to make stakeholders aware of the latest developments in the Bids Management environment, Conduct briefing sessions with all perspective bidders as pertaining to bids specification and documents, Prepare and issue letters to successful and unsuccessful bidders. Client Support: Advice clients on the compilation of terms of reference, specifications and evaluation criteria of Bids, Interact and co-operate with all members of the organisation providing guidance on legislation, Conduct specification sessions for completion of Terms of Reference.
<u>ENQUIRIES APPLICATION</u>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za To apply visit: https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs
<u>CLOSING DATE</u>	:	17 January 2022 at 12:00 pm.
<u>POST 42/102</u>	:	<u>ASSISTANT MANAGER: SOURCING REF NO: S093/2021</u> Division: Corporate Services (CS) Purpose: To support the strategic sourcing process by gathering relevant data, analyse category of goods, suppliers on spend breakdowns and contract administration.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Remuneration package benefits exclusive) Pretoria A minimum National Diploma/ Degree at (NQF 6 - 7) in Public Administration/ Business Management/ Supply Chain Management, A minimum 3 years' experience obtained in the procurement environment specialising in the sourcing processes, Knowledge of Supply Chain Framework, policy and procedures.
<u>DUTIES</u>	:	Some key Outputs include: Strategic Sourcing: Initiate the collection and analyses of sourcing and category data for the National Treasury, Assist in the development and implementation of sourcing strategies, Contribute to data collection and analysis of category of suppliers, Reporting on variances of collected data on monthly and quarterly basis. Research and Market Analyses: Research and analyse market and industry data for identification of business gaps and opportunities for expansion, Analysis industry trends and evolving technology to proactively identify supply base issues to minimise risk, protect

continuity of supply, and utilise emerging opportunity, Consult stakeholders and determine the different comparable supplier specific service offerings and requirements based on the broader National business plans, Define current and potential supply basis and identify future entrants in the market place. Bids and Demand Management: Consolidate demand and procurement plans across categories, Negotiating better contracts with existing suppliers as well as sourcing new suppliers, Lead department to develop forecasts for future demand and place orders in a timely fashion based upon vendor lead-time, Develop a supplier management program with key suppliers including metrics, performance goals and improvement initiatives. Sourcing: Develop, implement and monitor performance measures signifying value and prompt supplier response, Develop and implement sourcing and supplier selection strategy domestically, Develop, track and report savings, spending compliances and variances, and escalate feedback to stakeholders.

ENQUIRIES APPLICATION : Only (No applications): Recruitment.Enquiries@treasury.gov.za
 : To apply visit:
CLOSING DATE : <https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>
 17 January 2022 at 12:00 pm.

POST 42/103 : **SUPPLY CHAIN RECEIPT AND INVENTORY COORDINATOR REF NO: S072/2021**
 Division: Corporate Services (CS)
 Purpose: To co-ordinate the receipt and distribution of goods and services in line with policies and procedures of the Supply Chain Management.

SALARY CENTRE REQUIREMENTS : R321 543. per annum (Remuneration package benefits exclusive)
 : Pretoria
 : A relevant National Diploma (NQF 6) in Procurement/ Logistics, A minimum 2 years' experience in the procedure of goods and Inventory Management, Knowledge of the Supply Chain Framework in the Public Service and other related policies and procedures, Experience in the operation of the LOGIS system.

DUTIES : Some key Outputs include: Deliveries, receipting and suppliers: Monitor all commitments on orders of goods and keep record of expected deliveries, Calculate and categories all inbound goods and authenticate the receipts in accordance with the delivery notes, Perform quality assurance pertaining to received goods and report any damages and discrepancies with delivery notes, Keep goods register for verification of goods received and record purposes, Fast-track relevant documentation from suppliers in line with the storage and procurement of goods to stakeholders. Handling and safekeeping of goods: Communicate the co-ordination of buyer returns, rejections with appropriate written motivation, Mark all received equipment with a distinctable barcodes labelling equipment, Ensure configuration of equipment is done prior to delivery of equipment, Collaborate with stakeholders, Financial Accounting unit by submitting documents and notifications timeously for prompt settlement of accounts. Requisitions and Issue of stock: Receive all requisitions requests from stakeholders register on the system for record purposes, Liaise with clients on the completion of requisitions for replenishment of stock, Verify issued supplies and compare against shelve items for correctness, Verify all confirmed delivered goods with the order and other paper work prior to delivery, Issue all stock out on the system and verify with supporting documents prior to deliveries. Stock assessment and verification: Verify and count the physical inventory items against requests to determine stock levels, Confirm computations against issued stock and compare and calculate received supplies, Investigates and reports reasons for discrepancy errors in computation or Count of stock levels, Propose and implement corrective measures to circumvent oversights.

ENQUIRIES APPLICATION : Only (No applications): Recruitment.Enquiries@treasury.gov.za
 : To apply visit:
CLOSING DATE : <https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>
 17 January 2022 at 12:00 pm.

POST 42/ : **SOURCING ADMINISTRATOR REF NO: S073/2021**
 Division: Corporate Services (CS)
 Purpose: To execute the requisition process and liaise relevant identified suppliers on the alignment and compliance pertaining to agreed SLA's.

SALARY : R321 543. per annum (Remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A minimum National Diploma/ B Degree is required at a NQF 6-7 in Procurement/ Logistics/ Supply Chain Management, A minimum 2 years' experience obtained in a Supply Chain Management environment, Knowledge of the functionality of Supply Chain Management and financial systems (e.g. LOGIS/ BAS), Knowledge of the Supply Chain Management policies and procedures.

DUTIES : Some key Outputs include: Verify validity of requests for quotations: Execute purchase orders from approved requisitions and liaise with suppliers on orders and ensure specifications are understood by suppliers, Liaise with contract/ supplier to complete requisitions in accordance with approved Sourcing & Procurement prescribes, Review and verify supporting documentation for correctness, Amend proposal on confirmation of stakeholders. Advice Proposals on the Procurement System: Publish request for quotation, review received quotes, capture surrogate quotes and evaluate, Review and verify supporting documentation for correctness prior to advice on system, Amend or cancel request for proposals on the system on confirmation of stakeholders. Initiate creation of orders on system: Receive spot buy request and analyse spot buys specification and business criticality, Align and adhere to budget allocations and execute regular reviews to determine if costs were spending properly, Verify supporting documentation of order request prior to approval and cancel, maintain or amend orders on system where discrepancies have been detected. Invoice distribution and clarification: Initiate the validation of invoices for relevance when liaising with stakeholders in confirming the accuracy of orders, Liaise with suppliers on outstanding or late deliveries of goods and determine actual dates, Collaborate with stakeholders to resolve issues with invoices, damaged goods and shipment dates for specified items, Develop and implement measurements to monitor performance of suppliers against contract terms and conditions.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATION : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>
CLOSING DATE : 17 January 2022 at 12:00 pm.

POST 42/104 : **COMMUNICATION OFFICER: MEDIA AND EXTERNAL COMMUNICATIONS REF NO: S089/2021**
Division: Office of the Director-General (ODG)
Purpose: To provide support in implementing the National Treasury's external Communication Strategy.

SALARY : R321 543. per annum (Remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A minimum Bachelor's Degree in Communication/Public Relations or related fields, A minimum 1-2 years' experience in Media/Communications environment.

DUTIES : Some key Outputs include: Media management, monitoring and analysis: Keep superiors abreast with developments in the financial and economic sectors, paying attention to media coverage of the NT, and make recommendations which NT officials should take to remedy negative coverage in the media, Arrange, coordinate, and oversee media briefings and media workshops. Record media briefing proceedings, Conduct research on key issues that impact on the NT. This content can be used as speaking notes for officials or be used in media statements, Co-ordinate requests for interviews for the Minister, Deputy Minister, the Director-General and senior Treasury officials, Accompany NT officials to media interviews in order to offer media support to them and protect them from door-stop interviews by the media, Prepare briefing notes for NT officials where necessary, Compile weekly media query reports to help assess the issues that NT had to deal with during a particular week and how communication on those issues was done, Distribute statements to the media and request IT to upload these on the NT website, Update the media database every three months by phoning and emailing media houses to check who has left and who has joined their newsrooms, particularly journalists that report on the NT, Interact with different Divisions to source information that needs to be communicated to the public, Monitor the media email, direct emailed media queries to the relevant divisions for answers, verify the content and clean up the grammar, and ensure that it is

accurate and has gone through all the internal approval processes before issuing response back to the journalists, Identify opportunities for positive media coverage on divisions' work and put together communications plans, approach newspapers, radio and TV to secure interview slots, Promote the NT's brand and its range of activities through pro-actively crafting newsworthy messages to be sent to the media on a regular basis, Source the Parliamentary programme for NT in order to keep up with appearances by the department before Parliamentary committees, to help with monitoring of the department's coverage in the media. External Communications: Assist with the implementation of a communications strategy for the NT, Organise workshops for external stakeholders, such as media or interest groups whenever NT has new legislation, to raise awareness on the work of the NT, Assist in arranging and conducting regular and special media interaction, including editorial visits, taped and live interviews, Liaise with GCIS and other government communication structures, and represent the Department/Ministry in other inter-governmental for a, Assist with the co-ordination of editing of various departmental publications including the strategic plan, annual performance plan, annual report, and budget related documents. Engage IT to ensure that all media statements and speeches are uploaded on the NT website for external stakeholders. Communications Projects: Provide logistical support in key NT projects/programmes such as the Budget, Budget outreaches, Budget Vote, MTBPS, and Corporate Social Responsibility programmes, Draft Communication plans for key projects such as Budget and MTBPS. Social Media: Develop content that can be used to design social media banners and infographics. Upload approved content on National Treasury social media sites such as Facebook, Twitter and YouTube. Livestream on social media, sessions where Minister, Deputy Minister, Director-General and NT EXCO are presenting.

- ENQUIRIES** : Only (No applications): Recruitment.Enquiries@treasury.gov.za
- APPLICATION** : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>
- CLOSING DATE** : 17 January 2022 at 12:00 pm.
- POST 42/105** : **SENIOR SECURITY OFFICER REF NO: S074/2021 (2 POSTS)**
 Division: Corporate Services (CS)
 Purpose: To ensure the safeguarding and protection of lives, property and information within the premises of the National Treasury by conducting access control, internal and exit control.
- SALARY** : R176 310. per annum (Remuneration package benefits exclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum Senior Certificate at NQF 4 (Grade 12), coupled with a Security Officers Board/ PSIRA Grade A certification, The following will be an added advantage: Fire Prevention and Fire Fighting Certificate, First Aid Certificate, A valid code B driver's license, Minimum 3 years' experience in the Physical Security, Knowledge of Minimum Information Security Standards, Knowledge of Fire Arms Control Act, Protection of Information Act, Control of Access to Premises and Vehicles Act, Trespass Act and Occupational Health and Safety Act.
- DUTIES** : Some key Outputs include: Physical security functions: Compile, implement and manage shift plans. Management of posting sheet, Supervise personnel of a private security company contracted to the National Treasury, Perform duties as a shift leader, Implement access control policy and procedures, Arrange escorts of employees between National Treasury buildings, Facilitate the escorting of visitors in the building, Implement asset control system, Monitor removal permits completed by employees, Enforce key control procedures and ensure proper maintenance of records, Conduct inspections in the building, Ensure implementation of access control in official NT parking areas. Control room functions: Perform security surveillance and monitoring duties in the control room, Assign access cards to employees and visitors, Draw access report from the Electronic Security System, Submit the Quality Assurance report after every shift worked, Identify access control breaches and report to management, To liaise with National Treasury employees on behalf of Security Management unit. Health and Safety: Identify and investigate health and safety deficiencies and report to ASD: Physical Security Operations, Act as Chief Contingency Officer until the arrival of the relevant person during emergencies, Inspect security and fire equipment daily and ensure that they

are in good condition, Participate in emergency evacuations and drills, Provide first aid assistance to NT employees and visitors General Operational Administration: Management of registers at access points, Ensure accurate filing of removal permits, Enforce the Service Level Agreement concluded between NT and the Private Security Company, Address parades during shifts.

ENQUIRIES
APPLICATION

: Only (No applications): Recruitment.Enquiries@treasury.gov.za
: To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>
: 17 January 2022 at 12:00 pm.

CLOSING DATE

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 20 December 2021

NOTE : Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications, identity document and a valid driver's license (where applicable) which need not to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 5mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late, applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above mentioned requirements will not be considered. *All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

POST 43/106 : **CHIEF FINANCIAL OFFICER REF NO 201221/17**
Branch: Finance Main Account

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

CENTRE : Pretoria Head Office

REQUIREMENTS : A relevant Bachelor Degree (NQF level 7) qualification as well as a postgraduate qualification (NQF level 8) in Finance or related areas. Professional certification in Finance/Supply Chain environment (CA/CIMA/SCCA/CPA/CIPS) will be an added advantage. Eight (8) - ten (10) years' experience at a senior management level of which at least five (5) years should be in the financial environment. Knowledge and experience of GRAP/GAAP, the Public Finance Management Act 1 of 1999 (PFMA), Treasury Regulations, Medium Term Expenditure Framework (MTEF), as well as corporate governance. Knowledge of financial management, contract management, supply chain management and budgeting principles. Knowledge

DUTIES

and understanding of the core business of the Department of Water and Sanitation will be an added advantage.

: The successful candidate will be responsible for supporting the Director-General (Accounting Officer) and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations. It will be expected of the incumbent to manage the financial- and supply chain management functions of the Department and to ensure sound financial management in the Department. Specific focus areas will include but not limited to the following: Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensure an appropriate supply chain management system which is fair, equitable, transparent, competitive and cost effective. Ensure the effective, efficient, economical and transparent use of the resources of the department. Take effective and appropriate steps to collect all money due to the department, prevent unauthorised, irregular and fruitless and wasteful expenditure. Ensure proper management of the assets (including the safeguarding and the maintenance thereof) and the liabilities of the department. Settle all contractual obligations and pay all money owing, including inter-governmental claims, within the prescribed or agreed period. Ensure compliance by the department with the provisions of the PFMA. Ensure that expenditure of the department is in accordance with the vote of the department and the main divisions within the vote. Ensuring that full and proper records of the financial affairs of the department are kept (including preparation of financial statements for each financial year). Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department. Advise the Director-General pertaining to matters that have strategic and financial implications. Liaise with the relevant role players in the financial environment regarding transverse financial matters. Overseeing the management of financial- and human resources of the Office of the CFO.

**ENQUIRIES
APPLICATIONS**

: Mr. C Greve Tel No. (012) 336 8402
: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to Recruitment.DDG@dws.gov.za For Attention: Dr. M Ramsing

OTHER POSTS

POST 43/107

: **CHIEF ARTISAN CIVIL REF NO 201221/01**
Branch: Infrastructure Management Central Operations

**SALARY
CENTRE
REQUIREMENTS**

: R392 283 per annum (OSD)
: Vanderkloof Dam
: An Appropriate Trade Test Certificate. Ten (10) years post-qualification experience as an Artisan/Artisan Foreman (Civil). A Valid driver's license (Attach a copy). Practical experience gathered on Civil Engineering maintenance work of pump stations or Government Water Schemes will be an added advantage. Project Management skills. Good writing and verbal communications skills. Technical report writing skills. Ability to read and interpret manufacturing drawings. Computer literacy preferably in MS Word, MS Excel, MS PowerPoint, MS Outlook). Good leadership qualities. Proven experience and knowledge in relation to Human Resource Management. Knowledge of procurement policies and procedures in the public sector will be an added advantage. Proven knowledge of the Occupational Health and Safety Act.

DUTIES

: Manage all aspects of technical designs, production, operation, and Maintenance services of infrastructure (dams, reservoirs, pump stations and pipelines, Office buildings, houses, Workshops) and machinery. Management of Artisan Technical Services. Perform administrative and related functions for the component. Management of Financial Services. Supervise and mentor staff. Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements, and regulations. Implement planned maintenance and update maintenance logbooks. Manage, coordinate the Civil Engineering teams and Maintenance Plan projects and other routine maintenance work and compile, and submit

- reports as required. Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES APPLICATIONS** : Mr S Nkonka, Tel No. (053) 664 9402
: Central Operation (Vanderkloof Dam) Please email your application quoting the relevant reference number on the subject line to cacvk@dws.gov.za For Attention: Ms Maloka / Mr J Wilson
- POST 43/108** : **ASSISTANT DIRECTOR: COMPLIANCE AND OVERSIGHT REF NO 201221/02**
Branch Provincial Coordination and International Cooperation Northern Cape
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum, (level 9)
: Kimberley
: A Degree/Advance Diploma in Audit or Risk Management (NQF7). Three (3) to five (5) years' experience in auditing. Ability to think strategically. Excellent communication skills. A sound understanding of Enterprise Risk Management (ERM) principles and philosophy. Sound understanding of Auditing principles and philosophy. Excellent facilitation skills. Able to organise and motivate others, who in many cases may be in senior position. Extensive knowledge of computerized, financial and business systems. Sound understanding of PFMA, Treasury Regulations and Corporate Governance issues. Sound understanding of the framework for strategic plan and annual performance plan. Computer literacy in Microsoft Office suite. Leadership skills. Sound understanding of investigation skills. Sound understanding of Anti-corruption strategy and fraud prevention measures. Leadership, project management, strategic support, capability, programme and project management skills. Financial management and change management. Service delivery innovation (SDI). Valid driver's license is essential. (Attach a copy).
- DUTIES** : Perform enterprise risk management. Perform regular inspections on both Main and Trading account. Perform preliminary investigations. Co-ordination of internal and external audits on both Main and Trading account. People Management. Assess the control environment, risk management and governance processes of the department. Plan the audit projects. Develop adequate audit programmes. Document all findings on the standard audit working papers. Compile audit reports. Perform follow-up reviews to ensure that agreed action plans have been implemented. Identify risk and suggest corrective measures. Monitor expenditure against budget allocation. Maintain updated signature specimens of authorised signatories. Build relationships with external auditors and other assurance providers. Special investigations, Inspection and audit co-ordination.
- ENQUIRIES APPLICATIONS** : Ms I Lekalake Tel No: (053) 830 8800
: Northern Cape (Kimberley) Please email your application quoting the relevant reference number to ncrecruitment@dws.gov.za For Attention: Ms C Du Plessis
- POST 43/109** : **ARTISAN FOREMAN (GRADE A): (FITTER AND TURNER) REF NO 201221/03**
Branch: Infrastructure Management Central Operations
- SALARY CENTRE REQUIREMENTS** : R308 826 per annum (OSD)
: Jericho Dam (Usutu River)
: Appropriate Trade Test Certificate. Five (5) years post-qualification experience as an Artisan. A driver's licence (Attach copies). Team leadership. Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production, process knowledge and skills. Problem solving and analytical decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication skills both (verbal and written) and computer literacy. Planning and organising skills. Conflict management. Ability to work independently and under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Drawing skills and ability to read drawings. Candidates may be required to complete a practical and theoretical test. Willingness to travel.
- DUTIES** : Maintenance of bulk raw water infrastructure (dams, reservoirs, pump stations and pipelines) and machinery. Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements, and regulations. Implement planned maintenance

- and update maintenance logbooks. Compile and submit reports as required. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES APPLICATIONS** : Mr M.J Kgwedi Tel No: (017) 846 6000
: Central Operations (Usutu River) Please email your application quoting the relevant reference number on the subject line to arfftur@dws.gov.za For Attention: Ms Thomo K
- POST 43/110** : **ARTISAN FOREMAN (GRADE A-B): ELECTRICAL REF NO 201221/04 (X2 POSTS)**
Branch: Infrastructure Management Central Operations
- SALARY CENTRE REQUIREMENTS** : R308 826 per annum (OSD)
: Usutu River
: Appropriate Electrical Trade Test certificate. Five (5) years post qualification experience as an Artisan. A valid driver's license(Attach copies). Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production, process knowledge and skills. Problem solving and analytical decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication skills both (verbal and written) and computer literacy. Planning and organising skills. Conflict management. Ability to work independently and under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Drawing skills and ability to read drawings
- DUTIES** : Maintenance of bulk raw water infrastructure (dams, reservoirs, departmental houses, pump stations and pipelines) and machinery. Electrical maintenance and inspections of cathodic protection (TRUs). Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Fault diagnosis on SCADA/PLC and telemetry systems. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements, and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures. Ability to work independently as well as in a team and ability to work long hours and perform well under pressure. Candidates may be required to complete a practical and theoretical test.
- ENQUIRIES APPLICATIONS** : Mr A.P Maphanga Tel No. (017) 846 6000
: Central Operations (Usutu River) Please email your application quoting the relevant reference number on the subject line to arfeur@dws.gov.za For Attention: Ms Thomo K
- POST 43/111** : **ARTISAN PRODUCTION (GRADE A - C): ELECTRICAL REF NO 201221/05**
Branch: Infrastructure Management Central Operations
- SALARY** : R193 512 – R329 580 per annum (OSD) (Offer based on proven years of experience)
- CENTRE REQUIREMENTS** : Usutu River (Jericho Dam)
: Appropriate Electrical Trade Test certificate. A valid driver's license (Attach copies). Ability to work in a team. Experience of production process and skills serve as added advantage. Technical report writing skills. Experience of Occupational Health and Safety Act will serve as added advantage. Computer aided technical applications and computer literacy. Good communication skills. Technical analysis and problem-solving skills. Willingness to travel and ability to work long hours, perform standby duties and perform well under pressure. Candidates may be required to complete a practical and theoretical test.
- DUTIES** : Maintenance of electrical installations in various dams, reservoirs, departmental houses, pump stations, machinery, repeater stations, dam walls and pipelines. Electrical maintenance and inspections of cathodic protection (TRUs). Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements, and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Individual / personal development to keep up with new technologies. Compile and submits technical reports. Keep and maintain job records/ register and supervise and mentor staff.
- ENQUIRIES** : Mr A.P Maphanga Tel No. (017) 846 6000

APPLICATIONS : Central Operation (Pretoria) Please email your application quoting the relevant reference number on the subject line to arpeur@dws.gov.za For Attention: Ms Thomo K

POST 43/112 : **ADMINISTRATION CLERK PROVISIONING REF NO 201221/06 (X2 POSTS)**
Branch: Infrastructure Management Central Operations

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 5)
: Vanderkloof Dam
: A Senior / Grade 12 certificate. One (1) to (2) two years' experience in Supply Chain Management will serve as an added advantage. Computer literacy (MS Word, excel and power point). Knowledge and experience in procurement administrative procedures Knowledge of financial legislation. A valid driver's license will serve as an added advantage. Knowledge of basic financial operating systems (PERSAL, SAP etc). Basic financial management and knowledge of PFMA and Supply Chain Management Regulations. Knowledge and understanding of the legislative framework governing the public services. Knowledge of working procedures in terms of working environment. Interpersonal relations, flexibility and teamwork. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill (both verbal and written). Accountability and ethical conduct

DUTIES : Render effective procurement of goods and services, Coordination of Demand Management Plans (DMP). Ensure that all procurement is in line with DMP. Perform quarterly reviews to ensure procurement purchases are in line with demand. Conduct sourcing of quotations. Conduct inventory checks, Administer goods receipts and goods issue. Ensure that all procurement is in line with prescribed legislation and regulations. Assist with procurement of price quotations, tenders, evaluation, and adjudication. Effective management of controls and registers. Capturing of requisitions, orders, goods receipting and payments. Manage filing of Supply Chain Management documentation. Maintain registers for orders, payments, and requisitions. Handle queries from suppliers and capture new suppliers onto the database. Maintain and administer stores. Recording, faxing, copying, and filing of documentation. Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. Assist with the compilation and maintenance of records according to Supply Chain Management (SCM) prescripts, e.g., procurement batches, goods received, asset verification, stocktaking and bar – cording of assets, courier services etc. Compile and maintain records e.g, asset records/database. Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Request and receive quotations. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion processes. Compile draft documents as required. Receive requests for goods and services from end users. Place orders for goods and services. Receive and verify goods from suppliers. Capture goods and services receipt vouchers. Issue goods to end users.

ENQUIRIES APPLICATIONS : Mr. J Mashime, Tel No. 053 664 9400
: Central Operation (Vanderkloof Dam) Please email your application quoting the relevant reference number on the subject line to adcvk@dws.gov.za For Attention: Ms Maloka N

POST 43/113 : **ADMINISTRATION CLERK REF NO 201221/07 (X2 POSTS) (FINANCE)**
Branch: Infrastructure Management Central Operations

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 5)
: Vanderkloof Dam
: A Senior / Grade 12 certificate. One (1) to two (2) years' experience in Financial Management serves as an added advantage. Computer literacy (MS Word, Excel, Power Point, Outlook). Basic Knowledge and insight of the Public Service financial Legislation, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). A valid Driver's License serves as an added advantage. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, SAP etc). Interpersonal relations, flexibility and teamwork. Client orientation and customer focus. Good communication skill

(both verbal and written). Accountability and ethical conduct Willingness to travel as and when required. Knowledge of general administration within public services. Good interpersonal relations

DUTIES : Render financial support services and administration within the department. Receive invoices. Perform Salary Administration support services. Performing Bookkeeping support services. Handle routine correspondence and enquiries related to payments and invoices, faxing, photocopying, bind documents, processing VA2's/requisition form; Manage S&T claims by doing quality checks and certifying. Ensure efficient and effective procurement of goods and services. Facilitating and compiling service entry sheets and good receipts for paying invoices. Ordering equipment and supplies, maintaining inventories, etc. managing all maintenance of equipment Directorate. Render general, S&T claims, photocopying, bonding, etc). Handling of Petty Cash and ensure that cash are banked regularly. Ensure that telephone accounts are deducted every month. Maintain registers for orders, payments, and requisitions. Handle financial queries Recording, faxing, copying, and filing of documentation. Provide secretariat or logistical support if needed. Draft submissions when required. Facilitating cashier related duties including receiving and issuing of receipts for monthly rent, telephone bills and others. Distributing pay slips monthly to the officials.

ENQUIRIES APPLICATIONS : Mr. J Mashime, Tel No. 053 664 9400
: Central Operation (Vanderkloof Dam) Please email your application quoting the relevant reference number on the subject line to adc2vk@Dws.Gov.Za For Attention: Ms Maloka N

POST 43/114 : **ADMINISTRATION CLERK (TRANSPORT OFFICER) REF NO 201221/08**
Branch: Infrastructure Management Central Operations

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 5)
: Vanderkloof Dam
: A Senior / Grade 12 Certificate. One (1) to two (2) years working experience in Transport Management will serve an added advantage. Computer literacy in MS Word, MS Excel, MS Outlook, and MS PowerPoint. A valid driver's license will be an added advantage (Attach a copy). Basic knowledge and insight to Transport Management administration prescripts. Understanding of working procedures in terms of the working environment. Knowledge and understanding of the legislative framework governing the Public Service. Interpersonal relations, flexibility, and teamwork. Basic knowledge of problem solving and analysis. People and diversity management. Planning and organizing. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct. Willing to travel.

DUTIES : Provide an efficient implementation and compliance to directives, policies and procedures related to transport management. Administer subsidies vehicles applications for adjudication committee. Manage subsidy vehicle contracts, inspections, utilization, maintenance and administering of related claims. Efficient management and operational control of fleet and departmental vehicles. Administer vehicle authorisations, operation and optimal utilisation and maintenance. Control of risk, fraud, and misuse of fleet vehicles. Administer transport accidents and traffic fines. Administer transport invoices and provision of monthly transport reports. Maintain an efficient filing system. Perform driver and other administration support related duties as and when there is a need. Render general clerical support services in Transport Management. Provide personnel administration and clerical support services within the Transport Management component. Co-ordinate motor transport and do administration. Ensure that all fleet vehicles are inspected on a weekly basis before issuing of a vehicle. Keep log sheet register up to date. Issue trip authorizations and compile transport related reports. Control maintenance and provide expenditure related documentation for the payment of fleet services on a monthly base of all vehicles. Arrange to book the fleet vehicles for service when required. Manage the mileage and compile weekly report and submit to office of the Scheme Manager. Liaise with fleet services representative to be report all accidents and incidents within the stipulated timeframes. Ensure compliance to the relevant Transport, Management related policies and procedures. Provide advisory services to officials and management on transport related matters.

ENQUIRIES : Mr S Nkonka, Tel No. 053 664 9402

- APPLICATIONS** : Central Operation (Vanderkloof Dam) Please email your application quoting the relevant reference number on the subject line to adcto@dws.gov.za For Attention: Ms Maloka N
- POST 43/115** : **TRADESMAN AID REF NO 201221/09 (X4 POSTS)**
Branch: Infrastructure Management Central Operations
- SALARY CENTRE REQUIREMENTS** : R124 434 per annum (Level 3)
: Tugela Vaal
: An ABET certificate. One (1) to (2) years working experience. Must be able to read and write. Basic disciplinary Knowledge in occupational health and safety. Knowledge in maintenance of structures. Knowledge in monitoring and evaluation principle. Basic disciplinary knowledge in public administration. Basic understanding of Government legislation. Basic knowledge in policy implementation.
- DUTIES** : Routine maintenance of all equipment. Be able to do maintenance in the workshop. Repair equipment's when necessary. Keep equipment in the stores safe. Update the administration records. Ensure that the attendance register is updated on the daily basis. Attend to all problems in the workshop. Maintain Departmental Houses. Cut grasses around the gauging station. Look for cracks in measuring structures and report defects. Ensure that OHS is maintained. Be able to do maintenance in the dam wall. Be able to keep the embankments in a good condition. Be able to keep the departmental structures in a good condition.
- ENQUIRIES APPLICATIONS** : Mr. FT Botha Tel No. (036) 438 6211
: Central Operation (Pretoria) Please email your application quoting the relevant reference number on the subject line to tratv@dws.gov.za For Attention: Mr Botha Ft
- POST 43/116** : **TRADESMAN AID REF NO 201221/10 (X2 POSTS)**
Branch: Infrastructure Management Central Operations
- SALARY CENTRE REQUIREMENTS** : R124 434 per annum (Level 3)
: Vanderkloof Dam
: An ABET certificate. One (1) to two (2) years working experience. Experience in corrosion painting. Knowledge of Corrosion, Sandblasting and welding. Basic disciplinary knowledge of the Occupational Health and Safety Act. (OHS) an added advantage.
- DUTIES** : Provide a support service to the General Foreman and Artisan in performing maintenance to mechanical equipment. Maintenance to construction equipment and performing smaller welding tasks. All Occupational Health & Safety regulations should be adhered to, and protective equipment used appropriately. Perform paint duties at dam wall, houses, buildings, workshops. Perform corrosion, sandblasting and welding duties at dam wall and all departmental structures. Safekeeping of equipment and property. Cleaning of the workshop, give support to other divisions and report any defaults. Knowledge of administration in relation to the correct completion of forms.
- ENQUIRIES APPLICATIONS** : Mr. GA Coetzee, Tel No. 053 664 9400
: Central Operation (Vanderkloof Dam) Please email your application quoting the relevant reference number on the subject line to travk@dws.gov.za For Attention: Ms Maloka N
- POST 43/117** : **TRADESMAN AID REF NO 201221/11**
Branch: Infrastructure Management Central Operations
- SALARY CENTRE REQUIREMENTS** : R124 434 per annum (Level 3)
: Vanderkloof Dam
: An ABET certificate. One (1) to two (2) years working experience. Experience in Dam Operations. Knowledge of welding and painting. Knowledge of the Occupational Health and Safety Act. (OHS) will serve as added advantage. Basic knowledge in policy implementation. Basic knowledge in monitoring and evaluation principles. Work overtime when required
- DUTIES** : Provide a support service to the Assistant Technical Officer in performing maintenance and cleaning work in and around Dam wall. Do maintenance work in the Dam wall. Keep structures clean. Keep grids clean. Look for cracks in measuring structures and report defects. Safekeeping of equipment and property. Maintenance to construction equipment and performing smaller

welding tasks. Do inspections in dam wall. Basic disciplinary knowledge in Occupational Health & Safety Will performs paint duties at dam wall, buildings, workshops. Perform corrosion, sandblasting and welding duties at dam wall and all departmental structures. Cleaning at Raw Water Give support to Plant Operators Report any defaults. Attend to all problems in the Dam Wall.

ENQUIRIES : Mr. S Nkonka, Tel No. 053 664 9400
APPLICATIONS : Central Operation (Vanderkloof Dam) Please email your application quoting the relevant reference number on the subject line to tra2vk@dws.gov.za For Attention: Ms Maloka N

POST 43/118 : **DRIVER /OPERATOR REF NO 201221/12**
Branch: Infrastructure Management Central Operations

SALARY : R124 434 per annum (Level 3)
CENTRE : Vanderkloof Dam
REQUIREMENTS : A Grade 10 certificate. One (1) to (3) three years' experience in driver / operator services. A valid EC Driver's license with Public Driving Permit (PDP) (Attach a copy). Operator license (Attach a copy) to operate construction equipment. Knowledge in driving services. Knowledge in operating services. Knowledge of organisational policies and procedures. Knowledge of process flow. Basic knowledge in technical services. Knowledge and understanding of organisational and government structures. Knowledge of procedures and processes. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Understanding of delegation authority, financial management and knowledge of PFMA.

DUTIES : Operate extra heavy motor vehicles in accordance with road ordinance prescripts. Operation of an extra heavy motor vehicles (above 16000kg). General maintenance of extra heavy motor vehicles. The maintenance of the vehicle's logbook. Storage of the extra heavy motor vehicles. Transporting employees to different workstations during working and after hours when required. Collecting goods from different vendors/service providers. Transporting employees to and from work, ensuring that vehicle is maintained and serviced regularly and kept clean. Able to operate tractor and JCB machine. Promote Health and Safety on an ongoing basis and perform other relevant duties. Operating of extra heavy motor vehicles.

