1. **Introduction**

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

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

2. **Directions to candidates**

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

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

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

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

3. **Directions to departments**

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

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

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

   3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.
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DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

MANAGEMENT ECHELON

POST 22/01 : CHIEF DIRECTOR: MEDIA LIAISON AND NATIONAL AND PROVINCIAL COMMUNICATION REF NO: 26313/01
Branch: Office of the Director-General
Chief Directorate: Media Liaison and National and Provincial Communication

SALARY : All-Inclusive remuneration package of R 1 189 338 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised three (3) year Bachelor’s Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA; At least 5-10 years’ experience at senior managerial level; Extensive experience in the media and communication field is essential; Process competencies: Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and Customer focus; Communication skills; Core Competencies: Strategic capacity and leadership; People Management and Empowerment; Financial Management; Change management, and Conflict Management; The candidate must be confident; trustworthy, accurate, adaptable and diplomatic; The candidate must have a good understanding of Development Communication; The applicant must demonstrate ability to solve problems; Applicants must have a valid driver’s license and be willing to travel extensively.

DUTIES : The successful candidate will oversee and provide strategic direction to all Communication Directorates in order to ensure efficient and innovative delivery of communication services to the Ministry and the Department of Basic Education; Oversee and provide strategic direction in the development and implementation of communication strategies for the Ministry and the Department of Basic Education; Provide strategic direction in the development and Implementation of communication strategies for the Provincial Education Departments; Oversee and manage the implementation of the Cabinet-approved Government Communication Policy; Oversee, implement and manage communication campaigns for the Ministry and the Department of Basic Education. Ensure effective management and utilisation of the appropriate communication channels for the Ministry and the Department of Basic Education; Build and sustain a positive reputation for the Ministry and the Department of Basic Education; Respond timeously to deadlines and to provide quality inputs into matters that affect the Ministry and the Department of Basic Education; Ensure that the appropriate financial, administrative and personnel management procedures are in place and in accordance with the relevant Public Service and Administration Policies and the PFMA.

ENQUIRIES : Ms N Sathege 012 357 3290/ Ms M Mahape 012 357 3291
APPLICATIONS : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION : Ms N Sathege/Ms M Mahape
NOTE : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID, Driver’s license and qualifications. NB as of 1 July 2006, all new appointments in the public service have to be part of the
Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Shortlisted candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered. **NB:** All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

**CLOSING DATE:** 12 July 2019

**POST 22/02**

**PROJECT MANAGER: RURAL EDUCATION REF NO: 26219/01 (2 YEAR CONTRACT)**

Branch: Curriculum Policy Support and Monitoring  
Chief Directorate: Curriculum Implementation and Monitoring  
The position requires a proactive person with strong conceptual, strategic and operational leadership skills, as well as proven management ability. The successful candidate will be responsible for the development, Implementation, monitoring and evaluation of the Rural Education Assistants Project (REAP).

**SALARY**

All-inclusive remuneration package of R 1 005 063 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate three-year Bachelor’s Degree in Education, Humanities or Social Science or an undergraduate qualification (NQF 7) or equivalent qualification as recognized by SAQA with at least five (5) years’ experience at middle or senior management level in the Education sector. A relevant post graduate qualification will be an added advantage. A sound knowledge and understanding of rural context especially as this relates to rural schools. In addition, an understanding of local, regional and international instruments and cutting edge thinking related to rural development within the areas of project management. Extensive knowledge of education policies; good computer skills including MS Word, MS Excel and MS Power Point; Ability to work under pressure and be willing to travel extensively; A valid driver’s license. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management and Change management.

**DUTIES**

The Project Manager will be responsible for management of Donor Budget and reporting preparation on monthly basis, planning, procurement and execution of the REAP. The manager will be accountable for ensuring that everyone on the team knows and executes his or her role. The specific responsibilities of the REAP Project Manager include: developing the REAP management plans; managing recruitment, selection and placement of the Education Assistants, Project Coordinators and the Project Management Team; managing project stakeholders; managing communication; managing the project management team; monitoring implementation through REAP Provincial coordinators, REAP Provincial Task Teams and the REAP District Task Teams; managing the project risk; project schedule and time frames; managing the project budget and the project delivery.

**ENQUIRIES**

Ms N Sathege 012 357 3290/ Ms M Mahape 012 357 329

**APPLICATIONS**

Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

**FOR ATTENTION**

Ms N Sathege/Ms M Mahape

**NOTE**

Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. **NB** as of 1 July 2006, all new appointments in the public service have to be part of the Government
Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered: 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 the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

**CLOSING DATE** : 05 July 2019
ANNEXURE B

CIVILIAN SECRETARIAT FOR POLICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.

NOTE: Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver’s license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply.

APPLICATIONS: must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception. Faxed or e-mailed applications will not be considered. No late applications will be accepted. 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. NB: All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria.

OTHER POST

POST 22/03: DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO: CSP/08/2019

SALARY: R 869 007.00 per annum
CENTRE: Pretoria
REQUIREMENTS: Bachelor Degree in Social Sciences or Law or Criminology or relevant equivalent qualification. 3-5 years’ relevant experience in a related field of which 3 years must be at Assistant Director Level. Knowledge of the Constitution of the Republic of South Africa, Good Governance and Batho Pele Principles, Public Service Act, Public Service Regulations, Public Finance Management Act. Policy and research structures. National Advisory Council on Innovation Act and National Research Foundation Act. National Research and Development Strategy. Understanding of research strategies, policies and procedures, government legislations relevant to the Minister of Police. Computer literacy, communication (verbal & written) skills, presentation skills, project management and facilitation skills. Planning and organising skills, team leadership, innovative, problem solving, decision making and financial management. Analytical skills.

DUTIES: Conduct feasibility study. Analyse/ scope the problem, draft concept note/ framework to support policy development project, conduct social economic impact assessment survey (SEIAS) and develop policy project plan. Conduct policy analysis. Analyse monitoring an evaluation reports for policy implications. Identify policy key issues, conduct analysis of all relevant policing and legislations, establish analysis criteria and conduct analysis of data collected. Identify and evaluate alternative policies. Develop policies on all aspects of policing and safety. Undertake primary and secondary research. Undertake comparative research with national and internal research institutions. Develop policy guidelines and procedures, draft Policy Framework, review or update policy and provide policy administrative support. Develop and maintain Stakeholder relations across the criminal justice sector, civil society and academia. Communicate research/ policy
findings to internal and external stakeholders (Parliament, NGOs, Reference groups, etc.). Develop networks in the policing and safety environment. Cultivate stakeholder engagements with relevant stakeholders and conduct consultation workshops on draft policies with stakeholders. Management of Resources (human and financial).

ENQUIRIES: Mr BK Shipamele / Ms NM Sefiti, Tel: (012) 321- 0638/ 012 393- 2500.
CLOSING: 05 July 2019 before 17h00 on week-days.
ANNEXURE C

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The Department is an equal opportunity, affirmative action employer and is committed to empowering disabled people

APPLICATIONS: To Be Posted To: The Chief Director, Human Resource Management And Development, Department Of Cooperative Governance And Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 Or Hand Delivered To: 330 Langalibalele Street, Pietermaritzburg For The Attention Of Mr LA Nyilenda.

CLOSING DATE: 05 July 2019 (Applications received after this date will not be accepted).

NOTE: Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with originally certified copies of qualifications, driver’s license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from us within three months of the closing date, please accept that your application was unsuccessful. 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 the technical exercise, the selection committee will recommend the 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.

 MANAGEMENT ECHELON

POST 22/04 : CHIEF DIRECTOR: MUNICIPAL INFRASTRUCTURE REF NO: 1/2019 (MID)
Chief Directorate: Municipal Infrastructure
Re-Advertised All Applicants Who Applied Previously Need To Re-Apply

SALARY : R 1 189 338- R 1 422 012 Per Annum (All inclusive SMS management service package)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a minimum Bachelor’s Degree or NQF level 7 as recognised by SAQA in Civil/ Electrical Engineering coupled with 5 years’ experience at a senior managerial level within the infrastructure planning and development environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of relevant legislations ( MFRA, MPRA, MFMA, Municipal Systems Act ), Knowledge of legal compliance, Knowledge of project management, Policy analysis and strategic planning, Knowledge of infrastructure development and programme management, Knowledge of financial management and supply chain management, Knowledge of the structure and functioning of government as well as Infrastructure development environment in South Africa, Knowledge of operation and maintenance planning and implementation, Engineering and professional judgment, Strategic capability and leadership skills, Planning and organizing as well as time management skills, Decision making and problem solving skills, Negotiation and conflict resolution skills, Team leadership and change management skills, Management of finances and financial skills, Project management skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers licence.

DUTIES : Key Responsibilities: The successful candidate will be required to facilitate and monitor infrastructure development within municipalities with the following key responsibilities:- Manage and facilitate municipal infrastructure
development. Manage and facilitate sustainable service delivery. Ensure the management of infrastructure finance, Co-ordinate water sanitation and energy services planning, Manage the resources of the Directorate.

ENQUIRIES: Ms B M Gutshini at Tel no : (033) 897-5656

POST 22/05: CHIEF DIRECTOR: TRADITIONAL RESOURCE ADMINISTRATION REF NO: 1/2019 (TRA)

Chief Directorate: Traditional Resource Administration

Re-advertised all applicants who applied previously need to re-apply

SALARY: R 1 189 338 - 1 422 012 per Annum (All Inclusive SMS Management Service Package)

CENTRE: Pietermaritzburg

REQUIREMENTS: The ideal candidate must be in possession of a minimum Bachelor’s Degree or NQF level 7 as recognised by SAQA in Public Administration/ Business Management or any related qualification coupled with 5 years’ experience at a senior managerial level within the Traditional Affairs environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of relevant legislation and policies, knowledge of legal prescripts guiding the traditional institution, knowledge of public service prescripts, knowledge of working with different communities e.g. traditional or rural, Knowledge of financial management prescripts that guide Traditional councils, Knowledge of Integrated approach to service delivery, Understanding and extensive knowledge of traditional institution, Understanding protocols of the clients, Knowledge of financial management and programme management, Knowledge of dominant languages spoken in the provinces for communicating with clients, good planning, organising and leadership skills, Team development and decision making skills, networking and presentation skills, Community development and researching skills, good interpersonal relations skills, good communication skills (written and verbally), computer literacy in MS Office, A valid driver's license.

DUTIES: Key Responsibilities: The successful candidate will be required to provide support to the functioning of Houses of Traditional Leaders with the following key responsibilities: - To enhance good governance and public participation within Traditional Institutional Structures, To implement and monitor legislation compliance in Traditional Institutions, To coordinate administrative and operational support to the Houses and Traditional Councils, To coordinate and implement capacity building programs in Traditional Institutions, Render Sub-Programme Manager functions.

ENQUIRIES: Mr S Gumede at Tel no : (033) 897-5670

POST 22/06: DIRECTOR: TRADITIONAL INSTITUTIONAL SUPPORT REF NO: 2/2019 (TRA)

Chief Directorate: Traditional Resource Administration

Directorate: Traditional Institutional Support (Cluster 1)

Re-advertised all applicants who applied previously need to re-apply

SALARY: R 1 005 063 - R1 183 932 Per Annum (All Inclusive Senior Management Service Package)

CENTRE: Pietermaritzburg

REQUIREMENTS: The ideal candidate must be in possession of a minimum Bachelor’s Degree or NQF level 7 as recognized by SAQA in Public Administration/ Business Administration/ Business Management coupled with 5 years’ experience at a middle/ senior managerial level in an administrative/ traditional affairs environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Sound knowledge and understanding of relevant legislations and policies, knowledge of prescripts that guide Public sector, Knowledge of integrated approach to service delivery, Knowledge of financial management and financial management prescripts that guide Traditional councils, Knowledge of programme management, Understanding of Traditional Institution, Planning, organising and controlling skills, Team development and community development skills, Decision making, presentation and leadership skills, Research and networking skills, Good communication skills (verbal & written) Computer literacy in MS Office A valid code 8 drivers licence.

DUTIES: Key Responsibilities: The successful candidate will be required to manage activities of the Traditional Houses with the following key responsibilities:-
Manage and co-ordinate the financial planning, control and budget of Traditional Councils and Houses. Manage and co-ordinate the financial planning, control and budget of Traditional Councils and Houses. Ensure effective and efficient systems for traditional councils. Provide an integrated financial administration services to the Traditional Institutions. Ensure effective and efficient management of resources.

ENQUIRIES
: Mr S Gumede at Tel no :(033) 897-5670

OTHER POSTS

POST 22/07
: DEPUTY DIRECTOR: HOUSE OF TRADITIONAL LEADERS (3 POSTS)
Chief directorate: traditional resource administration
Directorate: traditional institutional support
Re-Advertised all applicants who applied previously need to re-apply

SALARY
: R 869 007 - 1 023 645 Per Annum (All Inclusive Middle Management Service Package)
CENTRE
: Umkhanyakude Ref No: 3/2019 (TRA)
Uthukela Ref No: 4/2019 (TRA)
Ugu Ref No: 5/2019 (TRA)
Umkhanyakude

REQUIREMENTS
: The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Public Administration/ Business Management or any related qualification coupled with 3 years relevant junior management experience. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of relevant legislations as well as financial management prescripts to guide Traditional Councils, Knowledge and understanding of Traditional Institutional Governance, Knowledge of National, Provincial and Public Service Policies and Practices, Knowledge of prescripts that guide Public sector, Knowledge of Financial, Procurement and Human Resource Management, Knowledge of integrated approach to service delivery and programme management, Good interpersonal relations as well as the ability to communicate well (written and verbally), Good planning, organising, controlling skills, Good analytical, team development and decision making skills, Leadership, networking and presentation skills, Community development and researching skills, Ability to be assertive, diplomatic and tactful as well as to practice conflict resolution, Computer literacy in MS Office A valid driver’s license.

DUTIES
: Key Responsibilities: The successful candidate will be required to manage the provision of administrative and financial support to the Traditional Institutions, with the following key responsibilities: Manage the overall functioning of the Local House, including all resources, Manage the provision of logistical, transport and auxiliary support services to the Local House, Assist in advising Municipalities on customary law, customs, traditional leadership and traditional communities within the District Municipality, Assist in advising the District Municipality on the development of planning frameworks and by-laws that will impact on Traditional Communities, Provide support to Traditional Councils, Ensure effective and efficient management of resources.

ENQUIRIES
: Mr S Gumede at Tel no :(033) 897-5670

POST 22/08
: DEPUTY DIRECTOR: FIRE AND RESCUE SERVICES REF NO: 1/2019 (DM) (2 POSTS)
Chief Directorate: Disaster Management
Directorate: Disaster Management Operations

SALARY
: R 733 257 - R 863 748 Per Annum - All Inclusive Middle Management Service Package.
CENTRE
: Pietermaritzburg

REQUIREMENTS
: The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Fire Technology/ Emergency Management/ Safety Management and or any related qualification coupled with 3 – 5 years junior management experience in fire and rescue services. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of fire and rescue services regulation and policies, ability to analyse and interpret policies, Good communication skills (written and verbally), Good planning, organising and
controlling skills, Team development and decision making skills, Leadership and presentation skills, Office management and document tracking skills, Computer literacy in MS Office, A valid driver’s license.