ENQUIRIES : Mr. S Nkonka, Tel No, 053 664 9402
APPLICATIONS : Central Operation (Vanderkloof Dam) Please email your application quoting the relevant reference number on the subject line to drovk@dws.gov.za For Attention: Ms Maloka N

POST 43/119 : **GENERAL WORKER REF NO 201221/13**
Branch: Infrastructure Management Central Operations

SALARY : R104 073 per annum (Level 2)
CENTRE : Vanderkloof Dam
REQUIREMENTS : An ABET certificate. One (1) to (2) years' experience in performing manual work such as general cleaning work will be an added advantage. Communication skills and ability to work in a team. Must have a basic knowledge of using equipment, tools, and light machinery. Must be punctual and productive. Knowledge of the Occupational Health and Safety Act. (OHS). Must be able to work in confined workspaces away from the office for long periods. Must be able to work in or near rivers and dams. Must be able to work overtime when required.

DUTIES : Performing of general cleaning work and light maintenance work at the dam wall galleries. To provide a support service to the Assistant Technical Officers in performing maintenance and cleaning work in and around dam wall. Provide support to the Assistant Technical Officers with the implementation of Maintenance Plan projects in and around the dam wall. Keep structures clean. Keep grids clean. Look for cracks in measuring structures and report defects. Cleaning at Raw Water Pump Station Give support to Plant Operators Report any defaults.

ENQUIRIES : Mr. S Nkonka, Tel No: 053 664 9402
APPLICATIONS : Central Operation (Vanderkloof Dam) Please email your application quoting the relevant reference number on the subject line to gwvk@dws.gov.za For Attention: Ms Maloka N

POST 43/120 : **GROUNDSMAN STREKFORTEIN DAM REF NO 201221/14 (X3 POSTS)**
Branch: Infrastructure Management Central Operations

SALARY CENTRE REQUIREMENTS : R104 073 per annum (Level 2)
: Tugela Vaal
: An ABET certificate. 0-1 year of experience. Knowledge of Gardening Equipment and appliances. Knowledge of the health and safety procedures. Basic Understanding of the government legislation. Knowledge of chemical use. Knowledge of chemical use (dilution/mix) chemical product knowledge. Knowledge of lawn care process. Knowledge of the pruning and trimming process and techniques.

DUTIES : Routine maintenance on the equipment. Be able to identify various chemicals to be used. Maintain building structures. Mix chemicals according to procedures. Report when chemicals are about to be used up. Maintenance of grounds and pavements. Keep structures clean and their surroundings. Holes on the embankment must be reported to the supervisor. Keep records of repaired equipment. Keep offices clean. Refer equipment's to service provider in case it cannot be repaired internally. Keep job cards up to date. Maintain lawns properly. Look for cracks in measuring structures and report defects.

ENQUIRIES APPLICATIONS : Mr. FT Botha Tel No: (036) 438 6211
: Central Operation (Tugela Vaal) Please email your application quoting the relevant reference number on the subject line to grmtv@dws.gov.za For Attention: Mr Botha Ft

POST 43/121 : **CLEANER REF NO 201221/15**
Branch: Infrastructure Management Central Operations

SALARY CENTRE REQUIREMENTS : R104 073 per annum (Level 2)
: Tugela Vaal
: An ABET certificate. One (1) year of experience will serve as added advantage. Must be able to read and write. Knowledge of chemical use (dilution/mix). Knowledge of cleaning equipment used. Knowledge of cleaning principles. Understanding of applying or using chemicals correctly Understanding of health and safety requirements. Knowledge of record keeping.

DUTIES : Responsible for cleaning Tugela Vaal DWS office building, guest house and warehouse. Cleaning of office corridors and boardrooms. Dusting, waxing, sweeping, scrubbing, and vacuuming of floors, washing of carpets, cleaning walls, windows, and doors. Emptying and cleaning dirty bins. Collecting and removing of wastepaper. Freshen office areas. Clean the general kitchen basins, wash, and keep stock of kitchen utensils. Cleaning the restrooms by refilling the hand wash liquid soap, replace toilet papers and empty wash waste bins. Request cleaning material.

ENQUIRIES APPLICATIONS : Mr. FT Botha, Tel No: (036) 438 6211
: Central Operation (Tugela Vaal) Please email your application quoting the relevant reference number on the subject line to cletv@dws.gov.za For Attention: Mr Botha Ft

POST 43/122 : **CLEANER REF NO 201221/16 (X2 POSTS)**
Branch: Provincial Coordination And International Cooperation: Eastern Cape (This is a re-advertisement, applicants who have previously applied must re-apply)

SALARY CENTRE REQUIREMENTS : R104 073 per annum (Level 2)
: East London
: An ABET certificate. Experience in cleaning services will serve as an added advantage. Knowledge of cleaning principles. Knowledge of chemical use (dilution/mixing). Knowledge of cleaning equipment's to be used. Knowledge of health and safety requirements. Understanding of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication and interpersonal skills.

DUTIES : Provision of basic cleaning services. Keeping and maintaining of cleaning equipment's and managing stock of cleaning materials. Dusting, waxing, sweeping, scrubbing and vacuuming of floors. Emptying and cleaning of waste bins. Collecting and removing of office waste. Freshening of offices, boardrooms, working areas, kitchen and storerooms. Cleaning the restrooms, refilling the hand washing liquid soap, replacing paper towels, toilet papers and

emptying and cleaning of wash waste bins. Assisting with other duties as and when required.

ENQUIRIES

: Ms. L Mntu, Tel No: 043 701 0237

NOTE

: Preference will be given to the community residing within or around designated Eastern Cape (East London) Please email your application quoting the relevant reference number on the subject line to ECRecruitment@dws.gov.za

APPLICATIONS

: For Attention: Ms. LT Malangabi

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

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



- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Mr. I B Pheello, Fidel Castro Building, Tel No: (051) 405 5069 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, ground floor, Fidel Castro Building, Cnr. Markgraaf and Miriam Makeba Streets, Bloemfontein. Applications can also be e-mailed to recruitment.fstresury@gmail.com or recruitment@treasury.fs.gov.za.
- FOR ATTENTION** : Mr. W van Zyl, tel. (051) 405 5266
- CLOSING DATE** : 24 December 2021
- NOTE** : Applications must be submitted on new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must only be accompanied by copies of highest relevant qualification (a transcript of results must be attached or subjects should be mentioned in the CV), certificates relating to the post requirements, identity document, driver's license (if required) and a concise C.V. Applicants are requested to complete the Z.83 form properly and in full. The department, post name and reference number of the advertised post should be stated on the Z.83. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification verification and previous employment verification). The Department reserves the right not to make appointments on the advertised posts.

OTHER POSTS

- POST 43/123** : **DEPUTY DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT REF NO: FSPT 023/21**
- SALARY** : R744 255.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, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, housing allowance and medical aid assistance)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A relevant degree in Supply Chain Management/ Retail Business Management/ Accounting/ Public Finance/ Public Administration/ Economics/ Business Administration with a minimum of 5 years' experience in a supply chain management environment of which at least 3 years should have been in a junior management position. Knowledge of the Municipal Finance Management Act (MFMA) and Circulars, Preferential Procurement Policy Framework and Regulations, Broad Based Black Economic Empowerment Act, Public Service Regulations, Supply Chain Management Regulations, etc. Computer literate. Valid driver's license.
- DUTIES** : Oversee the review of municipal supply chain management policies and report on compliance to regulations. Monitor, evaluate and ensure compliance with the Municipal Finance Management Act, supply chain management frameworks and guidelines, and accounting standards. Provide support and

advice on supply chain management processes, policies and compliance to regulations. Review and report on contract management, irregular expenditure, and functionality of supply chain management committees. Support, review and monitor supply chain management procurement plans. Monitor and review reports on functionality and quality supply chain management systems and processes. Review and provide advice and guidance on the structuring and functionality of supply chain management committees. Implement supply chain management reforms and perform an oversight function within the delegated municipalities. Set complimentary standards within the parameters as set by the National / Provincial Treasury and the relevant supply chain management frameworks. Access and identify capacity gaps, provide technical assistance and support training initiatives with regard to supply chain management within the delegated municipalities. Monitor and report on recommendations and remedial actions to improve supply chain management. Oversee the implementation and maintenance of all transversal supply chain management policies and procedure manuals in municipalities. Participate in the development of all transversal supply chain management policies, procedure manuals and guidelines. Manage the resources of the Sub-directorate to ensure efficiency and effectiveness within the Sub-directorate.

- ENQUIRIES** : Dr. R Chetty Tel No: 083 389 1651
- POST 43/124** : **SECRETARY: OFFICE OF THE DIRECTOR: ACCOUNTING SERVICES REF NO: FSPT: 024/21**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum.(Level 5) (A basic salary)
: Bloemfontein
: A Grade 12 certificate or equivalent certificate/qualification with typing as a passed subject. A minimum of one (1) year relevant experience. Knowledge of relevant legislation and policies, e.g. The Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literate in MS Word, Excel and Power Point. Sound organizational skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation skills. Good verbal and written communication skills.
- DUTIES** : Provide secretarial/receptionist support service to the Director. Provide a clerical support service to the Director. Render supply chain management support services to the Director. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Director.
- ENQUIRIES** : Mr. L Steinmann Tel No: 051 405 4262
- POST 43/125** : **SECRETARY: OFFICE OF THE DIRECTOR: SUPPLY CHAIN MANAGEMENT AND ASSET MANAGEMENT REF NO: FSPT: 025/21**
- SALARY CENTRE REQUIREMENTS** : R176 310. per annum. (Level 5)(A basic salary)
: Bloemfontein
: A Grade 12 certificate or equivalent certificate/qualification with typing as a passed subject. A minimum of one (1) year relevant experience. Knowledge of relevant legislation and policies, e.g. The Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literate in MS Word, Excel and Power Point. Sound organizational skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation skills. Good verbal and written communication skills.
- DUTIES** : Provide secretarial/receptionist support service to the Director. Provide a clerical support service to the Director. Render supply chain management support services to the Director. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Director.
- ENQUIRIES** : Ms. L Riddles Tel No: 051 405 5521

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

- POST 43/126** : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: EHD2021/12/01**
Directorate: Mental Health Services (DSMHT)
- SALARY** : R1 754 739 – R1 862 412.per annum (All-inclusive package)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Master of Medicine (MMed) degree in Psychiatry or Qualification as a psychiatrist with the Colleges of Medicine (FC Psych); Current registration with the HPCSA. A minimum of 3 years appropriate/recognizable experience in psychiatry after registration with the HPCSA as a Psychiatrist and experience in community mental health or public health. It will be an advantage to show the ability to perform research (qualitative and quantitative). Managerial experience will also be an advantage. Leadership qualities, ability to work independently and in a team, computer literacy (MS Word, Excel and power point) and a driver's license are additional requirements. Applicants should be undergone pre-employment and periodic medical surveillance as part of the employment conditions.
- DUTIES** : Conduct a situational analysis of mental health in the District which will include Population Profile; Map and report of public/private non-governmental organizations (NGOs) and mental health-related Public Benefit Organizations and a traditional health analysis report. Develop an action plan towards improvement in mental health coverage and mental health care systems and their outcomes including Primary Health care services and the work of Community Psychiatry district allied health workers, NGOs and Community Health workers. Ensure that mental health services including treatment, prevention, promotion, and protection of mental health care users and other vulnerable groups are delivered through relevant intervention programs and strategies including suicide and substance use disorders prevention. Ensure that quality mental health services are provided according to professional standards and ethical principles. Establish routine ongoing training and supervision for PHC and mental health teams. Establish referral pathway and coordination with all stakeholders, Including Monitoring & evaluation through appropriate tools and indicators. Assists the Community Clinical Mental Health Team in the implementation of the operational plan. Facilitate inter-sectoral and inter-disciplinary collaboration and coordination. Provide monitoring and evaluation through quality assessments and tools. Develop research and translate it into improved services. 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 mental health care programs, and monitor the implementation of policies, programs, regulations, practices, procedures, and standard pertaining to mental health care, Utilize information technology and other management information system to manage mental health information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective mental health care. Manage and utilize resources in accordance with relevant directives and legislation (Human, Financial, Physical and Material resources). Provide full-time technical and management support to the district hospitals, and contracted care services. Coordinate mental health-related research and development, Manage staff performance and development.
- ENQUIRIES** : Dr. M.E Tipoy. Tel No: 011 876 – 1802
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 21 December 2021

POST 43/127

: **MEDICAL SPECIALIST REFS: REFS/012594**

Directorate: Ophthalmology

SALARY

: Grade I: R1 122 630.per annum (All-inclusive package)
: Grade II: R1 283 592.per annum (All-inclusive package)
: Grade III: R1 489 665.per annum (All-inclusive package)

CENTRE

: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

: **Grade I** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Ophthalmology. Registration with the HPCSA as Medical Specialty in Ophthalmology. No experience required after registration with the HPCSA as Medical Specialist. The following will be an added advantage: FC Ophthalmology, MMed in Ophthalmology and registrar work experience in Ophthalmology. **Medical Specialist Grade II** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Ophthalmology. Registration with the HPCSA as Medical Specialist in Ophthalmology and proof of current registration. A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Ophthalmology. Must be willing to do sessions at CMJAH cluster hospitals. **Medical Specialist** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Ophthalmology. Registration with the HPCSA as Medical Specialist in Ophthalmology and proof of current registration. A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Ophthalmology. Must be willing to do sessions at CMJAH cluster hospitals.

DUTIES

: Clinical management of general medical patients in OPD. Attending patients in relevant Subspecialty OPD and doing ward rounds. Coordinating subspecialty service at CMJAH and cluster hospitals for both inpatient and outpatient services. Overseeing the development of appropriate referral pathways. Train and supervise registrars, medical officers and medical students in patient care, diagnostic, treatment and surgical procedures. Supervise with research within the department and MMed students. Provide medical support and guidance to nursing staff. Commuted overtime is compulsory.

ENQUIRIES

: Prof. A. Makgotloe Tel No: 011 717 2549

APPLICATIONS

: Applications should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/> and it should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

CLOSING DATE

: 20 December 2021

POST 43/128

: **MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: REFS/012596**

Directorate: Surgery and Critical Care

SALARY

: R963 723. per annum (plus benefits)

<u>CENTRE REQUIREMENTS</u>	: Charlotte Maxeke Johannesburg Academic Hospital : Basic R425 qualification (diploma/ degree in nursing) and midwifery that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC and proof of current registration. A minimum of 10 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate /recognisable experience at management level as an Assistant Manager Nursing. Post basic degree/diploma in Health Care Management; and 1 year post basic course in either Critical Care/Trauma/Orthopaedic Nursing is compulsory. Computer literacy will be an added advantage. Strong leadership, good communication and sound interpersonal skills are necessary. Excellent verbal and written communication skills. Ability to work under pressure.
<u>DUTIES</u>	: Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and, management support for the provision of quality patient care as part of preparation towards NHI. Promote nursing ethos and professionalism. Develop and monitor the implementation of policies, procedures, norms and standards pertaining to nursing care. Establish and participate in an inter-professional and multidisciplinary teamwork towards the promotion of efficient and effective service delivery. Establish and implement norms and standards for quality nursing practice and monitor compliance. Improve the skills and competencies of the staff. Problem solving and decision making. Effective management, utilization and supervision of human, material and financial resources. Manage staff performance and development. Utilize information technology to enhance patient outcomes and other management information systems to manage nursing informatics, and for the enhancement of service delivery. Manage nursing and hospital projects.
<u>ENQUIRIES APPLICATIONS</u>	: Ms M.M Pule Tel No: 0114883785 : Applications should be submitted strictly online at https://professionaljobcentre.gpg.gov.za/ and it should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and females, Indian Females and White females are encouraged to apply.
<u>CLOSING DATE</u>	: 20 December 2021
<u>POST 43/129</u>	: <u>ASSISTANT MANAGER NURSING (EPI AND CDC PROGRAMME) REF NO: EHD2021/12/02</u> Directorate: Health Programmes
<u>SALARY CENTRE REQUIREMENTS</u>	: R624 216. per annum (plus benefits) : Ekurhuleni Health District : Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing as a Professional Nurse) plus a post basic nursing qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant speciality. A minimum of 10 years appropriate /recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate /recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care) or (Advanced Midwifery and Neonatal). At least 3 years of the period referred

above must be appropriate/recognizable experience at management level. Current proof of registration with SANC, Valid driver's license and computer skills are essential. Knowledge of District Health Services, National Health Act, National Development Plan, Financial and Human Resource. Management report writing and presentation skills. Competencies and knowledge should demonstrate an in depth understanding of project management, financial management, human resource management, computer literacy, quality assurance management as well as PHC Management policies and practices. Experience in EPI / CDC will be an added advantage.

DUTIES : Strengthen the Expanded Programme on Immunization (EPI) in the district. Coordinate Communicable Disease Control (CDC) and COVID 19 in the district. Monitor AFP surveillance in line with WHO requirements. Strengthen intersectoral collaboration with the relevant stakeholders. Ensure proper financial and human Resource management of the programme. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Mr Z. Futshane Tel No: (011) 876-1825
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 21 December 2021

POST 43/130 : **OPERATIONAL MANAGER – MOU (SPECIALITY) REF NO: JHDS/D/11 (2 POSTS)**
 Re-advertisement, those who have previously apply must re-apply

SALARY : R562 800.per annum (Plus Benefits)
CENTRE : Soweto Clinics
REQUIREMENTS : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 09 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). A post-basic nursing qualification in Advanced Midwifery and Neonatal Nursing Science with a duration of at least one year accredited with the SANC. At least 5 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty which is Advance Midwifery and Neonatal Nursing Science. Two years' experience in management / supervision level. Computer literacy and a driver's license will serve as an added advantage. Knowledge of clinical work in obstetric nursing. Knowledge of all legislation relevant to healthcare service. Financial management and human resource management; Leadership, organizational, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation.

DUTIES : Ensure proper general management of the maternal obstetric unit, personnel, patients and resources. Teach, delegate, monitor and evaluate performance/ appraise personnel. Deputize the clinic manager in her/ his absence. Ensure clinical practice by the clinical team in accordance with the scope of practice and Nursing Standards. Compile reports, analyze data, identify gaps and take remedial steps. Ensure proper record keeping. Provide comprehensive Mother, Child, Woman, & Neonatal Services. Manage licensing of staff with all

relevant professional bodies. Promote quality of nursing care as directed by the Office of the Health Standards Compliance and Ideal Clinic. Ensure community participation, manage Labour Relation issues. Ensure implementation of government policies including quality priorities, Batho Pele and Patients' Rights. Liaise with all relevant stake holders to improve services rendered. Ensure management of multi-disciplinary teams within the facilities. Provide comprehensive Primary Health Care service. Ensure effective, efficient, coordination and integration of quality health care services. Empower staff to prevent occurrence of Patient Safety Incidents (PSI). Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS). Develop and implement staff training plan. Ensure effective implementation of services, Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, Norms and Standards within the clinic. Adhere to the Office of the Health Standards Compliance requirements and ensure effective achievement on ministerial priorities, Ideal clinic compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Attend to grievances of staff, administer discipline, and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly and annual reports. Manage and implement COVID19 guidelines. General administration duties and management soft skills is mandatory.

- ENQUIRIES** : Mrs. M. Mazibuko Tel No: (011) 984 4120
- APPLICATIONS** : Applications must be submitted to this email: SubDistrictD.JobApplications@gauteng.gov.za. Reference number must be filled as subject of the email. If you have not being consulted in three months after the closing date, please accept that your application was unsuccessful. The Department of Health (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 to: JhbHealth.District.JobApplications@gauteng.gov.za.
- NOTE** : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting; and copies of ID, qualifications and other documents attached. shortlisted candidates will be requested to bring certified copies during interview. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference, vetting and medical process. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department
- CLOSING DATE** : 24 December 2021
- POST 43/131** : **OPERATIONAL MANAGER NURSING GRADE 1(GENERAL UNIT) REF NO: EHD2021/21/03**
Directorate: Clinical Forensic Medical Services
- SALARY** : R450 939.per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District (Tsakane Care Centre)
- REQUIREMENTS** : Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate experience in nursing after registration as Professional Nurse with SANC in general Nursing of which 3 years should be working in Clinical Forensic Medicine. Experience as a sister in charge and post basic nursing qualification in Nursing Management will be added benefit. Valid driver's license and ability to drive. Computer literate, report writing skills, good communication skills, ability to work under pressure, good supervisory skills and interpersonal skills are necessary. Basic understanding of relevant legislation that governs Clinical Forensic Medicine. Evidence of registration with professional regulatory body.
- DUTIES** : Coordination of optimal, holistic specialised nursing care provided for survivors of gender-based violence within set standards and professional/legal framework. Manage effectively the utilisation and supervision of resources including human and financial resources. Promote stakeholder's collaboration, Provision of Effective Support to Nursing Services, Coordinate, Support,

- monitor and evaluate program related activities including awareness campaigns and trainings. Relief duties of the Assistant Manager partake in overall specialized unit functions, i.e. meetings, team building and debriefing. Maintain professional growth/ethical standards and self-development and development of staff members. Generate weekly and monthly reports.
- ENQUIRIES APPLICATIONS** : Ms A, Mabunda Tel No: (011) 876-1794
- : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 21 December 2021
- POST 43/132** : **QUALITY ASSURANCE COORDINATOR PND2 (LECTURER) REF NO: REFS/012614 (1 POST)**
Directorate: Gauteng Colleges of Nursing (GCON)
- SALARY CENTRE REQUIREMENTS** : R478 404 - R624 216 per annum (plus benefits) PN-D2
Chris Hani Baragwanath Campus
- : Grade 12/Senior Certificate or equivalent qualification. Degree/Diploma in Nursing Education and Nursing Administration. Minimum of 14 years appropriate/recognizable nursing experience after registration as Professional Nurse, at least 10 years of the period must be appropriate experience as a Nurse Educator. A qualification and/or experience in Quality Assurance will be an added advantage. Registration with South African Nursing Council (SANC) as Professional Nurse and Midwife. A valid driver's license. Computer literacy (Word, PowerPoint, Excel).
- DUTIES** : Develop, coordinate, implement a Quality Assurance (QA) plan, monitor and evaluate its implementation. Organize and participate in quality assurance audits. Implement continuous QA Improvement programs focusing on academic standards and the National and Provincial Priorities. Implement complaints, compliments and suggestion procedures. Develop, coordinate and implement a plan to correct the gaps, or challenges identified during audits. Support the college mission to promote the image and standards of the institution. Evaluate and assist the college with institutional process to meet the criteria and maintain accreditation with the SANC and Council of Higher Education (CHE). Display a sound knowledge of legislation that impacts on the Nursing Education milieu.
- ENQUIRIES APPLICATIONS** : Ms. P.C. Sithole Tel No: (011) 983 3069
- : Applications should be submitted only online at <http://professionaljobcentre.gpg.gov.za>.
- NOTE** : All applications must be submitted on a new Z83 (81/971431) and can be obtained from Department of Public Service and Administration (DPSA) website. Job application form with your C. V., copies of your I.D, current SANC receipt, valid driver's license and qualifications must be attached. Copy of service record in Nursing Education. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting the application. Contactable referees quoted on the CV. State all your competencies including computer literacy in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's

responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC 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. 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.

- CLOSING DATE** : 20 December 2021
- POST 43/133** : **ULTRASOUND RADIOGRAPHER GRADE 2 OR 3**
Directorate: Radiography
- SALARY** : Grade 2: R473 112 - R540 954 per annum (plus benefits)
Grade 3: R557 301 – R600 384per annum (plus benefits)
- CENTRE REQUIREMENT** : Rahima Moosa Mother and Child Hospital
: Appropriate qualification that allows for the required registration with HPCSA in Ultrasound Radiography. Registration with HPCSA as an Ultrasound Radiographer. Proof of current registration with HPCSA. Knowledge of provisioning protocols, budgeting, expenditure, stocktaking, and stock keeping. Knowledge of maintenance procedures. Knowledge of strategic planning, problem solving. Decision-making skills. Knowledge of tender systems and procedures as well as types of ultrasound equipment. Reliable, efficiency, competency, and accountability in service provision. Adherence to Public Service Regulations and line function procedures. A working knowledge of departmental equipment and fault reporting. Adherence to principles of labour legislation. Knowledge of disciplinary and grievance procedures. Excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity, and high work ethic. Good interpersonal skills. Knowledge of public service legislation, policies, and procedures. Knowledge of current GDoH guidelines and policies governing the Health Sector and Radiography Profession. In addition to the above: **Grade 2** – A period of 14 years appropriate experience after registration with HPCSA as Diagnostic radiographer, of which 10 years must be after registration in Ultrasound Radiography. **Grade 3** -- A period of 24 years appropriate experience after registration with HPCSA as Diagnostic Radiographer, of which 20 years must be after registration in Ultrasound Radiography.
- DUTIES** : Supervision of staff. Perform Sonographic Procedures. Provide a high standard of Patient Care. Participate and facilitate in CPD as required by the HPCSA. Execute Quality Assurance and Student Training in the area of work. Adhere to Batho- and Bana Pele principles, national core standards, quality assurance and other public service policies and Acts. Manage conflict and implement corrective measures. Carry out duties delegated by the departmental management. Work in a multidisciplinary team. Attend departmental meetings. Responsible for PMDS of staff.
- ENQUIRIES APPLICATIONS** : Mrs FA Mahomed Tel. No: 011 470 9114
: Applications should be hand delivered to Human Resource Management, Rahima Moosa Mother and Child Hospital, Admin Building, Cnr. Fuel and Oudtshoorn Street, Coronationville or be posted to Private Bag X20, Newclare 2112.
- NOTE** : Applications must be submitted on a duly completed new Z83 form (the old form is outdated and will not be considered). Please attach an updated CV. Copies of ID, Matric Certificate, HPCSA Registration and Qualifications must also be attached. Smart ID Cards must be photocopied on both sides. Such copies need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR Management. Such certification must not be more than six (6) months old. Failure to submit all requested documents will result in the application not being considered It is a legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Checks (PSC) – verification, upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal record checks as well as a credit/financial stability check. Successful candidates will be subjected to OHS

medical surveillance as required by HBA regulations within the OHS Act 85 of 1993. Correspondence will be limited to shortlisted candidates only.
20 December 2021

CLOSING DATE

:

POST 43/134

:

RADIATION ONCOLOGY RADIOGRAPHER REF NO: REFS/012600

Directorate: Radiation Oncology

SALARY

:

Grade I: R401 640.per annum

:

Grade II: R473 112.per annum

:

Grade III: R557 301.per annum

CENTRE

:

Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

:

Grade I Appropriate Qualifications that allows for the required registration with the HPCSA Radiation Oncology Radiography. Registration with the HPCSA in Radiation Oncology Radiography, 4 years' appropriate experience after registration with the HPCSA as a Diagnostic Radiographer. Grade II Appropriate Qualifications that allows for the required registration with the HPCSA in Radiation Oncology Radiography, 14 years' experience after registration with the HPCSA as a Diagnostic Radiographer, of which 10 years must be after registration in Radiation Oncology Radiography. Grade III. Appropriate Qualifications that allows for the required registration with the HPCSA in Radiation Oncology Radiograph. Registration with the HPCSA in Radiation Oncology Radiography. 24 years' appropriate experience after registration with the HPCSA as a Diagnostic Radiographer, of which 20 years must be after registration in Radiation Oncology Radiography. The following will be an added advantage: Basic / sound knowledge of radiotherapy treatment planning. Sound knowledge of treatment delivery principles and procedures, Knowledge of radiation equipment, protection and quality assurance programs, Ability to plan and organize resources, Ability to perform Radiotherapy planning including 3D, IMRT, VMAT and Brachytherapy, Good communication and patient care skills, Knowledge of radiation control and safety measures, Knowledge of Oncology procedures, equipment and protocol.

DUTIES

:

Responsible for localisation, planning and accurate delivery of radiation treatment to patients with neoplasms. Physical and emotional support of patients. Daily and weekly QA. Administration duties includes appointment and statistics. Assist students during clinical work develop Radiation Therapy skills. Discipline and conflict management of subordinates. Participate in research. Treatment of emergency patients after hours. Undertake all areas of basic and advanced radiation of the patients. Maintain patient care, quality and standard for the division. Accurately interpretation planning directives and deliver radiation to the patients. Maintain patient care, quality and standards for the division. Perform administrative duties related to the management of your allocated division. Provide holistic physical and psychological support for patients and their families. Ensure accurate record keeping of radiation treatment planning and delivery function within quality management system. Training of radiotherapy students allocated to work with you in your respective division.

ENQUIRIES

:

Dr. Ol Ubogu Tel No: 011 488 3805

APPLICATIONS

:

Applications should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/> and it should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability.

		Coloured Males and females, Indian Females and White females are encouraged to apply.
<u>CLOSING DATE</u>	:	20 December 2021
<u>POST 43/135</u>	:	<u>STUDENT COUNSELLOR PND1/PND2 (LECTURER) REF NO: REFS/012560 (1POST)</u> Directorate: Gauteng Colleges of Nursing (GCON)
<u>SALARY</u>	:	R388 974 - R450 939 per annum (plus benefits) PN-D1, R478 404 - R624 216 per annum (plus benefits) PN-D2
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani Baragwanath Campus Senior Certificate /Grade 12 or equivalent qualification. Basic qualification accredited with SANC in terms of Government notice R425 i.e. Diploma/degree in Nursing) or registered with the SANC as a Psychiatric nurse. Post basic qualification in Nursing Education registered with SANC. A minimum of 4 year's appropriate and recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. PND2 minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse and 10 years appropriate experience in Nursing Education. At least 2 years' experience in Psychiatric environment or Counselling Services. A valid driver's license. Sound communication. Computer literacy. Report writing and presentation skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for amongst others, the following tasks: Plan and manage learner counselling and support programmes. Conduct classroom presentation of study and life skills to improve academic performance. Assessment and referral of individual learners with personal /social problems. Promotion of general welfare, personal and professional development of learners. Student's advocacy. Support and guidance of Student Representative Council. Marketing and Recruitment of prospective nursing students. Orientation of newly appointed students. Participate in research relevant to Nursing Education, Policy development, review and valuation of student support programmes. Engage in own continuous development (CPD) related to student support. The ability to work in a team and under pressure. Other delegated tasks.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. B.E Mothebe Tel No: (011) 983 3008 Applications should be submitted only online at http://professionaljobcentre.gpg.gov.za .
<u>NOTE</u>	:	All applications must be submitted on a new Z83 (81/971431) and can be obtained from Department of Public Service and Administration (DPSA) website. Job application form with your C. V., copies of your I.D, current SANC receipt, valid driver's license and qualifications must be attached. Copy of service record in Nursing Education. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting the application. Contactable referees quoted on the CV. State all your competencies including computer literacy in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC 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. 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.
<u>CLOSING DATE</u>	:	20 December 2021
<u>POST 43/136</u>	:	<u>PROFESSIONAL NURSE GRADE 1- GRADE 2 (ADVANCED PSYCHIATRY NURSING SCIENCE) REF NO: EHD2021/12/05</u> Directorate: Mental Health Services (NGCT)

<u>SALARY</u>	:	Grade 1: R388 974 - R450 939 per annum (plus benefits) Grade 2: R478 404 – R588 390. per annum (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Ekurhuleni Health District Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 Diploma/Degree in nursing as a Professional Nurse or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic Nursing Qualification with a duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Post- Basic Psychiatric Nursing Science). Grade 1: A minimum of 4 years appropriate /recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least one year post basic nursing qualification in Post -basic Psychiatric Nursing Science. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse. At least 10 years should be appropriate /recognisable experience after obtaining one year post basic nursing qualification in Post -basic Psychiatric Nursing Science. Registration certificate with SANC as a Professional Nurse and proof of current practicing certificate. Knowledge of mental health legislations and related legal and ethical practices, Gauteng Province Mental Health Strategy and Action Plan 2019- 2023, Norms and Standards for Licensing of Residential and/or Day Care Facilities for Persons with Mental Illness or Profound Intellectual Disability, Computer literacy and Driver's License is essential, PFMA and Public Service Act and Regulations. Good communication, interpersonal, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytical thinking, independent decision making and problem-solving skills. Able to plan and organize own work
<u>DUTIES</u>	:	Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and financial resources. Participation in training and research. Support, monitor and evaluate NGOs' activities and programmes for compliance. Establish and maintain constructive working relationship with key stakeholders. Maintain professional growth/ethical standards and development of self and co-workers. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by standards, guidelines and protocols. Develop and submit reports and statistics as required. Participate in mental health promotion and prevention activities. Perform any other duties delegated by Supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T. Moeketsi Tel No: (011) 876 - 1717 Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	21 December 2021
<u>POST 43/137</u>	:	<u>CLINICAL NURSE PRACTITIONER (MCWH- TERMINATION OF PREGNANCY) GRADE 1-GRADE2 (PHC) REF NO: EHD2021/12/06</u> Directorate: Primary Health Care
<u>SALARY</u>	:	Grade 1: R388 974 – R450 939.per annum (plus benefits) Grade 2: R478 404 – R588 390. per annum (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Ekurhuleni Health District (Jabulane Dumane CHC) Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional

Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). Certificate in Termination of Pregnancy. Driver's license and computer literacy is essential. **Grade 1:** A minimum of 4 years appropriate /recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least one year post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse. At least 10 years should be appropriate /recognisable experience after obtaining one year post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practices in accordance with the scope of practice and nursing standard as determined by the relevant health facility. Perform safe termination of pregnancies, the management of Incomplete abortions and other related reproductive health matters. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to endure good nursing care. Work effectively. co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise 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). Willing to work shifts including night duty. Offer comprehensive clinical care and support to clients with pregnancy planning and sexual reproductive health and rights (SRHR). Give health education on reproductive health services for all women on request.