**DUTIES**

Key Responsibilities: The successful candidate will be required to deal with all matters pertaining to fire services management at district and local municipalities within a specific region within the Province of Kwazulu Natal with the following key responsibilities: Facilitate development and implementation of plans, legislative frameworks and strategies, Facilitate the establishment and effective functionality of Fire Services, Facilitate with establishment and maintenance of IGR structures in fire and rescue services, Co-ordinate improved response mechanism to fire and rescue incidents, Coordinate stakeholders to comply with National and Provincial imperatives.

**ENQUIRIES**

Mr J Ndlazi at Tel no.: (033) 846-9005

**POST 22/09**

DEPUTY DIRECTOR: DISASTER MANAGEMENT CENTRE REF NO: 2/2019 (DM)
Chief Directorate: Disaster Management
Directorate: Disaster Management Operations
Re-advertised all applicants who applied previously need to re-apply

**SALARY**

R 733 257 - R 863 748 Per Annum - All Inclusive Middle Management Service Package.

**CENTRE**

Pietermaritzburg

**REQUIREMENTS**

The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in Disaster Management and or any related qualification coupled with 3 years relevant junior management experience in public and or municipal sector. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Sound knowledge of relevant legislation & policies, Knowledge of interpretation of relevant and related legislations, Knowledge of service delivery policy, Knowledge of Structure & functioning of Government, Knowledge of project management, Team development and problem solving skills, Decision making and public participation skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid driver’s licence.

**DUTIES**

Key Responsibilities: The successful candidate will be required to ensure that the Provincial Disaster Management Centre operates in an effective and coordinated fashion with the following key responsibilities: - Provide administrative and logistical support to the Business Unit, Operate the Disaster Management: Management Information System, Compile incident reports, Disseminate early warnings to appropriate disaster management practitioners, Support regional implementation teams, Manage the resources of the unit.

**ENQUIRIES**

Mr J Ndlazi at Tel no.: (033) 846-9005

**POST 22/10**

ASSISTANT DIRECTOR: PLANNING AND DISASTER RISK REDUCTION

REF NO: 3/2019 (DM) (3 POSTS)
Chief Directorate: Disaster Management
Directorate: Planning and Disaster Risk Reduction

**SALARY**

R 376 596 - R 454 920 Per Annum

**CENTRE**

Pietermaritzburg

**REQUIREMENTS**

The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Disaster Management/ Project Management and or any related qualification coupled with 3 years’ experience in the emergency/ disaster related environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of Disaster Management Framework and policies, Team development, decision making and problem solving skills, Presentation skills, Public participation skills, Organising and co-ordination meetings skills, Strategic and analytical skills, Good communication skills (written and verbally), Computer literacy in MS Office, A valid driver’s license.

**DUTIES**

Key Responsibilities: The successful candidate will be required to provide disaster management intervention and support to disaster management stakeholders within the District with the following key responsibilities: Facilitate the development and implementation of disaster management plans and frameworks within district, Facilitate the establishment and effective functioning of IGR structures within the district, Facilitate the development
and implementation of capacity building programmes within the district, Coordinate improved response mechanisms to incidents occurring in the district, Facilitate and co-ordinate stakeholders to comply with National and Provincial imperatives.

ENQUIRIES : Mr J Ndlazi at Tel no :( 033) 846-9005

POST 22/11 : ASSISTANT DIRECTOR: DISASTER MANAGEMENT OPERATIONS REF NO: 4/2019 (DM)
Chief Directorate: Disaster Management
Directorate: Disaster operations

SALARY : R 376 596 - R 454 920 Per Annum
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Disaster Management/ Project Management and or any related qualification coupled with 3 years’ experience in the emergency/ disaster related environment. The successful candidate must have – Knowledge of Disaster Management Framework and policies. Team development, decision making and problem solving skills, presentation skills, Public participation skills, Organizing and co-ordination meeting skills, strategic and analytical skills, Good communication skills (written and verbally ), computer literate in MS Office, A valid driver’s license.

DUTIES : Key Responsibilities: The successful candidate will be required develop and implementation of disaster risk reduction strategies in the Province with the following key responsibilities: facilitate the development and monitoring the implementation of disaster management plan and framework, Provide framework for the establishment and effective functioning of municipal building programs, Develop and monitor the dissemination of early warning messages and response mechanisms, Monitor and evaluate compliance with National and Provincial imperatives

ENQUIRIES : Mr J Ndlazi at Tel no :( 033) 846-9005

POST 22/12 : PERSONAL ASSISTANT TO THE HEAD OF DEPARTMENT REF NO: 1/2019 (OHOD)
Office of the Head of Department

SALARY : R 376 596 - R 454 920 Per Annum
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in Administration and or any related qualification coupled with 3 years’ experience in administration environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of office administration and management, Basic knowledge of financial administration, Ability to do research and analyse documents and situations, Advanced planning and organising skills, Language and good telephone etiquette skills, Sound organization and interpersonal skills, Excellent communication and coordination skills (written and verbal), Ability to communicate well with people at different levels and from different backgrounds, Advanced Computer skills, A valid driver’s license.

DUTIES : Key Responsibilities: The successful candidate will be required to render administration support to the Head of Department with the following key responsibilities: - Provide administrative support service to the Head of Department, Render administrative support services, Organise and coordinate the HOD’s day to day affairs, Renders registry services to the HOD by assuring safety and security of all records in the Office of the HOD, handling correspondence and identifying policy and administrative issues in the correspondence, Administer verbal and written communication on behalf of the HOD, Conduct research and remain up to date with applicable prescripts /policies and procedures to ensure efficient and effective support to the HOD, Provide general management of the office.

ENQUIRIES : MS B Ally at Tel no: (033) 395-3118

POST 22/13 : FIRE SAFETY AND PREVENTION COORDINATOR REF NO: 5/2019 (DM)
Chief Directorate: Disaster Management
Directorate: Disaster Management Operations
SALARY : R 316 791 - R 373 167 Per Annum
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Fire Technology/Emergency Management/ Safety Management and or any related qualification coupled with 2 years’ experience in fire and rescue services. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of Fire and Rescue Services Regulations and Policies, Excellent communication skills (written and verbally), Minute taking and report writing skills, Good organisational, office management and document tracking skills, Ability to analyse and interpret policies, Computer literacy in MS Office, A valid driver’s license.
DUTIES : Key Responsibilities: The successful candidate will be required to deal with all matters pertaining to fire services management at district and local municipalities within a specified region within the Province of KwaZulu-Natal with the following key responsibilities: Provide technical support with development and implementation of plans, legislative frameworks and strategies, Support municipalities with establishment and functionality of Fire Services, Support with establishment and maintenance of IGR structures in fire and rescue services, Support municipalities with coordination of response capabilities, Provide technical support for compliance with National and Provincial imperatives.
ENQUIRIES : Mr J Ndlazi at (033) 846-9005
ANNEXURE D

DEPARTMENT OF CORRECTIONAL SERVICES

APPLICATIONS:

**Eastern Cape Region:** Department of Correctional Services, Head Recruitment, Private Bag X9013, East London, 5200 OR hand deliver at: Block E Ocean Terrance, Moore Street, Quigney, East London. Department of Correctional Services, Head Recruitment, Private Bag X9013, East London, 5200 OR hand deliver at: Block E Ocean Terrance, Moore Street, Quigney, East London. Contact person Contact person: Ms Z Myataza at 043 706 7886.

**Free State And Northern Cape Region:** Department of Correctional Services, Head Recruitment, Private Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein. Department of Correctional Services, Head Recruitment, Private Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein. Contact persons: Mr JS Jansen and Ms NJ Mkuni at 051 404 0270 or 051 404 0283.

**Gauteng Region:** Department of Correctional Services, Head Recruitment, Private Bag X393, Pretoria, 0001 OR hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield. Department of Correctional Services, Head Recruitment, Private Bag X393, Pretoria, 0001 OR hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield. Contact persons: Mr SS Masango/Ms Pinky Makwarela at 012 420 0179/73.

**Kwazulu-Natal Region:** Department of Correctional Services, Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200 OR hand deliver at: 1 Eugene Marais Road, Napierville, Pietermaritzburg. Department of Correctional Services, Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200 OR hand deliver at: 1 Eugene Marais Road, Napierville, Pietermaritzburg. Contact persons: Mrs GJ Mchunu at 033 355 7386/Mr SM Dlamini at 033 355 7367/Ms SN Zikalala 033 355 7368.

**Limpopo, Mpumalanga And North West (Lmn) Region:** Department of Correctional Services, Head Recruitment, Private Bag X99, Pretoria 0001 OR hand deliver at: 198 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria. Department of Correctional Services, Head Recruitment, Private Bag X99, Pretoria 0001 OR hand deliver at: 198 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria. Contact persons: Mr Zamani Ziqubu 012 306 2041/Mrs Portia Bungqu 012 306 2032.

**Western Cape Region:** Department of Correctional Services, Head Recruitment, Private Bag X01, Edgemead, 7404 OR hand deliver at: Breede River Street, Monte Vista, Edgemead. Department of Correctional Services, Head Recruitment, Private Bag X01, Edgemead, 7404 OR hand deliver at: Breede River Street, Monte Vista, Edgemead. Contact person: Ms N Mdladlamba at 021 550 6014.

NOTE:
Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver’s licence. Please Note: All copies attached must be certified a true copy of the original and not older than three months. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Note: Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV.
Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. The Department of Correctional Services reserves the right not to fill any of these advertised posts. CV’s should be aligned to reflect one’s degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the relevant address as indicated below:

**CLOSING DATE**: 05 July 2019 at 15h45.

**POST 22/14**

**DATA CAPTURERS (3 MONTHS CONTRACT)**

**SALARY**: R145 281 per annum [Plus 37% in lieu of benefits]

**CENTRES**

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<th>Posts</th>
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| REQUIREMENTS:** Grade 12 qualification with a proven record of administration and office management experience. Typing speed of + 55 words per minute. Extensive computer skills and practical usage in MS Office Suite, including MS Word, MS Excel, MS PowerPoint and MS Outlook. Comprehensive understanding and knowledge of data administration. Experience of data administration in the Human Resource Management field will be an added advantage. Competencies And Attributes: Excellent administrative, time management and organizational skills. Professionalism. Good interpersonal relations. Must show initiative and be motivated, driven and results-orientated. Ability to work under pressure. Confidentiality. Good understanding of public service legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness, influence and impact. Telephone etiquette. Responsibilities: Receipt, sorting, acknowledgement and capturing of applications. Typing speed, memorandums and other documents related to the recruitment and selection processes, as required. Manage assets.**

**ENQUIRIES**

<table>
<thead>
<tr>
<th>Region</th>
<th>Tel no: Z M Myataza</th>
<th>(043) 706 - 7866.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Cape Region</td>
<td>Tel no: Mr JS Jansen and Ms NJ Mkuni</td>
<td>(051) 404 - 0270 or (051) 404 - 0283.</td>
</tr>
<tr>
<td>Free State and Northern Cape Region</td>
<td>Tel no: SS Masango/Ms Pinky Makwarela</td>
<td>(012) 420 -0179/73.</td>
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</table>
Kwazulu-Natal Region: Tel no: Mrs GJ Mchunu at (033) 355-7386/Mr SM Dlamini at (033) 355-7367/Ms SN Zikalala (033) 355-7368.

Limpopo, Mpumalanga and North West (Lmn) Region. Tel no: Mr Zamani Ziqubu (012) 306-2041/Mrs Portia Bungqu (012) 306-2032.

Western Cape Region: Tel no: MS N Mdladlamba at (021) 550-6014.
Annexure E

Government Printing Works

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

Applications: All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001

For Attention: Ms M Mbokane, Human Resources, Tel no: 012 748 6296.

Note: Applications must be submitted on form Z83 (obtainable from any Public Service Department or download it from www.gpwonline) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver's license (where required), must be attached. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments). The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

Closing Date: 8 July 2019, 12 noon.

Other Posts

Post 22/15: Senior Work Planner (outsourced printing) Ref No: (GPW19/24)

Salary: R316 791 per annum (Level 8)

Centre: Pretoria

Requirements: A 3 year degree/diploma in Supply Chain Management / Financial Management or equivalent qualification (NQF Level 6) plus 2-3 years relevant experience Or Grade 12 or equivalent qualification plus 5-7 years relevant experience having gained knowledge of printing or related processes as well as the administration thereof; Sound communication and customer relation skills; Computer literate with competence in Microsoft Office suite packages, Project management and administration skills, Experience in the printing industry together with experience in project management, supply chain management and supervisory experience would be an added advantage.

Duties: The successful candidate will be responsible for the overseeing, the administration of outsourced print work to external vendors, Plan and distribute work among the team, Liaise with customers regarding printing specifications and artwork, Prepare and / or quality control “Request for Quotations” from either contracted printers or from a list of vendors on the supplier database , Analysing quotations in terms of the specification(s) and the price quoted, Check and approve quotations for accuracy, Prepare order submissions, Ensuring lead times meet customer requests, Job ticket administration, Project management, Consult with clients, personnel in other
departments to discuss and resolve issues, and monitor the progress of the
duty to ensure service delivery

ENQUIRIES : Mr. T Masiso Tel (012) 748-6291

POST 22/16 : WORK PLANNER (OUTSOURCED PRINTING) REF NO: (GPW19/25)
Re-Advertisement

SALARY : R 257 508 per annum (Level 7)
CENTER : Pretoria
REQUIREMENTS : A 3 year degree/diploma in Supply Chain Management / Financial
Management or equivalent qualification (NQF Level 6) plus 1-2 years relevant
experience OR Grade 12 or equivalent qualification plus 4-5 years relevant
experience, Good communication and customer relation skills, Good
Computer literacy skills, Knowledge of printing or related processes will be an
added advantage.

DUTIES : The successful candidate will be responsible for processing of outsourcing
print work to external vendors, Liaise with customers regarding printing
specifications and artwork, Preparing "Request for Quotations" from either
contracted printers or from a list of vendors on the supplier database,
Correctly process customer purchase order in accordance with standing
instructions, Prepare order submissions for approval, Follow-up on the
progress of outsourced orders

ENQUIRIES : Mr. T Masiso Tel (012) 748-6291

POST 22/17 : ASSET OFFICER REF NO: (GPW 19/26)

SALARY : R257 508 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3-year degree/diploma or equivalent qualification (NQF Level
6) in Supply Chain Management/Financial Management with 1-2 years' proven experience in asset management OR Grade 12 plus 4-5 years' appropriate experience in asset management, A good understanding of systems, controls, processes and procedures, Good communication and interpersonal skills, Innovative thinking, Computer literacy in MS Office packages, A valid driver's licence.

DUTIES : Maintain the fixed asset register and asset general ledger, Record fixed asset
acquisitions and dispositions in the accounting system, Conduct periodic
physical inventory counts of fixed assets, Run monthly depreciation for all
fixed assets on electronic asset management system, Assign tag numbers to
all newly acquired assets, Investigate the potential obsolescence of fixed
assets, Review asset acquisitions to ensure that assets are categorised
correctly in terms of the Asset Management Policy, Verify that the cost of the
asset is correct in terms of the Asset Management Policy and that all
applicable costs have been included, Administrate and manage the movement
of assets in and outside GPW premises, Assist with the planning, sourcing
and buying of goods, equipment and services.