ENQUIRIES : Mr Sandile.S Matsaba Tel No (010) 345 – 1091
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 21 December 2021

POST 43/138 : **ASSISTANT DIRECTOR: COMMUNICATION REF NO: ASD2021/COMM (1 POST)**
 Directorate: Communication

SALARY : R382 245 – R450 255 per annum plus benefits
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Three (3) year National Diploma or Degree in Marketing/ Public Relations/ Communication science/ Communication management or Journalism. At least three (3) years' experience as Communication Officer. Good understanding and knowledge of communication, sound interpersonal relations, project planning skills, ability to prepare reports. Good communication skills both verbal and written. Must be computer literate and have a valid driver's licence.

DUTIES : Formulation and implementation of information and communication strategies in order to promote mutual understanding between the hospital and community. Coordinate outreach and marketing activities on behalf of Thelle

Mogoerane Regional Hospital and Department of Health. Manage effectively and economically the hospital resources for public education, public relations, media services and stakeholder relations. Drive and coordinate generation of good news to cater for various media platforms and formats inclusive of corporate publications, media statements, electronics media, social media, visual and audio, live interviews. Planning and understanding internal liaison activities to keep staff informed of the developments in the institution. Provide communication support to the various department's events and activities. Ensure that hospital has adequate marketing materials and publications at all times. Publish quarterly internal newsletters, coordination of the annual open day events. Manage day to day information sharing and management of notice board displays. Preparation and distribution of press statements. Manage hospital social media accounts and the distribution of internal and external memos. Carry out photo coverage in all events, implement social media strategy in line with departmental corporate identity with cooperate identity manual. Secretary and liaison between hospital board.

**ENQUIRIES
APPLICATIONS**

: Mr P.B Ntuli Tel No: (011) 8917310
 : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 guza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillanceas required in the HBA at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From HR. 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: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference.

CLOSING DATE

: 24 December 2021

POST 43/139

: **ASSISTANT DIRECTOR MONITORING AND EVALUATION REF NO: ME2021/ICT**
 Directorate: Information Communication and Technology

**SALARY
CENTRE
REQUIREMENTS**

: R382 245 – R450 255 per annum (plus benefits)
 : Thelle Mogoerane Regional Hospital
 : An appropriate recognized three-year National Diploma / Degree with a minimum of 2-5 years' experience in monitoring and evaluation Department, or grade 12 with a minimum of 10 years' experience at a supervisory level in monitoring and evaluation management Department. Ability to work under pressure in a changing environment, Understanding objectives of Quality Assurance, Driver's license. Knowledge in Tler.Net will be added as advantage, must be computer Literate (MS Word, Excel, MS PowerPoint). Must have extensive experience in web based DHIS (DHIS 2), Health service and health information, monitoring and evaluation. Extensive knowledge and implementation of the DHIMS policy and facility SOP. Maintain electronic records of all data collected.

DUTIES

: Ensure the gathering and collection of quality data for compilation of M & E reports. Work with departments and units to correct Discrepancies emanating from errors found and audits conducted. Regular follow- up on non-submission of M & E reports and information data. Communicate with the staff in the directorate assigned to you and ensure the delivery of the Hospital strategy

and operational plan. Provide monthly M & E reports including ad-hoc reporting. Data analysis, Data aggregation, Data clean up, Data reporting, Co-ordinate and chairing of information committee (Data interrogation and clean up), Co-ordination of District Health Expenditure Report, District Health Plan, District Quarterly Review, Client Satisfaction Survey and compliance to the Ideal Hospital Framework. Availability of data and security of electronic information. Interpretation of data for health programmes & planning. Monthly data submission to Regional and Provincial Office. Sustaining Monthly Performance Hospital Reviews. Compliance of the Ideal Hospital Framework. Compilation and review of the facility operational plan capturing. Presents hospital information as feedback to management and sectional heads, Develop, Manage and implement information flow plan. Effective management of the information Office. Supervision of Data Capturing understand data cost construction towards budget and its impact. Working with Ward Clerks / Operational Managers in ensuring proper reports of data WITH TPH 21 and TPH 57.

- ENQUIRIES** : Dr. B.J. Kandamo. Tel No: 011 891 7304
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillanceas required in the HBA at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore, Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From HR. 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: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference.
- CLOSING DATE** : 24 December 2021
- POST 43/140** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: EHD2021/12/15**
Directorate: Human Resource Management
- SALARY** : R382 245. per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : National Diploma/Degree in Human Resource/ Public Administration/ relevant degree/Diploma at NQF level (6/7) 5 years supervisory experience in HRD. Qualification as a Skills Development Facilitator; Assessor and Moderator is compulsory. Computer Literacy and Valid Driver's License. Skills: problem solving organizing, strategic planning computer utilization, change/diversity management, team building, conflict resolution, presentation, and facilitation. Communication verbal and written.
- DUTIES** : Monitor the co-ordination of training and development interventions, co-ordinate the identification of training and developmental needs, co-ordinate and oversee the development of and monitor the implementation of workplace skills plan for the district, ensure co-ordination of training and development programmes (including learner ships), manage co-ordination of District EEC & Training Committee , Be part of Provincial EEC co-ordinate and Implement Onboarding programme and Inservice trainings on HR policies for all personnel in the district. Ensure compliance to PRAAD policy. Coordinate PMDS for the district. Perform any other delegated duties.

- ENQUIRIES APPLICATIONS** : Ms B.M Zwane Tel No (011) 876 - 1766
 : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 21 December 2021
- POST 43/141** : **ADMINISTRATION OFFICER (CLEANING SERVICES) REF NO: REFS/012601**
 Directorate: Logistic Department
- SALARY CENTRE REQUIREMENTS** : R261 372. per annum (plus benefits)
 : Charlotte Maxeke Johannesburg Academic Hospital
 : Grade 10 or equivalent with more than 10 year's relevant experience or Grade 12 or equivalent with 3 to 5 years' relevant experience or a relevant 3-year National Diploma or Degree in Public Administration / Public Management from a SAQA recognized tertiary institution with a maximum of 2 years' relevant experience. Knowledge: Sound knowledge of Cleaning procedure and equipment / machinery. Office Administration Management with emphasis. In-depth knowledge of Legislative Prescripts such as of Batho Pele Principles, Six Ministerial priorities, OHS and PFMA. Customer relations Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint), a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Customer relations skills, Planning and organising, Sound analytical thinking, good interpersonal relation, problem solving numeracy and decision-making. Maintaining discipline, conflict resolution. Good verbal communication and report writing skills. The following will be an added advantage: 3 years' experience as a supervisor in cleaning services environment, be able to work shifts, be a team player, be able to work independently and under pressure, Hospital environment experience and Valid Driver's License.
- DUTIES** : Supervise Cleaning department and other allocated Logistics units. Prepare weekly cleaning schedules. Prepare monthly cleaning projects for targeted areas. Implement and monitor cleaning projects, compile weekly report on status of ablution facilities. Ensure compliance to OHS and Infection Control procedure by Ensure that staff wear PPE/ uniform at all times. Monitoring cleaning stock levels and key controls. Keep updated inventory on equipment and cleaning chemicals. Follow the condemning procedure when equipment is beyond repair. Monitoring Team Performance and Development of staff. Identify and Solve Problems Affecting Service delivery. Compiling leave plan, record keeping, and update leave register. Hold meetings with staff; liaise with internal and external stakeholders. Implement Disciplinary Code and procedure; Management of leave; Compile RLS01 and RLS02. Implemented PMDS for staff. Effective Communication and Writing of Reports. Be willing to work shifts; take any lawful instruction from the Supervisor.
- ENQUIRIES APPLICATIONS** : Mr. E. Sithole Tel No: 011 488 4116
 : Applications should be submitted on a (PDF Format only) to the following email-address Supportthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender, and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V,

applications must include three (3) contactable references, Copies of I.D, Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

- CLOSING DATE** : 20 December 2021
- POST 43/142** : **HEALTH INFORMATION OFFICER REF NO: HIO2021/ICT**
Directorate: Information Communication and Technology
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 7) (plus benefits)
: Thelle Mogoerane Regional Hospital
: Degree/ National Diploma in Health Information /Public health or equivalent qualification/ Grade 12 with Mathematics. At least two years' experience in a health institution and knowledge of using Health Information System (Medicom, PAAB etc.). A valid driver's license will be and added advantage. Good communication skills, computer literacy (M.s Word, Excel, PowerPoint and Access), report writing, analytic and numerical experience. Knowledge and experience in the district Health Information System (DHIS), and knowledge of health information policies.
- DUTIES** : Data collection, capturing, analysis and reporting. Data management, quality monitoring. Analyse and interpret data trends. Perform administrative duties related to information management. Liaise and assist stakeholders with data management. Compile monthly and quarterly PIDS/NIDS reports for the management and as required by other department of health stake holders such as District / regional officials, Provincial Authorities (GDH) etc. Perform quality control to ensure data integrity. Participate in health information meetings, coordinating activities and audit preparation. Making sure that the quality of data collected is not compromised and statistics is submitted within time frames. Extract data from Medicom and other available for capturing, scheduling members in general. Co-ordinating training of data collectors on statistics issues. Maintain electronic records of all data collected. Administrative roles and filing of proper documents. Manage KPA of team members.
- ENQUIRIES APPLICATIONS** : Mrs. F. Zitha Middle Manager: ICT. Tel: 011 891 7317.
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillanceas required in the HBA at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore, Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From HR. 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: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle

Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference.

- CLOSING DATE** : 24 December 2021
- POST 43/143** : **SOCIAL WORKER GRADE 1 NGO GOVERNANCE COMPLIANCE TEAM)**
REF NO: EHD2021/12/07 (1 POST)
Directorate: Mental Health Services (NGCT)
Re-Advertisement
- SALARY** : R261 456 per annum (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Bachelor's Degree in Social Work. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Registration with the SACSSP (proof of first and current annual registration to be attached). The applicant to have less than 10 years relevant experience as a Social Worker. Applicant must be in possession of a valid South African driver's license. Knowledge of Mental Health legislation and related legal and ethical practices, PFMA and Public Service Act and Regulations. Good communication, interpersonal, Computer literacy, financial and human resource management skills. Experience in community mental health social services and/or health care social work would be an added advantage. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills.
- DUTIES** : Provision of Social Work services regarding care, support, protection and development of vulnerable individuals, groups, families and communities through relevant Programs. To render designated outreach service as well as participate in Crisis intervention within the District. Conduct assessment audits and support to all licensed NGOs and Substance abuse Centres. Participate in yearly Adjudication for non-compliant NGOs. To perform administrative functions required of the job. Ensure regular Mental Health training in the facilities within the District. Participate in admissions, transfers and placements of users to relevant institutions for rehabilitation, treatment and care.
- ENQUIRIES** : Ms T. Ndlovu Tel (011) 876-1717/083 488 0735
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : This post is a re-advertisement, applicants who applied previously are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 21 December 2021
- POST 43/144** : **ADMINISTRATIVE OFFICER REF NO: EHD2021/12/08 (1 POST)**
Directorate: Primary Health Care
- SALARY** : R261 372 per annum (plus benefits)
CENTRE : Ekurhuleni Health District (Nokuthela Ngwenya CHC)
REQUIREMENTS : Grade 12 Certificate or equivalent qualification with minimum of 5 years' experience in patients' administration or National diploma/degree in administration with 3 years' experience in patients' administration. Must have knowledge in records management, have good communication skills and computer skills certificate will be an added advantage. Driver's license is essential.
- DUTIES** : Perform administrative duties, relating to client's records. Planning and organizing operations of the junior administration clerks and data capturers.

Management of waiting time. Compliance to ideal clinic and national core standard. Provide secretarial services in the facility. Implement and monitor booking system, retrieval of files, file flow and HPRS system. Order and monitor stock ensuring availability of stationery and other consumables in the facility. Write memos, letters and any other documents as requested by the Supervisor. Manage and support patients and staff services in the facility. Perform all other duties as delegated by the Supervisor/Manager.

ENQUIRIES : Ms. NC Skosana Tel No: (082) 476 5214
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 21 December 2021

POST 43/145 : **PROFESSIONAL NURSE GRADE 1 REF NO: EHD2021/12/09**
(2 Months Contract)
Directorate: Primary Health Care (School Health)

SALARY : R260 760. per annum
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. **Grade 1**: less than 10 years relevant experience as a Professional Nurse after registration with SANC. Driver's license is essential. Current proof of registration with SANC.

DUTIES : Provision of health education to learners and parents about the importance of immunizations. Conducting health screening of learners according to the Integrated School Health Policy (ISHP). Provision of School Based Immunization (HPV, Tetanus Toxoid) and deworming of learners. Recording and capturing of all the immunized grade 5 girls and other learners.

ENQUIRIES : Ms K.R Monyanyedi. Tel No: (011) 876 1810
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 21 December 2021

POST 43/146 : **ADMINISTRATION CLERK REF NO: REFS/012602**
Directorate: Information Management Unit

SALARY : R176 310.per annum (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Grade 10 or equivalent or a Grade 12 or equivalent. Knowledge of a limited range of work procedures and elementary clerical duties such as; Administration. Data capturing, Administration procedures relating to specific working environment including norms and standards. Reporting procedures. How to do basic research/ gather information. Knowledge of DHMIS Policy, Batho Pele and Six Ministerial priorities. Skills: Mathematical skills, Organising. Ability to perform routine task. Ability to operate computer (Microsoft Package. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: A minimum of 1-year experience in Information Management. experience in the use of MEDICOM or PAAB system.

DUTIES : The incumbent will be responsible for accurate capturing of daily, weekly and monthly data. Follow up on data reconciliation process and provide feedback for corrections. Perform other administrative duties. Ensure proper filling system. Run system reports. Attend to data request as per departmental information to stakeholders and be able to attend data meetings.

ENQUIRIES : Ms. J. Mokgaotsi Tel No 011 488 4527

APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supportthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender, and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of I.D, Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

CLOSING DATE : 20 December 2021

POST 43/147 : **STAFF NURSE GRADE 1 REF NO: EHD2021/12/10**
Directorate: Primary Health Care

SALARY : Grade 1: R173 952. per annum (plus benefits)

CENTRE : Ekurhuleni Health District (SSDR)

REQUIREMENTS : Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients' Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver's License will be an added advantage.

DUTIES : Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms N.E Ndou Tel No: (011) 878 – 8540

- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 21 December 2021
- POST 43/148** : **STAFF NURSE GRADE 1 REF NO: EHD2021/12/11**
Directorate: Primary Health Care
- SALARY** : Grade 1: R173 952.per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District (NSDR)
- REQUIREMENTS** : Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver’s License will be an added advantage.
- DUTIES** : Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.
- ENQUIRIES** : Ms G.S Mateza Tel No: (011) 565 – 5160
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 21 December 2021
- POST 43/149** : **STAFF NURSE GRADE 1 REF NO: EHD2021/12/12**
Directorate: Primary Health Care
- SALARY** : Grade 1 R173 952. per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District (ESDR)

- REQUIREMENTS** : Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients' Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver's License will be an added advantage.
- DUTIES** : Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.
- ENQUIRIES APPLICATIONS** : Ms J.F Joubert Tel No: (011) 737-9746
Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 21 December 2021
- POST 43/150** : **DENTAL ASSISTANT GRADE 1 REF NO: EHD2021/12/13**
(Re-Advertisement)
Directorate: Oral Health
- SALARY CENTRE REQUIREMENTS** : R170 955. per annum (plus benefit)
Ekurhuleni Health District
Grade 12 or equivalent qualification, Dental Assistant certificate from recognized institutions, registration with HPCSA, proof of current registration with the HPCSA, copy of an ID document. A driver's license will be an added advantage.
- DUTIES** : The incumbent should have knowledge of dental assisting including infection and prevention control, chair side assisting (four-handed dentistry), maintaining of equipment, stock control, knowledge of materials and instruments and conducting inventory. The person will work in the dental surgery in clinics, mobiles, correctional services, institutions and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. The person will also be doing relief duties in other clinics, prisons, mobile and institutions. He or she will be assisting the oral hygienist at schools as well as in the clinics. The person will also be rotating within the sub-districts.
- ENQUIRIES APPLICATIONS** : Mr L.B Mudau, Tel No. (011) 876-1759
Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : This post is a re-advertisement, applicants who applied previously are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the

internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 21 December 2021
- POST 43/151** : **MEDICAL SPECIALIST REF NO: REFS/012595**
Directorate: Anaesthesia
- SALARY** : Grade I: R532.00 (per hour)
: Grade II: R608.00 (per hour)
: Grade III: R706.00 (per hour)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : **Grade I** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Anaesthesia. Registration with the HPCSA as Medical Specialist in Anaesthesia. No experience required after registration with the HPCSA as Medical Specialist in Anaesthesia. Must be willing to do sessions at CMJAH cluster hospitals. **Grade II** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Anaesthesia. Registration with the HPCSA as Medical Specialist in Anaesthesia and proof of current registration. A minimum of 5 years' appropriate experience as Medical Specialist in after registration with the HPCSA as Medical Specialist in Anaesthesia. **Grade III** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Anaesthesia. Registration with the HPCSA as Medical Specialist in Anaesthesia and proof of current registration. A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Anaesthesia. Candidates will be required not to do 80hours per month.
- DUTIES** : Provide comprehensive anaesthesia care to surgeons from all surgical disciplines at Charlotte Maxeke Johannesburg Academic Hospital and all of its cluster hospital during core hours.
- ENQUIRIES** : Prof. E. Oosthuizen Tel No: 011 481 4327
- APPLICATIONS** : Applications should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/> and it should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and females, Indian Females and White females are encouraged to apply.
- CLOSING DATE** : 20 December 2021
- POST 43/152** : **COUNCILLOR GRADE 1 – GRADE 3 (SESSION) REF NO: EHD2021/12/15**
Directorate: Mental Health Services (NGCT)
- SALARY** : Grade 1: R279.00 per hour
: Grade 2: R319.00 per hour
: Grade 3: R361.00 per hour

- CENTRE REQUIREMENTS** : Ekurhuleni Health District
 : Bachelor's Degree with psychology as a major; Registration with professional body such Council for counsellors SA (CCSA); Association for Supportive Counsellors and Holistic Practitioners (ASCHP) or Health Professions Council of SA (HPCSA) as Registered Counsellor; minimum of 12 months relevant experience; Valid driver's license is essential. **Grade 1:** Less than 8 years relevant experience required after registration with the Council for counselors SA (CCSA); Association for Supportive Counselors and Holistic Practitioners (ASCHP) or Health Professions Council Of SA (HPCSA) Councillor. **Grade 2:** At least 8 years, but less than 16 years, relevant experience after registration with the Council for counselors SA (CCSA); Association for Supportive Counselors and Holistic Practitioners (ASCHP) or Health Professions Council of SA (HPCSA) HPCSA as a Councillor. **Grade 3:** 16 years and more relevant experience after registration with the Council for counselors SA (CCSA); Association for Supportive Counselors and Holistic Practitioners (ASCHP) or Health Professions Council of SA (HPCSA) as a Councillor.
- DUTIES** : Provide general psychological services within the clinics including and not limited to: screening patients for mental health challenges and developing referral pathways; debriefing or trauma- counselling to patients visiting the health facilities; provide psycho-education and supportive counselling; establish and conduct support groups sessions, assist psychology team with awareness campaigns; participate actively in training and development initiatives; work closely with the Clinical psychologist; provide outreach services and promote the prevention of mental health disorders.
- ENQUIRIES APPLICATIONS** : Dr B.J.K Motshwane Tel No: (011) 876-1717
 : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration
- CLOSING DATE** : 21 December 2021

GAUTENG PROVINCIAL TREASURY

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



- APPLICATIONS** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on the Following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za
- CLOSING DATE** : 20 December 2021
- NOTE** : Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the

reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. You need to fill in all sections of this form completely, accurately and legibly.

MANAGEMENT ECHELON

- POST 43/153** : **DIRECTOR: RISK AND COMPLIANCE AUDIT REF NO: 2021/12/5**
Directorate: Gauteng Audit Services
- SALARY** : R1 057 326 per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Internal Audit/ Auditing/ Accounting. A professional qualification CIA/CA would be an added advantage. 7 years' experience in Internal Audit with 5 years of experience at middle/senior managerial level in Internal Audit.
- DUTIES** : Preparation of a strategic "business plan" for the Sub-unit taking technical, human resource, administrative and financial aspects into consideration. Compile an audit coverage plan and three-year rolling plan for each department in the cluster, agree the plans with the Accounting Officer of the department and obtain Audit Committee approval of the audit plans. Liaising with and reporting to the Audit Committees. Management of long-term strategic risk-based audit plan based on cluster specific audit strategies. The strategic plan should be based on a formalised plan to address the risk identified by risk assessments of the department in the cluster. Quarterly review of long-term plans achievements, amendments, etc. will be done. Detailed knowledge of the Public Finance Management Act (PFMA) and other relevant legislation. Knowledge of international developments and standards in these areas.
- ENQUIRIES** : Ms B. Mtshizana Tel No: 011 227-9000
- POST 43/154** : **DIRECTOR: QUALITY ASSURANCE REF NO: GPT/2021/12/6**
Directorate: Gauteng Audit Services
- SALARY** : R1 057 326. per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Auditing/ Accounting and Certified Internal Auditor (CIA). 7 years of Internal Quality Assurance within the internal audit environment and related experience with five years management experience. Knowledge of PFMA, and other relevant legislation. Knowledge of developments and standards within the Internal Audit field. Knowledge of GAAP/ GRAP and IAS.
- DUTIES** : To manage the Internal Audit quality assurance and related services. Plan and implement an internal quality assurance programme. Compile and negotiate

Service Level Agreements (SLA's) with departments. Compile and update the internal audit standards, operations and administrative manuals. Liaison with Manager and audit staff. Monthly reporting concerning expenditure. Preparing and monitoring cluster budgets. Ensuring that staff receive adequate training and that technical expertise are maintained. Appraisal of cluster staff in line with the current approved staff appraisal system. Co-ordinate the compilation a strategic plan for internal audit over a five-year period and updating the plan on an annual basis. Issue monthly progress to clients. Be responsible for the Human Resource Management and financial resources of the cluster as delegated to the Client Manager (leave, bursaries, recruitment, etc). Identify recruitment requirements for the cluster as per the approved staff structure and participate in the interview and selection of new staff. Responsible for quality assurance of all audit work performed in the cluster. Manage the internal audit content on the departmental intranet. Manage and monitor the internal audit infrastructure. Perform the research and development function within audit field.

ENQUIRIES : Ms. B Mtshizana Tel No: 011 227 9000

POST 43/155 : **DIRECTOR: DATA MANAGEMENT REF NO: GPT/2021/12/7**
Directorate: Sustainable Fiscal Resource Management

SALARY : R1 057 326. per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Johannesburg

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Finance / Economics. A postgraduate qualification will be an added advantage. 5 years' experience at Middle/Senior Management level. 5 - 10 years' experience in data management. Sound and in-depth knowledge of relevant prescripts, application and understanding of legislative framework governing the public service. Strategic leadership, problem solving and decision making, analytical skills, research skills, programme and project management, business acumen, good interpersonal skills and communication skills. Planning, organising and co-ordination, report writing skills. People management skills, facilitation skills and database management. Proven ability to work and deliver in a highly pressured environment.

DUTIES : Collect, evaluate and consolidate financial and non-financial data; Provide support and training to provincial departments to use template and formats; Develop and manage common network drive; Develop and maintain data models (IYM), Personnel and revenue models; Assist in the compilation of monthly in year Monitoring reports, and MTEF database including the updating and preparation of tools for the budget process; Effective management of the data management unit.

ENQUIRIES : Ms. B Mtshizana Tel No: 011 227 9000

OTHER POSTS

POST 43/156 : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: GPT/2021/12/8 (3 POSTS)**
Directorate: Gauteng Audit Services

SALARY : R744 255. per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Johannesburg

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Auditing/ Accounting. CIA will be an added advantage. 3 – 5 years' experience at supervisory level in Internal Quality Assurance in the internal audit environment. Knowledge of PFMA and generic legislation, GRAP statements Corporate Governance, Risk Management IIA standards, best practise internal controls.

DUTIES : To assist the Quality Assurance Director in quality assurance management and reviews, software administration and methodology maintenance. Planning of the quality assurance and software projects in the cluster. Preparation of budgets and resource plane to meet the requirements, planned and ad hoc reviews. Develop, implement, integrate and maintain methodologies. Implementation of the relevant sections of the operational plan for the cluster. Prepare and maintain adequate working papers and of good standard. Interviews/meetings with the client as and when required. Compliance with

GAS administrative requirements. Review of time records to monitor time spent against work done. Control of the day-to day running of the projects. Provision of input to the Quality Director for the overall management of the cluster. Preparation of weekly progress reports for submission to senior management. Interviews for recruitments of staff for the cluster. Chair and administer monthly technical committee meetings. Initiate and ensure action pertaining to TC meeting is performed. Perform regular quality assurance reviews for each GAS supervisor and sub-unit. Report on findings and recommendation per quality assurance reviews. Develop and implement methodologies for quality control and review of the project. Quality control review of all updates and changes to audit software, programmes and methodology. Effect changes to all software templates and methodologies. Overall responsibility for audit software and methodology. Work with the training manager to develop and implement a training programme for audit software and methodologies. Participate in the GAS induction programme or other training sessions as required. Maintain adequate and up to date database of all training aspects, methodologies and software. Collate all GAS methodologies and ensure all aspects of software utilised.

ENQUIRIES : Ms. Baleseng Sedibe Tel No: 011 227 9000

POST 43/157 : **ASSISTANT DIRECTOR: FISCAL POLICY ANALYSIS REF NO: GPT/2021/12/9**

Directorate: Sustainable Fiscal Resource Management

SALARY : R382 245.per annum (plus benefits)
CENTRE : Johannesburg

REQUIREMENTS : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Finance/ Economics. 3 - 5 years' experience at a functional level in Finance/ Economics. Knowledge of MS Word, Excel, PowerPoint, Research analysis. Skills in writing, problem solving and a team player.

DUTIES : To manage the optimization and expansion of provincial revenue estimates. Provide support with monitoring/ implement of revenue enhancement strategy; Provide input into the transparent and effective revenue management process; Provide inputs into the development of debt management policy and other policies relating to revenue and revenue management; Conduct and support determination of own revenue estimates, in year revenue adjustments for the MTEF; Assist departments to explore on all potential revenue sources.

ENQUIRIES : Ms. Baleseng Sedibe Tel No: 011 227 9000

POST 43/158 : **BUSINESS INTELLIGENCE DEVELOPER: SYSTEM SUPPORT: REF NO: GPT/2021/12/10**

Directorate: Financial Governance

SALARY : R382 245per annum (plus benefits)
CENTRE : Johannesburg

REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Computer Sciences or Information Technology of Informatics or Financial Information Systems or Finance or Statistics, Mathematics related qualification. 3-5 years' experience in database design, data modelling and the normalization of data structures in SQL (Structured Query Language) and writing custom queries, views and triggers and building tools for online analytical processing (OLAP cubes). Knowledge of Server Integration Services (SSIS), Data Validation, Visual Basics & NET. Ability to work independently as well as across teams

DUTIES : Oversee and manage the reporting of compliance measures and whether applicable laws/ regulations are followed throughout the system development life cycle Oversee and monitor of data actions audit findings and the management of responses. Oversee and monitor the management of internal controls in line with the existing applications. Ensure that the server processes and services continue to run and operate in the most efficient manner. Develop statistical analysis, forecasting, predictive modelling, prescriptive analytics simulation and optimization to discover trends, opportunities and threats. Facilitate optimized and predictive decision-making throughout the value chain. Building, maintaining and optimizing decisioning systems using advances statistical and predictive modelling techniques. Maintain and support data analytics platforms. Manage production environment through building, maintaining and monitoring load processing according to operational level

agreements/ Data Engineering (extractions, transformations, loading patterns. Descriptive analytics (ability to extract insights and trends from data based on requirements). Prepare action plans of continuous data clean-up and integrity project. Continuous improvement of applications to ensure stability, quality reporting and performance optimization. Build and manage the infrastructure (e.g. frameworks, algorithms, models tools and systems). Support existing integration and reporting solutions in the production environment by analyzing problems reported by users and track down their cause through debugging techniques and discussions with other team members. Developing test cases for data monitoring. Manipulating of data using Python. Training of users on new existing BI platforms. Build, leads or participates in the development and implementation of statistical models and sampling plans for application in validation. Designing, developing, testing and maintaining data architectures. Preparing data for descriptive, predictive and prescriptive modelling. Automating repetitive and manual processes related with the data usage.

ENQUIRIES : Mr. Sihle Hlomuka Tel No: (011) 227-9000

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : must be delivered: to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to P.O Box X83, Marshalltown, 2107 or submitted electronically through <https://professionaljobcentre.gpg.gov.za/>. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position.

CLOSING DATE : 20 December 2021

NOTE : All shortlisted candidates will be subject to pre-employment screening (vetting). Preference will be given to women and Persons with disabilities. Applicants must complete, initial and sign Z83 form. All applicants must submit copies of qualifications, Identity Document, and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the Human Resources division regarding the requirements for certified documents will be limited to the shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the date of the interview.

OTHER POSTS

POST 43/159 : **DEPUTY DIRECTOR (REGIONAL MANAGER) REF NO: REFS/012559 (04 POSTS)**
Branch: Roads Maintenance and Fleet Service

SALARY CENTRES : R744 255. per annum (Level 11) (all-inclusive remuneration package)
Sedibeng (1 Post)
West Rand (1 Post)
Motsweding (1 Post)
Tshwane (1 Post)

REQUIREMENTS : National Diploma in Civil Engineering or equivalent NQF Level 6 qualification. 5 years' relevant experience in Road Construction and Maintenance field of which at least 3 years must have been at the level of Assistant Director or equivalent. A working knowledge and understanding of the government regulatory frameworks and policies governing public transport and roads. A working knowledge and experience in the engineering related technical field will be an added advantage. Managerial and people management skills. Teams Management. Extensive human relations skills. Computer literate. A valid code 08 driver's license.

DUTIES : Manage personnel, budget and projects. Manage and plan maintenance projects and activities within the Region. Oversee contractors for outsourced road maintenance work. Manage and monitor all roads projects in the region and manage contractors and spending. Assign roads works daily schedule and produce weekly and monthly reports. Manage Regional Office Support services. Manage the goals and objectives and resources of the Region. Conducting and submit timely performance evaluations. Ensure that works is planned for maintenance in the regions. Ensure that illegal work with road reserves is monitored, reported, and stopped.

ENQUIRIES : Ms. L.J. Dhlamini Tel No: (011) 355-7125

POST 43/160 : **DEPUTY DIRECTOR: FINANCIAL SUPPORT REF NO: REFS/ 012552 (01 POST)**
Branch: Financial Accounting

SALARY : R744 255. per annum (Level 11) (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma in Commerce/ Accounting, Financial Management or equivalent NQF level 6 qualification. 5 years' relevant experience in financial accounting field of which at least 3 years must have been at the level of Assistant Director or equivalent. Thorough knowledge of accounting principles and standards in the public sector is essential and extensive knowledge of the Public Finance Management Act, Treasury Regulations, SAP and BAS. Finance related experience, computer literate, report writing, understanding of expectations of various stakeholders. Proven leadership skills, sound interpersonal skills, ability to work under pressure, willingness to work long hours as and when required, good communication skills both verbal and written and analytical skills. The incumbent must have a Code 08 driver's license.

DUTIES : Ensure the section runs efficiently at all times. Sound management and control of the Financial Support sub-directorate. Ensure suspense accounts are monitored and cleared on a monthly basis. Deal with month and year-end financial processes. Perform monthly revenue reconciliations per line item. Perform analytical reviews on both expenditure and revenue accounts. Ensure adherence to petty cash policy and proper administration of petty cash across the Department. Ensure interdepartmental receivables and payables are confirmed timeously. Compilation of accurate and complete monthly, quarterly and annual financial statements (IFSs and AFSs), and ensure the financial reports are submitted on or before the stipulated deadlines in accordance with National Treasury guidelines and PFMA. Assist in the administration of the debt account of the Department and responding to internal and external audit queries.

ENQUIRIES : Mr. T. Mokete, Tel No: (011) 355-7473

POST 43/161 : **DEPUTY DIRECTOR: FINANCIAL CONTROL REF NO: REFS/012553(01 POST)**
Branch: Financial Accounting

SALARY : R744 255.per annum (Level 11)(all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma in Financial/ Management Accounting or equivalent NQF level 6 qualification. 5 years' relevant experience in Financial or Management Accounting of which at least 3 years must have been at the level of Assistant Director or equivalent. Proven management experience. In-depth knowledge of the Public Finance Management Act, Treasury Regulations, Procurement reforms, SAP and BAS. Computer literacy, proficiency in writing and excel. Good planning and organizational skills. Good communication skills (written and verbal), understanding of expectations of various stakeholders. Sound interpersonal and analytical skills, ability to work under pressure, and willingness to work long hours as and when required. The incumbent must have a Code 08 driver's license.