ENQUIRIES : Mr E Chibasa, tel. (012) 748-6396
ANNEXURE F

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)
The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

APPLICATIONS: Applications can be hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria, or potential candidates may apply online on the GTAC website at https://www.gtac.gov.za/careers. Please visit the GTAC website at www.gtac.gov.za for more information.

CLOSING DATE: 05 July 2019 at 12h00.

NOTE: Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm permanent employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POST

POST 22/18: PROJECT ADMINISTRATOR: JOBS FUND PROJECT MANAGEMENT ADMINISTRATION UNIT REF NO: G0012/2019 (36 MONTHS FIXED TERM CONTRACT)

SALARY: R316, 791.00 – R373, 167.00 per annum PLUS 37% in lieu of benefits (Level 8)

CENTRE: Pretoria

REQUIREMENTS: Relevant junior diploma/degree in Project Administration. At least 3 – 5 years’ experience as a Project Administrator in a government institution and / or project management environment. Must be able to function well in a multidisciplinary team with varying priorities. Function well under pressure in a relatively unstructured environment. Good knowledge of MS Office, e.g. Word, Excel, MS Project and PowerPoint is important. Competencies required; Client Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term “clients” refers to both internal and external clients. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences and causal relationships. Create timely and well developed solutions by examining alternatives, risks and consequences.

DUTIES: Administration and Support: Setup new project templates, project codes and information, including ensuring that contracts are signed and filed. Relevant project cost trackers to be maintained with timesheet information and invoice details to track performance for each project. Relevant project data sheets compiled and saved for future reference. Assistance with the compilation of client invoices, including tracking of all disbursements for the relevant
projects. Assist Project Managers with the preparation of presentations and any research of relevant documentation. Organise travel arrangements and related accommodation for management and project staff and any other project related arrangements that are required. Management of all Portfolio records and documents. Preparation of portfolio reports including development of portfolio dashboard. Provision of portfolio statistics. Quality control of all documentation. Implement and maintain version control procedures on all portfolio reports and documentation. Drafting agendas, taking minutes, distributing and collecting of documents for the PMU meetings. Dissemination of information. Performance Tracking and collation of performance reports. Ensure /co-ordinate fast and efficient handlings of all correspondence, meeting of deadlines for documents (determine priority and follow up). Client Liaison: includes query tracking, follow-up, preparation of responses and dissemination. Coordination: Provide Administrative support to Jobs Fund: In support of the programme: travel arrangements, manage all logistics associated with workshops, conferences, setting up of meetings through the timely distribution and confirmation of invitations and documents, bookings of suitable venues and organizing of the necessary equipment & other event logistics. Provide assistance with regards to the compilation of programme documents, work plans, slide presentations, and spread sheets. Attend all relevant project meetings. Minute taking, preparation of action logs and distribution thereof using the templates of the Jobs Fund PMU. Provide a coordinating role for the PMU during key annual activities such as the annual budgeting process. Development of annual work plans, input for strategy sessions and preparation of documentation. Quality Assurance of documents prior to submission and sign off i.e. FICA. Obtain necessary signatures on documents. Investment Process Support: Collate and provide required documents for PD and Management Team. Provide required support for CN management. Provide QA for submission files. Ensure TEC and IC receive required documentation. Financial Administration: Collecting and verifying financial source documents. Prepare request for invoices. Project financial reconciliation. Registration of Work Authorization. Project Information Validation: Liaise with stakeholders/partners. Tracking of review and approval process of project documents. Maintenance of project master record. Confirm project resources. Confirm project infrastructure. Project Information: Updating project plans. Updating risks and issue logs. Updating project status reports.

ENQUIRIES : Kaizer Malakoane (012) 315-5442.
ANNEXURE G

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(UMFOLOZI TVET COLLEGE)

APPLICATIONS : uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900

CLOSING DATE : 05 July 2019 at 13:00pm.

NOTE : Applications must be submitted on form Z83 (available at www.umfolozicollege.co.za, from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and a Covering Letter must be attached. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

OTHER POSTS

POST 22/19 : ASSISTANT RISK OFFICER, REF NO. 2019/055

SALARY : R257 508 per annum (SL 7) plus benefits (College Appointment)

CENTRE : Central Office

REQUIREMENTS : Appropriate Diploma in Risk management or Internal Auditing. Good understanding of the theory and practices of Risk Management. Affiliation with a professional body (e.g. Institute of Risk management SA, IIASA ect). Experience in Risk Management and control model principles, Internal Auditing and Risk Management systems/software.

DUTIES : KRA: Assisting in implementation and Coordination of Risk Management Framework: Support the Risk Officer with the implementation of the risk management framework and fraud prevention strategy. Identify and analyse risks in the respective units, campuses and skills centres. Assist in profiling key compliance aspects in relation to legislation, policies, procedures, controls and monitoring. Assist in monitoring the implementation of risk strategies by management. Perform monitoring by observations over critical processes. Update college risk registers. Prepare comments and opinions on observations of specific processes, procedures, controls and systems. Assist during the risk management workshops which entails educating and creating awareness on fraud risk and college strategies to manage fraud risk. Information Management and Record Keeping within the risk management unit. Assist in conducting risk assessments and control identification exercise, assess the identified risk in terms of their likelihood prepare risk register, update it regularly and analyse the risk associated with each applicable financial and operational assertion. Monitor and evaluate the effectiveness of risk management practices within the College. Perform regular reviews on the register, do follow up and also perform sites visits. Provide input towards the preparation of quarterly reports to management, Academic Board, Audit.
committee and Council. Assist in the process of setting or reviewing the risk bearing capacity, risk appetite and risk tolerance levels of the College by senior management and council. KRA: Secretarial functions: Perform secretarial functions of the Risk Management Committee and ensure the Committee is functional. KRA: Information Management and Record Keeping: Maintain various statistical records for the College and maintain general files. Reference source documentation, reports and/or instructions using alphanumeric sequential codes and update files inserting current and relevant information and seek approval on the destruction of old or outdated correspondence/documentation. Retrieve supporting documentation and records on request to facilitate and support query resolution or discussions.

ENQUIRIES: Mr TP Zulu, Tel. No (035) 902 9506

POST 22/20: ICT TECHNICIAN, REF NO. 2019/056

SALARY : R208 584 per annum (SL6) plus benefits (College appointment up until 31 May 2020)
CENTRE : Bambanani Campus

DUTIES: KRA: Hardware and Software Installation and System Maintenance: Diagnose specific software related problems, interacting with vendors/consultant on corrective measures/applicability of suggested solutions. Install and configure set-up commands, test and solve logs and conduct analysis and evaluation on the functionality of application software. Set up, install and test new units prior to handover and monitoring functionality in the live environment. Maintain data dictionaries / directories and control the distribution and retention of data on various storage devices. KRA: Network Administration and Maintenance: Administer the WAN and LAN networks. Monitor and administer the usage of the internet. KRA: Information Technology and System Administration: Update the IT asset register. Maintain records of licences permitting the use of specific software. Perform system backups. KRA: Web Support: Implement appropriate security measures to safeguard data and restrict access appropriately. Audit web sites and applications to ensure that standards are met; security measures are in place and determine and address the impact of new requirements and programming changes required. Maintain web applications (e.g. integration, testing, maintenance and reporting).

ENQUIRIES: Ms NP Hadebe, Tel. No: (087) 897-5026

POST 22/21: STUDENT SUPPORT SERVICES CLERK, REF NO. 2019/057

College appointment up until 31 May 2020

SALARY : R173 703 per annum (SL5) plus benefits
CENTRE : Bambanani Campus
REQUIREMENTS : NC (V) Level 4 or senior certificate.


ENQUIRIES: Ms NP Hadebe, Tel. No: (087) 897-5026

POST 22/22: SENIOR ADMIN CLERK, CERTIFICATE & BOOKSHOP, REF NO. 2019/058

SALARY : R173 703 per annum (SL5) plus benefits (College appointment)
CENTRE : Central Office
REQUIREMENTS : Matric or NCV Level 4 Office Administration; Appropriate Management Assistant course or Office Administration Level 4.

DUTIES : KRA: Office Administration & Data Capturing: Type reports/ plans/ letters/ presentations and other correspondence. Schedule meetings and arrange
venues, invitations, refreshments. Take minutes at meetings, when requested. Answer internal and external communication and queries. KRA: Information Management and record Keeping: Safeguard and ensure that there is limited access to processed and unprocessed certificates. Keep records of all issued. Maintain various statistical records for the College and maintain general files. Reference source documentation reports and/ or instructions using alpha-numeric sequential codes and update files inserting current and relevant information and seek approval on the destruction of old or outdated correspondence/ documentation. Retrieve supporting documentation and records on request to facilitate and support query resolution of discussion. KRA: Printing internal certificates: Request and ordering of A4 certificates papers. Receive and record permanent registers from skill campuses and various projects for printing of internal certificates. Verify each student information on the Coltech system. Design and print internal certificates. Verify accuracy of student information on the printed certificates. Record printed certificates and link each certificates number to the student. Send printed certificates to the senior management for signing. Safekeeping of all certificates records. Maintain a record of all issued certificates. Ensure that certificates to be issued meeting all the required standards e.g. College embossed certificate. KRA: Ordering of Report 191 and NCV textbooks: Receive of required textbooks from Campuses. Requesting quotation from different publishers. Prepare requisition forms, record and send them to procurement department. Send the approved orders to the publishers. Follow up on purchased orders. Liaise with Campuses and publishers. Receive, count and signing of delivery notes. Signing of tax invoices. Record and despatch books according to each Campus’s request. Record send tax invoices to procurement department.

ENQUIRIES : Ms LN Dlamini, Tel No: (035) 902- 9704

POST 22/23 : FINANCIAL AID CLERK, REF NO. 2019/059
College appointment up until 31 May 2020

SALARY : R173 703 per annum (SL5) plus benefits

CENTRE : Bambanani Campus

REQUIREMENTS : Grade 12 or NCV level 4 with Mathematics or Accounting or an N6 in Financial Management together with 18 months’ relevant experience. Good understanding of DHET TVET College Bursary Scheme requirements and regulation of the National Students Financial Aid Scheme (NSFAS). Excellent administrative skills. Excellent attention to detail. Good competency in the capturing, recoding, and reporting of data and information. Proven computer literacy, including MSWord, MS Excel and MS PowerPoint. Good skills related to the preparation and implementation of financial aid-related plans. Advantageous: Divers Licence.

DUTIES : KRA: College Bursary Administration: Ensure implementation of and continued compliance with College financial aid and DHET rules and guidance policies and procedures. Coordinate student support financial aid systems for the campus in collaboration with Financial Aid Officer. Facilitate all financial aid applications in a timely and accurate manner, including tuition, accommodation, travel and any other financial aid grants and loans and all payments. Maintain continuously updated records of all applications and the related documentation and status. KRA: Student Registration Support: Communicate DHET rules and guidelines and application status to campus students, relevant staff and SRC and ensure to form part on induction process. Ensure clear process steps are communicated to all students via College staff, SRC and other appropriate available platforms. Provide “help desk” access during registration in order to respond to any enquiries. KRA: DHET TVET College Bursary Scheme Administration: maintain a database of all students of the campus in terms of Department of Higher Education and Training and NSFAS requirements. Receive and log all applications and ensure all required information has been included. Submit applications to the relevant staff of any changes in requirements. Identify and improve application gaps and non-compliance. Report system and other financial aid issues, follow-up and ensure issues are resolved. Notify students and relevant staff of any changes in requirements. KRA Financial Aid Information Management: Provide Financial Aid Officer with weekly and monthly reports on the progress of student’s bursary application activities and other related
matters. Attend Financial Aid Committee meeting and other relevant meetings and provide necessary information. Provide data for the as requested by Senior Management Team, Academic board, College Council and Quarterly M&E report for DHET. Maintain information on scheme requirements, contact details and application guidelines. Maintain a database of key contacts and references for financial aid enquiries and advice.

**ENQUIRIES**: Ms NP Hadebe, Tel. No. (087) 897-5026

**POST 22/24**: RECEPTIONIST, REF NO. 2019/060
College appointment up until 31 May 2020

**SALARY**: R173 703 per annum (SL5) plus benefits

**CENTRE**: Bambanani Campus

**REQUIREMENTS**: NC (V) Level 4 or senior certificate.


**ENQUIRIES**: Ms NP Hadebe, Tel. No. (087) 897-5026

**POST 22/25**: ASSET & FLEET CLERK, REF NO. 2019/061
College appointment up until 31 May 2020

**SALARY**: R173 703 per annum (SL5) plus benefits

**CENTRE**: Bambanani Campus

**REQUIREMENTS**: Grade 12 certificate or equivalent qualification. Minimum of one-year experience in supply chain administration, auxiliary services or general administration. A valid drivers’ licence.

**DUTIES**: KRA: Asset Administration: Update and maintain the College asset and consumables registers. Conduct asset and consumable audits. Conduct the physical verification of assets bi-annually during January to February and July to August. Record assets not verified and assets to be disposed of to the attention of the Assets and Office Administration Supervisor. Update and administer insurance policies. Participate and ensure that contractors are inducted prior to commencement of work. Inspect conditions of assets (machines, tools, infrastructure and premises) and verify that stacking and storing principles are adhered to. Conduct she Rep inspection in area of responsibilities every quarter using the standard inspection form and discuss with Assets and Office Administration Supervisor. Report theft, loss or damage of fixed assets immediately to the Campus Manager, Supervisor and AD: General Administration. Report quarterly on maintenance and improvements to be done to infrastructure assets after a meeting with the Campus Manager and HOU Health & Safety. Submit all insurance claims and report on a monthly basis to the Assets and Office Administration Supervisor. Administer the disposal of assets. KRA: Telephone administration: Report on a monthly basis regarding the telephone usage. Collect reports at Central Office for distribution to Campus Managers and Assistant Directors for onward submission to users. Follow-up on outstanding reports indicating private calls from Campus Managers and Assistant Directors. KRA: Fleet Administration: Maintain the College fleet of vehicles. Administer the utilisation of the College fleet. Administer incidents of vehicle accidents or thefts. Provide transport services. Report on a weekly basis to Assets and Office Administration Supervisor on the condition of vehicles, e.g. dents, etc.

**ENQUIRIES**: Ms NP Hadebe, Tel. No. (0878975026)

**POST 22/26**: PHOTOCOPIER / BOOKSHOP, REF NO. 2019/062
College appointment up until 31 May 2020

**SALARY**: R102 534 per annum (SL2) plus benefits

**CENTRE**: Bambanani Campus

**REQUIREMENTS**: NC (V) Level 4 or senior certificate.

**DUTIES**: KRA: Operate the photocopier machines: Make copies for staff. Report any malfunctioning of photocopier machines. Keep records of photocopier machine activities. Scanning of documents. KRA: Binding and laminating of
documents. KRA: Provide counter services: Receive the request form and documents. Contact clients when documents are ready. Update the index. Attend to counter queries. KRA: Perform minor maintenance on the photocopier machine: Arrange for the servicing of and repair to the machines. Undertake the general maintenance and cleaning of the machines. KRA: Make requisition for photocopying materials: Ensure that photocopying materials and equipment are stored securely. Arrange for the re-ordering of copy papers, staples and toners.