DUTIES : Assist in providing strategic support to the Director Financial Accounting to ensure delivery and implementation of planned work, and proactively foster a high-performance culture. Put measures in place to ensure valid claims or invoices are paid timeously. Implement mechanism to effectively manage and minimize accruals. Timeous processing of travel and subsistence advances and clearance of relevant suspense accounts. Put measures in place to prevent and detect fruitless and wasteful expenditure. Assist in the development of policies, strategies, guidelines and tools to ensure effective monitoring. Preparation and consolidation of monthly finance reports, additionally, ensure monthly reports are submitted on predetermined dates. Reconcile payment stubs, payment runs and bank account as part of sound cash management. Prepare monthly cash flow projections and daily management of the PMG Account. Ensure fund requisitions are prepared timeously on weekly basis. Act as a mentor and supervisor to junior staff. Ensure performance agreements and evaluations are finalized timeously within the Finance Control sub-unit. Ensure adherence to policies, regulations and instruction notes. Respond to internal and external audit queries as well as all

		enquiries from various committees, and engage with key stakeholders to ensure we bridge the expectation gap Mr. T. Mokete, Tel No: (011) 355-7473
<u>ENQUIRIES</u>	:	
<u>POST 43/162</u>	:	<u>SPECIALIST: HIV, AIDS, STI& TB (HAST) REF NO: REFS/012566 (01 POST)</u> Branch: Organisational Development and Human Resources Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255. per annum (Level 11) (all-inclusive remuneration package) Johannesburg National Diploma in Social Sciences or equivalent NQF Level 6 qualification. Registration with relevant professional Council/RPL Certificate in relation to the post. 5 year's relevant experience in Employee Health and Wellness/EAP field of which at least 3 years must have been at the level of Assistant Director or equivalent. Knowledge and understanding of Employee Health and Wellness theory, practice and management. Knowledge of DPSA Employee Health and Wellness Framework and related policies e.g. Health and Productivity, Wellness management, HIV, AIDS, STI& TB, SHERQ, PILIR, Mental Health Policy Framework, NSP and Policy on Reasonable Accommodation and Assistive Devices for Employees with Disabilities in the Public Service. Knowledge of Human Resource and Organisational Development policies, procedures and guidelines. Relevant Human Resource legislation e.g. BCEA, LRA, EEA, SDA, OHSA; COIDA. A Valid Drivers' license and must be computer literate. Proficiency required in Microsoft Office Suite (especially Excel, Word, PowerPoint).
<u>DUTIES</u>	:	To manage and promote HAST prevention. Develop and implement interventions for reduction of vulnerability to HIV and TB infection and all modes of HIV transmission. To facilitate provision of Treatment Care and Support. Provide access to HIV Counselling and Testing, promote adherence to counselling and regular HIV testing, including those with active TB disease. To promote Conducting of research, monitoring and evaluation. Develop and implement data management system for NSP indicators developed to generate quarterly and annual reports. To promote human rights and access to justice. Manage and conduct workshops and campaigns to address matters relating to unfair discrimination, unfair treatment and stigma against people living with HIV and AIDS and related ailments. Manage compilation of management reports as required. To manage COVID-19 management interventions. Present monthly, quarterly and annual reports for the purpose of appropriate reporting by management as required. Manage the resources of the HAST programmes. Supervise and manage staff.
<u>ENQUIRIES</u>	:	Ms. T. Odame-Takyi, Tel No: (011) 355-7490
<u>POST 43/163</u>	:	<u>SPECIALIST: EMPLOYEE HEALTH AND WELLNESS REF NO: REFS/012567 (01 POST)</u> Branch: Organisational Development and Human Resources Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255. per annum (Level 11) (all-inclusive remuneration package) Johannesburg National Diploma in Social Sciences or equivalent NQF Level 6 qualification. Registration with relevant professional Council. 5 year's relevant experience in Employee Health and Wellness/EAP (RPL Certificate) field of which at least 3 years must have been at the level of Assistant Director or equivalent. Knowledge and understanding of Employee Health and Wellness theory, practice and management. Knowledge of DPSA Employee Health and Wellness Framework and related policies e.g. Health and Productivity, Wellness management, HIV,AIDS,STI& TB, SHERQ, PILIR, Mental Health Policy Framework, NSP and Policy on Reasonable Accommodation and Assistive Devices for Employees with Disabilities in the Public Service. Knowledge of Human Resource and Organisational Development policies, procedures and guidelines. Relevant Human Resource legislation e.g. BCEA, LRA, EEA, SDA, OHSA; COIDA. A Valid Drivers' license and must be computer literate. Proficiency required in Microsoft Office Suite (especially Excel, Word, PowerPoint).
<u>DUTIES</u>	:	To promote disease and chronic illness management. Conduct awareness programmes on the functions and purpose of health surveillance and the relevant laws and regulations. To promote the management of Mental Health and Psychosomatic illnesses. Develop and implement a toolkit for Mental

Health Promotion in the workplace which looks at practical steps for addressing mental health. To manage injury on duty and incapacity due to ill health. Put measures in place to integrate Health Risk Assessments and Management and Productivity Management. To promote occupational health education and promotion. Provide information on health care options to employees to exercise more control over their own health and over their environments, and to make choices conducive to health. To manage resources of the programme. Supervise and manage staff.

ENQUIRIES : Ms. T. Odame-Takyi, Tel no: (011) 355-7490

POST 43/164 : **DEPUTY DIRECTOR: ASSET MANAGEMENT AND DISPOSAL REF NO: REFS/012574 (01 POST)**
Branch: Asset Management and Disposal

SALARY : R744 255 per annum (Level 11) (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma Commerce in Accounting, Financial Management or equivalent NQF level 6 qualification. 5 year's relevant experience in financial accounting field of which at least 3 years must have been at the level of Assistant Director or equivalent. Thorough knowledge of accounting principles and standards in the public sector is essential and extensive knowledge of Public Finance Management Act, Treasury Regulations, SAP and BAS. Assets Management related experience, computer literate, report writing, understanding of expectations of various stakeholders. Proven leadership skills, sound interpersonal skills, ability to work under pressure, willingness to work long hours as and when required, good communication skills both verbal and written, analytical skills, and strong computer literacy. The incumbent must have at least Code B driver's license; Government Immovable Asset Management Act (GIAMA); Movable assets policies and procedures; Life cycle costing utilising various techniques; Principles and practice of asset management ; Standard chart of accounts; Tools and techniques for asset verification; Tools and techniques for the performance measurement of immovable assets.

DUTIES : Ensure the section runs effectively at all times, sound management and control of the Asset Management unit, Compilation of accurate and complete monthly, quarterly and annual asset management reports for incorporation in the AFSs, and ensure the financial reports are submitted on or before the stipulated deadlines in accordance with National Treasury guidelines and PFMA. Develop and oversee the implementation of the asset management system, Develop and maintain asset registers, including; acquisitions, maintenance management, transfers and valuations. Develop asset needs assessment, acquisition management, operational and disposal plans. Execute and monitor the implementation of the asset acquisition, maintenance and disposal plans. Plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies, and update the asset register. Prepare a business plan for the life cycle of assets and recommendations on the most appropriate asset solution. Establish and execute a performance measurement system to evaluate the effective utilization of assets; Provision of secretariat function to the asset disposal committee.

ENQUIRIES : Mr. T. Mokete, Tel No: (011) 355-7473

POST 43/165 : **ASSISTANT DIRECTOR: STRATEGY AND MEDIA LIAISON REF NO: REFS/012535 (02 POSTS)**
Branch: Communications and Liaison

SALARY : R382 254 per annum (Level 9) (plus 37% in lieu of benefits)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma in Journalism, Media Studies or Communication equivalent NQF Level 6 qualification. A minimum of 3 years' relevant experience in the Communications environment of which 2 years must be at supervisory level. Proven experience in writing articles, content development and social media management. Understanding and knowledge of the media and strategy environment. Experience in the Public Service would be an added advantage. Valid driver's license. Competencies: Computer literacy especially the MS Office Suite Package. Ability to work under pressure and outside normal office

- hours. Ability to Multi-task on multiple projects. Leadership skills: Guide, develop and motivate others. Conflict management.
- DUTIES** : Content Development for briefing notes, statements and advisories. Social Media Management-Update real time content on all social media platforms and respond to queries. Assist with the Development of the Department's Annual Communication Plan. Research, verify and ensure shared content is accurate. Distribute Media Statement and Advisories. Update Media Database on a regular basis. Daily Media Monitoring and Research. Analyse media coverage of the Department's activities and compile reports on the state of media coverage. Assist with the development of content for the Department's Communication Strategy and Memos. Promote the Department's brand and its range of services through pro-actively crafting newsworthy messages. Facilitate responses to media queries, coordinate press briefing events and write media fact sheets. Develop content and facilitate placement of advertorials in the media. Compile weekly, monthly and quarterly reports as well as manage the sub-directorate budget
- ENQUIRIES** : Ms. M. Madiba Tel No: (011) 355-7093

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

- APPLICATIONS FOR ATTENTION** : forwarded to 35 Rissik Street, Surrey House, Johannesburg 2000
- CLOSING DATE** : Ms. Christinah Molubi, Tel No: 011 355 2606
- NOTE** : 24 December 2021
- : Applications should be submitted manually or posted using new Z83 form accompanied by CV and copies of qualifications, Identity documents and any other relevant documents. Driver's license (where appropriate). Such copies need not be certified when applying for a post. Certified documents will be required from shortlisted candidates. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application form which can be downloaded at www.dpsa.gov.za-vacancies. From 01 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the right to withdraw posts if by doing so, the interests of the Department will be best served.

OTHER POSTS

- POST 43/166** : **ASSISTANT DIRECTOR- EMPLOYEE RELATIONS REF NO: REFS / 012604**
Directorate: Human Capital Management
- SALARY** : R382 245 per annum (Plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : National Diploma / Degree in Labour Relations/ Labour Law/ Human Resource Management specializing Labour Relations/Employment Relations. 3 – 5 years' experience in Labour Relations field. A valid driver's license Skills and Competencies; Problem solving skills. Excellent verbal and written communication. Planning, organizing and time management. Policy analysis and development. Investigation skills, Report writing. Knowledge: Ability to work under pressure and people's management. In depth knowledge and understanding of all relevant Public Service Legislative Frameworks, Regulations and Prescripts. Understanding of role of Business Units and Subunits. GPG delivery priorities.
- DUTIES** : Coordinate and handle all misconduct cases in the Department promptly and effectively. Finalize all grievances and complains received from employees in the Department timeously. Provide support in terms of representing the Department at the Provincial Bargaining Chamber. Develop and manage the information and records of all activities in the Employment Relations unit and capturing of cases on PERSAL. Accurately update the case management system. Provide training and advocacy relating to Employment Relations. Proving guidance and conducting comprehensive investigations for all complex and escalating issues or those representing significant risk to the Department. Coordinate effective collective bargaining within the Department by ensuring healthy working relationship and engagement with the recognized trade unions. Assist in the management of strike within the Department. Perform

- timeous resolution of disputes and escalate to the unit Manager where appropriate. Ensure procedural and substantive compliance in the management of grievance. Competently represent the Department at external disputes resolution forums.
- ENQUIRIES** : Ms. Christinah Molubi, Tel No: 011 355 2606
- POST 43/167** : **ASSISTANT DIRECTOR- RECRUITMENT AND SELECTION REF NO: REFS / 012606**
(12-months contract)
Directorate: Human Capital Management
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (plus 37% in lieu of benefits)
: Johannesburg
: Minimum grade 12 plus a Diploma/Degree in Human Resource Management/ Public Management / Industrial Psychology. 3 – 5 years' relevant experience. Skills; Planning and Organizing, Computer skills, Problem Solving, Conflict Resolution, Facilitation, Interpersonal relationships, Analytical thinking, policy analysis and development. Report writing, Supervising, Budgeting. Knowledge: Administrative systems, Understanding of role of Business units and subunits, Public Service Regulatory Framework. Public Service Legislations and prescripts. GPG delivery priorities.
- DUTIES** : Monitor the implantation of policies, processes and procedures are implemented and adhered to. Ensure the administration of recruitment and selection process and employment of employees. Assist in the compilation of recruitment plans and ensure implementation. Advertising of all vacant posts. Facilitate shortlisting process. Coordinate and facilitate interview process. Appointment of successful candidate. Ensure qualification checks, reference checks and competency assessment are conducted. Management of recruitment team.
- ENQUIRIES** : Ms. Christinah Molubi, Tel No: 011 355 2606
- POST 43/168** : **HUMAN RESOURCE OFFICER: RECRUITMENT AND SELECTION REF NO: REFS /012605 (3 POSTS)**
(12-months contract)
Directorate: Human Capital Management
- SALARY CENTRE REQUIREMENTS** : R261,372. per annum (plus 37% in lieu of benefits)
: Johannesburg
: The successful candidate should have a matric certificate plus a National Diploma/bachelor's degree in Human Resource Management or equivalent qualification. 2-3 years relevant experience in recruitment and selection. Skills: Interpersonal skills. Project management. Technical Analytic skills. Negotiation skills. Planning and organizing skills. Problem solving. Conflict management. Excellent Verbal and written communication. Leadership. Computer Literacy. Report writing. Knowledge: DPSSA Legislation and processes. HR prescripts including delegations. SCR Mandate, vision, mission and values. SACR governance and functional structures. DPSSA Organization Framework.
- DUTIES** : Assist in providing monthly, quarterly, annual report. Assist in compiling the recruitment plan. Assist in compiling the recruitment operational plan. Facilitate the evaluation of jobs to be advertised in consultation with line manager. Set up JE interviews for line managers in consultation with DGF. Sit in all the JE interviews. Draft all recruitment related memorandums (including requests to advertised and create posts additional to the structure amongst others). Job descriptions. Draft adverts using generic Job Descriptions. Ensure adverts are placed in the newspapers and local internet in line with DPSSA regulation. Response handling including, shortlisting in line with DPSSA regulations. Design and compile interview questions. Arrange, coordinate and facilitate the interview process. Compile and submit interviews results for approval to the designated authority. Communicate decisions of interviews to applicants. Compile monthly recruitment progress report.
- ENQUIRIES** : Ms. Christinah Molubi, Tel No: 011 355 2606

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

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

OTHER POSTS

- POST 43/169** : **MEDICAL SPECIALIST – GENERAL SURGERY (GRADE 1, 2 AND 3)**
GENERAL SURGERY-REF NO: GS 62/21
Component: General Surgery
- SALARY** : Grade 1: R1 122 630 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.
Grade 2: R1 283 592.per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form.
Grade 3: R1 489 665. per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form.
- CENTRE REQUIREMENTS** : Greys Hospital: Pietermaritzburg Metropolitan Hospitals Complex
: Senior Certificate or equivalent Appropriate qualification in Health Science (MBChB degree or equivalent) Current registration (2021-2022) with HPCSA as a Specialist General Surgeon and for Independent Practice Appropriate academic qualification registerable with Health Professions Council South Africa as a Specialist General Surgeon Certificate of registration as a Specialist General Surgeon and for Independent Practice **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist **Grade 2** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 3** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Knowledge, Skills, Experience and Competencies: Knowledge of appropriate specialist level procedures and protocols within the field of general surgery with an interest in renal access and Breast and Endocrine surgery Sound knowledge of Human Resource management. Financial Management – monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services
- DUTIES** : Key Performance Areas Participate in the delivery of in-patient and out-patient general surgery service within the Pietermaritzburg Metropolitan Hospitals Complex based at Grey's hospital Management of patients requiring renal access surgery Management of the surgical database inter-disciplinary coordination of the management of general surgery patients supervision of the surgical trainees rotating through the unit ensuring the highest standards of clinical, professional, and ethical behaviour undertake teaching of interns, undergraduate medical students, postgraduate general surgery trainees, and allied health care personnel conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act promote education in cancer prevention. Develop management protocols for the general surgery service in accordance with the Hospital and Department policies; Provide appropriate surgical care to general surgery patients; Maintain the effective and efficient utilisation of human resources in respect of : overseeing and supervising general surgery staff in the execution of their duties; training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of general surgery staff; allocating general surgery personnel to respective wards and call roster Provide measures and guidance on quality assurance to comply with set

quality standards; Incumbent to provide general surgery outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2 Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in all academic and clinical meetings of the general surgery Department; Participate in departmental research activities Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department

- ENQUIRIES** : Dr V Govindasamy Tel No: 033 897 3379
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs M. Chandulal
- NOTE** : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Applicants must submit copies of qualifications, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the of the interview following communication from HR.(c) Curriculum Vitae NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 62/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. The Employment Equity Target For This Post Is: African Male, African Female, Coloured Male
- CLOSING DATE** : 20 December 2021
- POST 43/170** : **MEDICAL SPECIALIST - (GRADE 1, 2 AND 3) REF NO: GS 63/21 (X 2 POSTS)**
Component : Ophthalmology
- SALARY** : Grade 1: R1 122 630. per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.
Grade 2: R1 283 592. per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form.
Grade 3: R1 489 665. per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.
- CENTRE** : Greys Hospital, Pietermaritzburg Hospital Complex
- REQUIREMENTS** : Senior Certificate or Equivalent MBChB or equivalent Medical qualification. Current registration with the Health Professions Council of South Africa as a specialist in Ophthalmology. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Ophthalmology. **Grade 2** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Ophthalmology. **Grade 3** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Ophthalmology. Recommendations Management and administration experience. Experience must include the training and supervision of registrars. Candidates involved

with research will be at an advantage. knowledge, skills, experience and competencies: Competency in vitreo-retinal surgery Advanced knowledge of ophthalmology care. Ability to work as part of a team. Knowledge of relevant Health and Labour legislation. Strong interpersonal and communication skills. Ability to prioritize issues and work related matters. Engage in own research and supervise research of registrars.

DUTIES

: Key Performance Areas: Assistance in the provision of a quality cost effective and efficient 24 hour Ophthalmology service in keeping with Batho Pele Principles. Assist with the training and guidance of medical students, Interns, Medical Officers, Registrars, consultants, optometrists and other staff categories. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff complies with the above. Development of skills in the department with regards to research and instruction. After hour calls are offered at an average of 16 hours per week. NB: Successful applicants might be required to rotate and work in all state facilities in the greater Pietermaritzburg area, not just Greys Hospital.

ENQUIRIES

: Dr CH Kruse Tel N: 033 897 3345

APPLICATIONS

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

FOR ATTENTION

: Mrs M. Chandulal

NOTE

: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Applicants must submit copies of qualifications, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the of the interview following communication from HR.(c) Curriculum Vitae NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 63/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. The Employment Equity Target For This Post Is: African Male, African Female, Coloured Male

CLOSING DATE

: 20 December 2021

POST 43/171

: **MEDICAL SPECIALIST- (GRADE 1,2,3) REF NO: GS 64/21 (X1 POST)**
Component: Anaesthetics

SALARY

: Grade 1: R1 122 630. per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural allowance 18% of basic salary (when posted at Edendale Hospital)
Grade 2: R1 283 592. per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural allowance 18% of basic salary (when posted at Edendale Hospital)
Grade 3: R1 489 665. per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural allowance 18% of basic salary (when posted at Edendale Hospital)

CENTRE

: Greys Hospital, Pietermaritzburg

REQUIREMENTS

: Senior Certificate (Matric) MBChB or equivalent qualification registered with HPCSA FCA (SA) or MMed (Anaes) PLUS Current or pending registration with HPCSA as a "Specialist anaesthesiologist Appointment is only possible after full registration with the HPCSA as a specialist **Grade 1** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Anaesthetics **Grade 2** Experience: 5 Years appropriate experience as Medical Specialist after registration with HPCSA in Anaesthetics. **Grade 3** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA in Anaesthetics. Knowledge, Skills, Experience and Competencies: Sound clinical knowledge within the department of Anaesthesiology. Good communication and human relations Sound knowledge of clinical procedures and protocols within the discipline Assessment and management of patients. Behavioural Attributes Stress tolerance, to work within a team, self-confidence and ability to build and maintain good relationships

DUTIES

: Key Performance Areas To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. Accept responsibility for administration of anaesthesia Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Overtime work will encompass both Critical Care and Anaesthesia call cover at any of the three hospitals in the PMB metropole Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of postgraduate and undergraduate training Participate in postgraduate and other relevant academic / and training programmes. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey's, Northdale and Edendale) Willingness to rotate through ICU for up to 6 months is essential Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital

ENQUIRIES

: Dr Zane Farina Tel No: 033 897 3412

APPLICATIONS

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

FOR ATTENTION

: Mrs M. Chandulal

NOTE

: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Applicants must submit copies of qualifications, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the of the interview following communication from HR. (c) Curriculum Vitae NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 64/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. NB: Please Note: This post would be suitable for candidates who have recently passed their specialist examinations and completed registrar time. If a candidate who is eligible for specialist registration but has not received such registration from the council is successful, the appointment will be at their current salary level. An upgrade to Specialist Grade

1 will be made once registration is received. The purpose of the post is to develop advanced anaesthetic skills. The facility to spend 6 months focusing on Paediatric Anaesthesia mostly at Grey's Hospital, and another 6 months focusing on Critical Care within the first two years of employment will be built into the job description of this post. The Employment Equity Target For This Post Is: African Male, African Female, Coloured Male
20 December 2021

CLOSING DATE

:

POST 43/172

:

MEDICAL SPECIALIST (PSYCHIATRIST) REF NO: UMZ 01/2021 (X 1 POST)

SALARY

:

Grade 1: R1 122,630 per annum
Grade 2: R1 283,592 per annum
Grade 3: R1 489,665 per annum All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules 22% of rural allowance plus commuted overtime (The incumbents will have to sign the commuted overtime contract)

CENTRE

:

Umzimkhulu Psychiatric Hospital

REQUIREMENTS

:

Grade1:Senior Certificate or equivalent qualification, appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current registration with Health Professional Council of South Africa (HPCSA) as a Medical Specialist (Psychiatrist). One year relevant experience after registration as a Medical Specialist (Psychiatrist) with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Senior Certificate or equivalent qualification, appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current registration with Professional Council of South Africa (HPCSA) as a Medical Specialist (Psychiatrist). Five (05) years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist (Psychiatrist). Six (06) years relevant experience after registration as a Medical Specialist (Psychiatrist) with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Senior Certificate or equivalent qualification, appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current registration with Health Professional Council of South Africa (HPCSA) as a Medical Specialist (Psychiatrist). Ten (10) years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist (Psychiatrist). Eleven (11) years relevant experience after registration as a Medical Specialist (Psychiatrist) with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service in South Africa. Knowledge, Skills and Competencies Required: Knowledge of current health and services registration, regulation and policy including medical ethics, epidemiology and statistics. Good communication and leadership skills. Decision making and clinical competency skills and knowledge essential. Sound knowledge of procedures and protocols in Psychiatric set up. Sound knowledge of Psychological, emotional and behavioral disorder. Participate in on call roster. Possess sound knowledge of Human Resource Management. Budget, program planning, implementation and evaluation. Information management and quality assurance programs. Have the ability to evaluate technologies and decide on the cost effective implementation thereof. Ability and experience in teaching, research and administration.

DUTIES

:

Key Performance areas: Render Psychiatric services in the Hospital. Ensure adherence to Professional Medical Standards. Supervise and provide training to other medical officers, interns and nurses. Co-ordinate multi-disciplinary team. Ensure that the environment complies with the Health and Safety Act, that staff adhere to the safety precaution and that staff welfare is maintained to attain optimal productivity, Formulate and manage protocols in accordance with departmental policies that will have a positive impact on the provision of services and ensure that the staff is aware of these, Develop Psychiatry services and provide clinical staff with expert advice and opinion with regard to mental health care, Co-ordinate and support the mental outreach Program, Implement fiscal control measures and guidance on quality assurance to comply with the set quality standards. Recommendations: A valid Driver's

		license, Proof of experience endorsed and stamped by Human Resources (Certificate of Service).
<u>ENQUIRIES</u>	:	Dr. P.A. Songo Tel No: 039-2590 310 EXT: 111
<u>APPLICATIONS</u>	:	Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 OR Drop Off in the application Box, Umzimkhulu Hospital
<u>FOR ATTENTION</u>	:	Mr. E.N. Bangani
<u>NOTE</u>	:	Directions to candidates: The following documents must be submitted: Application for employment form (new Z83 which is effective as at 01 January 2021 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za , Copies of Identity document, Grade 12 certificate or other required tertiary qualification certificate, such copies need not be certified when applying for a post. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications should be accompanied by recent updated Curriculum Vitae, Certificates of service with relevant experience. Applicants must indicate the reference number of the vacancy in their applications, e.g. UMZ 02/2020. Failure to comply with the above instructions will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Applications in possession of foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens / Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	31 December 2021
<u>POST 43/173</u>	:	<u>MEDICAL OFFICER REF NO: OSI MED 05/2021 (1X POST)</u>
<u>SALARY</u>	:	Grade 1: R833 523.per annum Grade 2: R953 049.per annum Grade 3: R1 106 037.per annum In-hospital Areas 18%, all other packages will be structured.
<u>CENTRE</u>	:	Osindisweni District Hospital, Verulam
<u>REQUIREMENTS</u>	:	Grade 1: Senior Certificate STD 10/Grade 12. MBCHB Degree or equivalent qualification PLUS Certificate of registration with Health Professions Council which is HPCSA as a Medical Practitioner Independent Practice PLUS Proof of current registration as an Medical Practitioner with HPCSA (2021/2022). No experience required for South Africans Citizens. One year relevant experience after registration as a Medical Practitioner for foreign applicant and must register with foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Proof of current and previous work experience endorsed and stamped by Human Resource Manager. Minimum Requirements and Experience: Grade 2: Senior Certificate STD 10/Grade 12. MBCHB Degree or equivalent qualification PLUS Certificate of registration with Health Professions Council which is HPCSA as a Medical Practitioner Independent Practice PLUS Proof of current registration as an Medical Practitioner with HPCSA (2021/2022). 05 (five) years' experience required for South Africans Citizens. 06 (Six) years relevant experience after registration as a Medical Practitioner for foreign applicant and must register with foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Proof of current and previous work experience endorsed and stamped by Human Resource Manager. Minimum Requirements and Experience: Grade 03: Senior Certificate STD 10/Grade 12. MBCHB Degree or equivalent qualification PLUS Certificate of registration with Health Professions Council which is HPCSA as a Medical Practitioner Independent Practice PLUS Proof of current registration as an Medical Practitioner with HPCSA (2021/2022). A10 (ten) years' experience required for South Africans Citizens. A (eleven) years

		relevant experience after registration as a Medical Practitioner for foreign applicant and must register with foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Proof of current and previous work experience endorsed and stamped by Human Resource Manager.
<u>DUTIES</u>	:	Manage patients presenting to District level OPD, In-patients services and acute medical Emergencies. Ensure that clinical audits, Standard treatment guidelines and quality assurance initiatives are implemented. Maintain clinical, professional ethical standards related to these services. Enhances uptake to the CCMDD (Chronic Dispensing) program. Ability to make clinical judgement and participate in the process of patients admissions or referral to high level care. Participate in training and supervision of junior staff including interns and Medical Students. Comply with all legal prescripts Acts, Legislatives, Policies, and Circulars, Procedure, Guidelines and code of conduct for Public Service. People with disability and African males are more welcome to apply.
<u>ENQUIRIES</u>	:	Dr. K. Koranteng: Tel No: 032 541 92059269
<u>APPLICATIONS</u>	:	Applications to be forwarded to: Assistant Director: Human Resource Management, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.
<u>NOTE</u>	:	it is the foreign applicant responsibility to provide the proof of SAQA verification of qualifications on application. Failure to comply will be subjected to not being considered or disqualified.
<u>CLOSING DATE</u>	:	24 December 2021
<u>POST 43/174</u>	:	<u>DEPUTY DIRECTOR: AUDIT AND INTERNAL CONTROL: REF NO. G130/2021 (2 POSTS)</u> Cluster: Risk Assurance Management Services
<u>SALARY</u>	:	R744 255 per annum (Level 11) (An all-inclusive MMS salary package)
<u>CENTRE</u>	:	Head Office:
<u>REQUIREMENTS</u>	:	Governance or a National Diploma in Financial Management/ Public Administration: Plus A minimum of five (5) years junior management experience in an Audit/ Risk Management/ Internal Control Environment; Plus Valid Code 8 Driver's License. 08).NB: All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview. Recommendation Completion of an appropriate Management Development Programme will serve as an added recommendation. Previous work experience in Health sector will be an added advantage. Membership with the relevant professional body will be an added advantage. Knowledge, Skills, Training And Competencies Required:- To ensure that all audit related matters both internal and external inclusive of the KwaZulu- Natal Department Head Office and all institutions are addressed, undertaken and finalized as well as provide support to the Department with regards to the co-ordination of all related matters. Undertake Internal Control assessment assignment to ensure compliance with policies, prescript, procedures etc. at the Head Office as well as at institutions in the Department relative to all administrative and sector specific focus areas. Undertake follow-up audits at all institution and Head office components that were subjected to audits by the Auditor- General and the Internal Audit of the KwaZulu Natal Provincial Treasury. Assist managers of the Audited entities with the development and implementation of the necessary action plans/ control measures to address the weaknesses/risks in the control environment. Monitoring of the implementation of the developed action plans to assess the progress made in respect of addressing the matters raised. Conduct tests and evaluations on the effectiveness of the implemented corrective measures and where applicable revise the corrective measures to effectively address the weaknesses in the control environment. Collate, co-ordinate and prepare detailed reports/ responses to the Provincial Public Accounts Committee (SCOPA), to the Finance Portfolio Committee and to the Cluster Audit and Risk Committee. The ideal candidate must possess: Sound knowledge of the legislative prescripts with specific references to the Public Finance Management Act, Treasury Regulations, Public Services Act and other legislation governing the Public Service. The ability to perform within a stressful environment and deal with high work pressure and meeting tight deadlines. The ability to liaise effectively with clients and the relevant stakeholders. Proven initiative, decisiveness, dedication and the ability to acquire new knowledge swiftly. Analytical proven solving and report writing skills to an audit and internal control environment. Excellent interpersonal and communication

skills, both verbal and written. Possess sound knowledge of all administrative and sector specific discipline affecting the operations in a public sector health environment. Extensive knowledge of internal control and/or auditing. Be computer literate with proficiency in MS Word Software Applications. The ability to develop strategy and implement and monitor activities contributing to positive audit outcomes. Experience in developing, implementing and strengthening of internal controls. Planning, Organisational. Project Management, Presentation, and Report writing skills. Strong leadership and managerial skills. High levels of integrity, honesty and diligence. Further, the ideal candidates should be results driven with logical and methodical approach to achieving objectives.

DUTIES

: Key Performance Areas:- Job Purpose The incumbent of this post will report to the Director: Audit and internal Control, and will be responsible for the following:- Ensure the effective and efficient management and utilization of all resources attached to the component, inclusive of physical, financial and human resources. Manage all audit related matters emanating from both internal and external audits, inclusive of the facilitation, reporting and development of remedial activities. Review, research and develop strategies, policies process and system in line with applicable legislation/ frameworks for the strengthening of the internal control environment in the Department. Provide an audit liason function with all oversight committees, the Auditor-General and the Internal Audit unit of the KwaZulu Natal Provincial Treasury. Develop comprehensive Improvement Plans on significant audit findings/risks that were identified during audit and internal control assessments. Perform reviews of audits as well as internal control assessment reports as well as contributing expertise and industry knowledge to ensure that value is added. Ensure that all Internal Control Assessment that are conducted in terms of the Operational Plan are properly scoped, planned, appropriately resourced and executed through close liason with departmental managers.