ENQUIRIES: Ms NP Hadebe, Tel. No. (087) 897-5026
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 : 05 July 2019
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 recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered.
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.

MANAGEMENT ECHELON

POST 22/27 : DIRECTOR: LEGAL AND LITIGATION ADVISORY SERVICES
REF NO: Q9/2019/27
SALARY : R 1 005 063 per annum (All-Inclusive package which includes the basic salary that consists of 70% of the inclusive flexible remuneration package).
DUTIES : Provide strategic direction to the component. Identify priority areas and determine objectives and operational plans of the component, in line with the strategic plan of the Department. Monitor, evaluate and report on the
performance of the component according to the objectives determined in the operational plan. Establish, evaluate and maintain policies, systems and processes in line with regulations and best practices principles. Direct the implementation of specific procedures, systems and controls. Review and/or provide legal opinions, advice, correspondence to ensure quality control and compliance with legislation, regulations, policies and standards. Provide input and/or make recommendations based on research findings on draft legislation. Direct and manage administrative appeals. Direct and manage the provision of core legal advice and services. Provide contract management service, including review, develop service level agreements and associated correspondence to ensure quality control and compliance with policies, procedures, regulations and standards. To coordinate and manage civil, labour and arbitration litigation matters.

**FOR ATTENTION**: Ms DR Kumalo  
**APPLICATIONS**: Post to Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001, or, hand deliver to 114 City Forum Building, Madiba street, Pretoria.  
**ENQUIRIES**: Ms Ms M Moroasui at Tel no: (012) 399-0051
ANNEXURE I

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 15 July 2019

NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. 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). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigner or dual citizenship holder must provide the Police Clearance certificate from his/her country of origin. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target. Separate applications must be made for each Regional Office interested for and quoting the relevant reference number.

MANAGEMENT ECHELON

POST 22/28 : DIRECTOR: JUSTICE OPERATIONS & FACILITIES MANAGEMENT (4 POSTS)
Preference will be given to female & male Africans and people with disability.

SALARY : R1 005 063 – R1 183 932 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Offices: Northern Cape Ref No: 19/86/NC/CS (1post)
Gauteng Ref No: 19/87/GP/CS, (1post)
Eastern Cape Ref No: 19/88/EC/CS (1post)
Western Cape Ref No: 19/92/WC/CS (1post)

REQUIREMENTS : Bachelor's Degree in Public Management/Administration, or Property Management, Real Estate, Security Management or equivalent qualification (NQF7); At least 6 years’ experience of which 5 years must be at middle/senior managerial level experience; Knowledge of legislation, prescripts and Frameworks of the Public Service; Experience in Court Management will be an added advantage; Experience in Infrastructure and Property will be an added advantage; A valid driver’s licence. Skills and Competencies: Strategic Capabilities and leadership; Performance management; Property and Project Management; Financial Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Communication skills; Change Management; Client orientation and customer focus.

DUTIES : Key Performance Areas: Manage justice operations and related services in the regions; Manage infrastructure, facilities and auxiliary services; Monitor risk and manage security service of all courts in the region; Manage ICT related services; Manage, monitor justice stakeholder and customer relations; Manage effective utilization of resources in the Directorate.
ENQUIRIES: Mr T Tope Tel no: (053) 802 1300 – Northern Cape
Ms R Moabelo Tel no: (011) 332 9019 – Gauteng Province
Mr P Hattingh Tel no: (041) 702 7000 – Eastern Cape
Mr M Ketelo Tel no: (021) 462 5471 – Western Cape

APPLICATIONS: Quoting the relevant reference number, direct your application to:
Northern Cape: The Human Resource: Department of Justice and Constitutional Development; Private Bag X6106, Kimberley, 8300. OR Physical Address: Cnr. Stead and Knight Street, Kimberley
Gauteng: The Human Resource: Department of Justice and Constitutional Development; Private Bag X6, Johannesburg, 2000 OR Physical Address: 94 Pritchard Street, 7th Floor Schreiner Chambers, Cnr. Pritchard and Kruis Street, Johannesburg
Eastern Cape: The Human Resource: Department of Justice and Constitutional Development; Private Bag X9065, East London, 5200 OR Physical Address: The Human Resource: Department of Justice and Constitutional Development; 3 Phillip Frame Road, East London, 5200
Western Cape: Private Bag X9171, Cape Town, 8000 OR Physical Address: 30 Queen Victoria Street, 5th floor, Cape Town

OTHER POSTS

POST 22/29: SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: 19/80/CLO

SALARY: R473 820 – R1 140 828 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office, Pretoria

REQUIREMENTS: An LLB Degree or 4 years recognized legal qualification; At least 8 years’ appropriate post qualification legal experience; Knowledge of the South African Legal System; Experience in providing legal support in civil matters for and against the Department; Skills and competencies: Computer literacy (MS Office); Communication and Interpersonal relations; Innovative and analytical thinking; Planning and organizational skills; Financial management; Research and reporting writing skills; Project management.

DUTIES: Key Performance Areas: Investigate, evaluate and conduct litigation analysis; Formulate policy, implement and provide inputs for strategic planning; Render advice to improve performance and deal with Parliamentary enquiries; Monitor and evaluate implemented corrective action.

ENQUIRIES: Ms. K Ngomani ☎ (012) 357 8661
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria

NOTE: People with disabilities are encouraged to apply.

POST 22/30: COURT INTERMEDIARY REF NO: 19/48/FS

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

CENTRE: Magistrate’s Office: Botshabelo

REQUIREMENTS: Medical Practitioners who specialty of pediatrics or Psychiatry who are registered in terms of section 17 of the Health Professions Act, 1974 (Act 56 of 1974), or, Clinical, counselling or Educational Psychologist who are registered in terms of section 17 of the Health Professionals Act 1974(Act No 56 of 1974); Family Counsellors who are appointed under section 3(1) of the Mediation in Certain Divorce Matters Act, 1987, and who are or were Clinical, Counselling or Educational Psychologist who registered in terms of section 17 of the Health Professional Act, 1974(Act 56 of 1974); or Social Workers who are registered in terms of section 17 of the Social Service Act, 1978 (Act Nr.110 of 1978) who at least have two years’ experience in social work; Educators as defined in section 1 of the South African School Act, 1996 (Act no 84 of 1996) who (a) have obtained a minimum post Matriculation teacher’s education qualification of three years at a recognized tertiary education
institutions and (b) have at least three years’ experience in teaching, and are registered in terms of section 21 of the South African council for Educators Act 2000(Act no. 31 of 2000) and include former teachers, who comply with paragraph (a) and (b); Child and Youth care workers who have obtained a minimum post Matriculation education qualification of three years at a recognized tertiary education institution in child and youth care and have at least three years’ experience in child and youth care; Knowledge of legislation and regulations pertaining to public service and administration; Knowledge of legal term and terminology, and understanding Human Rights; Knowledge of Children’s and mentally disabled communication patterns and styles. Skills and Competencies: Communication and empathetic skills (with children, persons with disabilities and other traumatized witnesses). Trauma and basic counselling skills; Interpersonal relations skills; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word, PowerPoint, Excel); Problem solving and decision making skills.

**DUTIES**

Provide intermediary services for vulnerable witnesses, where an application is granted in court; provide specialized child language and disability services. Maintain Intermediary room. Provide support services to witnesses and make appropriate referrals; Render administration support service in courts. Compile and submit registers, statistics and reports.

**ENQUIRIES**

Ms. NM Dywili *(051) 407 1800*

**APPLICATIONS**

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 22/31**

**STATE ACCOUNTANT: MISCELLANEOUS PAYMENTS REF NO: 19/07/CFO**

**SALARY**

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

**CENTRE**

National Office: Pretoria

**REQUIREMENTS**

Bachelor's Degree/ National Diploma in Finance or equivalent qualifications in Finance; 3 years financial related experience; Knowledge of Public Finance Management Act (PFMA), Public Service Act and Regulations; Knowledge of Basic Accounting System (BAS).Skills and Competencies: Computer literacy (Ms Office); Communication skills (verbal and written); Planning and organizing skills; Leadership and management capability; Accuracy and attention to detail; Ability to maintain a high level of confidentiality; Ability to work under pressure, goal oriented and target oriented.

**DUTIES**

Key Performance Areas: Facilitate miscellaneous payments and clearing of salary suspense and control accounts; ensure transfer payments, resolve creditor queries and monitor compliance with payment period; Manage telephone database, interface and implement internal control measures; Provide effective people management.

**ENQUIRIES**

Ms. M. Qhamakoane *(012) 357 8591*

**APPLICATIONS**

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

**NOTE**

People with disabilities are encouraged to apply.

**POST 22/32**

**SENIOR COURT INTERPRETER REF NO: 19/ 53/FS**

Re-Advert

**SALARY**

R257 508 – R285 801 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE**

Magistrate's Office, (Bloemfontein)

**REQUIREMENT**

NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5. Proficiency in two or more indigenous languages. Three (3) years practical experience. Valid (motor vehicle) Driver’s license will be an added advantage. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills. Time management. Confidentiality and ability to work under pressure. Language Proficiency: Bloemfontein: English, Afrikaans, Sesotho and Sign Language.
**DUTIES**

Key Performance Areas: To interpret in court of Law (Civil and Criminal matters. Entering of criminal cases in the criminal record book / register. To interpret in small claims courts. Interpret in pre-trial proceedings and consultations. Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feedback to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics. Making arrangements for foreign languages interpreters in consultation with the Prosecutor. To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.

**ENQUIRIES**

Ms NM Dywili ☏️ (051) 407 1800

**APPLICATIONS**

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

**POST 22/33**

REGISTRAR REF NO: 19/68/KZN

**SALARY**

R198 411 – R480 921 per annum. (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**

Magistrate’s Office, Pietermaritzburg (to serve courts within Cluster B)

**REQUIREMENTS**

LLB degree or recognized 4-year legal qualification; A valid driver’s license.

**DUTIES**

Key Performance Areas: Provide support to magistrate courts within Cluster B. Co-ordinate Case Flow Management support services to the judiciary; Issue all processes that initiate court proceedings; Process and grant judgments by default as required by the Magistrates Court Act, 1944 at the court where stationed; Issue, keep, check and analyse court statistics; Issue court orders; Manage the civil and criminal Sections, including divorce cases; Assist the public with court procedures; Process reviews and appeals; Implement rules, procedures and practices and costs periodically in cooperation with the judiciary and Court Manager; Manage court information relating to civil and criminal sections including the keeping of statistics and the submission of returns to the Court Manager and the Department; Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute request from the judiciary in connection with cases and other case related matters; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, acts and rules; Write and respond to correspondence; Provide practical training and assistance to the clerks of court in the lower courts.

**ENQUIRIES**

Ms C.S. Sikhonde ☏️ (031) 372-3000
ANNEXURE J

NATIONAL TREASURY

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

APPLICATIONS

Applications should be accompanied by a comprehensive CV, fully completed
Z83 (non-negotiable) and certified copies of qualifications and ID. Please
forward your application, quoting the relevant reference number and the full
name of the position on the subject line of the email under each advert.
Kindly note: applications that are not compliant with the above requests will
not be consider (non-negotiable). The National Treasury no longer accepts
hand delivered or posted applications. 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. 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). 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
posts.

OTHER POSTS

POST 22/34

SENIOR ADVISOR: MFMA IMPLEMENTATION REF NO: S065/2019
Division: Office of the Accountant-General (OAG)
Purpose: To coordinate, support and monitor the implementation of the
Municipal Finance Management Act (MFMA) within Municipalities.

SALARY

R869, 007.00 per annum (all-inclusive remuneration package)

CENTRE

Pretoria

REQUIREMENTS

A minimum Degree in Public Finance/ Public Management/ Economics/
Statistics, Minimum 4 years’ experience in financial management gained
within a public administration or related environment, Knowledge and
experience of Local and Provincial Government operational functioning.

DUTIES

Legislative Policy Support: Develop and implement policies of qualitative data
for municipalities monitoring MFMA compliance, providing feedback on
identified gaps in municipalities for implementation of the MFMA, Coordinate
policy inputs with MFMA and engage external stakeholders. (National and
Provincial DCoGs, National and Provincial SALGAs and Provincial
Treasuries), Provide oversight on implementation of policies and procedures
in the management of financial and non-financial performance information.
MFMA Implementation: Monitor the evaluation of frameworks for
improvements, Analyse outcomes and provide summarised information to
stakeholders, identify gaps for decision making, Implement, monitor, evaluate
and report on frameworks, to assess municipal compliance with the MFMA,
Prepare MFMA compliance and other related reports and dashboards for
dissemination to stakeholders and entities, Initiate the Primary Bank Account
processes for a safe and secured transfer of funds to municipalities
Monitoring and, Reporting: Develop statistical reporting requirements for
stakeholders and map the MFMA cycle for completeness, Compare
qualitative information in MFMA reports against statistical data of
municipalities for integrity, Monitor status of Submission of Annual
reports and Oversight Reports to the Provincial Legislature, and the
recommendations for oversight purposes, Monitor compliance pertaining to
Budget Preparation, Approval of Budgets and alignment with budget
documentation, and their publication, Monitor Adjustment Budget processes
and the approval process, thereof, Monitor settlement of Bulk resources,
Audit fees as required and identify and facilitate potential disputes
resolutions, Verify the status quo of SCM structures their compliance with
regulatory requirements, Monitor the establishment and dis-establishment of
municipal entities and update listed municipal entities on the MFMA website,
Prepare Municipal Borrowings report and verify regulatory compliance with
requirements for borrowing, Capacity Building and Support: Develop and
assist with the publication of MFMA Circulars within municipalities, Advice on training gaps and provides guidance the utilisation of the financial norms and Indicators tool for municipalities, Participate in MFMA and related workshops attend to capacity reviews and visits to provincial treasuries and municipalities, Engage non-delegated municipalities during Mid-Year Budget reviews, with a specific focus on MFMA compliance and monitoring, Initiate the roll-out of assessment tools to assist municipalities in the identification of gaps pertaining to Financial Management and reporting framework of the MFMA, Attend and engage at MFMA Coordinators Meetings and other related forums and provide inputs on improvement of processes and procedures, Analyse information from non-delegated municipalities for gaps identification, Prepare reports on the MFMA Implementation in PTs and municipalities and recommend targets for integration of the MFMA for financial management and service delivery.

ENQUIRIES: Ms Charity Makhaza on 012 315 5488
APPLICATIONS: e-mail to Recruit.OAG@treasury.gov.za
CLOSING DATE: 05 July 2019 at 12:00 pm

POST 22/35: CHANGE RELEASE AND CONFIGURATION MANAGER REF NO: S061/2019
Division: Corporate Services (Cs)
Purpose: Develop and maintain IT systems within the National Treasury according to user requirements and in line with prescribed standards and procedures based on the SDLC methodology.

SALARY: R 733,257.00 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum National Diploma/ Degree in Information Technology as recognised by SAQA, A minimum 4 years’ experience in Information Technology programming in client and server applications development, Knowledge and experience in systems analysis and solutions design, Experience in advanced programming, advanced database querying and Transact-SQL, Knowledge in risk management, project management, database design and modelling, Knowledge of Systems Development Life Cycle, Experience in development of processes and standards for systems development, Knowledge and experience of MS technologies i.e. MS Visual Studio, TFS, SharePoint 2013+, MS SQL Server 2012+ and other technologies like XML, HTML, Jquery, JavaScript, MVC, Bootstrap, AngularJS, Knowledge of project management methodologies and technology architecture, LAN Infrastructures and processes, Knowledge and experience of ITIL processes with regard to systems development.

DUTIES: Analysis and User Requirements Gathering: Participate in analysis and user requirement s gathering process, Verify source code and standardize in line with prescribed processes and procedures, Develop user guidelines and provide solutions through the utilization of case studies previous lessons learned during the development phase of projects, prior to finalization Research, Development and Maintenance: Develop and test source codes and perform quality checks, thereof, Verify updates within systems for correlation and resolve errors, as detected, Implement an exceptions management approach and update users accordingly, Develop and document database procedures as required on the database for development purposes, Initiate research of new techniques, technology, solutions and software, Develop a systems backup plan as required to provide access to database from DBA on request, Develop and test applications and solutions according to specifications and requirements, Arrange workshops and demonstrate re-usable components to other developers, Monitor progress and provide assistance with application development projects Release Management: Initiate release to QA and production after testing, Establish and implement release process of projects and interfacing with other business units within the National Treasury, Establish prerequisites for any release of projects prior to the finalization period Stakeholder Engagement: Prioritize and assess request for projects and coordinate the outcome of decisions, Clarify end-user demands for development of a project to project seamless standardized requirements for implementation, Conform and engage clients on policies, processes and ICT Operational Guidelines Systems and User Support: Identify discrepancies within the systems and applications and provide solutions, Monitor implementation of newly
developed applications as required by clients. Review project documentation and plan development as required and manage possible risks.

ENQUIRIES: Ms Caroline Modibane on Tel no: (012) 315 5092
APPLICATIONS: e-mail to Recruit.EXEC@treasury.gov.za
CLOSING DATE: 05 July 2019 at 12:00 pm
ANNEXURE K

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

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

FOR ATTENTION:
Mr M Mabuza

NOTES:
Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver’s license (with exception of disabled applicants). Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted.

MANAGEMENT ECHELON

POST 22/36:
DIRECTOR: PROVINCIAL DIRECTOR: MPUMALANGA REF NO: PD/MP/06/2019

SALARY:
All-inclusive remuneration package of R1 005 063 per annum. The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE:
Provincial Office: Mpumalanga

REQUIREMENTS:
Ideal candidate’s profile: The successful candidate must have an appropriate recognized Bachelor’s Degree or equivalent qualification (NQF level 7) in the field of Human Resources, Public Management/Administration, Law or Social Sciences. Five (5) years’ relevant experience in a middle/senior management post. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Proficiency in collecting and analyzing data on public service performance indicators. Ability to analyze, summarize and comment on current debates in public administration. Ability to plan and coordinate activities at executive level. Appropriate experience in project management. Good communication and Presentation skills. Financial Management skills. Supervisory and appropriate people management experience. Stakeholder engagement skills. Proven managerial record. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint. A Valid Driver’s License. (With exception of disabled applicants).

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

ENQUIRIES
MR M Malatsi Tel no: (012) 352 1073

NOTE
All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CLOSING DATE: 19 July 2019 at 15H45.

OTHER POST

POST 22/37: SENIOR HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: SHRP/HRD/06/2019

SALARY: R316 791 annum (Salary Level 8)
CENTRE: Head Office, Pretoria
REQUIREMENTS: Three (3) years National Diploma/Bachelor’s Degree (NQF Level 6/7) in Human Resource Management or Development or related qualification in Human Resources. Minimum of at least 3 years’ experience in Human Resource Development. Must have knowledge of relevant legislations, policy development and formulation. Knowledge of regulatory framework relating to Skills Development Act, Labour Relations Act, South Africa Qualification Authority, National Human Resource Strategy, Public Service Act, Public Service Regulations, Employment Equity Act, and Basic Condition of Employment Act. Must have experience in PERSAL. Skills and competencies: Good report writing skills, good presentation skills, good interpersonal relations and computer literacy (MS Office Suite). Good communication skills (written and verbal). A valid driver’s license (with exception of disabled applicants). An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs.

DUTIES: The successful candidate will be responsible for: Management of AET, Internship, Learnerships and Work Place Integrated Learning. Manage Bursary Administration in line with the Bursary Policy in the OPSC. Orientation/ Re-Orientation of new/ existing staff in the OPSC. Implementing the Workplace Skills Plan and report on training activities. Human Resource Management and Mentoring of Interns and Learners.

ENQUIRIES: Ms MTJ Leshaba Tel no: 012 352 1108
CLOSING DATE: 12 July 2019, 15h45
DEPARTMENT OF TRANSPORT

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

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

CLOSING DATE
12 July 2019

NOTE
Applications must be accompanied by form Z83, 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 certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

POST 22/38
DEPUTY DIRECTOR: PERFORMANCE MONITORING AND EVALUATION
REF NO: DOT/HRM/2019/30
Branch: Administration (Office of the Director - General)
Chief Directorate: Strategic Planning, Cluster Coordination
Directorate: Strategic Planning and Monitoring
Sub-directorate: Performance Monitoring and Evaluation

SALARY
All-inclusive salary package of R 733 257 per annum (Level 11)

CENTRE
Pretoria

REQUIREMENTS
A Bachelor’s degree / National Diploma in Public Management or equivalent.
A postgraduate qualification will be an advantage. At least five years’ experience in the Public Service of which three years must have been in a strategic planning environment. Note: The following will serve as strong recommendations: Knowledge of Public Financial Management Act and Treasury Regulations. Knowledge of Strategic Planning. Good communication skills (written and verbal) and interpersonal skill. Analytical skill. Problem solving. Supervisory. Facilitation and advanced Computer skills.

DUTIES
Facilitate and assist in the collation and analysis of the department quarterly and annual reports. Facilitate and assist with the compilation of monitoring and reporting guidelines, instructions on the content and formats as may be required by the Framework of Government-wide. Monitoring and Evaluation. Ensure the development of the department internal monitoring and reporting guidelines and ensure that they are in line with national framework. Identify challenges related to the non-achievement of the performance target as per the APP and provide advice to management. Represent the department in national and provincial meetings on matters related to monitoring and evaluation.

ENQUIRIES
Mr. B Ramantsi; Tel No: (012) 309 3288/3893

POST 22/39
DEPUTY DIRECTOR: BUDGET MONITORING REF NO: DOT/HRM/2019/
Branch: Office of the Chief Financial Officer
Chief Directorate: Budgeting and Compliance
Directorate: Management Accounting and Budgeting
Sub-Directorate: Budget Monitoring

SALARY
All-Inclusive salary package of R 733 257 per annum (Level 11)
CENTRE: Pretoria

REQUIREMENTS:
Matric and a recognised NQF level 6 / 7 in Finance coupled with five years’ experience in Financial Management with at least three years involvement in budgeting. Note: The following serve as strong recommendation: Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Division of Revenue Act. Knowledge of Budget procedures and processes. Knowledge of government accounting system. Computerized financial system – BAS and Vulindlela. Excellent computer literacy in word processing, presentations, pivot tables and spreadsheets. Excellent communication skills (written and verbal). Must be willing to work beyond normal working hours when required.

DUTIES:
Coordinate, Consolidate and manage departmental capturing of budget on the transversal system. Ensure that the accounting information is accurate, relevant and reliable. Monitoring of the departmental expenditure. Management of cash flow projection. Reporting and provision of relevant information for financial statement. Management of budget reprioritization. Compile presentations and reports for the Audit committee, Portfolio committee and Executive committee. Management of the sub-directorate and supervision of staff.

ENQUIRIES:
Mr. N Rapholo, Tel No: 012 309 3603

POST 22/40:
ASSISTANT DIRECTOR: DRIVING LICENCE STANDARD REF NO: DOT/HRM/2019/31 (3 POSTS)
Branch: Road Transport
Chief Directorate: Road Regulation
Directorate: Compliance
Sub-Directorate: Driving Licence Standards

SALARY:
R356 289 per annum (Level 10)

CENTRE:
Pretoria

REQUIREMENTS:

DUTIES:
Evaluate standards at driving licence testing centres. Evaluate driving licence examiners at driving licence centres. Preparation of reports and internal communication. Updating of departmental records. Investigations (preliminary)

ENQUIRIES:
Ms L Botma, Tel No: (012) 309-3763

POST 22/41:
SENIOR SAFETY LIASION OFFICER REF NO: DOT/HRM/2019/32
Branch: Maritime Transport
Chief Directorate: Implementation, Monitoring and Evaluation
Directorate: Maritime Safety, Security and Environment
Sub-directorate: Maritime Safety

SALARY:
R 316 791 per annum (Level 08)

CENTRE:
Pretoria

REQUIREMENTS:
A recognised NQF level 6 qualification in Maritime Studies, Economics, Public Management or Law with 3 years’ experience in the maritime sector. The following will serve as a recommendation: Knowledge of South African Maritime Transport Environment, the Merchant Shipping Act and relevant Maritime Regulations. Knowledge of the International Maritime Treaties /protocols (IMO/ILO/UN) willing and able to deliver service effectively and efficiently in order to put the spirit of customer services (Batho Pele) into practice, Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments. Responsible for compiling the management report. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Good communication skills (verbal and written). Computer Literacy. Government related to information. Compiles and manages budget,
controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Must be able and willing to travel nationally. Be able to work under pressure. To support the implementation of safety policy and legislation as aligned to the International Standards. Participate in facilitating the development and implementation of legislative / regulatory framework for the safety on inland-waterways. Coordinate stakeholders meetings on a regular basis. Liaise with stakeholders in the implementation of the National Small Vessels Safety Regulations. Provide support in the facilitation of the implementation of the National Small Vessels Safety Regulations. Provide support with the facilitation of the development and registration of National Small Vessels database. Liaise and facilitate the implementation of the National Small Vessels database. Provide support with the development of a framework for reporting on safety accidents.

**DUTIES**

- Participate in facilitating the convening of the Courts of Marine Enquiry as required in the Merchant Shipping Act and the Courts of Marine Regulations.
- Facilitate the coordination of Maritime Stakeholder & Incident Investigation.
- Participate in the International Maritime Organisation Voluntary Audit Scheme.
- Providing support the sub-directorate with maritime safety matters that are dealt with by the International Maritime Organisation. Liaise with SAMSA on the Marine Accidents and Incidents Investigations. Participate during the discussions and conclusions of the Memorandum of Understanding with SAMSA. Provide support with administrative functions towards the convening of the sitting of the Court of Marine Enquiry. Serve as the Clerk of the Court of Marine Enquiry. Provide support to the Project Officer with the management of the project funds. Liaise with key stakeholders such as the affected family members, legal attorneys and defendants. Provide support in facilitation of the implementation of the Court of Marine Enquiry’s decisions. Maintain and keep the list of potential members of the Court of Marine Enquiry updated. Liaise with MRCC to collect monthly incident and accident reports. Provide support in facilitation of the requirements of the Voluntary Audit Scheme in line with the Memorandum of Co-operation between which parties. Participate in the implementation of the Voluntary Audit Scheme findings. Obtain the necessary approval for SA to participate in related international forums such as Maritime Safety Committees as required.

**ENQUIRIES**

- Ms S Dharamalingam, Tel No: (012) 309 3834
ANNEXURE M

PROVINCIAL ADMINISTRATION: EASTERN CAPE PROVINCE
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM

DEDEAT in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS: Should be directed to: The Head of Department: DEDEAT; Private Bag X0054, Bhisho, 5605 Hand Delivery: The Department of Economic Development and Environmental Affairs; Office/ Room No. 161, Beacon Hill Building, Cnr of Hargreaves St & Hockley Close, King Williams Town

FOR ATTENTION: Mr T. Gantsho

NOTE: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or http://eclgta.ecprov.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

CLOSING DATE: 5 July 2019

MANAGEMENT ECHELON

POST 22/42: DIRECTOR: TRADE AND INVESTMENT PROMOTION REF. NO: DEDEA/2019/06/01 (Re–Advertisement)

SALARY: R 1 005 063 – R 1 183 932 (Level 13)

CENTRE: King Williams Town

REQUIREMENTS: An undergraduate qualification (NQF level 7 as recognized by SAQA) or equivalent qualification majoring in Economics and/or Business Management. An Honours and/ Master’s degree in the same will be an added advantage. In addition, minimum of 5-10 years’ relevant experience of which 5 years’ must have been at middle / senior management level in Trade & Investment Promotion field. Honours and/ Master’s degree in the same will be an added advantage. Deep knowledge and understanding of the Eastern Cape Economy. The following skills and attributes are required: Advanced computer literacy, Financial Management, quantitative capability, Project Management, Strategic capability & Problem Solving, People Management and Communication skills. Valid driver’s license required.

DUTIES: Manage and coordinate policy and strategy development and implementation thereof. Manage the development of trade and investment promotion instruments. Manage processes to monitor, evaluate and report on the sustainable impact of trade and investment promotion policies, strategies, programmes and instruments. Manage the provisions of technical advisory and support services to the DEDEAT Group. Establish partnerships to support trade and investment promotion programmes, projects and departmental policy directives. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives

ENQUIRES: can be directed to Mr T. Gantsho at Tel no: (043) 605-7091.
POST 22/43 : DIRECTOR: TOURISM DEVELOPMENT REF.NO: DEDEA/2019/06/02

SALARY : R 1 005 063 – R 1 183 932 (Level 13)
CENTRE : King Williams Town
REQUIREMENTS : An undergraduate qualification (NQF level 7 as recognized by SAQA) or equivalent qualification majoring in Economics and/or Business Management. A Honours and/ Master’s degree in the same will be an added advantage. In addition, minimum of 5-10 years’ relevant experience of which 5 years’ must have been at middle / senior management level in Trade & Investment Promotion field. Honours and/ Master’s degree in the same will be an added advantage. Deep knowledge and understanding of the Eastern Cape Economy. The following skills and attributes are required: Advanced computer literacy, Financial Management, quantitative capability, Project Management, Strategic capability & Problem Solving, People Management and Communication skills. Valid driver’s license required.

DUTIES : Conduct analysis and assessment of the tourism industry and sector in the Eastern Cape. Provide specialized tourism industry and sector advisory services. Develop and coordinate the provisioning of sector specific development services and projects. Monitor, evaluate and report on the general performance of the sector to stimulate economic growth and to create decent work; and impact of DEDEAT’s tourism sector development policies, strategies, programmes and instruments.

ENQUIRES : can be directed to Mr T. Gantsho at Tel no: (043) 605-7091.