**ENQUIRIES
APPLICATIONS**

: MISS TC Mngqithi Tel No: 033 328 4002
: All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower

**FOR ATTENTION
NOTE**

: Miss N Mnyandu
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's Licence. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE

: 21 December 2021

<u>POST 43/175</u>	:	<u>ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO: ITSH 21/2021</u>
<u>SALARY</u>	:	Grade 1: R624 216 - R702 549. per annum. Other benefit: 13 cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional)
<u>CENTRE REQUIREMENTS</u>	:	Itshelejuba Hospital (Primary Health Care) Senior Certificate/ Grade 12 or Equivalent qualification, Degree/National Diploma in General Nursing and Midwifery. Post Basic qualification in Primary Health care. Current registration with SANC as a professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 7 years of the period referred above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate /recognisable experience at management level. Drivers licence. Proof of computer literacy with proficiency in MS Office software application (certificate must be attached). Valid driver's license. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Recommendation: Diploma/Degree in Nursing Administration. Knowledge, Skills And Competences Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patients' rights Charter, Batho Pele principles, Public Service Regulation, Grievance Procedures etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Team building and interpersonal relations. Good communication skills and Computer skills.
<u>DUTIES</u>	:	Key Performance Areas: Strategically lead and supervise PHC services to provide quality nursing care within the catchment area. Manage and supervise all PHC units involving all stakeholders. Ensure facilitation of an integrated planning and implementation of al services/programs aligning to those of the department. Ensure that all Priority Programs which include Community Base Model, CCMDD, NHI, OSS and District Development Model etc are implemented and managed accordingly. Facilitate the realization and maintenance of ideal clinic program. Analyse operational imperatives set in the National PHC package, National Norms and standard, Policies and guidelines for implementation of better outcomes. Ensure that nurses are practising in realization of relevant legislative policies and practices as according to SANC, professional and ethical practices. Facilitate data management. Manage all resources. Be in a position to operate under pressure including extended working hours. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Participate in operational Sukuma Sakhe. Support PHC re-engineering by ensuring that outreach teams are functional. Analyse and interpret statistics including PHC programme indicators.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms JN Mthenjana Tel No: 034-4134000
<u>APPLICATIONS</u>	:	All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
<u>NOTE</u>	:	Advertisement and accompanying notes must clearly capture the requirements and drivers licence (Where applicable) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. HR endorsed certificate of service/work experience(c) curriculum vitae with full record of service certified copy of identity Documents not more than three months. Failure to comply with the above instructions will disqualify the applicants. 2. The reference number must be indicated in the column provided on z83. E.g. reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will be acknowledged, however, only the shortlisted applications

will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that those candidates will not be reimbursed for S&T claims for attending interviews. It is the applicant's responsibility to have qualification which is a requirement of the post, evaluated by South African Qualification Authority (SAQA) and to provide proof of such evaluation on the application. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

- CLOSING DATE** : 31 December 2021
- POST 43/176** : **OPERATIONAL MANAGER NURSING (PHC STREAM) REF NO: SHAK 01/2021 (1 POST)**
Component: Shakaskraal Clinic
- SALARY** : R571 242. per annum Plus 8% rural allowance Benefits 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), B. Degree or National Diploma in General nurse & midwifery/ Accoucheur, Current registration with SANC as General Nurse and midwifery /Accoucheur, Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and midwifery and Primary Health Care plus, a minimum of 9 years appropriate/ recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Valid Code EB Driver's license (Code8) Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relations, counseling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Co-ordination and planning skills Ability to assist in formulation of patient care related policies. Recommendations Valid Code EB Driver's license (Code8) Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached
- DUTIES** : Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control, management and allocation of Human and material resources. Facilitate that the clinic has functional clinic committee and ensures community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to EPMDS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyze and interpret statistic including PHC Programme indicators. Participate in Operation Sukuma Sakhe Programme. Facilitate the realization and maintenance of Ideal Clinic Programme and Core standards in the facility. Coordinate and manage the provision of the services to manage COVID19 pandemic. Support PHC re-engineering by ensuring that outreach teams are functional.
- ENQUIRIES** : Mr. AP Makhani (PHC Supervisor) Tel No: 032 - 5513686
- APPLICATIONS** : All Applications Should Be Forwarded To: The District Director: Human Resource Management Services, Ilembe Health District Office, Private Bag X10620 KwaDukuza 4450 OR Hand delivered to: 1 on 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza 4450
- NOTE** : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government

Department or form website-www.kznhealth.gov.za originally signed Z83 must be accompanied by a detailed CV and copies of highest educational qualification/s, I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE/01/2019: NB: The abovementioned documents need not be certified when applying for the post. HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview. 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). Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Persons with disabilities should feel free to apply for any of the advertised posts. 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 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. 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 The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

- CLOSING DATE** : 24 December 2021
- POST 43/177** : **OPERATIONAL MANAGER NURSING (PHC STREAM) REF NO: MPU 01/2021**
Component: Mpumelelo Clinic
- SALARY** : R571 242. per annum Plus 8% rural allowance Benefits 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), B. Degree or National Diploma in General nurse & midwifery/ Accoucheur, Current registration with SANC as General Nurse and midwifery /Accoucheur, Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and midwifery and Primary Health Care plus, a minimum of 9 years appropriate/ recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Valid Code EB Driver's license (Code8) Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relations, counseling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling.Co-ordination and planning skills Ability to assist in formulation of patient care related policies. Recommendations Valid Code EB Driver's license (Code8)_Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached
- DUTIES** : Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control, management and allocation of Human and material resources. Facilitate that the clinic has functional clinic committee and ensures community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to EPMDS.Deal with disciplinary and grievance matters including monitoring and

managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyze and interpret statistic including PHC Programme indicators. Participate in Operation Sukuma Sakhe Programme. Facilitate the realization and maintenance of Ideal Clinic Programme and Core standards in the facility. Coordinate and manage the provision of the services to manage COVID19 pandemic. Support PHC re-engineering by ensuring that outreach teams are functional.

- ENQUIRIES** : Mr. AP Makhani (PHC Supervisor) Tel No: 032 - 5513686
- APPLICATIONS** : All Applications Should Be Forwarded To: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620 KwaDukuza 4450 OR Hand delivered to: 1 on 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza 4450
- NOTE** : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and copies of highest educational qualification/s, I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE/01/2019: NB: The abovementioned documents need not be certified when applying for the post. HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview. 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). Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Persons with disabilities should feel free to apply for any of the advertised posts. 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 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. 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 The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)
- CLOSING DATE** : 24 December 2021
- POST 43/178** : **OPERATIONAL MANAGER NURSING (PHC) GRADE 1 REF CTK 08/2021(X01 POST)**
- SALARY** : R562 800 – R633 432.per annum13th cheque, Rural Allowance 8% of basic salary Medical aid and housing allowance Home owner’s allowance (optional and provided the incumbent meets the requirements)
- CENTRE** : Nokweja clinic
- REQUIREMENTS** : Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate), Degree / Diploma in General Nursing and midwifery Plus (1) year post basic qualification in, Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and midwifery and Primary Health Care plus, A minimum of 9 years appropriate/ recognizable nursing experience after registration as General, Nurse of which 5 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached, Recommendation:- Valid Driver’s license (Code8), Computer certificate, Degree/Diploma in Nursing management and administration, Knowledge, Skills Training And Competencies Required Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to

<u>DUTIES</u>	:	her/his supervisees. Good communication, interpersonal relations, counselling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele, Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Co-ordination and planning skills, Ability to assist in formulation of patient care related policies Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human, Financial and Material resources. Facilitate that the clinic has functional clinic committee and ensures community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to EPMS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyse and interpret statistic including PHC Programme indicators. Maintain intersectoral collaboration by participate in Operation Sukuma Sakhe Programme. Facilitate the realization and maintenance of Ideal Clinic Programme and National Core standards in the facility. Support PHC re-engineering by ensuring that outreach teams are functional. Ensure quality data management is implemented and monitored at the clinic
<u>ENQUIRIES APPLICATION</u>	:	Ms. PNS Shezi Tel no: 039 834 7536
<u>FOR ATTENTION NOTE</u>	:	Direct your application quoting the relevant reference number to: The Assistant Director email: Zobusa.mhlongo@kznhealth.gov.za or hand delivered application at Human Resource Department on or before the closing time 16H00 forwarded to: Human Resource Manager, Private bag X 542,Ixopo, 3276. Or Hand delivered to: Christ the King Hospital, Human Resources Management, No 1 Peter Hauff Drive, Ixopo,3276 for Attention: MR. ZC Mhlongo.
<u>FOR ATTENTION NOTE</u>	:	Assistant Director: HRM, Mr. ZC Mhlongo
<u>FOR ATTENTION NOTE</u>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith, Application for Employment Form (Z83), which is obtainable at any Government department OR from the website- www.kznhealth.gov.za , certified copies of Highest Educational Qualifications-not copies of certified copies. Curriculum Vitae, Certified copy of Identity Document – not copy of a copy, Certified Copy of drivers licence, The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (CTK 08/2021) NB: Failure to comply with the above instructions will disqualify the applicants. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be contacted. Due to financial constraints, No S&T claims will be compensated to shortlisted candidates. The appointment is subject to the positive outcome obtained from the State Security Agency to the following checks:(security checks, credit records, qualification, citizenship and previous experience verifications) This Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representatively at all levels of different Occupational categories in the hospital and Persons with disabilities should feel free to apply for the post/s.
<u>CLOSING DATE</u>	:	28 December 2021
<u>POST 43/179</u>	:	<u>OPERATIONAL MANAGER NURSING: SPECIALITY NURSING STREAM PN-B3- PAED/ICU REF: OPMAN (SPEC NURS STREAM) PICU/1/2021</u> Department: Paediatric-ICU
<u>SALARY</u>	:	R571 242 per annum plus 13 th cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital
<u>CENTRE REQUIREMENTS</u>	:	Degree/Diploma in General Nursing (R425 qualification or equivalent) plus 1 year post basic qualification (R212) Critical care Nursing Science) as required above. Current registration with SANC as General Nurse and Critical Nursing Specialist. A minimum of 9 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required. At least 5 years of this period must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post- basic qualification in the Critical care Nursing speciality.

Recommendation: Experience in Paediatric or Neonatal ICU will be an added advantage. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations; displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs and expectations. Demonstrate ability to provide support and guidance within the unit. Basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.

DUTIES : Work as part of a multi-disciplinary team to ensure good nursing care. Ensure cost -effective, equitable and efficient high quality patient care. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the legislative framework and National Core Standards. Ensures compliance with ideal hospitals project. Perform duties within the ambits of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Participates in programs that are aimed at improving child health (CHIP) Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as requested.

ENQUIRIES : Miss NO Mkhize Tel No: 031 240 1063
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. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. 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 candidates will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered 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 : 20 December 2021

POST 43/180 : **OPERATIONAL MANAGER NURSING REF NO: SAP 13/2021**

SALARY : R571 242 - R642 933.per annum Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner1s allowances employee must meet prescribed requirements)

CENTRE : Mobile Clinic (PHC)
REQUIREMENTS : Senior certificate/Grade 12 or equivalent Qualification Degree / Diploma in General Nursing and Midwifery PLUS Current registration with SANC as a Professional Nurse Plus Post Basic qualification with duration of at least 1 year in curative skills in Primary Health Care accredited with SANC Plus a minimum

of nine (9) years appropriate recognizable nursing experience after registration as professional with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate experience/recognizable nursing experience after obtaining the one year post basic qualification in Primary Health Care and Valid driver's licence. Educational qualification, certificate of service and professional registration certificate need not be certified as only shortlisted candidate will be requested to supply certified copies and proof of registration must be submitted together with your CV. Recommendations: Computer literacy. Skills: Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including more complex reports when required. Work as part of the multi-disciplinary at unit level to ensure good nursing care by the nursing team. Work effectively, co-operatively amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patience promoting, advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery.

DUTIES

: Key Performance Areas: Demonstrate an in depth understanding legislations and related legal and ethical nursing practices and how this impacts on service delivery's-ordinate and monitor the implementation of nursing care plan and evaluate thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Provision of administration services. Maintain a constructive working relationship with nursing and other stakeholders. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Utilize human, material and physical resources efficiently and effectively. Demonstrate a basic understanding of HR and financial policies and practices. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care.

ENQUIRIES

: should be directed to Mr F Ntuli Tel No: 0398339001-8

APPLICATION

: Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth .gov.za For Attention Human Resources Section, Hand delivered applications may be dropped in the application box at Security Department on or before the closing date before 16:00.

NOTE

: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Educational qualification, certificate of service and professional registration certificate and driver's licence where appropriate need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

CLOSING DATE

: 24 December 2021

<u>POST 43/181</u>	:	<u>OPERATIONAL MANAGER NURSING (HAST) REF NO: NMH/OMN/2021 (1 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R571 242 – R642 933. per annum Other Benefits: 13th Cheque/ Service Bonus Medical Aid: Optional homeowners Allowance: Employee must meet prescribed requirements. Rural Allowance 8%
<u>CENTRE REQUIREMENTS</u>	:	Niemeyer Memorail Hospital Standard 10 or Grade 12. Degree/Diploma in General Nursing, Midwifery, Community Health Nursing Science and Diploma in Health Assessment, Care and treatment. Registration with SANC as General Nurse Midwifery and primary health Care nurse. Current SANC receipt (2021) A minimum of 9 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General nursing. at least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 – year post basic qualification in the relevant specialty. Previous work experience /Certificate of Service endorsed by your Human Resource Department. Recommendation: Nursing Administration Knowledge, Skills, Training and Competencies Required Extensive knowledge of National and Provincial Clinical protocol to be followed as management of clients within a PHC setting. Knowledge of Human Resource procedures in the Public Service and Conditions of Service. Communication and interpersonal relationship, monitoring, negotiating, coaching, problem solving skills, conflict resolution skills and counselling skills. Knowledge of Nursing care processes and procedures and other relevant legal frameworks such as Nursing Act, Occupation Health and Safety Act. Knowledge of Patient Rights Charter, Batho Pele Principles, National Core Standards, Disciplinary Code and Procedure, Grievance Procedure etc. Ability to priorities issues and other work related matters and to comply with time frames. Ability to formulate patients care related policies, vision, mission and objective of the clinic. Leadership and supervisory skills.
<u>DUITES</u>	:	Key Performance Areas. Provision of administrative leadership in the management of resources equitable, efficiently and cost effective. Extensive knowledge in policies, guidelines that supports functionality of primary health care services. Implement NHI initiatives towards achieving quality of care and universal coverage. Provide leadership and supportive role in implementation of monitoring and sustainability of Ideal Clinic Realization and Maintenance. Implementation of quality improvement and improving of PHC Norms and Standards as National Core Standards. Develop Operational plan of HAST programme within the context of Integrated Clinical Service Management. Ensure implementation of HIV primary prevention strategies (HTS, Prep, MMC, Condom distribution) Implementation of 90-90-90 strategies towards improving of key population health and achieving quality of life. Ensure monitoring of staff performance through EPMDS system. Exercise control through discipline, conflict and grievance management. Ensure availability of updated Guidelines and policies for quality implementation Monitor constant availability of clinical support service supplies for the implementation of HAST services, Medical, pharmaceuticals and laboratory supplies. Monitor performance indicators as per facility operational targets, input on monthly, quarterly performance reviews. Conduct clinical audits as per clinical audit guideline Monitor HAST indicators from primary sources, Tier.net, ETR, EDR, Webb DHIS system Monitor and action all Tier.net line list as per guideline. Consolidate facility Nerve centre reports to input to the subdistrict performance Conduct HAST stakeholder meeting regularly to develop quality improvement plans Conduct facility performance reviews, data, verification and validation as per Data Management policy Management of patient complaints, waiting times and Patients Experience of Care to improve customer satisfaction. Conduct outreach campaigns and integrate with Health Calendar activities Liaise with internal and external stakeholders to improve on community integrated services delivery through OSS. NB: - Employment equity target African male
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. GN Nkosi 034 331 3011 closing date for applications: 24 December 2021 Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private BAG X1004, Utrecht, 2980
<u>NOTE</u>	:	Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Applicants must submit copies of qualification, identity document and driver's license (where appropriate) and any other

relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the interview following communication from HR. curriculum Vitae. NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g NMH/CPC2021. Please note due to large numbers of applications we envisage receiving, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the company Intellectual Property (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. NOTE: Please note that due to financial constraints there will be on payment for S&T claims. Employment equity target African male

- CLOSING DATE** : 24 December 2021
- POST 43/182** : **CLINICAL PROGRAMME CO-ORDINATOR (PMTCT AND NUTRITION) REF NO: ILE/03/2021 (1 POST)**
Component: HIV, AID, STI, ARV& VCT
- SALARY** : R450 939.per annum Benefits 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : Grade1: Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in General Nursing &Midwifery, Current registration with SANC as General Nurse.A minimum of 7 years appropriate/recognizable nursing experience as a General Nurse. Valid Driver's License (Code 8).Recommendations-Supervision and management in a maternity setting. Advanced Midwifery. N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached. Report writing abilities. Financial management skills. Leadership, organizational, decision making and problem solving abilities within the DHS framework. Strong interpersonal, communication and presentation skills .Project management skills .Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with a proficiency in MS Office Software applications.
- DUTIES** : Ensure that clinical strategies to manage health conditions contained under the PMTCT and Nutrition programme are implemented in all Institutions/Facilities Monitor PMTCT and Nutrition indicators which measure health practices in institutions and communities and provide support and report on findings to district health management team by conducting support visits. Participate in district and sub- district perinatal review meetings. Assist facilities develop quality improvement plans for the PMTCT and Nutrition and ensure their implementation. Ensure availability of PMTCT and Nutrition guidelines in all the facilities Participate in quality improvement programmes reviews e.g. Ideal Clinic, Mother Baby Friendly Initiative, etc. Contribute to the development, implementation and monitoring of integrated District Operational plan for MNCWH programme. Participate in the development of the District HAST Business plan. Ensure efficient use of PMTCT and Nutrition budget by participating in the finance meetings .Represent the district in Nutrition and PMTCT meetings. Ensure highly motivated and well developed health care force by conducting trainings and continuous support visit. Provide support to health facilities so that the District achieve 100% Mother Baby Friendly Initiative (MBFI) accreditation. Provide mentorship and coaching to Nutrition Advisors, Dieticians, Nutritionists and Nurses. Advocate for PMTCT and Nutrition issues in all health platforms. Plan, organise and conduct community rallies and

events that convey health messages and practices which support elimination of vertical transmission of HIV quarterly. Network with other provincial departments and NGO's to provide support to the PMTCT and Nutrition programme

**ENQUIRIES
APPLICATIONS**

: MS TM Banda (Deputy District Director: IDHSD) Tel No: 032 – 437 3500
: All Applications Should Be Forwarded TO: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620 KwaDukuza 4450 OR Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza 4450

NOTE

: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and copies of highest educational qualification/s, I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE/01/2019: NB: The abovementioned documents need not be certified when applying for the post. HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview. 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). Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Persons with disabilities should feel free to apply for any of the advertised posts. 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 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. 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 The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

CLOSING DATE

: 24 December 2021

POST 43/183

: **CLINICAL PROGRAMME CO-ORDINATOR (INFECTION CONTROL) REF NO: NMH/CPC/2021 (POSTS: 01)**

SALARY

: R450 939 – R507 531 per annum 13th Cheque/ Service Bonus Medical Aid: Optional homeowners Allowance: Employee must meet prescribed requirements. Rural Allowance 8%

**CENTRE
REQUIREMENTS**

: Niemeyer Memorial Hospital.
: Standard 10 or Grade 12.Degree/Diploma in general nurse and midwifery. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general nurse midwifery. Current proof of registration SANC receipt for (2021). Previous and current work experience /certificate of service endorsed by your human resource department. Knowledge, Skills, Training and Competences Required: Knowledge of Public service policies Act and regulations knowledge of SANC rules and regulations. Good communication leadership interpersonal and problem solving skill. Knowledge of code of conduct and labour relations. Ability to function well within the team. Conflict management and negotiation skills. Decision making and problem solving skill. Skill in organizing planning and supervising. Knowledge of batho pele and patient's right .Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programme. nursing care processes and procedures nursing statutes and other related legal framework .Knowledge and understanding of human right charter, batho Pele principle and labour relations act. Knowledge nursing act health act occupational health and safety act.

DUTIES

: Sustain infection prevention and control programme. Draft annual IPC operational plan. Draw and review implementation of the IPC vision and

		mission Facilitate appointment and review of IPC committee members annually ensure monthly infection prevention and control meetings are conducted. Review and implement IPC plan Conduct IPC audits, identify gaps/ infection control risks and compile quality improvement plans for discussions at IPC committee meetings. Develop and implement annual in-service training and orientation induction programme for clinical and non-clinical staff. Quarterly monitoring of progress on IPC programme and quality improvement plans recommendations. Monitor and evaluate nursing care and other practices in hospital & clinics Provision of infection control guidelines and protocols to hospital & clinics for implementation. Report on the incidence and prevalence of alert organisms and communicable diseases to the district CDC coordinator.
<u>ENQUIRIES</u>	:	Dr. SB Nkosi Tel No: 034 331 3011
<u>APPLICATIONS</u>	:	Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private BAG X1004, Utrecht, 2980
<u>NOTE</u>	:	Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Applicants must submit copies of qualification, identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the interview following communication from HR. curriculum Vitae. NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g NMH/CPC2021. Please note due to large numbers of applications we envisage receiving, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the company Intellectual Property (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. Note: Please note that due to financial constraints there will be on payment for S&T claims. The employment equity target for this post is African male.
<u>CLOSING DATE</u>	:	24 December 2021
<u>POST 43/184</u>	:	<u>PROFESSIONAL NURSE (SPECIALITY) ADVANCED MIDWIFE REF NO. NKO 42/2021</u>
<u>SALARY</u>	:	Grade 1: R388 974 – R450 939.per annum Grade 2: R478 404 – R588 390. per annum Plus 12% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
<u>CENTRE</u>	:	Nkonjeni Hospital
<u>REQUIREMENT</u>	:	Grade 1: Diploma / Degree in General Nursing. 1 year post basic qualification in Advance Midwifery. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: Diploma / Degree in General Nursing. A 1 year post basic qualification in Advance Midwifery. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care/Maternity after obtaining post basic qualification in Advanced Midwifery. Attach proof of working experience endorsed by Human Resource Department Knowledge, Skills, Training & Competence Required Knowledge of all applicable legislations such as Nursing Act, Mental, OH&S Act. Batho Pele principles and Patients' rights charter, Labors relations Act, Grievance Procedures. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal

DUTIES

relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist formulation of patients care related policies.

: Provide quality comprehensive Maternity services by providing promotive, preventative, curative and health rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Initiate and lead all obstetric programs i.e. PPIP, PMTCT, CARMA, ESMOE etc. Supervision of patient's reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the unit Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Ensure data management and record keeping for the unit. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the department. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Plan, organize and conduct community rallies and events that convey health messages and practices which support health program strategies. To coordinate health services in conjunction with flagship interventions Ensure that clinical strategies to manage health conditions contained under the health programmes are implemented in Maternity institutions. Monitor indicators which measure health practices in the facility, provide support and report on findings to Maternity Operational manager. Network with other provincial departments and NGO's to maintain a referral service for community members inclusive of identity documents, home based care services. Analyze emerging health practices and trends and introduce remedial action in conjunction with health care specialists.

**ENQUIRIES
APPLICATIONS**

: Mr. Z.E. Zulu Tel No: 035 873 0013
: Please forward application quoting the reference number to The Human Resource Department, Nkonjeni Hospital, Private Bag X509, Mahlabathini, 3865 or hand delivered to Nkonjeni Hospital, Registry Department.

**FOR ATTENTION
NOTE**

: Mr. Z.P. Ndlela
: 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. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV .Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. NB: - Please note that due to a large number of applications received, applications will not be acknowledged, however, successful applicants will be advised of the outcome of their application. Due to financial constraints S&T Claims and Resettlement / Relocation will not be considered. Accommodation will only be allocated when it is available

otherwise successful candidates must arrange their private accommodation prior to assumption of duty.-No interim accommodation in a form of Bed and Breakfast or Hotel Accommodation.

- CLOSING DATE** : 20 December 2021 (Late applications will not be accepted)
- POST 43/185** : **CLINICAL NURSE PRACTITIONER GRADE 1&2 ONE POST REF NO: ITSH 22/2021**
- SALARY** : Grade 1: R388 974 per annum.
Grade 2: R478 404 per annum, other benefit: 13 cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional)
- CENTRE REQUIREMENTS** : Itshelejuba Hospital (Mobile Clinic)
: Senior Certificate/Grade 12 or Equivalent qualification, Degree/National Diploma in General Nursing and Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a General Professional Nurse and Primary Health care plus, a minimum of four (4) years appropriate/recognizable Nursing Experience as a General Nurse. **Grade 1:** A minimum of 4 years appropriate/ recognizable experience as General Nurse. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experiences as General Nurse. At least ten (10) of period must be appropriate/recognizable experience in PHC after obtaining the one year post basic qualification for the relevant specialty. NB: Certificate of service must be attached as proof of experience Knowledge, Skills and Competences Required: Knowledge and experience of Public Service Policies and Regulations. Sound Management and negotiation skills. Knowledge of Labour Relations. Clinical Competences. Knowledge of nursing care delivery approaches.
- DUTIES** : Key Performance Areas: Provide quality comprehensive Primary Health Care by promoting, preventative, Curative and rehabilitative services for the clients in community in line with PHC engineering. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Provide administrative services such as providing accurate statistics for evaluation and future planning identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Provide safe and therapeutic environment as laid down by the Nursing Acts, Occupational Health and Safety Acts and all other applicable prescripts. Plan and organise own work and that of support personnel to ensure proper nursing care, able to implement the institutional major incident (disaster) plan as required. 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. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give the guidance in support of the operational manager. Order and monitor appropriate level of consumables. Participate in clinical record audit and acts on GAPS identified. Work effectively, co-operatively and amicably with person of diverse intellectual, culture, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. The incumbent will be expected to work extended hours: after hour on call services
- ENQUIRIES APPLICATIONS** : All enquiries should be directed to Ms JN Mthenjana Tel No: 034-4134000
: All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
- NOTE** : Advertisement and accompanying notes must clearly capture the requirements and drivers licence (Where applicable) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. HR endorsed certificate of service/work

experience(c) curriculum vitae with full record of service certified copy of identity Documents not more than three months. Failure to comply with the above instructions will disqualify the applicants. 2. The reference number must be indicated in the column provided on z83. E.g. reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that those candidates will not be reimbursed for S&T claims for attending interviews. It is the applicant's responsibility to have qualification which is a requirement of the post, evaluated by South African Qualification Authority (SAQA) and to provide proof of such evaluation on the application. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

- CLOSING DATE** : 31 December 2021
- POST 43/186** : **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: BALL 01/2021 (1 POSTS)**
Component: Ballito Clinic
- SALARY** : Grade 1: R388974.per annum Plus 8% rural allowance
Grade 2: R478404.per annum Plus 8% rural allowance Benefits 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions])
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : Grade 1: Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and Primary Health Care plus, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse.GR 2- Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills.Co-ordination and planning skills.Team building and supervisory skills, Good interpersonal relationship skill,Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
- DUTIES** : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock.Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human,

material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net, Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

- ENQUIRIES** : MRS R. Bhagwandin (Operational Manager Nursing: PHC Supervisor) Tel No: 032- 437 3600
- APPLICATIONS** : All Applications Should Be Forwarded To: The District Director: Human Resource Management Services, Ilembe Health District Office, Private Bag X10620 KwaDukuza 4450 OR Hand delivered to: 1 on 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza 4450
- NOTE** : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and copies of highest educational qualification/s, I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE/01/2019: NB: The abovementioned documents need not be certified when applying for the post. HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview. 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). Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Persons with disabilities should feel free to apply for any of the advertised posts. 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 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. 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 The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)
- CLOSING DATE** : 24 December 2021
- POST 43/187** : **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: KEARS 01/2021**
Component: Kearsney Clinic (1 Post)
- SALARY** : Grade 1: R388974. per annum Plus 8% rural allowance
Grade 2: R478404. per annum Plus 8% rural allowance
- CENTRE** : Ilembe Health District Office Benefits 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed conditions]
- REQUIREMENTS** : **Grade 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and Primary Health Care plus, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be

appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, co-ordination and planning skills. Team building and supervisory skills, Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES

: Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net, Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

ENQUIRIES

: Mr. AP Makhani Operational Manager Nursing: (Phc Supervisor) Tel No: 032-437 3600

APPLICATIONS

: All Applications Should Be Forwarded To: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620 KwaDukuza 4450 OR Hand delivered to: 1 on 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza 4450

NOTE

: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za originally signed Z83 must be accompanied by a detailed CV and copies of highest educational qualification/s, I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE/01/2019: NB: The abovementioned documents need not be certified when applying for the post. HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview. 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). Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Persons with disabilities should feel free to apply for any of the advertised posts. 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 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. 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 The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

- CLOSING DATE** : 24 December 2021
- POST 43/188** : **CLINICAL NURSE PRACTITIONER (PHC) - GRADE 01 REF NO: KCHC/CNP/ADVM/05/2021**
- SALARY** : R388 974 – R450 939 per annum Benefits: 13th cheque, Rural Allowance (provided the post meets the requirements), Home owners allowance (employee must meet the prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Kwa-Mashu Community Health Centre
: Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced Midwifery). Current registration with SANC as a Professional Nurse (2021 SANC receipt). A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Proof of work experience (Certificate of service) endorsed by Human Resource department Knowledge, Skills And Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients’ rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, 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 problem 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** : Key Performance Areas: Implement the activities that are aimed at the reduction of infant, under five and maternal mortality. Implement activities aimed at the improvement of women’s health. Ensure that high quality nursing care is rendered to all clients accessing maternal services in the facility taking into consideration that CARMA objectives; ESMOE; KINC; Helping Babies breath and IMCI programs are properly implemented. Implement BANC and other Antenatal care programs to enhance antenatal care to all pregnant women accessing care to the facility. Ensure that there is proper management and integration of HAST programs within the maternity unit of the facility. Manage the utilization and supervision of resources.Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of maternal and child health. Instill discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal clinic realization and maintenance (ICRM) and Norms and Standards (N&S). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing services e.g. assist with relief duties to nursing management. Actively participate in the tracing, screening and testing of COVID 19 cases.
- ENQUIRIES APPLICATIONS** : Mrs. L.N. Madikizela Tel No: 031 504 8435
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at the Security at the entrance at P61 Mkhwane Road, Kwa-Mashu, 4360 or emailed to Devan.Reddy@Kznhealth.gov.za (the original application must be produced when an applicant is shortlisted).
- 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. The applicants must submit copies of qualification, identity documents, certificates of service, professional registration certificates, driver’s license and any other documents with your CV. Such copies need not be certified when applying for the post, the communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefor only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities

should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref KCHC/CNP/AdvM/05/2021. E-mailed applications will be accepted. Attachments (i.e. signed Z83, CV, Qualification and etc.) for emailed applications must be limited to 5 megabytes in size (2 / 3 parts splitting accepted) and be as a PDF document. No word document will be acceptable. 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. Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021)

- CLOSING DATE** : 21 December 2021
- POST 43/189** : **ASSISTANT DIRECTOR: HRM REF NO: MOSV/AD: HRM/02/2021**
- SALARY** : R382 245.per annum Other Benefits: Medical Aid (optional). 13th Cheque, Housing Allowance (employee must meet the prescribed requirements)
- CENTRE** : Mosvold District Hospital
- REQUIREMENTS** : Senior certificate /STD 10/ Grade 12. A Bachelor degree/National Diploma in Human Resource Management/ Public Management/ Public Administration. At least 3-5 Years Supervisory experience in Human Resource Management Department. Certificate of Service endorsed by the Human Resource Office must be attached. Proof of current and previous working experience endorsed by Human Resource Manager must be attached. Recommendations A valid EB (8) Driver's License. Computer literacy: Ms software application PERSAL Certificates Knowledge, Skills, Training, Competence Required Broad Knowledge and understanding of Human Resource Management. In depth knowledge of relevant acts, policies and regulations in HR Management. Sound communication, analytical, decision making and presentation skills.Good knowledge and understanding Of Employee Performance Management and Development System, Labour Relations Human Resource Development, Disciplinary and Grievance Procedures. Good leadership, coaching, mentoring and personal skills. Sound knowledge of PERSAL and Financial Management.
- DUTIES** : Key Performance Areas: Manage all human resource components i.e. HR Practices, HR Planning and Development, staff Relations and Employee Health & Wellness for the hospital in order to ensure that high quality of service is being provided.Promote sound Employer-Employee Relationship and minimize conflict within the institution. Develop and implement effective human resource strategies and policies within the guidelines set by the Provincial Department of Health. Ensure proper compilation of Workplace Skills Plan. Ensure proper implementation of EPMDS within the Hospital. Ensure that advertising, recruitment, appointments and transfers are in accordance with the laid down policies and procedures. Advise managers on all aspects of Human Resource Management, organizational and staffing structures and reporting arrangements. Oversee and deal with misconduct, discipline and grievance procedure in the hospital in terms of Labour Relations Acts. Ensure that EAP programme is in place and attend to all staff wellness and occupational health issues of the institution Develop Human Resource Plan and Equity Plan for the hospital and ensure that plans are put into action. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Provide regular inputs towards realization of ideal hospital concept and National Core Standard. Ensure functionality of HR Committees e.g. IMLC etc.
- ENQUIRIES** : DR. B Mung'omba Tel No: (035) 591 0122 EXT 104

- APPLICATIONS** : Please forward applications quoting reference number to: The Chief Executive Officer, Mosvold District Hospital, Private Bag X 2211, Ingwavuma, 3968 OR hand deliver to: Mosvold District Hospital, Administration Block Registry Department, Ingwavuma 3968. Email: benard.mungomba@kznhealth.gov.za
- 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. Copies of ID, Std 10 certificate, educational qualifications, and certificate of service / proof of experience signed by HR office must be submitted together with your CV. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful. Due to financial constraints S&T Claims will not be considered.
- CLOSING DATE** : 24 December 2021
- POST 43/190** : **PUBLIC RELATIONS REF NO: PMMH/PRO/01/2021**
- SALARY** : R382 245 – R450 255.per annum (Level 9)
- CENTRE** : Prince Mshiyeni Memorial Hospital
- REQUIREMENTS** : Qualification: Degree/ National Diploma in Public Relations. Other Inherent Requirements For The Job:-Valid Driver's License- code B (Code 08). Computer literacy certificate- skills in Microsoft Office package (Excel/ PowerPoint/ Word/ Outlook).Fluency in isiZulu and English languages. Copies of identity/ passport documents; all educational qualifications, professional registration certificates where applicable and certificate/s of service from previous employer/s must be attached and only the shortlisted candidates will be requested to submit the certified copies of their certificates and qualifications. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA).Experience Experience: 3 – 5 years' experience in a relevant environment. Certificate of service - Proof of work experience from previous and current work employer endorsed and stamped by Human Resource Manager must be attached. Knowledge, Skills, Training And Competencies Knowledge of relevant legislations governing the public service, practice notes and Batho Pele Principles. Excellent communication, computer, organising, planning, negotiation and problem solving skills. Ability to arrange and organise conferences, information sessions and interviews with media. Good communication skills both verbal and non-verbal Ability to establish, and promote relations with the media, staffs, patients, the public and other stake holders. Ability to promote and maintain a positive image of the hospital
- DUTIES** : Key Performance Areas: Identify publicity opportunities for the institution Workshop management on media communication. Sensitise business and patient communities of the role of the institution. Coordinate communication between the institutions and all stakeholders Coordinate special events Sensitise public of scope of work in the institution and involvement in the well-being of the institution Sensitise public to the referral pathway for patients Establish relationships with other hospitals and health facilities. Provide a good image of the hospital Meet with all stakeholders Implement effected documentation of information. Advice management on strategic communication matters. Communicate new developments and policies to staff Develop a crisis communication plan for the institution Develop an annual communication plan for difficult departments Update staff through notice boards, newsletters, information bulletins, circulars and memo's Ensure patient complaints are dealt with promptly and in an efficient and professional manner. Coordinate patient and other complaints within the Manage visits and delegation from health departments and outside agencies. Arrange patients' surveys. Supervise surveys of public interest e.g. patient satisfaction surveys Practice issues affecting patient dissatisfaction.
- ENQUIRIES** : MR Gbcte Khawula Tel No: 031 907 8506
- APPLICATIONS** : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060
- FOR ATTENTION** : MR MC Kunene

NOTE : Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Persons with disabilities, the African Male, Indian Male, Coloured Male / Female and White Male / Female are encouraged to apply for the post.