OTHER POSTS

POST 22/44 : DEPUTY DIRECTOR: REVENUE AND EXPENDITURE MANAGEMENT REF. NO: DEDEA/2019/06/03

SALARY : R733 257 – R863 748 (Level11)
CENTRE : King Williams Town
REQUIREMENTS : An undergraduate qualification (NQF level 6 or 7 as recognized by SAQA) or equivalent relevant qualification majoring in Accounting and or Financial Management / Public Finance Management plus relevant experience of 3-5 years of which 3 years must have been in the Assistant Manager level within the field of revenue & expenditure management field preferable within Public Service Environment. Knowledge and understanding of applicable legislative framework, e.g. PFMA, MFMA and Treasury Regulations; Knowledge of BAS and PERSAL Systems; Experience in the relevant operational fields; Experience in expenditure, cash flow projections, transfer payments, evaluation and monitoring management; National/Provincial notices and Circulars; Understanding of Financial Management best practices; Financial Management Systems (PERSAL, BAS & LOGIS). The following skills, knowledge and attributes are required: People Management. Problem Solving. Presentation. Planning and Organizing. Policy Analysis. Communication. Computer Literacy. Report Writing. Valid driver’s license required.

DUTIES : Implement and manage Risk, Finance protocols and prescripts in the area of responsibility; Manage creditor payments and Reconciliation of Accounts; Manage the provisioning of departmental BAS System control support; Manage Salary payments and rebates; Perform and manage administrative related functions

ENQUIRES : can be directed to Mr T. Gantsho atTel no: (043) 605-7091

POST 22/45 : DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF.NO: DEDEA/2019/06/04

SALARY : R733 257 – R863 748 (Level11)
CENTRE : King Williams Town
REQUIREMENTS : An undergraduate qualification (NQF level 6 or 7 as recognized by SAQA) in Human Resource Management/Development/Public Administration/Management or equivalent relevant qualification plus relevant experience of 3-5 years ‘of which 3 years must have been at the Assistant Manager level within the field of Training & Development preferable within the Public Service Environment. The following skills, knowledge and attributes are required: People Management. Problem Solving. Presentation. Planning
DUTIES: Facilitate and co-ordinate the development of departmental HRD policy. Conduct skills audit and analysis thereof. Develop workplace skills plan and alignment of training programmes to previously disadvantage people. Manage all training/ interventions to employees. Facilitate, manage, co-ordinate internship and learnership programmes. Provide reports to Management, OTP and Public Sector Education and Training Authority. Facilitate and manage any in-house training and development programmes. Facilitate presentations and induction programmes. Evaluate the impact of training provided. Manage bursary processes.

ENQUIRES: can be directed to Mr T. Gantsho at 043 605 7091

POST 22/46: DEPUTY DIRECTOR: SUSTAINABLE ENERGY REF NO: DEDEA/2019/06/05

SALARY: R733 257 – R863 748 (Level11)
CENTRE: King Williams Town
REQUIREMENTS: An undergraduate qualification (NQF level 6 or 7) or equivalent qualification majoring in Sustainable Energy Studies/ Sustainable Development / Engineering plus relevant experience of 3-5 years of which 3 years must have been in the Assistant Manager level within the field of Sustainable Energy. Honours and/ Master’s degree in the same will be an added advantage. The following skills, knowledge and attributes are required: Project Management and Communication; ability to interact at both strategic and operational level; industry–specific research and knowledge management. Valid driver’s license required


ENQUIRES: can be directed to Mr T. Gantsho at 043 605 7091

POST 22/47: DEPUTY DIRECTOR: IGR REF NO: DEDEA/2019/06/06

SALARY: R733 257 – R863 748 (Level11)
CENTRE: King Williams Town
REQUIREMENTS: An undergraduate qualification (NQF Level 6 or 7) in Public Administration / Social Sciences / Development Studies/ International Relations plus relevant experience of 3-5 years of which 3 years must have been at the Assistant Manager level within the field of Inter-Governmental Relations. The following skills, knowledge and attributes are required: People Management. Problem Solving. Presentation. Planning and Organizing. Policy Analysis. Communication. Computer Literacy. Report Writing. Valid driver’s license required

DUTIES: Participate in the development and implementation of policies, strategies and terms of reference that ensure sound IGR in three spheres of government. This will include, monitoring, the implementation of the resolutions emanating from all IGR structures. Provide technical support to EXCO, Munimec, OTP and MEC Outreach sessions. Maintain partnership with corporate sector, entities and other spheres of government including regions. Facilitate the consolidation of progress reports against programmes of actions (POA). Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness

ENQUIRES: can be directed to Mr T. Gantsho at Tel no (043) 605 7091

POST 22/48: ASSISTANT DIRECTOR: LABOUR RELATIONS (REF NO. DEDEA/2019/06/07)

SALARY: R376 596 – R443 601 (Level09)
CENTRE: King Williams Town
REQUIREMENTS: An undergraduate qualification (NQF Level 6 or 7) in Human Resource Management / or Public administration or related field majoring in Labour Law/Labour relations plus relevant 3-5 years’ functional experience in Labour Relations. Supervisory Experience will be an added advantage. Knowledge and understanding of applicable legislative framework Public Finance Management Act (PFMA), Public Service Regulations (PSR). Public Service...

**DUTIES**


**ENQUIRES**

can be directed to Mr T. Gantsho at 043 605 7091

**OFFICE OF THE PREMIER**

**APPLICATIONS**

The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 0007, Groun Floor, Office of the Premier Building, Independence Avenue, Bhisho.

**FOR ATTENTION**

Vusumzi Booyse / Nomthandazo Xesha

**CLOSING DATE**

5 July 2019

**NOTE**

Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. 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 department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

**MANAGEMENT ECHELON**

**POST 22/49**

CHIEF DIRECTOR: PROVINCIAL BROADBAND AND UNIFIED COMMUNICATION REF NO: OTP01/06/2019 (1 YEAR CONTRACT)

**SALARY**

R 1 189 338.00-R 1 422 012.00 Per Annum (Level 14)

**CENTRE**

Bhisho

**REQUIREMENTS**

A Management or ICT-related Degree (NQF7) with a minimum 5 years senior management experience within ICT/Telecommunications work environment. Competencies: Analytical thinker with strong background in turnaround strategies and change management. Experience and knowledge of monitoring and reporting of government programmes and service delivery. A thorough understanding of policy and administrative processes of Government. A good understanding of political and governance issues. Ability to develop and manage effective working arrangements with other spheres of government to ensure coordinated and integrated actions.

**DUTIES**

Ensure rollout of the ECPG Broadband initiative in accordance with the ECPG Broadband Strategy and Implementation Plan. Identify and evaluate obstacles which hinder or block the adoption and the roll out of the Broadband Infrastructure initiative. Ensure buy-in from all stakeholders at all levels by communicating clear reasons for Broadband Infrastructure initiative and addressing criticisms of others. Ensure alignment of protocols supporting...
the roll-out of the Broadband Infrastructure initiative. Ensure adherence to the contract and service level management of the Broadband contract. Ensure the implementation of the roll-out of broadband infrastructure initiative to ECPG sites. Direct programme/project management for the broadband initiative. Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate. Participate in the Branch strategic planning process. Active involvement in the development and management of the strategic and business plans for the Chief Directorate. Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Senior Executive Manager on a regular basis on the activities of the Chief Directorate. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources employed by it. Review the Chief Directorate’s performance and make recommendations to improve the efficiency and effectiveness. Report on the Chief Directorate as required by internal and external stakeholders. Supervise and co-ordinate the effective and efficient running and management of the Chief Directorate. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Chief Directorate’s Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for subordinates within set timeframes. Ensure that subordinates performance are managed on a daily basis and that Performance Assessments of subordinates in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure – delete sentence if no subordinates. Motivate, train and guide staff within the Chief Directorate, to achieve and maintain excellence in service delivery. Monitor information capacity building within the Chief Directorate. Promote sound labour relations within the Chief Directorate. Actively manage and promote the maintenance of discipline within the Chief Directorate. Ensure the implementation and management of risk, finance and supply-chain management protocols and prescripts in area of responsibility.

ENQUIRIES: can be directed to Mr V. Booyisen / Mr M Mbangi Tel no: (040) 609- 6490 or Ms T. Xesha at Tel no: (040) 609- 6424

POST 22/50 : DIRECTOR: BBUC PROGRAMME/PROJECT COORDINATION AND CONTROL REF NO: OTP02 /06/2019 (1 YEAR CONTRACT)

SALARY : R1 005 063.00-R1 183 932. 00 Per Annum (Level 13)

CENTRE : Bhisho


DUTIES : Direct, monitor, and report on provincial BBIS Programmes and projects throughout the ECPG: Promote effective management of information and technology as a strategic resource. Manage the implementation of solutions, systems and infrastructure. Implement transversal or shared e-Government / ICT strategies. Manage ICT security. Manage contracts, business agreements and service level agreements. Ensure proper certification of
planned ICT solutions. Develop policy and strategies. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participation in the Branch, Chief Directorate and Directorate’s strategic planning process. Active involvement in the development and management of the strategic and business plans for the Directorate. To evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. To report to the Chief Director: Broadband and Unified Communications on a regular basis on the activities of the Directorate and on matters of substantial importance to the Administration. To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate’s Business Plan. Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level, Chief Directorate level and Directorate level. Preparing of the Annual and Adjustment Budgets for the Directorate. Direct responsibility for the efficient, economic and effective control and management of the Directorate’s budget and expenditure. Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Reporting to the Sub-Programme Manager on all aspects of the Directorate’s finances. Performing diligently all duties assigned by the Sub-Programme Manager. Overall responsibility for the management, maintenance and safekeeping of the Directorate’s assets. Ensuring that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES: can be directed to Mr V. Booyse / Mr M Mbangi at Tel no: (040) 609- 6490 or Ms T. Xesha at Tel no: (040) 609- 6424

POST 22/51: DIRECTOR: PROVINCIAL BROADBAND AND INFRASTRUCTURE SERVICES OPERATIONS Ref: OTP03/06/2019, (1 YEAR CONTRACT)

SALARY: R1 005 063.00 - R1 183 932. 00 Per Annum (Level 13)

CENTRE: Bhisho

REQUIREMENTS: NQF level 7 as recognised by SAQA in Business/ ICT field with 5 years’ experience at a middle managerial level within ICT/Telecommunications work environment. Applicable Internationally-accredited intermediate certifications in ICT Service Management (ITIL), Project Management (Princ2), and/or Enterprise Architecting (TOGAF) an added advantage. Competencies: Knowledge of the latest advances in public management theory and practice. Expert knowledge of policy and strategy development and planning for implementation within government environment. Expect knowledge of ICT as an enabling tool for the development/ICT training, systems and security/Infrastructure and networks/Business and systems analysis/Architecture and frameworks. Advanced knowledge of Morden systems of governance and administration. Expert Computer Literate.

DUTIES: Strategic management, guidance and advice in respect of distributed computing. This includes the following broad areas of service delivery: Provide directory services. Provide operations and network management services. Provide IT/IS security services. Provide messaging and collaboration services. Provide system and configuration management services. Provide desktop management services. Provide infrastructure support to national transversal systems. Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participation in the Branch, Chief Directorate and Directorate’s strategic planning process. Active involvement in the development and management of the strategic and business plans for the Directorate. To evaluate the performance of the Directorate on a continuing basis against pre-determined
key measurable objectives and standards. To report to the Chief Director: Broadband and Unified Communications on a regular basis on the activities of the Directorate and on matters of substantial importance to the Administration. To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate’s Business Plan. Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level, Chief Directorate level and Directorate level. Preparing of the Annual and Adjustment Budgets for the Directorate. Direct responsibility for the efficient, economic and effective control and management of the Directorate’s budget and expenditure. Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Reporting to the Sub-Programme Manager on all aspects of the Directorate’s finances. Performing diligently all duties assigned by the Sub-Programme Manager. Overall responsibility for the management, maintenance and safekeeping of the Directorate’s assets. Ensuring that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES: can be directed to Mr V. Booyse / Mr M Mbangi at Tel no: (040) 609- 6490 or Ms T. Xesha at Tel no: (040) 609- 6424

OTHER POSTS

POST 22/52: DEPUTY DIRECTOR: RESEARCH COORDINATION AND POLICY DEV. SUPPORT REF: OTP04/03/2019

SALARY: R826 053 Per Annum (Level 12)
CENTRE: Bhisho
REQUIREMENTS: NQF Level 7 recognised by SAQA or a three year degree qualification in Policy Development or Public Administration with a minimum of 3-5 years’ experience at an Assistant Director level working in the similar environment. Knowledge: In-depth understanding of legislative framework that governs the Public Service. Government planning framework. Sound knowledge and understanding of Government planning cycle (MTEF & Strategic Planning), Reporting, Monitoring & Evaluation. Innovation and Knowledge Management. Advanced knowledge of policy analysis, policy development and policy implementation and review process. Understanding of Modern systems of governance and administration. Skills required: Change Management, knowledge management, Project Management, Information Management & Service Delivery Innovations.

DUTIES: Provide support in Research and Policy development process: Facilitate the development of protocols, processes and guidelines for conduction research. Facilitate provincial macro policy analysis. Facilitate research activities in provincial and sector specific programmes that support evidence based policy decisions. Maintain repository of research products and ensure the provision of archiving services. Facilitate the dissemination of research results to inform policy development and service delivery improvement interventions. Facilitate the development of research agenda’s and plan for the province: Facilitate the development of provincial planning framework and support departments with the implementation thereof. Facilitate the development and implementation of medium to long term provincial strategic sectorial plans. Coordinate activities to ensure coherence between sectoral strategic plans, policies and sectorial service delivery programmes across the province. Collaborate with national development and other spheres of government on the development of provincial and local plans. Facilitate Provincial Macro policy analysis: Develop policy development guidelines for the province. Provide evidence based policy advice on provincial strategic imperatives as
required. Develop and support implementation of transversal provincial policies and strategies in collaboration with key stakeholders. Provide analysis and input on provincial and nation draft policies, strategies, white papers and bills. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning.

ENQUIRIES can be directed to Mr V. Booyse / Mr M Mbangi at Tel no: (040) 609- 6490 or Ms T. Xesha at Tel no: (040) 609- 6424

POST 22/53

NETWORK CONTROLLER - INSTITUTIONAL BROADBAND CONNECTIVITY SUPPORT REF NO: OTP05/06/2019 (X 3 POSTS) (ONE YEAR CONTRACT)

SALARY: R 257 508 Per Annum (Level 07)

CENTRE: Bhisho

REQUIREMENTS: Appropriate National Diploma or B Degree or equivalent qualification with 2 years relevant experience in an IT enabled environment. Knowledge required: Expect knowledge of ICT, implementation planning for within a government environment. Expect knowledge of ICT as an enabling tool for the development/ICT training, systems and security/Infrastructure and networks/Business and systems analysis/Architecture and frameworks. Advanced knowledge of Morden systems of governance and administration. Skills required: High level in house advisor, strong conceptual and formulation skills. Strong leadership skills with specific references to the ability to display thought leadership in complex applications. Expert computer literacy skills.