CLOSING DATE : 21 December 2021

POST 43/191 : **DIAGNOSTIC RADIOGRAPHER REF NO: GS 65/21 (X1 POST)**
Component - Radiology Department

SALARY : Grade 1: R322 746 per annum
Grade 2: R378 402 per annum
Grade 3: R445 752 per annum Other Benefits : 13TH Cheque, Medical Aid (Optional), Home Owner Allowance, Employee Must Meet Prescribed Requirements:

CENTRE REQUIREMENTS : Greys Hospital, Pietermaritzburg
Senior Certificate or equivalent National Diploma/Degree in Diagnostic Radiography Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer Certified copy of current registration with HPCSA for 2021/2022 as a diagnostic radiographer (Independent Practice) Certificates of service to be attached as proof of experience Experience: **Grade 1:** No experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa **Grade 2:** Minimum of 10 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of eleven years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa **Grade 3:** Minimum of 20 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 21 years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa Knowledge, Skills, Experience And Competencies: Sound knowledge of diagnostic radiography procedures and equipment including CT and PACS/RIS applications Good communication, interpersonal relations and problem solving skills Knowledge of radiation control regulations and safety measures Ability to perform and record quality assurance tests as stipulated by the Radiation Control Directorate Computer Literacy

DUTIES : Key Performance Areas Provide high quality diagnostic radiographic service observing safe radiation protection standards. Participate in after hours and standby duties which include nights, weekends and Public Holidays. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required Participate in Quality Assurance and Quality Improvement programmes, In-service training, National Core Standards and Ideal Hospital Realisation Maintenance Framework .Inspect and utilize equipment professionally to ensure that it complies with safety standards and ensure health and safety rules and regulations are adhered to.

ENQUIRIES APPLICATIONS : MRS D WOOD: Tel No: 033-897 3208
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION NOTE : Mrs M. Chandulal
Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Applicants must submit copies of qualifications, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the of the interview following communication from HR.(c) Curriculum Vitae NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be

indicated in the column provided on the form Z83 e.g GS 65/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. The Employment Equity Target For This POST IS: African Male, Indian Male, White Male, Coloured Male

CLOSING DATE

: 20 December 2021

POST 43/192

: **DIETICIAN: REF NO: UMG01/45/21**

SALARY

Grade 1: R322 746 - R367 299 per annum
 Grade 2: R378 402 – R432 684. per annum.
 Grade 3: R445 752 – R540 954. per annum Benefits: 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed conditions

CENTRE REQUIREMENTS

: Umgungundlovu Health District
 : **Grade 1:** No experience required **Grade 2:** A minimum of 10 years appropriate experience in Dietitian after registration as Dietitian with HPCSA. **Grade 3:** A minimum of 20 years appropriate experience in Dietitian after registration as a Dietitian with HPCSA Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training And Competencies Required:- Sound knowledge dietician principles including nutrition assessment and analysis .Sound knowledge of dietician principles including nutritional assessment and analysis. Sound knowledge of general clinical nutritional management. Excellent counselling skills Good verbal and written communication skills. Good interpersonal and team building skills. Ability to work under pressure and independently. Time management skills. Basic computer literacy in Ms. Word and Excel

DUTIES

: Conduct Nutrition education and promotion activities. Conduct visits to health institutions and home visits for identified patients and support institutions in the area to develop appropriate nutrition support services for patients. Conduct training of staff to support implementation of quality nutrition services. Maintain health information statistics in line with Department of Health guidelines and policies. Plan and organize resources in line with budget allocations for Nutrition services. Implement quality improvement/assurance measures to maintain a high standard of Nutrition services. To make recommendations with regard to policies / procedures for the active functioning of dietetic. To ensure that nutrition care records of assessment, treatment and progress are maintained in accordance with HPCSA requirements. Service the nutrition needs of both in and out patients, and staff in a cost effective and appropriate manner within a multi-disciplinary team, including Mental Health Care Users (MHCU). Develop evidence based standard operating procedures for the nutrition care and management of MHCU. Provide Nutrition Technical support to Food Services in the facilities.

ENQUIRIES APPLICATIONS

: MRS B Mkhize Tel No: 033 897 1000
 : All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street)

FOR ATTENTION NOTE

: Human Resource Practices
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's Licence. (Copies need not be certified; only shortlisted candidates for a post will be required to submit certified documents) The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State

Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Note Preference Will Be Given To African Males. Due To Financial Constraints, There Will Be No Payment Of S&T Claims.
24 December 2021

CLOSING DATE

:

LIMPOPO DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applications should be forwarded to the following e-mail address:- Recruitment@agric.limpopo.gov.za or the Head of Department; Department of Agriculture and Rural Development; Private Bag X9487; POLOKWANE 0700 or be Handed in at Office 48, Temo Towers Floor 2 at 67/69 Biccard Street; POLOKWANE 0699
- CLOSING DATE** : 23 December 2021
- NOTE** : The successful candidates must be willing to sign an oath of secrecy with the Department. All appointments are subject to personnel suitability checks (the verification of educational qualifications, previous experience, citizenship, reference checks, financial check and security vetting), by submitting the application you are consenting in terms of POPIA Act 2013 to allow the department to access your personal information. Applications should be submitted on the prescribed New 2021 Z83 form (Obtainable from any Public Service Department or on the Internet at www.gov.za). Each application for employment (Z83 form) must be duly signed, dated and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Application should be accompanied by a recent updated comprehensive Curriculum Vitae (CV) with experience comprehensively detailed, i.e. positions held and dates). Applicants must submit copies of qualifications, identity document and driver's license and other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interviews. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. Failure to submit the requested documents will result in your application not being considered. NB: You Are Kindly Requested To Complete Part A, B And C Of The Z83 In Full. Applications received after the closing date will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5 (1)(2) of the Promotion of Administrative Justice Act 3 of 2000. All shortlisted candidates will be subjected to security clearance. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Note: Shortlisted candidates for Senior Management Services (SMS) will be subjected to a technical exercise that intends to test technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency Assessment tool. A pre-entry certificate obtained from National School of Governance (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry for SMS and the full details can be obtained by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. The Department reserves the right to fill or not to fill the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

POST 43/193 : **DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: LDARD01/2021**

SALARY : R1 057 326 per annum (Level 13) An All-Inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

CENTRE : Head Office-Polokwane

REQUIREMENTS : An appropriate undergraduate/Bachelor's degree (NQF level 7) in Accounting/ Financial / Supply Chain Management or relevant equivalent qualification as recognised by SAQA. 5 years' experience at a Middle/senior managerial level on Supply Chain and Asset Management. A driver's license (Attach copy) with exception of applicant with disabilities Knowledge, Competencies and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service, i.e SCM Policies, processes and practices, PFMA, Treasury Regulations, BBBEE, PPPFA, Division of Revenue Act, etc. Ability to integrate the economic analysis with spending allocations. Proven skills in LOGIS management. Willing to work under changing and difficult circumstances. Core and Process Competencies: Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management, Change and management. Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication

DUTIES : Key Performance Areas/ Duties: To manage and facilitate the provision of Supply Chain and Asset Management Services. Provide demand management services. Provide acquisition management services. Provide purchasing management services. Provide contract and performance management services. Manage fleet (transport) services. Provide asset and inventory management services. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Mr. Mabula N.J, Ms. Mtswene P and Ms. Thema T.M at Tel No: 015 294 3000

POST 43/194 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: LDARD 02/2021**

SALARY : R1 057 326 per annum (Level 13) (An All-Inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

CENTRE : Head Office-Polokwane

REQUIREMENTS : An appropriate undergraduate/Bachelor's degree (NQF level 7) in Human Resource Management or relevant equivalent qualification as recognized by SAQA. At least 5 years' experience at middle/senior management in Human Resource Management. A valid driver's license (Attach copy) with exception of applicant with disability. Knowledge, Competencies and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, etc. Sound and in-depth experience and knowledge of relevant prescripts, and application of human resource practices and procedures. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Core and Process Competencies: Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management, Change management; Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication skills.

DUTIES : Key Performance Areas: To manage and facilitate the provision of Human Resource Management. Provide efficient administration of human resource provisioning and utilisation services. Manage and ensure the implementation of conditions of service. Ensure operational efficiency through effective and efficient management of human resource planning and equity. Build sound and sustainable relationships between the employer and the employees, representative bodies and all role-players. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Mr. Mabula N.J, Ms. Mtswene P and Ms. Thema T.M at Tel No: 015 294 3000

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS
The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply. The Department of Co-operative Governance, Human Settlements & Traditional Affairs would like to invite suitably qualified candidates who are creative, energetic, self-driven, hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for the positions as they appear below.

APPLICATIONS : Applications should be submitted to: The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, POLOKWANE 0700 OR delivered personally at 28 Market Street (next to UNISA) HR Records (First floor). All General enquiries should be directed to Mr. Ramagoshi Phuti at (015) 294 2225 or Mr. Monkoe Mphodi at (015) 294 2223 or Ms. Mokhomole Makgano at (015) 294 2270.

CLOSING DATE : 21 December 2021

NOTE : Applications should be submitted on a new Z83 form obtainable from all Public Service Departments or at www.dpsa.gov.za and must be completed in full. A Copy of your Curriculum Vitae, and copies of identity document, driver's license, qualifications must be attached, the copies need not to be certified as only shortlisted candidates will be required to produce certified copies. The specific reference number for the post must be quoted. Candidates for Director and Chief Director posts will be required to produce prove of completion of National School of Government Senior Management Pre-Entry Programme or be able to produce it prior to appointment. The course is obtainable on link:<https://www.thensg.govza/training-course/sms-pre-entryprogramme>. "All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools." Short-listed candidates for the below posts will be subjected to a Security clearance, and verification of qualifications. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate on Middle Management Services (MMS) and Senior Management Service (SMS) posts will also be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. 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 NB: Faxed or e-mailed applications will not be considered. This advert will also be available on the following website:www.coghsta.limpopo.gov.za. The Department reserves the right to make an appointment of the advertised posts.

MANAGEMENT ECHELON

POST 43/195 : **CHIEF DIRECTOR: DEMOCRATIC GOVERNANCE, DISASTER MANAGEMENT AND COMMUNITY DEVELOPMENT PROGRAMME**
REF NO: COGHSTA 02/21
 Branch: Cooperative Governance

SALARY : R1 251 183.per annum (All-inclusive salary package)

CENTRE : Polokwane

REQUIREMENTS : An undergraduate degree (NQF level 7) in Public Management/Administration or related qualification.5 years' experience at a Senior Management level & a valid driver's license (with exception of disabled applicants). Key competencies: Knowledge of: Sound and in-depth knowledge of relevant

		prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills in: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation, customer focus and Communication.
<u>DUTIES</u>	:	Ensure support to elections and intergovernmental relations Programmes; Ensure the implementation of Community Development Programmes; Oversee Provincial Disaster management services; Manage resources (financial, human, and physical).
<u>ENQUIRIES</u>	:	Mr. Ramagoshi Phuti Tel No: (015) 294 2225
<u>POST 43/196</u>	:	<u>CHIEF DIRECTOR: ANTHROPOLOGICAL SERVICES & HOUSE OF TRADITIONAL LEADERS</u> <u>REF NO: COGHSTA 03/21</u> Branch: Traditional Affairs
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 251 183.per annum (All-inclusive salary package) Polokwane An undergraduate degree (NQF level 7) in Social Science or related qualification. 5 years' experience at a Senior Management level & a valid driver's license (with exception of disabled applicants). Key competencies: Knowledge of: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Procurement legislations, Logistics Management, PFMA, etc. Skills in: Negotiation skills; Presentation skills; People management skills; Financial Management; Time management; Communication, both formal, and informal; Report writing skills; Co-ordination skills; Interpersonal skills; Leadership skills; Analytical skills; Problem solving skills; Strategic planning.
<u>DUTIES</u>	:	Manage anthropological services; Provide support to the Houses of Traditional Leaders; Manage utilization of resources; Facilitate and oversee implementation of the initiation programme, development programmes and other related initiatives within the sector; Manage resources (Financial, human, and physical) in accordance with relevant directives and legislations.
<u>ENQUIRIES</u>	:	Mr. Ramagoshi Phuti Tel No: (015) 294 2225
<u>POST 43/197</u>	:	<u>CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT. REF NO: COGHSTA 04/21</u> Branch: Financial Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 251 183.per annum (All-inclusive salary package) Polokwane An undergraduate degree (NQF level 7) in Supply Chain Management or related qualification. 5 years' experience at senior managerial level in SCM and a valid driver 's license (with exception of disabled applicants). Key competencies: Knowledge of: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Procurement legislations, Logistics Management, PFMA, PPPFA, BBEE, Treasury Regulation, PAIA, PAJA, Financial Management etc. Skills in: Negotiation skills; Presentation skills; People management skills; Financial Management; Time management; Communication, both formal, and informal; knowledge of policy formulation.
<u>DUTIES</u>	:	Provide strategic direction on the development of Supply Chain policies; Oversee Demand and Acquisition management services; Coordinate logistics, assets, transport and facilities; Manage resources (financial, human and physical).
<u>ENQUIRIES</u>	:	Mr. Ramagoshi Phuti Tel No: (015) 294 2225
<u>POST 43/198</u>	:	<u>DIRECTOR: CHIEF DIRECTOR: GITO & COMMUNICATION SERVICES</u> <u>REF NO: COGHSTA 05/21.</u> Branch: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 251 183.per annum (All-inclusive salary package) Polokwane An undergraduate degree (NQF level 7) in Information Technology or related qualification. At least 8 years proven experience in Information Technology of which 5 years must be at senior management level. A valid driver's license

(with exception of disabled applicants). Key competencies: Knowledge of: Broad understanding of the use of ICT as a business drive Solid knowledge of Knowledge and Information Management, IT project management, IT legislation, financial management, strategic IT management and contract management. Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, etc. Skills in: Have proven competencies such as Project Management, Strategic and Business analysis, Innovative Thinking and Problem Solving, Communication, Organisational and Change Management Skills, Adaptability and Networking Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus. Communication

DUTIES : Support the Department in the efficient and effective utilization of information Technology as strategic resources in order to achieve its objectives in line with its mandate; Align the Department's information management and information technology strategy with the strategic direction, management plans and the business processes of the Department. Manage communication services in the Department; Provide knowledge and information management services and secured collaboration facilities to promote access to information and knowledge sharing.

ENQUIRIES : Mr. Ramagoshi Phuti Tel No: (015) 294 2225

POST 43/199 : **DIRECTOR: HUMAN SETTLEMENT DEVELOPMENT. REF NO: COGHSTA 06/21**
Branch: ISHS

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

CENTRE : Mopani

REQUIREMENTS : An undergraduate degree (NQF level 7) in Building Science or related qualification. 5 years' experience at a middle/senior managerial level & a valid driver's license (with exception of disabled applicants). Key competencies: Knowledge of: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Project Management; Computer literacy; Financial management; Relationship management; Coordination; Analytical thinking; Report writing, National building regulation; Building construction; Conflict management; Planning and costing of house designs.

DUTIES : Manage EPHP and community residential unit; Manage emergency housing, rural, farm workers, Institutional, credit linked, rectification services; Facilitate responses to queries from SCOPA, AG, and other Stakeholders; Manage resources (Financial, human and physical).

ENQUIRIES : Ms. Mokhomole Makgano Tel No: (015) 294 2270

POST 43/200 : **DIRECTOR: MUNICIAPL FINANCE REF NO: COGHSTA 07/21**
Branch: Cooperative Governance

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

CENTRE : Polokwane

REQUIREMENTS : An undergraduate degree (NQF level 7) in Accounting/Financial Management or related qualification. 5 years' experience at a middle/senior managerial level & a valid driver's license (with exception of disabled applicants). Key competencies: Knowledge of: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, MFMA, Understanding of the public services environment, HR matters, finance, Planning and Organizing, Applicable legislations. Skills in: Problem solving; Financial Management; Proven Managerial Skills; Accomplished leader; Advanced strategic planning skills; Research orientated person; Confident communicator; Financial management; People management skills; Networking skills; Innovative thinking; Strategic and conceptual orientation; Organizational skills; Adaptability to meet the goal during changes; Policy formulation.

DUTIES : Build and monitor financial capacity of municipalities; Manage and ensure the co-ordination, development and implementation of municipal financial

support programme; Monitor the implementation of the Audit Action Plan; Support municipalities to reduce Unauthorized, Irregular, Wasteful and Fruitless expenditure; Oversee and support the implementation and review of financial regulation and policies; Identify improvement of financial management in the municipalities; Manage resources (Financial, human and physical).

ENQUIRIES : Mr. Monkoe Mphodi Tel No: (015) 294 2223

POST 43/201 : **DIRECTOR: INSTITUTIONAL AND KING/QUEENSHIP SUPPORT SERVICES. REF NO: COGHSTA 08/21**
Branch: Traditional Affairs

SALARY CENTRE REQUIREMENTS : R1 057 326.per annum (All-inclusive salary package)
: Polokwane
: An undergraduate degree (NQF level 7) in Public Management/Administration or related qualification. 5 years' experience at a middle/senior managerial level & a valid driver's license (with exception of disabled applicants). Key competencies: Knowledge of: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills in: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication

DUTIES : Oversee provision of support and monitoring services to traditional councils; Facilitate partnerships between the institution of traditional leadership and other stakeholders; Support the implementation of development programmes by traditional councils; Facilitate capacity building programmes for traditional councils and traditional leaders; Facilitate the provision of tools of trade for traditional leaders; Provide support to the Queenship/Kingship offices; Manage resources (Financial, human and physical).

ENQUIRIES : Mr. Monkoe Mphodi Tel No: (015) 294 2223

POST 43/202 : **DIRECTOR: ICT INFRASTRUCTURE AND SYSTEMS. REF NO: COGHSTA 09/21**
Branch: Corporate Services

SALARY CENTRE REQUIREMENTS : R1 057 326.per annum (All-inclusive salary package)
: Polokwane
: An undergraduate degree (NQF level 7) in Information Technology or related qualification. 5 years' experience at a middle managerial level within ICT environment & a valid driver's license (with exception of disabled applicants). Key competencies: Knowledge of: ICT network planning, designing and architecture. Project management, Disaster Recovery planning and Business Continuity Services. Information Security Services. IT Risk management, ICT Governance Frameworks. Practical knowledge of ICT network infrastructure requirements. Possess knowledge of legislation, regulations, norms, and standards pertaining to public service administration and national information management and information technology policy and strategy. Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, Knowledge on the relevant policies/prescripts and procedures etc.-Call center management; Batho pele principles application; Project management; Customer care. Skills in: Financial Management; Change Management; Service Delivery Innovation (SDI); Problem Solving Analysis; Client Orientation and Customer and Customer Focus; Workshop facilitation; Policy development; Confident communicator; Change agent; Research oriented person.

DUTIES : Oversee the development, maintenance and improve all available ICT systems; Coordinate the development and maintenance of ICT infrastructure specifically; Evaluate development in ICT technology to determine applicability of new technology on the ICT environment; Coordinate and conduct regular site inspections to determine ICT Infrastructure requirements; Monitor adherence by service providers to the agreed ICT Infrastructure specifications; Evaluate and confirm ICT Infrastructure related problems are identified by monitoring the software tool and logging calls timeously and effectively; Manage resources (Financial, human and physical).

- ENQUIRIES** : Ms Mokhomole Makgano Tel No: (015) 294 2270
- POST 43/203** : **DIRECTOR: LEGAL SERVICES. REF NO: COGHSTA 10/21**
Branch: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R1 057 326.per annum (All-inclusive salary package)
: Polokwane
: An undergraduate degree (NQF level 7) in law/LLB or related qualification. 5 years' experience at a middle managerial level in legal advisory/ litigation. Admission as an Attorney or Advocate will be an added advantage. Extensive knowledge in civil litigation, court rules and procedures, Court appearance will be an added advantage. Knowledge in interpretation of statutes, administrative law and understanding of different legislative prescripts, legal compliance management as well as contract drafting. Understanding of government processes. A valid driver's license (with exception of disabled applicants). Key competencies: Knowledge of: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Understanding of the constitution and knowledge of legislative drafting; In-depth knowledge of the law, Public Service and its governance.; Understanding of the constitution and knowledge of legislative drafting; In-depth knowledge of the law, Skills in: Strategic capability and leadership; Good interpretation skills. Presentation and facilitation skills, policy development and research skills, legislative drafting, and formulation skills. 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 both formal and informal; Honesty and integrity; Self-disciplined and able to work under pressure with minimum supervision. People management supervisory skills.
- DUTIES** : Management of litigation matters; Administer the preparation of all Court cases; Assist with consultations to Advocates; Manage the provision of legal advisory services; Provide formal legal opinions and legal advice; Provide legal inputs on correspondence of a legal technical nature; Represent the Department at forums on legal matters; Manage the provision of legislation and contract advisory services; Provide inputs on the provincial legislative programmes; Ensure legally sound contracts are drawn; Ensure legal compliance of the Department; Ensure the effective, efficient, and economic utilisation of allocated resources; Provide and maintain financial management systems that will enable the Directorate to comply with policies; Ensure staffs are kept abreast of all legal new prescripts and policies.
- ENQUIRIES** : Ms Mokhomole Makgano Tel No: (015) 294 2270
- POST 43/204** : **DIRECTOR: SECURITY MANAGEMENT SERVICES REF NO: COGHSTA 11/21**
Branch: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R1 057 326.per annum (All-inclusive salary package)
: Polokwane
: An undergraduate degree (NQF level 7) in Security Management or related qualification. 5 years' experience at a middle managerial in the security industry (Safety and security of information and personnel).A valid driver's license (with exception of disabled applicants).Key competencies: Knowledge of: Knowledge of legal mandatory legislation like OHS, MISS, Criminal Procedure Act, MPSS and PFMA, conducting security awareness programs for staff members. Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, Knowledge on the relevant policies/prescripts and procedures etc. Skills in: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Research; Computer Utilization; Policy Formulation; Vetting; Investigation.
- DUTIES** : Manage the Departmental security function, including personnel, document, surveillance security, vetting of staff/contractors; Develop and implement a sound security policy for the department; Develop a security strategy and

ensure its implementation in the Department regarding the safety of personnel, information and assets; Manage resources (financial, human and physical).
ENQUIRIES : Mr. Monkoe Mphodi Tel No: (015) 294 2223

POST 43/205 : **CHIEF CONSTRUCTION PROJECT MANAGEMENT MUNICIPAL INFRASTRUCTURE DELIVERY PROGRAMME REF NO: COGHSTA 12/21**
Branch: Cooperative Governance

SALARY : R1 058 469.per annum (All-inclusive salary package)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate degree (NQF level 7) in Engineering or related qualification. Minimum 5 years relevant experience & a valid driver's license (with exception of disabled applicants). Key competencies: Knowledge of project and financial management skills, conflict resolution, computer literacy, Ms Project; presentation and engineering applications. Skills in: Project management; Computer skill, Presentation skills; People management skills; Time Management; Communication, both formal and informal; Analytical thinker; Asset management

DUTIES : Provide support to municipalities in relation to the implementation of Free Basic Services (FBS) programmes; Municipal Infrastructure Grant (MIG) and other service delivery programmes; Support and monitoring implementation of indigent policies and compilation of indigent register; Monitor and support asset management in municipalities.

ENQUIRIES : Ms. Mokhomole Makgano Tel No: (015) 294 2270

OTHER POSTS

POST 43/206 : **DEPUTY DIRECTOR: RESPONSE AND RECOVERY. REF NO: COGHSTA 13/21**
Branch: Cooperative Governance

SALARY : R882 042.per annum (All-inclusive salary package)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate degree (NQF level 6) in Disaster Management or related qualification. Minimum 5 years relevant experience & a valid driver's license (with exception of disabled applicants). Key competencies: Knowledge of: Batho Pele principles; public service act. Disaster Management Act; PFMA; MFMA; Disaster Management Framework and other related acts computer literacy; Dynamics, culture and language of the target community Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skill; Numeracy skill; Report writing skills

DUTIES : Coordinate the implementation of a uniform approach for the dissemination of early warning; Manage assessment, classification and declaration of disasters; Manage the implementation of emergency relief, reconstruction, and rehabilitation in an integrated and developmental manner. Manage the establishment of standardized and regulated relief measures.

ENQUIRIES : Mr. Monkoe Mphodi Tel No: (015) 294 2223

POST 43/207 : **DEPUTY DIRECTOR: MUNICIPAL PERFORMANCE MONITORING. REF NO: COGHSTA 14/21**
Branch: Cooperative Governance

SALARY : R882 042.per annum (All-inclusive salary package)
CENTRE : Vhembe
REQUIREMENTS : An undergraduate national diploma (NQF level 6) in Public Management/Administration or related qualification. Minimum 5 years relevant experience & a valid driver's license (with exception of disabled applicants). Key competencies: Knowledge of: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.

DUTIES : Coordinate and consolidate reports on the state of municipalities, Back to Basics and any other programme; Monitor and evaluate the performance of municipalities on a periodic basis in compliance with the MSA & MFMA; Support municipalities with the implementation of the individual PMS;

		Coordinate and facilitate interventions in accordance with the Constitution of RSA, MSA and MFMA; Support and monitor municipalities on audit of predetermined objectives.
<u>ENQUIRIES</u>	:	Ms. Mokhomole Makgano Tel No: (015) 294 2270
<u>POST 43/208</u>	:	<u>DEPUTY DIRECTOR: INSTITUTIONAL SUPPORT SERVICES REF NO: COGHSTA 15/21 (5 POSTS).</u> Branch: Traditional Affairs
<u>SALARY CENTRE REQUIREMENTS</u>	:	R882 042.per annum (All-inclusive salary package) Vhembe, Mopani, Sekhukhune, Capricorn & Waterberg An undergraduate national diploma (NQF level 6) in Public Management/Administration or related qualification. Minimum 5 years relevant experience & a valid driver's license (with exception of disabled applicants). Key competencies: Knowledge of: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, Limpopo Traditional Leadership and Institutions Act 6 of 2005 and its regulation Initiations School Circumcision Act 5 of 1996 and its regulations Limpopo House of Traditional Leaders PFMA, etc. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.
<u>DUTIES</u>	:	Overall management of the traditional affairs district office; Provide administrative support to the traditional councils, Support and monitor traditional council finances; Manage the provisioning of infrastructure and tools of trade to traditional councils; Support and monitor all programmes related to the traditional councils, including initiation schools; capacity building, etc.
<u>ENQUIRIES</u>	:	Ms. Monyela Hlokammoni Tel No: (015) 294 2073
<u>POST 43/209</u>	:	<u>DEPUTY DIRECTOR: ASSET MANAGEMENT. REF NO: COGHSTA 16/21</u> Branch: Financial Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255.per annum (All-inclusive salary package) Polokwane An undergraduate national diploma (NQF level 6) in Financial Management or related qualification. Minimum 5 years related financial/asset management experience at supervisory level & a valid driver's license (with exception of disabled applicants). Key competencies: Knowledge of Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, GIAMA, Financial Management etc. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.
<u>DUTIES</u>	:	Manage the Sub Directorate: Physical Asset Management; Inform guide and advice departmental employees on asset management matters to promote correct implementation of sound asset management practices.
<u>ENQUIRIES</u>	:	Ms. Matlopela Terry Tel No: (015) 294 2224
<u>POST 43/210</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE ASSISTANT & WELLNESS. REF NO: COGHSTA 17/21</u> Branch: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255.per annum (All-inclusive salary package) Polokwane An undergraduate degree (NQF level 7) in Social Worker/Psychology or related qualification. Registered as a Social Worker (SACSSP) or Clinical Psychologist (HPCSA) Minimum 5 years relevant experience. A valid driver's license (with exception of disabled applicants). Key competencies: Knowledge of: In-depth knowledge of therapeutic approaches appropriate to employee counselling; Management and coordination skills that will enhance programme delivery; In-depth knowledge Of EAP matters such as trauma debriefing, employee assessment and referral procedures; Reporting and administration procedures; Development and implementation of Wellness policy; Knowledge of both departmental and employee needs. Skills in: Counselling; Computer literacy; Negotiation and communication skills; Analytical thinking and presentation skills; Planning and organizational skills; Advanced psychotherapy skills.

- DUTIES** : Coordinate, monitor and manage performance of EAP, HIV and AIDS and OHS services in the Department; Manage, control and evaluate the procurement of social workers, psychiatrists, occupational therapist and psychologists; Coordinate, supervise and manage EAP and HIV and AIDS, occupational health and safety programme in the Department and Municipalities.
- ENQUIRIES** : Ms. Matlopela Terry Tel No: (015) 294 2224
- POST 43/211** : **ASSISSTANT DIRECTOR: KINGSHIP AND QUEENSHIP REF NO: COGHSTA 18/21 (2 POSTS)**
Branch: Traditional Affairs
- SALARY CENTRE REQUIREMENTS** : R477 090.per annum
: Vhembe & Mopani
: An undergraduate national diploma (NQF level 6) in Anthropology/ Ethnology/Public Management or related qualification. Minimum 3 years relevant experience & a valid driver's license (with exception of disabled applicants). Key competencies: Knowledge of: Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the public service such as: Computer literacy; Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access to Information Act, Public Service Regulations and various Bargaining Council Resolutions, Good understanding of Limpopo Traditional Leadership and Institutions Act, Act no.6 of 2005.Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skill; Numeracy skill
- DUTIES** : Coordinate research regarding custom, culture and traditional affairs; Coordinate research on genealogies and disputes; Facilitate cultural and development programmes; Provide administrative support to the institution; Manage resources (human and physical).
- ENQUIRIES** : Ms. Matlopela Terry Tel No: (015) 294 2224
- POST 43/212** : **ETHNOLOGIST REF NO: COGHSTA 19/21 (3 POSTS).**
Branch: Traditional Affairs
- SALARY CENTRE REQUIREMENTS** : R382 245.per annum
: Sekhukhune, Waterbeg & Capricorn
: An undergraduate national diploma (NQF level 6) in Public Management/Administration or related qualification. Minimum 3 years relevant experience & a valid driver's license (with exception of disabled applicants). Key competencies: Knowledge of relevant legislation framework governing the Traditional Leadership: Limpopo Traditional Leadership and institutions Act, Act No. 6 of 2005, and Executive Council Decision 32 of 2009 of financial assistance provides for the funeral and inauguration of Senior Traditional Leader. Skills in: Computer Literacy; Event management; Research and Analytical skills; Disputes /conflict resolution; Interpersonal Relation; People management skills; Problem solving and analysis; Communication, both formal, and informal; Report writing skills
- DUTIES** : Facilitate the recognition of traditional leaders; Coordinate events of traditional leaders; Facilitate conflict resolutions; Maintenance of profile for traditional leaders; Facilitate the recognition of traditional communities
- ENQUIRIES** : Ms. Mphati Mokgadi Tel No: (015) 294 2068
- POST 43/213** : **RESEARCHER: SECRETARIAT OF THE HOUSE OF TRADITIONAL LEADERS. REF NO: COGHSTA 20/21**
Branch: Traditional Affairs
- SALARY CENTRE REQUIREMENTS** : R321 543.per annum
: Polokwane
: An undergraduate national diploma (NQF level 6) in Public Administration/Management or related qualification. Minimum 3 years relevant experience & a valid driver's license (with exception of disabled applicants). Key competencies: Knowledge of: Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the public service such as: Computer literacy; Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access to

- Information Act, Public Service Regulations and various Bargaining Council Resolutions, Good understanding of Limpopo Traditional Leadership and Institutions Act, Act no.6 of 2005. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skill; Numeracy skill.
- DUTIES** : Conduct research on custom, culture and traditions. Conduct research on genealogies, dispute resolution mechanisms and other matters relating to the work of the Local and Provincial Houses of Traditional Leaders. Policy Development in support of House committees. Facilitate submission of inputs on policy and legislations affecting the institution of traditional leadership.
- ENQUIRIES** : Ms. Masha Raisebe Tel No: (015) 294 2068
- POST 43/214** : **SENIOR STATE ACCOUNTANT: KINGSHIP AND QUEENSHIP REF NO: COGHSTA 21/21 (2 POSTS).**
Branch: Traditional Affairs
- SALARY** : R321 543.per annum
CENTRE : Vhembe & Mopani
REQUIREMENTS : An undergraduate national diploma (NQF level 6) in Financial Management/Accounting/Cost and Management Accounting qualification. Minimum of 1 to 2 years' Experience in Financial Administration. Key competencies: Knowledge of: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., Public Service Act, Labour Relations Act, DORA, PFMA, PSR, PPPFA, Financial Manual, PERSAL, BAS, LOGIS. Skills in: Computer operating skills; Planning and Organization skills; Language skills; Good verbal and written communication skills; Basic Numeracy Skills; Ability to perform routine tasks; Ability to operate office equipment; Interpersonal Relations; Teamwork; Accuracy and Flexibility; Aptitude of figures.
- DUTIES** : Render Financial Management Services; Perform Salary administration support services; Perform Bookkeeping support services; Render a budget support service.
- ENQUIRIES** : Ms. Masha Raisebe Tel No: (015) 294 2068
- POST 43/215** : **ADMIN OFFICER: SECRETARIAT OF THE HOUSE OF TRADITIONAL LEADERS. REF NO: COGHSTA 22/21**
Branch: Traditional Affairs
- SALARY** : R261 372.per annum
CENTRE : Polokwane
REQUIREMENTS : An undergraduate national diploma (NQF level 6) in Public Administration/Management/ Office Administration or related qualification. Minimum of 1 to 2 years' Experience in Office Administration. Key competencies: Knowledge of: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., the Constitution of the RSA, Framework Act 41, Limpopo House of Traditional Leaders Act, Act No. 5 of 2005, Limpopo Traditional Leadership and Institutions Act, Act No.6 of 2005.Circumcision Act, and Rules and Orders of the House. Skills in: Organizing and Planning skills; Strategic Planning and Capacity building; Research and Analytical skills; Performance monitoring; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Report writing skills
- DUTIES** : Render house procedures during the official activities; Facilitate communication services of the house; Render secretariat services of portfolio committees; Provide logistical support for the house; Keep and maintain records of the activities of the house.
- ENQUIRIES** : Ms. Masha Raisebe Tel No: (015) 294 2068
- OFFICE OF THE PREMIER**
- APPLICATIONS** : Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand deliver to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
- CLOSING DATE** : 23 December 2021 at 16h00.

NOTE : The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. Applications must be accompanied by a Comprehensive Curriculum Vitae, copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) as well as a fully completed New Z83 form which is obtainable from all Government Departments or Government Websites. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The successful candidates must be willing to sign an oath of secrecy with the organization and is also expected to sign a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting). The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. Late applications for the advertised posts 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 to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. NOTE: Copies of qualifications, Identity document and drivers license (where appropriate) The contents of the advertised vacant posts will also be posted on the following website: www.limpopo.gov.za.

OTHER POSTS

POST 43/216 : **DEPUTY DIRECTOR: ASSETS DISPOSAL AND FINANCIAL SYSTEM MANAGEMENT - REF. NO: OTP: 11/21/01 (1XPOST)**
Chief Directorate: Financial Management

SALARY : R744,255 - R876,705.per annum (Level 11) (all-inclusive package)
CENTRE : Polokwane (Head Office)
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA). Five years' experience in Financial Management of which three (3) years must be at a Junior Management or Assistant Director level. Experience in Assets Management and Financial Systems will be an added advantage. A valid driver's license with the exception of people with disability.

DUTIES : Responsibilities: The successful candidate will be required to: Manage Asset register and Library materials. Manage the disposal of Assets. Manage Financial Systems.

ENQUIRIES : should be directed to: Mesdames Moyaba ME/Kekana PL/Mgbo PM/Mokgalaka S at Tel No: 015 287 6027 / 6293 / 6441 / 6665 respectively.

POST 43/217 : **DEPUTY DIRECTOR: ACQUISITION MANAGEMENT - REF. NO: OTP: 11/21/02 (1XPOST)**
Chief Directorate: Financial Management

SALARY : R744,255 - R876,705.per annum (Level 11) (all-inclusive package)
CENTRE : Polokwane (Head Office)
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA). Five years' experience in Financial Management of which three (3) years must be at a Junior Management or Assistant Director level. Experience in Acquisition Management (Supply Chain Management) will be an added advantage. A valid driver's license with the exception of people with disability.

DUTIES : Responsibilities: The successful candidate will be required to: Ensure the invitation of Bids and Quotations. Manage Contracts. Render Secretariat and Advisory support to the Departmental Bids Committee.

ENQUIRIES : should be directed to: Mesdames Moyaba ME/Kekana PL/Mgbo PM/Mokgalaka S at Tel No: 015 287 6027 / 6293 / 6441 / 6665 respectively.

POST 43/218 : **DEPUTY DIRECTOR: TRANSPORT MANAGEMENT - REF. NO: OTP: 11/1/03 (1XPOST)**
Chief Directorate: Financial Management

SALARY : R744,255 - R876,705.per annum (Level 11) (all-inclusive package)
CENTRE : Polokwane (Head Office)
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA). Five years' experience in Financial Management of which three (3) years must be at a Junior Management or Assistant Director level. Experience in Transport Management (Supply Chain Management) will be an added advantage. A valid driver's license with the exception of people with disability
DUTIES : Responsibilities: The successful candidate will be required to: Manage government owned vehicles. Manage government motor schemes vehicles.
ENQUIRIES : should be directed to: Mesdames Moyaba ME/Kekana PL/Mgbo PM/Mokgalaka S at Tel No: 015 287 6027 / 6293 / 6441 / 6665 respectively.

POST 43/219 : **DEPUTY DIRECTOR: RECRUITMENT & SELECTION AND HUMAN RESOURCE PLANNING, INFORMATION & SYSTEMS - REF. NO: OTP: 11/21/04 (1XPOST)**
Chief Directorate: Administration Support

SALARY : R744,255 - R876,705.per annum (Level 11) (all-inclusive package)
CENTRE : Polokwane (Head Office)
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA). Five years' experience in Human Resource Management of which three (3) years must be at a Junior Management or Assistant Director level. Experience in Recruitment & Selection, Human Resource Planning, Information and Systems will be an added advantage. PERSAL literate. A valid driver's license with the exception of people with disability
DUTIES : Responsibilities: The successful candidate will be required to: Manage the administration of systems and implementation of Staff Establishment. Manage recruitment and selection process. Manage Human Resource Planning, Information and Systems.
ENQUIRIES : should be directed to: Mesdames Moyaba ME/Kekana PL/Mgbo PM/Mokgalaka S at Tel No: 015 287 6027 / 6293 / 6441 / 6665 respectively.

POST 43/220 : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT - REF. NO:OTP: 11/21/05 (1XPOST)**
Chief Directorate: Administration Support

SALARY : R744,255 - R876,705.per annum (Level 11) (all-inclusive package)
CENTRE : Polokwane (Head Office)
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA). Five (5) years' experience in Human Resource Development of which three (3) years' must be at Junior Management or Assistant Director level. A valid driver's license with the exception of people with disability.
DUTIES : Responsibilities: The successful candidate will be required to: Manage skills Audit and identification of training needs. Co-ordinate the development of Policies. Manage the development of course manuals. Manage the facilitation of training courses and administration of bursaries. Manage the facilitation of Internship and Learnership programmes. Manage the implementation of AET (Adult Education Training) programmes.
ENQUIRIES : should be directed to: Mesdames Moyaba ME/Kekana PL/Mgbo PM/Mokgalaka S at Tel No: 015 287 6027 / 6293 / 6441 / 6665 respectively.

POST 43/221 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT - REF. NO.: OTP: 11/21/06 (1XPOST)**
Chief Directorate: Administration Support

SALARY : R382,245 - R450,255.per annum (Level 09) (all-inclusive package)
CENTRE : Polokwane (Head Office)
REQUIREMENTS : An undergraduate qualification (NQF Level 6) as recognized by the South African Qualifications Authority (SAQA). A minimum of 01-03 years' experience

- in Human Resource Development. A valid driver's license with the exception of people with disability.
- DUTIES** : Responsibilities: The successful candidate will be required to: Plan and coordinate skills programme. Administer internal and external bursaries. Administer Internship, Learnership and Experiential Learning.
- ENQUIRIES** : should be directed to: Mesdames Moyaba ME/Kekana PL/Mgbo PM/Mokgalaka S at Tel No: 015 287 6027 / 6293 / 6441 / 6665 respectively.
- POST 43/222** : **MULTIMEDIA OFFICER - REF. NO: OTP: 11/21/07 (1XPOST)**
Chief Directorate: Provincial Communication Services
- SALARY** : R321,543 - R378,765 per annum (Level 08) (all-inclusive package)
CENTRE : Polokwane (Head Office)
REQUIREMENTS : An undergraduate qualification (NQF Level 6) as recognized by the South African Qualifications Authority (SAQA). A minimum 01-02 years' experience in Media. A valid driver's license with the exception of people with disability.
- DUTIES** : Responsibilities: Manage and provide sound and video services. Ensure that sound system and video production are safe and secured.
- ENQUIRIES** : should be directed to: Mesdames Moyaba ME/Kekana PL/Mgbo PM/Mokgalaka S at Tel No: 015 287 6027 / 6293 / 6441 / 6665 respectively.
- POST 43/223** : **PERSONNEL PRACTITIONER: PMDS - REF. NO.: OTP: 11/21/08 (1XPOST)**
Chief Directorate: Administration Support
- SALARY** : R321,543 - R378,765 per annum (Level 08) (all-inclusive package)
CENTRE : Polokwane (Head Office)
REQUIREMENTS : An undergraduate qualification (NQF Level 6) as recognized by the South African Qualifications Authority (SAQA). A minimum 01-02 years' experience in Performance Management & Development Systems (PMDS). PERSAL literacy will be an added advantage.
- DUTIES** : Responsibilities: Assisting providing guidance and support to PMDS. Assist in monitoring of the implementation of PMDS. Administer performance management and development system (PMDS).
- ENQUIRIES** : should be directed to: Mesdames Moyaba ME/Kekana PL/Mgbo PM/Mokgalaka S at Tel No: 015 287 6027 / 6293 / 6441 / 6665 respectively.
- POST 43/224** : **ICT SECURITY ADMINISTRATOR - REF. NO: OTP: 11/21/09 (1XPOST)**
Directorate: Organisational Risk, Integrity and Security Management
- SALARY** : R321,543 - R378,765 per annum (Level 08) (all-inclusive package)
CENTRE : Polokwane (Head Office)
REQUIREMENTS : An undergraduate qualification (NQF Level 6) as recognized by the South African Qualifications Authority (SAQA). A minimum 01-02 years' experience in ICT Security Environment.
- DUTIES** : Responsibilities: Protects system by defining access privileges, control structures and resources. Determine security violations and inefficiencies. Upgrade system by implementing and maintaining security controls. Perform risk assessments and execute tests of data processing system to ensure functioning of data processing activities and security measures.
- ENQUIRIES** : should be directed to: Mesdames Moyaba ME/Kekana PL/Mgbo PM/Mokgalaka S at Tel No: 015 287 6027 / 6293 / 6441 / 6665 respectively.

**PROVINCIAL ADMINISTRATION: NORTH WEST PROVINCE
DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS-NORTH WEST**

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management: Department of Cooperative Governance and Traditional Affairs, Private Bag x 2145 Mmabatho, 2735 or hand delivered to Old Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex) for attention: Ms Nomathemba Serei Tel No: 018 388 3687 or Ms Ethelia Masibi Tel No: 018 388 3933
- CLOSING DATE** : 20 December 2021
- NOTE** : Directions to Applicants: The Department of Cooperative Governance and Traditional Affairs is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za> People with disabilities who meet the requirements are encouraged to apply. Applications must be completed using New Z83 Application Form, obtainable from any Public Service Department, and should include a copy of ID, certificates and comprehensive CV with three contactable referees, Note: certified copies of your educational qualifications. Such copies need not to be certified when applying for the post. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. Failure to submit the requested documents will result in your application not being considered. Successful SMS Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments at a venue and date determined by the Department. The competency assessment test generic managerial competencies using mandated DPSA SMS competency assessment tool Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks) and should have been vetted Top Secret or should be able to meet Top Secret vetting requirements within 6 months of assuming duties failing which the contract will be terminated. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Department within three months from the date of the advertisement consider your application to be unsuccessful. The Department reserves the right not to fill the position.

MANAGEMENT ECHELON

- POST 43/225** : **CHIEF FINANCIAL OFFICER REF NO: COGTA 53/21-22**
Chief Directorate: Chief Financial Officer
- SALARY** : R1 251 183 per.annum (Level 14) all-inclusive remuneration package
- CENTRE** : Head Office (Mmabatho)
- REQUIREMENTS** :
Matric/Grade 12. Bachelor Degree (NQF Level 7) in Financial Management/Accounting, or any other relevant, equivalent qualification. Chartered Accountant CIMA qualification will be an added advantage as well as registration as a member of SAICA and or any other relevant profession. Ten (10) Years' experience in the financial management environment of which five (5) years must be at Senior Management level. Valid driver's Licence. Competencies: Understanding of applicable legislation and regulatory framework, Public Service Act, PFMA, MFMA and Treasury Regulations, Division of Revenue Act, Public Audit Act, Public Service Regulations, labour Relations Act. Communications Skills, Computer Literacy, Strategic leadership Capability, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation(SDI), Problem Solving and Analysis, People Management and

- DUTIES** : Empowerment, Client Orientation and Customer focus. Intergovernmental, Policy formulation and analysis skills.
- ENQUIRIES** : Oversee the provision of financial management services. Oversee the provision of Supply Chain Management services. Oversee the provision of effective internal control and compliance measures. Oversee and manage the budget, costing, reporting and internal control processes. Oversee and manage revenue, expenditure and financial reporting. Oversee the preparation and submission of the annual financial statements. Oversee and manage Departmental Audit processes. Management of Human Resource
Ms M Lehoko, Tel No: (018) 388 2890

OFFICE OF THE PREMIER

- APPLICATIONS** : Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.
- CLOSING DATE** : 20 December 2021
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department, and must include copies of qualifications, Identity document and drivers licence (where appropriate), a comprehensive CV with three contactable referees and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered and incomplete application will be disqualified (NB: All fields of the new Z83 form are compulsory). Late, faxed and e-mailed applications will not be considered. The successful candidates for the below positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority and the evaluation certificate must be submitted with your application. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. The office has the right to not fill the position.

OTHER POSTS

- POST 43/226** : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: NWP/OOP/2021/40**
Job Purpose: To provide committee secretariat support to the Executive Council, it's EXCO Committees, North West Premier's council (NWPCC), Premier's Infrastructure Coordinating Committees (PICCOCO), Broader North West Coordinating Committee and Technical Cluster Committees in support of the functioning of the Cluster system.
- SALARY CENTRE REQUIREMENTS** : R744 255. per annum (11 Posts)(all-inclusive package)
: Mmabatho
: 3 years appropriate tertiary qualification at NQF level 6 and / or equivalent qualification (NQF level and credits).6-7 years' experience applicable to the relevant discipline of which 3 years should be at Assistant Director Level.Knowledge, Skills and Competencies: Knowledge of the operations of Executive Council and Cabinet system. Broad knowledge and understanding of Government policies. Knowledge and understanding of the cluster system. Knowledge and ability to apply the prescript of the EXCO Procedural Manual. Minute taking and report writing. Ability to utilise the computer and related IT technology. Written language skills, with specific reference to the ability to clearly formulate minutes and correctly capture the essence of discussions.

Verbal Language skills with specific emphasis on ability to understand, communicate and write in English. People skills. Ability to conceptualize discussions and produce a concise yet accurate account of discussions and decisions. Strong organisational skills. Report writing. Good communication skills. Report writing. Planning and organising Facilitation skills. Coordination skills. Conflict resolution. Problem solving skills project management leadership skills. Presentation skills.

DUTIES : To render efficient and effective administration and secretariat service to EXCO, Extended Broader North West Coordinating Committee, EXCO Makgotla, NWPCC and Governance Cluster. To manage and monitor the implementation of decision and directives/resolutions. Provision of support to the Leader of Government Business and to manage the Provincial Government Cluster. Management of Human Resource. To maintain the record management in the Directorate within the guidelines and system established.

ENQUIRIES : Mr. B. Jonkers Tel No: (018) 388 3033

POST 43/227 : **DEPUTY DIRECTOR: INVESTIGATION REF NO: NWP/OOP/2021/41**
Job Purpose: To provide and coordinate comprehensive investigation management services in the NWPG

SALARY : R744 255. per annum (11 Posts)(all-inclusive package)

CENTRE : Mmabatho

REQUIREMENTS : 3 year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 6-7 years relevant experience of which 3 should be at Assistant director level. Knowledge, Skills and Competencies: Law of evidence, labour relations act, public service act, public service regulations, basic conditions of employment act, public finance management act and regulations, disciplinary code and procedure etc. Analytical and conflict management skills, interrogation and negotiation skills, communication and report writing skills, cross examination skills.

DUTIES : Investigation of allegations pertaining to financial mismanagement, fraud and corruption. Collaborate with relevant stakeholders on resolution and investigated cases. Develop and maintain database management system. Administration and Supervision.

ENQUIRIES : Ms. S. Mpehlo Tel No: (018) 388 4039

POST 43/228 : **ASSISTANT DIRECTOR: INVESTIGATION REF NO: NWP/OOP/2021/42**
Job Purpose: To Facilitate and coordinate comprehensive forensic management services

SALARY : R382 245.00 per annum (Level 09)

CENTRE : Mmabatho

REQUIREMENTS : 3 year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 3 - 5 years' experience applicable to the relevant discipline of which 2 years should be at supervisory level Knowledge, Skills and Competencies: Knowledge of criminal law, law of evidence, labour relations act, public service act, public service regulations, basic conditions of employment act, public finance management act and regulations, disciplinary code and procedures. Analytical and conflict Management skills; Presentation skills; Problem solving skills; Interrogation and negotiation skills; Communication and report writing skills cross examination skills.

DUTIES : Investigation of allegations pertaining to fraud, corruption and financial mismanagement. Administration. Conduct Advocacy training, monitoring and evaluation. Strategic Leadership.

ENQUIRIES : s. S. Mpehlo Tel No: (018) 388 4039

POST 43/229 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: NWP/OOP/2021/43**
Job Purpose: To provide optimal Human Resources Development in the Office of the Premier.

SALARY : R382 245. per annum (Level 09)

CENTRE : Mmabatho

REQUIREMENTS : 3 year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits) and training on PERSAL with personnel administration course as added advantage. 3 - 5 years' experience applicable to the relevant discipline of which 2 years should be at supervisory level.

		Knowledge, Skills and Competencies: Knowledge of HRD strategy; Prescripts: Public Service Regulations, HR policies and other related Acts, Skills Development Act and Skills Development Levies Act, National Skills Development Strategy, Employment Equity Act, Labour Relations Act and Public Service Act. Self-Management; Analytical; Good communication skills; Report writing skills; Planning and organising; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking; Conflict resolution; managing personal and Career development in a responsible manner.
<u>DUTIES</u>	:	Development and implementation of HRD Strategies. Facilitate the development and implementation of Workplace Skills Plan. Facilitate the Implementation of Work Integrated, Internship and Learnership programmes. Management and administration of Bursary Programme. Management and coordination of Human Resources Development Forum. Management of Human Resources and perform other tasks in the Sub Directorate as may be delegated.
<u>ENQUIRIES</u>	:	Mr. T Ramara Tel No: (018) 388 5110
<u>POST 43/230</u>	:	<u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICE AND REMUNERATION (TRANSVERSAL) REF NO: NWP/OOP/2021/44</u> Job Purpose: To facilitate and monitor conditions of service and remuneration in the NWPG
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245. per annum (Level 09) Mmabatho 3 year appropriate tertiary qualification at NQF level 6 and/or equivalent qualifications. 3 years' experience applicable to the relevant discipline of which 2 years should be at Supervisory level. PERSAL training (certificates must be attached). Working experience of PERSAL and other Management Information Systems. Knowledge, Skills and Competencies: Management Information Systems (MIS), Expert knowledge of PERSAL System, Advanced knowledge of MS Excel, Analytical skills, Public Service Act, Public Service Regulations, Labour Relations Act, PFMA and Public Finance Regulations. Good Communication skills, Computer Skills, Report Writing skills, Problem Solving skills, Coordination, Planning & Organising skills. Ability to draw analytical management reports
<u>DUTIES</u>	:	Facilitate Maintenance of Personnel Information System. Facilitate the implementation of employee benefits and remuneration matters. Facilitate the implementation of compensation in respect of injuries on duty.
<u>ENQUIRIES</u>	:	Mr. S.M Bahula Tel No: (018) 388 3087
<u>POST 43/231</u>	:	<u>ASSISTANT DIRECTOR: ASSISTANT SYSTEM CONTROL & BANKING SERVICES REF NO: NWP/OOP/2021/45</u> Job Purpose: To ensure sound financial systems, accounting, reporting & banking services in the office.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245. per annum (Level 09) Mmabatho 3 year Diploma/Degree or equivalent qualification in relevant field. 3-5 years' experience applicable to the relevant field of which 2 years should be at supervisory level Knowledge, Skills and Competencies: PFMA; PSA; PSR; Computer literacy skills in Excel, Word, PowerPoint Reporting skills.
<u>DUTIES</u>	:	Administration of Bank account and bank reconciliation. Reconciliation and monitoring of assets & liabilities. Administration of debts in the office. Preparation of interim and annual financial statements. Verify the correctness and accuracy of the reports and provide narration where necessary. Regular verification of information on the Basic Accounting System. Ensure that Walker/BAS is reconciled and accurate before submission to Provincial Treasury. Print bank reconciliation certificate and ensure that it is signed by the Accounting Officer and relevant Senior Officials. Monthly maintenance of suspense accounts and ensure timeous submission to Provincial Treasury. Attend to all audit queries. Management of subordinates. Facilitate the provision of revenue services.
<u>ENQUIRIES</u>	:	Mr. OWB Koikanyang. Tel No: (018) 388 5043

**PROVINCIAL ADMINISTRATION: WESTERN CAPE GOVERNMENT
DEPARTMENT OF AGRICULTURE**

APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, Or 3. Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

CLOSING DATE : 17 January 2022

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

OTHER POST

POST 43/232 : **AUXILIARY SERVICES OFFICER: BREEDING/ REPRODUCTION/ ANIMAL HOUSING AND WELFARE, REF NO. AGR 20/2021 R1**

SALARY : R147 459 per annum (level 4)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 10 (Junior Certificate or equivalent qualification); A minimum of 2 years' experience in hatchery practices and/or ostrich handling; A valid code B driving licence. Recommendation: Willingness to work overtime when required. Competencies: A good understanding of the following: Maintaining a hatchery and farm infrastructure; Management of Ostrich breeder flock; Communication skills; Ability to work within a team and give guidance to farm aids; Ability to do physical work (handling of ostrich breeders and loading trays filled with eggs in incubator trollies).

DUTIES : Support the execution of research projects: Collecting, setting and candling of ostrich eggs and recording of research data; Maintenance of research resources: General cleaning and disinfecting of hatchery facilities; Administration: Daily record keeping; Functional work allocation and supervision of workers; Technology transfer: Assist with open days.

ENQUIRIES : Dr Z Brand at Tel No: (044) 203 9406/ 084 689 1032

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.

ERRATUM: Kindly note that the Closing Date for the post of the Head Clinical Unit (Medical) Grade 1 (Critical Care) with Ref Post 35/171, advertised in Public Service Vacancy Circular 35, dated 8 October 2021, has been extended to 17 December 2021 and Closing Date for the post of the Head Clinical Unit (Medical) Grade 1 (Adult Cardiology) with Ref Post 39/311, advertised in Public Service Vacancy Circular 39, dated 5 November 2021, has been extended to 17 December 2021.

OTHER POSTS

POST 43/233 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**
Rural Health Services

- SALARY** : Grade 1: R1 122 630 per annum
Grade 2: R1 283 592 per annum
Grade 3: R1 489 665 per annum (A portion of the package can be structured according to the individual's personal needs) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).
- CENTRE REQUIREMENTS** : George Regional Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Psychiatry. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Ability to (read, write and speak) in at least two of the three official languages of the Western Cape. Knowledge of a public health approach to delivering integrated psychiatric services. Ability to work in integrated multi-disciplinary teams across platforms. Clinical, leadership, administrative, teaching and mentoring skills. Computer literacy in MS Office mandatory. Creativity to develop new ideas which can result in positive changes to existing processes. Appropriate experience in Psychiatry. Ability and experience in teaching.
- DUTIES** : (key result areas/outputs): Specialist psychiatric care to patients (all age groups) at George Hospital and at selected outreach sites in the beautiful Garden Route/Central Karoo districts. Participate in clinical governance of a growing integrated district mental health service. Teaching and clinical supervision of junior and allied mental health practitioners, generalists and medical students within a well-established Rural Training Complex. HR and Finance Management.
- ENQUIRIES APPLICATION** : Dr BE Boon, Tel No.: (044) 802-4528
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. 'Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'
- CLOSING DATE** : 20 December 2021
- POST 43/234** : **PRIMARY HEALTH CARE MANAGER**
Chief Directorate: Metro Health Services
- SALARY** : R882 042 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Klipfontein/Mitchells Plain Sub-structure Office
: Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in District Health Services or Health Service Management. Appropriate experience with statistical data and the use of data in order to make management decisions. Inherent requirement of the job: Valid (Code B/EB) drivers' licence and extensive travel within the District. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to collaborate

- and work efficiently within a multi-disciplinary team. Good interpersonal, leadership and communication skills.
- DUTIES** : (key result areas/outputs): Strategic and operational management of PHC services in the Klipfontein/Mitchells Plain Sub-structure. Strategic and operational management of clinical and support services at Sub-district level. Financial planning, expenditure control and liaison with hub hospitals for effective Supply Chain Management for PHC facilities. Effective Human Resource Management. Effective and efficient management of all health programmes at Sub-district level and the implementation of Health Policies. Liaison and interaction with micro/specific and macro/general environment.
- ENQUIRIES APPLICATION** : Dr A Brink, Tel No: (044) 302- 8405
- NOTE CLOSING DATE** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- : No payment of any kind is required when applying for this post.
- : 20 December 2021
- POST 43/235** : **DEPUTY DIRECTOR: INTEGRATED FACILITIES MANAGEMENT**
Head Office, Cape Town
- SALARY** : R744 255 per annum (A portion of the package may be structured according to the individual's personal needs).
- CENTRE** : Directorate: Facility Management (M4 Building, Grounds of Karl Bremer Hospital)
- REQUIREMENTS** : Minimum educational qualification: Undergraduate degree in Commerce or Law. Experience: Appropriate management experience in the field of Private Public Partnerships (PPP's) and Integrated Facilities Management Services in the Health Sector. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Comprehensive understanding of various business and legal principles. Ability to manage and maintain relations between parties (i.e. public and private sector). Ability to analyse, compile and report on financial data. Ability to think analytically and logically. A post graduate degree would serve as an added advantage.
- DUTIES** : (key result areas/outputs): Provide support with PPP's and related processes. Responsible for drafting Terms of Reference in Line with Supply Chain Management Prescripts and assist with bidding process for the Integrated Facilities Management Services Model. Ensure budget efficiencies are met as set out within the Integrated Facilities Management Services Model. Responsible for the development and implementation of a plan in terms of the Integrated Facilities Management Services Model for future and existing complexes. Monitor, train and evaluate staff for the Integrated Facilities Management Services model.
- ENQUIRIES APPLICATION** : Dr A Kharwa Tel No: (021) 918-1635
- NOTE CLOSING DATE** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- : No payment of any kind is required when applying for this post.
- : 20 December 2021
- POST 43/236** : **DEPUTY DIRECTOR: HUMAN RESOURCE AND FACILITY MANAGEMENT**
Chief Directorate: Rural Health Services
- SALARY** : R744 255 per annum (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Management or related field. Experience: Appropriate experience in Human Resource management and Facility Management and Support Services in a hospital setting. Appropriate supervisory and management experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proficient computer literacy (Microsoft Office package). Appropriate and proven managerial experience in a Health Care environment, showing strong leadership, strategic and operational skills. Ability to lead, innovate and drive Human Resource and Facility Management initiatives. Excellent knowledge and experience in the implementation of Human Resource Management policies, procedures and practices pertaining to Human Resources, Human Resource Development and Labour Relations. Knowledge in managing all aspects of Technical and Support Services. Excellent communication in at least two of the three official

languages of the Western Cape (written, verbal) and conflict management skills, proven computer literacy with proficiency in MS Word, Excel and PowerPoint with the ability to understand and analyze statistical and financial information.

DUTIES : (key result areas/outputs): Ensure effective and efficient management of all aspects of Human Resources Management, including Labour Relations and Human Resource Development. Strategic, operational and financial Management of all Support Services including waste management, linen, transport, porters, telecommunications, residence, food services and contracted services. Strategic management of technical services including workshop and occupational health and safety. Provide strategic management and leadership, as member of George Hospital senior management team.

ENQUIRIES : Mr M Vonk, Tel No: (044) 802 4534 4534 or e-mail: Michael.vonk@westerncape.gov.za

APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 20 December 2021

POST 43/237 : **MEDICAL PHYSICIST: GRADE 1 TO 3**

SALARY : Grade 1: R672 123 per annum

Grade 2: R761 274 per annum

Grade 3: R870 423 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Physicist. **Grade 2:** 8 Years appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** 16 Years appropriate experience after registration with the HPCSA as a Medical Physicist. Inherent requirement of the job: Willingness to work after hours and overtime. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Competencies (knowledge/skills): Ability to work under pressure and meet deadlines. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Good communication, interpersonal relationship, research, development and teaching skills. Potential to develop management skills. Skills pertaining to the scope of the profession of medical physicists. Knowledge of the statutory regulations regarding the medical use of ionising radiation. Understand the physics of radiotherapy-, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of Radiotherapy physics.

DUTIES : (key result areas/outputs): Perform dosimetry, quality assurance, treatment planning and radiation protection functions of medical physics in the Department of Radiation Oncology, with support to Nuclear Medicine and Diagnostic Radiology. Active participation in the routine execution of clinically related medical physics tasks. Supply physics support to treatment planning and on the radiotherapy treatment floor. Supervise and plan HDR brachytherapy. Assist with commissioning and optimisation of new equipment and techniques. Assist with lecturing of the under and postgraduate teaching and training programme in the Medical Physics Department. Actively participate and assist with the research and development programme of the Medical Physics Department.

ENQUIRIES : Mr C Trauernicht, Tel No: (021) 938-6027, E-mail: cjt@sun.ac.za

APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).

- CLOSING DATE** : 20 December 2021
- POST 43/238** : **DEPUTY DIRECTOR: MEDICAL BIO SCIENCES GRADE 1 THERAPEUTIC DRUG MONITORING LABORATORY (PHARMACOLOGY) (5/8TH POST)**
- SALARY** : R544 014 per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Biological Scientist in Pharmacology. Registration with professional council: Registration with the HPCSA as a Medical Biological Scientist in Pharmacology. Experience: A minimum of 3 years' appropriate experience as Medical Biological Scientist in Pharmacology after registration with the HPCSA as Medical Scientist in Pharmacology. Competencies (knowledge/skills): Good knowledge of Clinical Pharmacology, Good Clinical Laboratory Practice, ISO 15189 accreditation system, bioanalytical research methodology, and clinical sample analysis. Strong communication, interpersonal, planning, and organizational and technical skills.
- DUTIES** : (key result areas/outputs): Direction of the Pharmacology Routine TDM Laboratory. Management and administration of the Pharmacology Routine TDM Laboratory. Teaching and supervision of postgraduate students. Conduct research.
- ENQUIRIES APPLICATION** : Prof G Maartens, Tel No.: (021) 406-6286
- APPLICATION** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 20 December 2021
- POST 43/239** : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3**
Rural Health Services
- SALARY** : Grade 1: R401 640 per annum
Grade 2: R473 122 per annum
Grade 3: R557 301 per annum
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the HPCSA as a Radiographer in Ultrasound. Experience: **Grade 1**: None for SA qualified employees. **Grade 2**: Minimum of 10 years relevant experience after registration with HPCSA in Radiography (Ultrasound) in respect of SA qualified employees. **Grade 3**: Minimum of 20 years relevant experience after registration with HPCSA in Radiography (Ultrasound) in respect of SA qualified employees. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability and willingness to be available for emergencies/mass incidents. Competencies (knowledge/skills): Knowledge of cranial, abdominal, vascular, musculoskeletal, obstetrics and gynaecology ultrasound. Ability to assist with the competence building and training. Good interpersonal skills. Ability to work independently and as part of a multi-disciplinary team. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape.
- DUTIES** : (key result areas/outputs): Provide a sonography service to support the general specialist disciplines in Worcester Hospital and surrounding Geographical Service Area. Responsible for quality assurance in the sonography department. Effective and efficient operational management of the sonography service within the Radiography department, including Human Resource Management, Finances and Asset Management where applicable.
- ENQUIRIES APPLICATION** : Ms E Dreyden, Tel No: (023) 348-1129
- APPLICATION** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be subject to a competency test. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job

application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 20 December 2021

POST 43/240 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Chief Directorate: Metro Health Services

SALARY : R321 543 per annum
CENTRE : Lenteguur Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three- year National Diploma or Degree. Experience: Appropriate experience in SCM and Finance environment. Appropriate knowledge and practical experience in LOGIS & BAS Systems. Practical experience in Budget and Expenditure Control as well as Assets and Liability Accounts. Experience in the procurement of Goods, Service and Warehouse management. Appropriate proven Supervisory experience. Inherent requirement of the job: Valid Code (B/EB) drivers licence. Competencies (knowledge/skills): Must have organisational, managerial, leadership skills, an aptitude for working with financial figures with strong people management skills, ability to work in a team context and motivate team members. Computer literacy Microsoft Package with experience in LOGIS & BAS (certificates to be attached). Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA) as well as Accounting Officer System. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Supervision of technical matters including budget control, expenditure analysis, monthly projections, accounting measures, compliance, and related functions as well as Human Resource Management. Supervise the management of Budget needs in respect of FBU's through control, monitoring and reporting expenditure. Supervise the clearance of Asset and Liabilities accounts, Sundry payments, Budgeting vs expenditure and timeous preparation of relevant reports. Prepare and submit the Interim and Annual Financial Statements. Ensure sound Labour practices are executed and implemented. Effective and efficient supervision of Financial Management processes such as creditor payments, journals, SCOA and BMI management.