DUTIES: Apply focus managing and monitoring the provision of Provincial Broadband Network, Datacentre Cloud, or Unified and Telecommunications Services (i.e Performance & Security monitoring (NOC/SOC), Incident – Management, Problem-Management but not limited to: Broadband Network Routing and Switching, Broadband Network Security, Broadband Network Wireless etc. Develop and maintain network infrastructure: Installs, tests, upgrades and relocates network components to increase network capacity. Provides specialist support to network/LAN users. Carry out complex trouble shooting, determination and resolution liaising with vendors as required. Monitors network, co-ordinates installations, upgrades or enhancements to networks and participates in evaluations of new products and network. Design complex network solutions from various network diagrams/proposals. Ensures technical and functional standards are observed. Plans, Organises and controls activities of staff and contractors who are responsible for the development of infrastructure: Ensure competency of subordanates through training. Assigns personnel to projects, direct and coordinate their work. Give inputs on information technology policy, Give inputs on budgetary matters and Project Management.

ENQUIRIES can be directed to Mr V. Booyse / Mr M Mbangi at Tel no: (040) 609- 6490 or Ms T. Xesha at Tel no: (040) 609 6424

POST 22/54

ASSISTANT DIRECTOR: SECURITY REF NO: OTP06/06/2019

SALARY: Notch: R376 596 Per Annum (Level 09)

CENTRE: Bhisho


DUTIES: Facilitate the development of security plans: Analyze the current security systems. Conduct research to alternative security systems. Facilitate the planning of security activities for departmental events. Monitor the implementation of security plans. Monitor the implementation of security framework. Ensure the correct implementation of MISS (Minimum Information Security) and MPSS (Minimum Physical Security). Monitor the effective implementation of the access control system within the department. Monitor
security contracts for user departments. Ensure the provision of security services during the opening and closing tender boxes. Facilitate vetting and screening of departmental employees. Conduct awareness campaigns on security related matters. Investigate security breach: Gather information pertaining the incident. Analyze the information. Compile incident report. Liaise with SAPS where necessary. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES:

can be directed to Mr V. Booyse / Mr M Mbangi at Tel no: (040) 609-6490 or Ms T. Xesha at Tel no: (040) 609 6424

PROVINCIAL TREASURY

The Provincial Treasury in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS:

Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho

ENQUIRIES:

can be directed to Ms B Ndayi Tel no: (040) 1010-072/071.

FOR ATTENTION:

Ms Bonelwa Ndayi

CLOSING DATE:

05 July 2019

NOTE:

Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference .All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For all posts people with disabilities will be given preference.

MANAGEMENT ECHELON

POST 22/55:

DIRECTOR: HUMAN RESOURCE ADMINISTRATION SERVICES, OD & CHANGE MANAGEMENT: REF NO: PT 01/06/2019

Purpose: To manage Human Resource Administration Services, OD & Change Management Programmes in the Department

SALARY:

R1 005 063 per annum Level 13

CENTRE:

Bhisho

REQUIREMENTS:

A Three year degree (NQF level 7 as recognised by SAQA) in Public Administration/ Public Management / Human Resource Management/ Industrial Psychology or any related field coupled with Minimum of 7 years’ experience in Human Resource Management environment with 5 years’ experience at a Middle Management (Deputy Director Level) /Senior Management level.
DUTIES:

Manage Recruitment, Selection and Appointment of Employees: Ensure the management and implementation of recruitment, selection and appointment process. Ensure the development and implementation of human resource management and administration policies, processes and procedures. Ensure the development and implementation of human resource planning strategies and processes. Ensure management and implementation of employee movements. Provide advice and give guidance on recruitment and selection matters. Oversee capturing of information on Persal. Manage Conditions Of Service In The Department: Ensure the development, management, review and implementation of Conditions of Service Benefits policies. Ensure the management and the implementation of conditions of service in the department. Ensure the management of leave matters. Ensure the management and render support to line managers with the implementation of Pillir. Manage Human Resource Information Systems: Ensure the development and maintenance of personnel information systems and ensure establishment control. Oversee the management, monitoring and analysis of Human Resource Information System Reports. Authorize inputs to be made on the system by the PERSAL Management unit. Ensure analysis and signing off RACF reports. Ensure reviewal of monthly reports on recruitment process. Manage Coordination, Monitoring & Reporting on the Implementation of Organisational Development & Change Management Programmes and Human Resource Planning: Ensure the management, development, facilitation and implementation of OD & Change Management Interventions. Ensure the management of Human Resource Planning and development of policies and strategies. Identify And Manage Risk In Finance And Supply-Chain Management Protocols And Prescripts In Area Of Responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage Area Of Responsibility: Maintain High Standards By Ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Knowledge And Skills: In-depth knowledge of legislative framework that governs the Public Service, Sound knowledge of Recruitment and Selection processes. Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Change Management, Knowledge Management, Budgeting and Financial Management, Information Management, Continuous Improvement, Problem Solving and Analysis. Conflict Management, Problems Solving Planning and Organising, Decision Making and Communication (verbal & written).

ENQUIRIES:
can be directed to Ms B Ndayi Tel no: 040 1010-072/071

OTHER POSTS:

POST 22/56:

DEPUTY DIRECTOR: HUMAN RESOURCE SYSTEMS REF NO: PTO2/06/2019
Purpose: To manage Human Resource Information Systems for the Department.

SALARY:
R733 257 per annum Level 11

CENTRE:
Bhisho

REQUIREMENTS:
A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in Human Resource Management / Public Administration / Public Management coupled with Minimum 5 years' relevant experience of which 3 years must have been at an Assistant Director Level in Human Resource Systems (PERSAL) environment. Persal Certificate as a System Controller.
DUTIES: Maintain Personnel Information System: Draw and oversee amendment of Persal information. Register users on Persal. Authorise work done by Persal users (Personnel & Salary controller) in the department. Request & analyze Persal reports and ensure Persal is updated. Update HR information to metrics. Ensure sound and effective personnel & salary management. Implement measures to ensure a comprehensive & updated primary information source. Monitor Information on Persal (Incl. employments out of adjustment). Monitor and Provide Reports on Hr Information: Ensure that profiles are in sync with the segregation of duties. Provide advice to management regarding Persal information. Review and submit PERSAL reports to management. Oversee the implementation of audit & control measures. Ensure that all profile changes are recorded, audited & filled. Provide advice to management regarding Persal information. Ensure Maintainance Of Establishment Control: Manage the creation and abolishment of posts, appointment of personnel, absorptions, transfers and component changes. Ensure employees are on correct paypoints. Load & link structure on Persal. Establish comprehensive guidelines & processes in line with Human Resources & Finance Policies (Including maintenance of the Establishment on Persal, HR Utilization, LR, Service Benefits, Budgets, and Estimates & Departmental Liabilities). Manage Area Of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.


ENQUIRIES: can be directed to Ms B Ndayi at Tel no: (040) 1010 072/071

POST 22/57: ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING & REPORTING REF NO: PT03/06/2019

Purpose: To facilitate the implementation of the Accounting Standards and Services to Provincial Departments

SALARY: R376 596 per annum Level 09

Centre: Bhisho

REQUIREMENTS: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Accounting or any related field coupled with Minimum of 3 years' relevant work experience in Accounting environment at a level of an Officer (Level 7 or higher)

DUTIES: Support The Monitoring and Reporting on the Preparation of the AFS and AIP Co-Ordination Plan: Provide support to Departments and report in accordance with relevant accounting policies, MCS, GRAP standards and guidelines. Render support in reviewing the reporting of milestones on AIP and AFS plan. Review AFS interim reports and provide feedback to departments. Assist with The Provision of Technical Support to Provincial Departments and Public Entities: Assist with the analysis and review of the departments’ books of accounts and support the implementation of suspense related Treasury Instructions to clear those accounts and report and review accordingly. Support adherence to reporting requirements in terms of section 32 of the Provincial Finance Management Act & Circular 1 and 3 of 2010 and report accordingly. Assist with the preparation and submission of
consolidated AFS to AG and respond to audit queries thereof. Support the identification of inter-departmental balances and preparation and submission of consolidated Annual Financial Statements to Auditor General. Assist with The Analysis of Financial Management Capability Model: Analyse and review FCMM reports. Support the interaction with transversal units on findings. Assist and provide support on the preparation / review of progress reports. Manage Area of Responsibility: Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit’s Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure.- Ensure the Unit’s assets are managed, maintained and kept safely.


ENQUIRIES: can be directed to Ms B Ndayi Tel no: (040) 1010 072/071

POST 22/58: ASSISTANT DIRECTOR: MUNICIPAL BUDGET & INSTITUTIONAL GOVERNANCE: AMATHOLE DISTRICT: REF NO: PT04/06/2019

Purpose: To provide hands-on support on the implementation of the budgeting frameworks, financial assets and liabilities management, institutional governance and report on MFMA implementation.

SALARY: R376 596 per annum Level 09

CENTRE: East London

REQUIREMENTS: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Financial Management/Financial Accounting or related field coupled with Minimum of 3 years’ experience in Finance or related field as an officer Level 7 or higher. Previous experience in monitoring or working in Municipal environment is essential in the field of the Municipal Budget environment.

DUTIES: Assist In the Technical Hands-On Support on Budget Planning and Implementation: Assist in the training of municipal staff on the planning and implementation of the Municipal Budget and Reporting Regulations. Assist in the assessment of tabled budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework, and provide comment and feedback to municipalities. Assist in the compilation of a tabled budget assessment report for each municipality. Assist municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Assist in the provision of all required reporting to NT on tabled and adopted budgets by municipalities. Provide hands-on support to municipalities to address non-compliance in terms of the tabled and adopted budgets. Assist in engaging municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Assist in analysing monthly, quarterly and mid-year reports, prepare feedback to municipalities and monitor the implementation of corrective measures. Assist in identifying municipal financial problems requiring attention and support municipalities to resolve issues. Provide hands-on support to municipalities to assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance. Assist Municipalities on Governance and Institutional Management, In Line With MFMA Requirements: Assist In the Assessment of MFMA Implementation, Compile Reports and Submit To the Supervisor.
Assist in the reporting on Risk Management and Internal Audit compliance and corrective measures implemented on a quarterly basis. Conduct and compile assessment reports on governance and compliance structures and assist municipalities to implement recommendations. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Assist in the compilation of assessment reports on governance and compliance structures and to implement recommendations. Assist in the assessment of Municipal Budget and Treasury Office Structures quarterly, and report on vacancies in financial management activities. Assist in the implementation of approved financial recovery plans for municipalities where necessary. Assist in the preparation of Training Plan and roll out training as per the approved Training Plan to address challenges in municipalities. Assist in Monitoring Compliance with Financial Assets and Liabilities and Revenue Management: Assist in Reporting on Financial asset management. Assist in reporting on liability management. Assist in reporting on revenue management. Provide hands-on support to municipalities to implement recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Provide hands-on support to municipalities to explore policies and practices with the aim of improving liquidity of municipalities to deliver services. Manage Area Of Responsibility: Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets Knowledge and Skills: In-depth understanding of legislative framework that governs the Public Service. Departmental policies and procedures. Supply Chain Management policies and practices. Asset Management policies and practices. Risk Management policies and practices. Investment and cash management. Project Management, Budget and Financial Management, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy and Team work.

ENQUIRIES : can be directed to Ms B Ndayi Tel no: (040) 1010 072/071

POST 22/59 : ASSISANT DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: AMATHOLE DISTRICT: REF NO: PT05/06/2019
Purpose: To provide hands-on support on compliance with the Financial Management & Annual Reporting Frameworks, Supply Chain Management (SCM) and Asset Management (AM) issues in municipalities

SALARY : R376 596 annum Level 09
CENTRE : East London
REQUIREMENTS : A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Financial Management/Financial Accounting or related field coupled with Minimum of 3 years’ experience in Finance or related field at an officer Level (Level 7 or higher). Previous experience in monitoring or working in Municipal environment is essential.
DUTIES : Assist On Improving The Understanding On The Technical Application Of Accounting Standards And Financial Reporting Within Municipalities As Required By The Municipal Finance Management Act: Conduct an assessment on AGSA reports to determine common issues of concerns for municipalities on accounting and also identify emerging risk on the GRAP Reporting Framework and report to Deputy Director as input for training plan
to be rolled out to municipalities to improve compliance; Collate all the accounting queries / issues raised on the helpdesk and conduct research to improve quality of financial reporting on GRAP by municipalities and submit inputs to the Deputy Director; Conduct a high level review of AFS, Audit File and assess the Audit Action Plans of municipalities and submit reports to the Deputy Director with recommendations to improve quality and timeliness on the submission of AFS by municipalities as required by the MFMA; Assist in investigating areas of concern with regard to municipal financial health which might affect the going concern of municipalities and provide report to the Deputy Director; Prepare, analyse and report progress on mSCOA implementation within timelines and its financial impact to assist on compliance with mSCOA Regulations. Provide Practical Assistance And Control Mechanism On Issues Of Compliance To Supply Chain Management (Scm) Asset Management (Am). Assist In The Analytical Assessment Framework For Scm And Am Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities and provide report to the Deputy Director; Prepare a report for the Deputy Director with recommendation to improve MFMA compliance for the assessment conducted on SCM and AM policies against the legislated framework; Collate all the SCM & AM queries / issues raised on the helpdesk and conduct research to improve compliance by municipalities and submit inputs to the Deputy Director; Conduct an assessment of AGSA reports to determine common issues of concerns for municipalities on SCM and AM and also identify emerging risk on the legislative frameworks/policies and report to Deputy Director as input on the training plan to be rolled out to municipalities to improve MFMA compliance; Provide report to the Deputy Director on the assessment of E-Procurement System and provide recommendations on improving integrity of data; Assist in assessing the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans during municipal budget assessment and provide report. Manage Area Of Responsibility: Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and to the Deputy Director on the recommendations to improve compliance with the MFMA.Knowledge and Skills: In-depth understanding of legislative framework that governs the Public Service. Departmental policies and procedures. Supply Chain Management policies and practices. Asset Management policies and practices. Risk Management policies and practices. Investment and cash management. Project Management, Budget and Financial Management, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy and Team work.

ENQUIRIES : can be directed to Ms B Ndayi Tel no: (040) 1010 072/071

POST 22/60 : SENIOR PROVISIONING ADMIN OFFICER: LOGISTICS AND INVENTORY:

REF NO: PT06/06/2019 Purpose: To render Stores and Warehousing Services for the Department

SALARY : R316 791 per annum Level 08

CENTRE : Bhisho

REQUIREMENTS : Degree (NQF Level 7)/National Diploma (NQF Level 6) Commerce / Supply Chain Management / Procurement / Logistics or related qualification plus five years' experience in SCM environment of which two years should have been at Stores or Logistics/procurement environment at salary level 7.
DUTIES: Facilitate Requisitions, Receipts And Issuing Of Stores Items: Receive requests from departmental staff. Prepare items requested. Draft memorandum requesting replenished and submit to Director Logistics for approval. Assist in drafting of budget memorandum for approval by CFO and ensure the alignment with sectional budget. Render Support In Maintaining Inventory Stock Level: Analyse inventory levels and ensure that request to replenish is initiated. Assist in preparation of reports that indicate procurement and adjust re-order levels when placing the order for all the inventory items. Monitor, Record And Updating Of Bin Cards: Update of bin cards for all items that are procured. Populate inventory reports on a monthly basis. Render Support In Maintaining Inventory Stock Level: Analyse inventory levels and ensure that request to replenish is initiated. Assist in preparation of reports that indicate procurement and adjust re-order levels when placing the order for all the inventory items.