ENQUIRIES : Mr. M Mdodeni; Tel. No. (021) 370 1125
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 December 2021

POST 43/241 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (ROCHESTER HOUSE)**

SALARY : R261 372 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Manage a Hostel/Dormitory Residence/Hotel. Appropriate experience in Personnel Management. Appropriate experience in Office and Financial administration. Inherent requirements of the job: Willingness to perform standby. Relieve and other related duties. Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of Occupational Health and Safety Act. Knowledge of the Labour Relations Act. Computer literacy (MS Office) and typing proficiency.

DUTIES : (key result areas/outputs): Manage the Operations of the Groote Schuur Hospital staff Residence. Personnel Management, including submission of monthly reports, submission of monthly stats and the maintenance of a hygienic environment at the Residence. Financial administration and follow up on cash payments including reminders on expiry of lease agreements. Respond and resolve all queries and complaints, including repairs and maintenance of the residence. Relieve the duties of Supervisors and Managers

		within the Facility Management Department and assist with adhoc duties in the department.
<u>ENQUIRIES</u>	:	Mr F Olivier, Tel No: (021) 404-3163
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may have to undergo a practical skills test.
<u>CLOSING DATE</u>	:	20 December 2021
<u>POST 43/242</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management and Finance environment, Inventory Management, Procurement processes, Warehouse Management and Asset Management. Appropriate experience and skills in LOGIS, IPS/SEB. Inherent requirement of the job: Valid Code (B/EB) drivers licence. Competencies (knowledge/skills): Appropriate knowledge of System controller functions and duties be able to do reconciliations. Good strong people management skills, ability to work in a team context and motivate team members. Computer literacy Microsoft Package with knowledge and experience in (LOGIS, BAS and IPS/EP- certificate to be attached). Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA) as well as Accounting Officer System. Good written and verbal communication skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	(key result areas/outputs): Effective management and monitoring of Inventory control and Warehouse Management, Asset Management process and prepare documents for the Quotation Committee meetings. Perform LOGIS system Controller functions. Supervise staff attached to the Supply Chain Management component. Ensure that all transactions comply with legislative requirements (Audit compliance). Assist with the reporting of Annual and Interim Financial Statements, drawing of monthly reports as well as monthly Inventory, Assets and Lease reporting. Handle all Audit queries related to SCM and execute control compliance related to SCM. Ensure sound Labour practices are executed and implemented.
<u>ENQUIRIES</u>	:	Mr. M Mdodeni, Tel No.: (021) 370-1125
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Short listed candidates will be subject to competency testing.
<u>CLOSING DATE</u>	:	20 December 2021
<u>POST 43/243</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: WELLNESS)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R260 760 per annum Grade 2: R320 703 per annum, Grade 3: R388 974 per annum (Plus a non-pensionable rural allowance of 12% of the basic salary.)
<u>CENTRE</u>	:	Beaufort West PHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognized experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Willingness to work overtime

when necessary. Willingness to rotate between facilities within Beaufort-West to render support services with regards to Wellness Activities. Competencies (knowledge/skills): Interpersonal, problem solving, planning and organizational skills. Knowledge of relevant legislation, policies, and manuals. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literate in Microsoft Word and Excel. Effective and comprehensive report writing.

DUTIES : (key result areas/outputs): Render a quality integrated comprehensive service within a geographic area. Firm relationships established amongst the different service platforms within health, provincial departments, and local civil society structures. Deliver and co-ordinate wellness activities for men, women, adolescents, children and with the focus on the 1st 1000Day initiative. Deliver and co-ordinate wellness activities with focus on Western Cape on Wellness (WOW) to support all chronic conditions. Community liaison and empowering communities to address burden of disease (self-management). Support, monitoring and evaluation of health data.

ENQUIRIES : Ms M Vorster, Tel No: (023) 414-8296/7
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 December 2021

POST 43/244 : **ADMINISTRATION CLERK: SUPPORT (NURSING SERVICES)**
Chief Directorate: Metro Health Services

SALARY : R176 310 per annum
CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Ability to communicate in at least two of the three official languages of the Western Cape. Office management, practical knowledge of Nursing Administration and/ or the ability to grasp. Nursing Administration operations well, and Human Resource Management. Good writing and organizational skills.

DUTIES : (key result areas/outputs): Render an administrative support service to the Head of Nursing Department and all Assistant Managers: Nursing. Record keeping/filing systems regarding all correspondence. Information management support to Nursing Department. Effective minute taking and making, receiving, screening and diverting calls as required. Maintain data basis, i.e. absenteeism, overtime, agencies etc.

ENQUIRIES : Ms D Lotz, Tel No: (021) 370-1340
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Shortlisted candidates may be subjected to a practical test.
CLOSING DATE : 20 December 2021

POST 43/245 : **SENIOR SECURITY OFFICER (2 POSTS)**

SALARY : R176 310 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 12 (Std 10). Registration with a professional council: Candidates must be registered as a Security Officer Grade B or higher with the Security Board in terms of the Security Industry Regulatory Authority Act (PSIRA). Experience: Appropriate experience in a health institution. Inherent requirements of the job: Willingness to work shifts and be available on a 24-hour basis. Willing to rotate when required. Must have a valid driver's licence. Must be registered with PSIRA. Must be willing to be deployed in different sections of security department. Competencies (knowledge/skills): Good (written and verbal) communication skills in at least two of the three official languages of the Western Cape. Knowledge of security related prescripts, regulations and procedures. Basic knowledge of the Occupational Health and Safety Act. Good interpersonal and communication skills. Ability to work in a team as well as independently. Be responsible and diligent. Ability to work under pressure.

DUTIES : (key result areas/outputs): Contract Management of private security. Monitor the patrol of buildings, parking areas and perimeter fencing. Monitor and

		Control of keys and all security documents. Investigate crimes and incidents, writing reports and statements. Practice disciplinary processes to the subordinates. Supervise inhouse and outsource security officers. Monitor the CCTV control room's effectiveness. Monitor and perform access and egress control when required. Conduct crowd control during minor/major incidents.
<u>ENQUIRIES APPLICATION</u>	:	Mr S Ndzuzo, Tel No: (021) 404-3111
<u>NOTE CLOSING DATE</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
	:	No payment of any kind is required when applying for this post.
	:	20 December 2021
<u>POST 43/246</u>	:	<u>ADMINISTRATION CLERK: SUPPORT SERVICES (TRANSPORT)</u>
		Chief Directorate: Rural Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum
	:	Paarl Hospital
	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience regarding Government Motor Transport. Appropriate clerical experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence Competencies (knowledge/skills): Knowledge of the Transport Circular 4 of 2000. Knowledge of the Staff Performance Management System / PERMIS. Ability to achieve and maintain good interpersonal relations with staff and the service providers. Ability to communicate effectively (verbal and writing) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel and Outlook). Knowledge of the Transport Circular 4 of 2000, Government Motor Transport handbook.
<u>DUTIES</u>	:	(key result areas/outputs): Responsible for overall planning, control and management of transport section. Ensure compliance with all GMT rules to prevent vehicle mis-utilisation and costly usage/under-usage Budget and expenditure control. Ensure that all vehicles are maintained in a good roadworthy and clean condition and conduct regular inspections. Ensure the maintenance of vehicles according to the manufacturer's instructions and warranties – analyse all first auto reports on a monthly basis to identify /confirm and report cases of possible fraud and misuse of Government Motor Transport. Supervise and manage personnel in their performance, as well as all other administrative duties and human resource related duties (i.e. staff performance, grievances and discipline)
<u>ENQUIRIES APPLICATION</u>	:	Ms GP Storm, Tel No.: (021) 860-2844
<u>NOTE CLOSING DATE</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
	:	No payment of any kind is required when applying for this post.
	:	20 December 2021
<u>POST 43/247</u>	:	<u>SECURITY OFFICER</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R124 434 per annum
	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a professional council: Candidates have to be registered as a Security Officer Grade C or higher with the Security Board in terms of the Security Industry Regulatory Authority Act PSIRA. Experience: Appropriate experience as a Security Officer in a Health Facility. Inherent requirements of the job: Willingness to work shifts and be available on a 24-hour basis. Must have a valid driver's license. Must be registered with PSIRA. Must be physically fit. Competencies (knowledge/skills): Proficiency in English (both written and verbal) as well as one of the two official languages of the Western Cape. Knowledge of security related prescripts, regulations and procedures. Basic knowledge of the Occupational Health and Safety Act. Good interpersonal and communication skills. Ability to work in a team as well as independently. Be responsible and diligent. Ability to work under pressure.
<u>DUTIES</u>	:	(key result areas/outputs): Ensure access/egress control. Patrolling of buildings, parking areas and perimeter fencing. Control of parking areas. Taking and writing of statements. Investigation of crimes and incidents. Giving of evidence at Court or disciplinary inquiries. Controlling of all hospital keys. Supervise outsourced security officers.
<u>ENQUIRIES</u>	:	Mr S Ndzuzo, Tel No: (021) 404-3111

APPLICATION FOR ATTENTION : The Chief Director: Groote Schuur Hospital, Private Bag X3, Observatory.
: Mr MS Benjamin
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 December 2021

POST 43/248 : **PORTER**
Chief Directorate: Metro Health Services

SALARY : R104 073 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate porter experience. Inherent requirements of the job: Willingness to work shifts including nightshift, weekends and on public holidays. Willingness to work overtime when required. Ability to perform tasks such as lifting patients from/onto beds trolleys and wheelchairs. Must be of sober habits. Competencies (knowledge/skills): Ability to speak in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Ability to work under pressure. Willing to work in a team.

DUTIES : (key result areas/outputs): Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the wards or from the wards to the treatment centres. Assist with the loading of patients in/out of ambulances/vehicles. Render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment areas. Check, report and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness of trolleys, wheelchairs and working areas. Report any defects to trolleys/wheelchairs to supervisor. Reply to requests from wards/clinics. Assist with the transportation of corpses from wards and complete mortuary registers.

ENQUIRIES : Mr A Joubert, Tel No: (021) 850-4750
APPLICATION : The Chief Executive Officer: Helderberg Hospital, Private Bag X2, Somerset West, 7129.

FOR ATTENTION : Ms JL Julies
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 December 2021

POST 43/249 : **HOUSEHOLD AID**
Chief Directorate: Metro Health Services

SALARY : R104 073 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in cleaning, linen, stock and food related services in a hospital/health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Incumbent must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of basic food preparation. Appropriate knowledge with the use of the cleaning equipment, cleaning materials and cleaning detergents.

DUTIES : (key result areas/outputs): Deliver an effective cleaning service such as dusting, sweeping, polishing, scrubbing and mopping of floors, clean furniture and other equipment and empty dustbins. Effective use of cleaning agents, equipment and provide a hygienic environment to prevent the spread of infection and ensure that the cleaning equipment is cleaned after usage and securely stored. Safekeeping and stock control of linen, stock, consumables and equipment. Serve meals to patients and when required prepare basic snacks. Responsible for general hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.

ENQUIRIES : Ms T Rongwana, Tel No.: (021) 440-3339
APPLICATION : The Chief Executive Officer: Valkenberg Hospital, Private Bag X1, Observatory, 7935.

FOR ATTENTION : Ms A Stephens
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 December 2021

POST 43/250 : **PORTER (10 POSTS)**

SALARY : R104 073 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience Appropriate porter experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts and ability to report for duty at 6:30 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Willingness to work irregular hours as required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to handle have objects.

DUTIES : (key result areas/outputs): Transport patients and corpses. Transport blood specimens from various wards to various laboratories and vice versa. Assist with loading of patients in and out of ambulances, vehicles, to, from, beds, trolleys, or wheelchairs and vice versa. Responsible for collecting and cleaning of wheelchairs, trolleys and blood hampers.

ENQUIRIES : Mr J Roberts, Tel No.: (021) 938-4121
APPLICATION : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms VG Meyer
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 December 2021

POST 43/251 : **GENERAL WORKER (ENVIRONMENTAL AND MEDICAL WASTE)**

SALARY : R104 073 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a hospital environment. Inherent requirements of the job: Willingness to work weekends and public holidays. Ability to handle heavy objects/boxes. Competencies (knowledge/skills): Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Responsible for collection of waste or medical waste from the different wards/theatres, any other area as well as the external pick-up points. Responsible to effectively operate equipment to perform cleaning functions. Responsible to provide effective support to the Principal General Foreman with regards to the cleaning of the institution.

ENQUIRIES : Mr J Roberts, Tel No: (021) 938-4121
APPLICATION : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505

FOR ATTENTION : Ms VG Meyer
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 December 2021

DEPARTMENT OF THE PREMIER

CLOSING DATE : 20 December 2021
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 43/252 : **CHIEF ACCOUNTING CLERK: FINANCIAL ACCOUNTING, REF NO. DOTP 53/2021**

SALARY : R261 372 per annum (level 7)
CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years' experience in financial accounting. Recommendation: Working knowledge of the following: Financial functions and practices particularly related to debt management, paysheet management, management of tax related activities; Public service financial legislations and procedures and Treasury regulations; Financial operating systems (Personnel and Salary Administration and Basic Accounting System (PERSAL and BAS). Competencies: Knowledge in the following: Financial norms and standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions), Modified Cash Standards, Accounting Manual for Departments; Financial functions and practices; Financial and accounting systems; Ability to capture data, operate a computer and collate financial statistics; Aptitude for figure work; Good interpersonal and supervisory capabilities; Written and verbal communication skills.

DUTIES : Management of systems, including the controlling, monitoring and reporting functionalities; Management of suspense accounts; Management of Interim Financial Statements/Annual Financial Statements related functions and information; Management of claims, payments and corrective journals; Perform general supervisory functions.

ENQUIRIES : Mr L Petersen at Tel No: (021) 483 5758

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

POST 43/253 : **CHIEF REGISTRY CLERK: PEOPLE MANAGEMENT RECORDS, REF NO. DOTP 54/2021**

SALARY CENTRE REQUIREMENTS : R261 372 per annum (level 7)
: Department of the Premier, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years relevant experience. Recommendation: Records Management or related course. Competencies: Knowledge of the following: Records and Project management; latest technological development in the fields of records management; Western Cape Provincial Government systems, policies and procedures. Skills in the following: Problem solving; Supervisory; Computer literacy (MS Office); Communication (written and verbal); Innovative. The following abilities: Interpret and apply policies and guidelines; Work under pressure and meet deadlines.

DUTIES : Supervise the following: Ensure a proper filing system and records control for all client departments; Opening and closing of files according to the record classification system; Filing, storage, tracing (electronically/manually) and retrieval of documents and files; Electronic scanning of files; Statistical reporting; Archiving and disposal of records in accordance with legislation; Document control unit at the people management walk-in centre; Messenger collection courier services; Plan for and distribute the work allocated to the people management registry; Staff performance. Promote innovation of services.

ENQUIRIES : Ms H Ward at Tel No: (021) 483 5640

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

SOCIAL DEVELOPMENT

CLOSING DATE : 17 January 2022

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

OTHER POSTS

POST 43/254 : **DEPUTY DIRECTOR: QUALITY ASSURANCE AND MONITORING, REF NO. DSD 167/2021**

SALARY : R744 255 per annum (level 11) (All-inclusive salary package)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience in a secure facility environment. Competencies: Knowledge of the following: Facility management and Quality assurance and in-depth interventions; Modern systems of governance and administration; Policies of the government of the day; Constitutional, legal and institutional arrangements; Governing the South Africa public sector; Service Delivery Innovation. Skills needed: People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication (Written and verbal).

DUTIES : Lead, manage and oversee the compliance monitoring, registration compliance and risk for the department through initiating relevant strategies and ensuring policy and standard operating procedures; Develop and manage a short- and medium-term quality assurance plan that ensure compliance to legislative frameworks; Manage the execution of all internal and external registration reviews and unregistered centre interventions; Manage and oversee all outsourced management contracts and stakeholder relations; Manage a reportable incidents compliance protocol, oversee all high-risk interventions and advise the Director on the impact that these risks may pose; People Management and Finance.

ENQUIRIES : Ms L. Goosen at (021) 483 9391
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 43/255 : **STATE ACCOUNTANT: FINANCIAL ADMINISTRATION, REF NO. DSD 173/2021**

SALARY : R321 543 per annum (Level 8)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Finance; A minimum of 2 years relevant financial experience. Competencies: Proven Knowledge in the following: Public Finance Management ACT (PFMA), National Treasury Regulations (NTR), OPTI, Division of Revenue Act (DORA), department instructions and delegations; Compilation of financial statement; Financial Management Systems (FMS) and PERSAL; Cash flow procedures (monthly reporting on revenue and expenditure); Budget process; Skills needed: Analytical, problem solving, report writing, communication (written and verbal), proven computer literacy (MS Office packages), numerical and mathematical.

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

ENQUIRIES : Mr C Palmer at Tel No: (021) 763 6219
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 43/256 : **EDUCATION OFFICER: FACILITY MANAGEMENT (VREDELUS), REF NO. DSD 168/2021**

SALARY : R261 372 per annum (level 7)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 4-year teaching qualification; Registration with SACE as a professional educator; A minimum of 1-year experience as an Educationalist/ Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and

- procedures; Problem solving skills; Sound budgeting skills; Planning skills; Facilitation skills; Written and verbal communication skills.
- DUTIES** : Implement educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Implement induction programmes to newly admitted residents; Implementation of facility policies and procedures to enhance safe care/custody and development of residents; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; Performing of administrative functions; Management of resources, monthly reports, statistics, registration by SACE, self-development and attend meetings with stakeholders; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Study professional journals and publications in order to ensure that cognisance is taken of new developments.
- ENQUIRIES APPLICATIONS** : Mr M Benting at Tel No: (021) 931 0236
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 43/257** : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO. DSD 174/2021(4 POST AVAILABLE IN EERSTE RIVER AND KHAYELITSHA)**
- SALARY** : Grade 1: R261 456 – R303 093 per annum
Grade 2: R321 546 – R369 258 per annum
Grade 3: R389 991 – R452 106 per annum
Grade 4: R479 640 – R589 896 per annum (OSD as prescribed).
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving 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: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES** : Ms M Rebe at Tel No: (021) 812 0923 & Ms I Koen at Tel No: (074) 841 4151

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 43/258** : **SOCIAL WORKER: SOCIAL WORK SERVICES (GUGULETHU), REF NO. DSD 175/2021**
- SALARY** : Grade 1: R261 456 – R303 093 per annum
Grade 2: R321 546 – R369 258 per annum
Grade 3: R389 991 – R452 106 per annum
Grade 4: R479 640 – R589 896 per annum (OSD as prescribed).
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving 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: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES** : Mr Q Arendse at Tel No: (021) 763 6206
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 43/259** : **SOCIAL WORKER: SOCIAL WORK SERVICES (MITCHELLS PLAIN) REF NO. DSD 176/2021**
- SALARY** : Grade 1: R261 456 – R303 093 per annum
Grade 2: R321 546 – R369 258 per annum
Grade 3: R389 991 – R452 106 per annum
Grade 4: R479 640 – R 89 896 per annum (OSD as prescribed).
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B

driving 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: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms P Magadla at Tel No: (021) 763 6209
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 43/260 : **SOCIAL WORKER: PROFESSIONAL SERVICES (OUTENIEKWA) REF NO. DSD 177/2021**

SALARY : Grade 1: R261 456 – R303 093 per annum
 Grade 2: R321 546 – R369 258 per annum
 Grade 3: R389 991 – R452 106 per annum
 Grade 4: R479 640 – R589 896 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: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and

exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms B Nicholas at Tel No: (044) 803 7508
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 43/261 : **SOCIAL WORKER: SOCIAL WORK SERVICES (THEEWATERSKLOOF)**
REF NO. DSD 178/2021

SALARY : Grade 1: R261 456 – R303 093 per annum
 Grade 2: R321 546 – R369 258 per annum
 Grade 3: R389 991 – R452 106 per annum
 Grade 4: R479 640 – R589 896 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: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new

- developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES APPLICATIONS** : Ms D de Bruyn at Tel No: (028) 214 3000
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 43/262** : **ADMINISTRATION CLERK: FACILITY MANAGEMENT (CLANWILLIAM), REF NO. DSD 163/2021**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (level 5)
: Department of Social Development, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Legislative framework, governing the Public Service; Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Working procedures in terms of the working environment; Skills needed: Planning and organising, interpersonal, basic numeracy, written and verbal communication.
- DUTIES** : Provide the following: General clerical support services; Supply chain clerical support services within the component; Personnel administration clerical support services; Financial administration support services in the component.
- ENQUIRIES APPLICATIONS** : Ms U Siebritz at (021) 482 1902
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 43/263** : **ADMINISTRATION CLERK: LOGISTICAL SERVICES (METRO NORTH), REF NO. DSD 164/2021**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (level 5)
: Department of Social Development, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Communication (written and verbal); Planning and organising; Proven computer literacy (MS Office); Interpersonal relations; Flexibility and teamwork.
- DUTIES** : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records ; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.
- ENQUIRIES APPLICATIONS** : Mr JJ Minyi at Tel No: (021) 483 7924
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 43/264** : **ADMINISTRATION CLERK: LOGISTICAL SERVICES (METRO SOUTH) REF NO. DSD 165/2021(3 POSTS AVAILABLE)**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (level 5)
: Department of Social Development, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant administrative experience/exposure. Competencies: A good understanding of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Communication (written and verbal); Planning and organising; Proven computer literacy (MS Office); Interpersonal relations; Flexibility and teamwork.
- DUTIES** : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal

and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records ; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES : Mr C Palmer at Tel No: (021) 763 6219
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 43/265 : **ADMINISTRATION CLERK: ADMIN (VREDELUS), REF NO. DSD 166/2021**

SALARY : R176 310 per annum (level 5)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Communication (written and verbal) and presentation; Decision making; Proven computer literacy (MS Office, Intranet and Internet); Planning and organising; Interpersonal relations and flexibility.

DUTIES : Render general clerical support services; Record, organize, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide human resource administration clerical support services within the component; Maintain a leave register; Keep and maintain personnel records; Provide financial administration support services in the component; Capture and update expenditure in component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES : Mr M Bunting at Tel No: (021) 931 0236
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 43/266 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (DRAKENSTEIN), REF NO. DSD 171/2021**

SALARY : Grade 1: R150 438 – R169 332 per annum
 Grade 2: R179 637 – R202 176 per annum
 Grade 3: R214 494 – R269 301 per annum (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration

as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Skills needed: Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Ms M Arendse at Tel No: (023) 348 5300

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

POST 43/267 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (STELLENBOSCH), REF NO. DSD 172/2021**

SALARY : Grade 1: R150 438 – R169 332 per annum
Grade 2: R179 637 – R202 176 per annum
Grade 3: R214 494 – R269 301 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Skills needed: Organising and planning; Presentation and

- facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms M Arendse at Tel No: (023) 348 5300
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 43/268** : **LAUNDRY AID: ADMIN (HORIZON), REF NO. DSD 169/2021**
- SALARY** : R104 073 per annum (level 2)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : ABET level 2/Grade 7 or equivalent qualification. Competencies: Knowledge of laundry guidelines / protocols; Written and Verbal communication skills; Basic numeracy and literacy skills; Ability to sluice the linen, operate equipment and machinery.
- DUTIES** : Clean laundry area and operate various machines in the laundry (i.e. washing, dryer and pressures); Iron, fold count and pack laundered items and seal linen bags; Collect and deliver linen to clients; Sort, count and record dirty linen; Report any machine defaults to the supervisor; Perform all laundry duties as directed by supervisor.
- ENQUIRIES** : Mr M Johnson at Tel No: (021) 931 0233
- APPLICATIONS** : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, Or 3. Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** : 17 January 2022
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

MANAGEMENT ECHELON

- POST 43/269** : **CHIEF ENGINEER (ELECTRICAL): PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY (EDUCATION), REF. NO. TPW 152/2021**
- SALARY** : Grade A: of R1 058,469 per annum (OSD as prescribed.(All-inclusive salary package)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Engineering Degree (B Eng/ BSC (Eng) or relevant qualification in electrical engineering; A minimum of 6 years post qualification experience required as a registered Professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid driving license (Code B or higher).

Competencies: Knowledge and experience of the following: Design of Electrical Engineering Services (Electrical reticulation, fire detection and protection, renewable energy, etc) systems; The Built Environment especially regarding engineering design and analysis in the construction of Education Facilities; Computer support design of building and services; Programme and project management; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Contract documentation and administration; Occupation Health & Safety Act (OHS-Act), National Building Regulations, SANS Regulations and all relevant built environment legislation; Public sector procurement. Skills needed: Research and development; Technical report writing; Good interpersonal relations; Decision making; Analytical; Team leadership; Financial management; Computer literacy (MS Office, Excel); Communication (written and verbal). Ability to work under pressure and willingness to travel on a regular basis.

DUTIES

: Design and installation of electrical engineering works for Education Facilities in conjunction with other professional disciplines and consulting engineering firms: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Co-ordinate tender procedures; Undertake project leading and investigations; Report on and plan the electrical and mechanical engineering works for both maintenance and capital projects; Supervise technical personnel ensure training and development of staff; Implement legal requirements and standards: Verify documentation compiled by other professional disciplines; Monitor and control expenditure and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology ; Ensure thorough evaluation that planning and design by others are done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilization; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES

: Mr D. Nugent at Tel No: (021) 483 8084

APPLICATIONS

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

POST 43/270

: **CHIEF ENGINEER (CIVIL AND STRUCTURAL): INFRASTRUCTURE POLICIES, STRATEGIES AND SYSTEMS (EDUCATION), REF. NO. TPW 153/2021**

SALARY

: Grade A: R1,058,469 per annum (All-inclusive salary package) (OSD as prescribed).

CENTRE

: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS

: Engineering Degree (B Eng/ BSC (Eng) or relevant qualification in civil/ structural engineering; A minimum of 6 years post qualification experience required as a registered Professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Programme/project management; Research planning procedures; Engineering design and analysis; Engineering legal and operational compliance and communication; Process knowledge and skills; Maintenance skills and knowledge; Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislation; Research and development; Computer-aided engineering

applications; Creating high performance culture; Technical consulting; Engineering and professional judgment; Financial management; Formulation of policies in a multi-disciplinary professional environment. Skills needed: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Communication (verbal and written); People Management; Planning and organising; Conflict Management; Negotiation; Change Management. Ability to work under pressure and meet deadlines.

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

ENQUIRIES : Ms J. Thomas at Tel No: (021) 483 2004
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

OTHER POSTS

POST 43/271 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): MECHANICAL SERVICES, REF NO. TPW 148/2021**

SALARY : Grade A: R728 829 - R777 771 per annum.
 Grade B: R821 775 - R885 303 per annum.
 Grade C: R939 621 - R1 106 814 per annum, (Salary will be determined based on post registration experience as per OSD prescript).

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
 : An appropriate Mechanical / Megatronic / Industrial Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgement; Skills needed: Networking, decision making, team leadership, analytical, creativity, self-management, financial management, customer focus and responsiveness, written and verbal communication, computer literacy, planning and organising, conflict management, problem solving and analysis and people management skills.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan, design, operate and maintain engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Office administration and budget planning; Manage resource and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES : Ms M Van Wyngaardt at Tel No: (021) 959 7700
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 43/272 : **DEPUTY DIRECTOR: TRAFFIC LAW ADMINISTRATION, COMPLIANCE MONITORING, REF NO. TPW 147/2021**

SALARY : R744 255 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience. Recommendation: A valid driving license (Code B or higher) and willingness to regularly travel away from the office. Competencies: Extensive experience and knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000 National Traffic Information System (NaTIS); Public Finance Management Act, 1999 (Act 1 of 1999); Client Service orientation; Project Management; Budget and Financial management; Human Resource management. Skills needed: Analytical thinking; Problem Solving and decision making; Relationship Management; Communication (written and verbal); Planning; Organising; Research.

DUTIES : Manage and review the service level agreements and memoranda of agreements with all departmental agents, i.e. Registering Authorities (RA's), Driving Licence Testing Centres (DLTC's) and Vehicle Testing Stations (VTS's); Manage the co-ordination of all activities of the Compliance Monitoring Unit and ensure that performance targets are met; Determine and manage service standards and targets for compliance investigations/inspections; Determine and manage procedures for the investigation and prosecution of cases of suspected/alleged fraud and corruption in collaboration with SAPS and the DPP; Manage the departmental complaints desk (for service delivery complaints and reporting of cases of suspected fraud and corruption); Manage processes relating to the inspection of facilities and the proper auditing of transactions and fitness tests performed by RA's, DLTC's, VTS's, manufacturers, importers and builders (MIB's) and manufacturers of number plates (MNP's), driving schools, weighbridge operators and motor dealers; Communication with various clients/stakeholders on a Regional, Provincial and National level; Ensure compliance with all relevant legislative, statutory, regulatory and management requirements towards the achievement of assigned projects and goals; Human Resource management; Plan the sub-directorate's budget and manage income and expenditure through responsible implementation of policies, practices and decisions in order to achieve the unit's objectives effectively and efficiently.

ENQUIRIES : Mr MJ. Gallant at Tel No: (021) 483 2058
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 43/273 : **ASSISTANT DIRECTOR: PROFESSIONAL DEVELOPMENT (MASAKHISIZWE BURSARY PROGRAMME,) REF NO. TPW 151/2021**

SALARY : R382 245 per annum (Level 9)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Relevant legislation regarding Public Transport and Public Service administration and Skills development; Public Services, Provincial and Departmental strategies/policies/prescripts and other documents that address Public Transport Development; Knowledge of the Provincial Growth and Development Strategy; Strategic Infrastructure Plan; Relevant software packages and sound application of relevant computer

<u>DUTIES</u>	:	programmes; Human capital administration; Financial administration. Skills needed: Communication (written and verbal); Problem solving; Analytical.
	:	To act as project manager by developing, implementing and maintaining projects which promotes the institutional co-ordination of the Masakh'iSizwe Bursary Programme; Conduct research that informs project(s) development profiles; Evaluate, review and monitor the projects in order to achieve the required outcomes within the stipulated timeframe; Participate in the planning of the Masakh'iSizwe Programme to enhance business processes and procedures to ensure the programme's services are aligned to the strategic objectives and operational needs of the Department; Maintaining of intergovernmental relations with other spheres of Government (i.e national, provincial and local authority), private sector and academic institutions; Support to the management of the bursaries in terms of the implementation and maintenance of programme; Implement service level agreements related to contracts; Effective and efficient operational management of the component.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C.L September at: Tel No: (021) 483 9841
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 43/274</u>	:	<u>ASSISTANT DIRECTOR: CLEANING AND FOOD AID SUPPORT SERVICES, REF NO. TPW 154/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 9)
	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Public Administration / Supply Chain Management / Finance / Commerce or related field; A minimum of 3 years relevant experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Project Management; Procurement and tender processes; Public Finance, human resource management processes; Labour relations practices; Staff Performance Management System and PERMIS; Skills needed in the following: Verbal and written communication; Computer literacy; Problem solving; Time management; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Motivate, train and guide staff within the division to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff; Monitor capacity building; Actively manage and promote the maintenance of discipline; Monitor the expenditure and financial performance; Determine the stock needed and assess what the financial implication will be; Ensure that reporting is done on the National System for the purpose of monitoring and expenditure; Attend budget and performance meetings; Assist with the preparation of the annual and adjustment budgets; Report to the Director on all aspects of the division finances; Ensure that full and proper records of the financial affairs of the division are kept in accordance with any prescribe norms and standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Monare at Tel No: (021) 483 5310
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 43/275</u>	:	<u>CONTRACT ADMINISTRATOR: LAND TRANSPORT CONTRACTS, REF NO. TPW 155/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (level 7)
	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3-year contract administration or contract development experience. Recommendation: Working knowledge of project management processes. Competencies: Knowledge of the following: Public Administration; Supply Chain Management; Project Management; Applicable legislative and regulatory requirements in the development of Public Transport projects; Administrative and clerical procedures and systems such as Microsoft Office (Microsoft Word, Excel, PowerPoint), managing files and records, designing forms and other office procedures and terminology; Information Management systems; Communication (written and verbal) skills; Proven computer literacy.

DUTIES : Provide high level administrative support services to the sub-directorate Transport Development in order to achieve the strategic objectives of the component; Active administrative participation on Public Transport projects; Evaluate contract performance against contract measures to calculate service providers payments and to determine performance by using compliance monitoring; Assist with sound financial administration of the component; Coordinate logistical arrangements for meetings when required; Respond to general enquiries received via telephone, email and written correspondence from internal and external stakeholders, find resolutions or refer to correct official; Highlight need for intervention/evaluation for chronic non-compliance.

ENQUIRIES : Ms L Rautenbach at Tel No:(021) 483 6904

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

POST 43/276s : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (GMT), REF NO. TPW 149/2021**

SALARY : R176 310 per annum (level 5)

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with Accounting as a passed subject. Recommendation: A valid (Code B or higher) driving licence; Appropriate experience in a supply chain management environment. Competencies: A good understanding of the following: Public Finance Management Act (PFMA); National Treasury Regulations; GRAP directives; Provincial Treasury Instructions; Trading entity; Supply Chain Management Instructions and delegations; Accounting delegations; Financial procedures, delegations and instructions; Asset Management framework; Computer literacy in MS Office Package (Word, Excel, PowerPoint, outlook); Oracle financial system; Communication skill (written and verbal); Ability to work under pressure and meet stringent/prescribed deadlines; Skills needed: Knowledge sharing, self-motivated, leadership, problem solving.

DUTIES : Execute the activities with the purchase, receive, issue and storing of stock; Assist in the administration and handle of the tender contract administration; Handle activities in the maintenance of the supplier database; Assist in the management of the asset register (furniture, equipment and store assets); Handle activities in the furnishing of an office equipment support service.

ENQUIRIES : Mrs K Proctor-Fourie at Tel No: 061 884 6572

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