REQUIREMENTS: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Organisational Development / Industrial Psychology / Public Management or any related field coupled with Minimum of 2 years’ experience in Organisational Development environment at salary Level 7.


ENQUIRIES: can be directed to Ms B Ndayi/Tel no: (040) 1010 072/071

POST 22/61: ORGANISATIONAL DEVELOPMENT (OD) PRACTITIONER: REF NO: PT07/06/2019

Purpose: To facilitate the implementation of Organisational Development Interventions, Change Management Programmes and HR Planning in the department

SALARY: R316 791 per annum (Level 08)

CENTRE: Bhisho

POST 22/61: ORGANISATIONAL DEVELOPMENT (OD) PRACTITIONER: REF NO: PT07/06/2019

Purpose: To facilitate the implementation of Organisational Development Interventions, Change Management Programmes and HR Planning in the department

SALARY: R316 791 per annum (Level 08)

CENTRE: Bhisho

ENQUIRIES: can be directed to Ms B Ndayi/Tel no: (040) 1010 072/071

ENQUIRIES : can be directed to Ms B Ndayi Tel no: (040) 1010 072/071

DEPARTMENT OF PUBLIC WORKS

The Department of Roads and Public Works in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS : Head Office - Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho or post to Department of Public Works, Private Bag X 0022, Bhisho, 5605.

East London): (Amathole Region) Hand Delivery, Department of Public Works, Corner of Amalinda & Scholl, Cambridge, 5201 or Post to: Department of Public Works, Private Bag X13004, Cambridge, 5201,

(Port Elizabeth): (Sarah Baartman Region) Hand deliver: Department of Public Works, Cnr Albany and Westbourne Road, Central, Port Elizabeth, 6000 or Post to: Private Bag X 0004, Port Elizabeth, 6000,

Sterkspruit: (Joe Qabqi Region) Hand Delivery: Bensonvale College, Sterkspruit, 9762 or post to Department of Public Works, Private Bag X5002, Sterkspruit, 9762.

Queenstown: (Chris Hani Region) Hand Delivery: 1 Corner Road, Kings Park, Queenstown, 5320, or post to Private Bag X7114, Queenstown, 5320.

(OR Tambo Region) Hand Deliver, K.D. Matanzima Building, Owen Street, Mthatha, 5099 or Post to: Department of Public Works, Private Bag X5009, MTHATHA, 5099.

ENQUIRIES : Mr V. Sokahaleleka/ Ms V. Potelwa Tel: 047 505 2767

FOR ATTENTION : Ms N.H Malgas

CLOSING DATE : 05 July 2019

NOTE : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or http://eclgta.ecprov.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The the Department of Public Works welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.
MANAGEMENT ECHELON

POST 22/62: CHIEF ENGINEER - GRADE A (STRUCTURAL/CIVIL), BUILDINGS, REF NO: DPW 01/06/2019,

SALARY: R 1 042 827.00 Per Annum
CENTRE: Amathole Regional Office (East London)
REQUIREMENTS: An Engineering Degree (B Eng / BSC (Eng.) or relevant qualification. Six years post qualification experience as a registered Professional Engineer. A valid driver’s license. Compulsory registration with ECSA as a Professional Engineer.

DUTIES: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and Maintain engineering services and management methods. Manage the executive of Maintenance strategy through the provisioning of appropriate structures, systems and resources. Governance: Allocate, control, monitor and report on all resources. Provide technical support services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing activities e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investments. 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 MTEF objectives within the engineering environment/ services. Manage the operational capital projects portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational 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 organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

POST 22/63: QUANTITY SURVEYOR X2 POSTS, COMPONENT: HEALTH PORTFOLIO – BUILDINGS (X3 POSTS)

SALARY: An all-inclusive remuneration package of R 618 732 per annum (OSD)
CENTRE: Head Office (Bhisho) Ref No: DPW 02/ 06/2019, (X2 Posts)
Amathole Regional Office (East London) Ref No: DPW 03/06/2019: (X1 post)
REQUIREMENTS: A Degree in Quantity Survey or relevant qualification. Three years Quantity Survey experience is required. A valid driver’s license. Compulsory registration with SACQSP as a Professional Quantity Surveyor KPA’s: Perform quantity survey activities on buildings, structures or facilities; - Co-ordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure Administration and budget planning: - Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Report on expenditure and service delivery. Research and development: - Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/ councils on quantity survey related matters

ENQUIRIES: Head Office can be directed to Ms N. Mtoba Tel no: (040) 602- 4270 or Ms S. Mdoda Tel no: (040) 602 -4140
Amathole can be directed to Mr Z. Tana / Ms L. Magama Tel no: (043) 711 5772

POST 22/64 : CONTROL ENGINEERING TECHNICIAN: BUILDINGS, REF NO: DPW 04/06/2019,

SALARY : Notch: R 446 202 per annum (OSD)
CENTRE : OR Tambo Regional Office (Mthatha)
REQUIREMENTS : National Diploma in Engineering or equivalent qualification with 6 years post qualification technical experience. Compulsory Registration with the Engineering Council of South Africa as a Professional Engineering Technician. A valid driver's license is compulsory.
DUTIES : Manage technical serviced and support in conjunction with the Engineers, Technologists and associates in field, workshop and technical office activities. Ensure promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical design with specifications and authorize/ make recommendations for approval by relevant authority. Manage administrative and related functions: - To provide inputs in the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance of data base. Research and Development: - Continuous professional development to keep up with the new technologies and procedures. Research/ literature studies on technical engineering technology to improve expertise and to liaise with the relevant bodies/councils on engineering related matters.

ENQUIRIES : can be directed to Mr Z. Tana / Ms L. Magama Tel: (043) 711- 5772

POST 22/65 : CONTROL ARCHITECTURAL TECHNICIAN, REF NO: DPW 05/06/2019
Sub Component: Buildings

SALARY : R 446 202.00 per annum (OSD)
CENTRE : Amatole Regional Office (East London)

ENQUIRIES : can be directed to Mr Z. Tana / Ms L. Magama Tel no: (043) 711- 5772

POST 22/66 : CONTROL ENGINEERING TECHNICIAN: BUILDINGS, REF NO: DPW 06/06/2019

SALARY : R 446 202 per annum (OSD)
CENTRE : OR Tambo Regional Office (Mthatha)
REQUIREMENTS : National Diploma in Engineering or equivalent qualification with 6 years post qualification technical experience. Compulsory Registration with the Engineering Council of South Africa as a Professional Engineering Technician. A valid driver’s license is compulsory.
DUTIES : Manage technical serviced and support in conjunction with the Engineers, Technologists and associates in field, workshop and technical office activities. Ensure promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical design with specifications and authorize/ make recommendations for approval by relevant authority. Manage administrative and related functions: - To provide inputs in the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance of data base.
Manage, supervise and control technical and related personnel and assets. Research and Development: Continuous professional development to keep up with the new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise and to liaise with the relevant bodies/councils on engineering related matters.

ENQUIRIES: can be directed to Ms V. Potelwa or Mr V. Sokhahleleka Tel no: (047) 505 - 2767

POST 22/67: ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT

SALARY: R376 596.00 per annum (Level 09)
CENTRE: Joe Gqabi Regional Office (Sterkspruit) Ref No: DPW 07/06/2019, Chris Hani Regional Office (Queenstown) Ref No: DPW 08/06/2019,

REQUIREMENTS: An appropriate Bachelor’s Degree or National Diploma in Supply Chain Management/ Logistics Management/ Public Management/ Public Administration/ Commerce/ Auditing with five (5) years relevant experience in Supply Chain Management: Acquisition or Demand Management of which three (3) years must be at supervisory level or level 7/8. A valid driver’s license Skills and Knowledge: Computer skills in Microsoft Office Applications, Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts. Extensive working experience in Demand and or Acquisition Management. Extensive knowledge and working experience in Public Sector procurement process, rules and regulations: PFMA, PPPFA, BBBEE, Treasury Regulations and Supply Chain Management prescripts

DUTIES: Management of the effective and efficient implementation of acquisition management processes. Management of SCM Bid Adjudication Committee, Bid Evaluation Adjudication Committees and secretariat functions. Ensure that proper and adequate processes are in place to update and maintain the bid processes in line with appropriate with legislation. Implement the acquisition management systems and appropriate acquisition management internal controls and audit trails in the Department. Managing of the maintenance of the bid and quotation registers Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Management of staff.

ENQUIRIES: Joe Gqabi can be directed to Ms. H. Galeni or Mr. S. Dumalisile Tel no: (051) 611- 9800
Chris Hani can be directed to Ms L. Mazwi Tel no: (045) 807- 6662 or Ms N. Ndawo Tel no: (045) 807- 6676

POST 22/68: ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT, SUPPLY CHAIN MANAGEMENT, REF NO: DPW 09/06/2019

SALARY: R376 596.00 Per Annum (Level 09)
CENTRE: Head Office (Bhisho)

REQUIREMENTS: An appropriate Bachelor’s Degree or National Diploma in Supply Chain Management/ Logistics Management/ Public Management/ Public Administration/ Commerce/ Auditing with five (5) years relevant experience in Supply Chain Management of which three (3) years must be at supervisory level or level 7/8 in Logistics Management. A valid driver’s license. LOGIS literacy, is a requirement. Knowledge And Skills: Knowledge of Public Service legislation/policies/prescripts and procedures. Knowledge and skills of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts. Background in Logistical processes and procedures, and office procedures. Highly motivated, Creative and the ability to engage with service providers, end-users and stakeholders with matters related to Logistics and procuring of goods and services. The ability to plan, in tight timeframes and to work under pressure. Computer skills in Microsoft Office Applications. Computer knowledge. Good communication skills (verbal and written). Conversant, with the skills to capture and work on LOGIS System. Reconciliations on BAS. Decision making, Problem solving skills. KPA’s: Management the implementation of Logistical procedures and policies. Management of Logistical operations. Checking and control of all documents submitted for procurement process. Management of commitments/ orders on LOGIS. Management of the 0-9 file and accruals. Maintenance of all relevant registers and reports. Authorizing of departmental orders and commitments.

**ENQUIRIES**: can be directed to Ms N. Mtoba Tel no: (040) 602- 4270 or Ms S. Mdoda (040) 602- 4140

**POST 22/69**

**ASSISTANT DIRECTOR: FLEET MANAGEMENT, REF NO: DPW 10/06/2019**

Supply Chain Management

**SALARY**: R 376 596 per annum (Level 9)

**CENTRE**: OR Tambo Regional Office (Mthatha)

**REQUIREMENTS**: A Bachelor’s Degree/ National Diploma in Fleet/ Transport Management, Public Management/ Administration, Commerce, Financial Accountancy, Auditing with 4 years relevant working experience in fleet Management of which 3 years must be at a Supervisory level or level 7/8. Knowledge of PFMA and National treasury regulations and Supply Chain Management Prescripts, Knowledge of the departmental, mandate and its relationship with stakeholders in the sector and client departments. A valid driver’s license.

Knowledge And Skills: Extensive knowledge of fleet management services, excellent analytical, numeric, communication and report writing skills, Computer skills in Ms Word, Ms Excel and PowerPoint, People Management skills with ability to deal with stakeholders at all levels. Ability to work in a team, Ability to work under pressure and meet tight deadlines.

**DUTIES**: Control all Departmental Transport/ Fleet. Monitor adherence to transport legislations and policies. Maintain vehicle accident reports. Manage and monitor SLA with contracted suppliers. Maintain vehicle asset registration fleet service history. Co-ordinate the provision of official and subsidized vehicles to the Department. Provide maintenance and co-ordinate the use of Government Motor Transport within the branches of the Region. Manage and supervise staff in the fleet management component. Monitor and manage submissions of all returns. Prepare transport estimates. Monitor the registration and licensing of the Departmental fleet.

**ENQUIRIES**: can be directed to Ms V. Potelwa or Mr V. SokahlelekaTel no: (047) 505 - 2767

**POST 22/70**

**ASSISTANT DIRECTOR: INNOVATION AND EMPOWERMENT, EPWP, REF NO: DPW 11/06/2019**

**SALARY**: R 376 596 per annum Level 9

**CENTRE**: OR Tambo Regional Office (Mthatha)

**REQUIREMENTS**: A Bachelor’s Degree/ National Diploma in Development studies/ Community Development. 4 years’ relevant experience in Community Development of which 3 must be at a Supervisory level or level 7/8. A valid driver’s License.

Key Competencies: Project management principles, Meeting procedures, Report writing, Stakeholder and customer relationship management, EPWP principles and guidelines, Meeting procedures, Report writing, Stakeholder and Customer relationship management principles, Policy management, Communication skills

**DUTIES**: Facilitate training of EPWP beneficiaries. Promote enterprise development. Contribute to the development of artisans and labour intensive practitioners. Facilitate and implement NYS. Facilitate and implement contractor development programme. Create work opportunities by implementing EPWP flagship programmes at the same time creating assets and delivering services at community level that contribute towards poverty alleviation. Provide support in terms of social facilitation and compliance with the EPWP norms and standards. Facilitate the creation of alternative income, job and sustainable livelihood opportunities for household contractors.

**ENQUIRIES**: can be directed to Ms V. Potelwa or Mr V. SokahlelekaTel no: (047) 505 - 2767

**POST 22/71**

**CHIEF ARTISAN- GRADE A: BUILDINGS, REF NO: DPW 12/06/2019**

**SALARY**: R 386 487 per annum (OSD)

**CENTRE**: OR Tambo Regional Office (Mthatha)

**REQUIREMENTS**: An appropriate Trade Test Diploma certificate. Ten (10) years post qualification experience required as an Artisan/ Artisan Foreman. A Valid
driver’s license. Knowledge And Skills: Project Coordination. Technical design and analysis knowledge. Research and development. Computer-Aided Architectural applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. KPA’S: Manage technical services:- Manage technical services and support in conjunction with Technicians/Artisans and associate in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and ensure quality assurance in line with specifications. Manage administrative and related functions:- Provide inputs into budgeting process; compile and submit reports as required. Provide and consolidate inputs into technical operational plan; Update databases and manage artisans and related personnel and assets. Financial Management:- Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline –related activities and services. People Management:- Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success technical services according to organizational needs and requirements; Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise:- Continuous individual development to keep up with technologies and procedures; Research/literature studies on technical/engineering to improve expertise; Liaise with relevant bodies/councils on technological/engineering-related matters.

ENQUIRIES: can be directed to Ms V. Potelwa or Mr V. Sokhahleleka Tel no: (047) 505 2767

POST 22/72: PROJECT COORDINATOR: COMMUNITY DEVELOPMENT EPWP, REF NO: DPW 13/06/2019 (2 POSTS)

SALARY: R 316 791 per annum (Level 8)
CENTRE: OR Tambo Regional Office (Mthatha)

REQUIREMENTS: A Bachelor’s Degree/ National Diploma in Development studies/ Community Development with at least 3 years’ relevant experience in Community Development. A valid code 8 driver’s license. Key Competencies: Project management principles, Meeting procedures, Report writing, Stakeholder and customer relationship management, EPWP principles and guidelines, Meeting procedures, Report writing, Stakeholder and Customer relationship management principles, Policy management, Communication skills (verbal and written), Presentation skills, Meeting procedures, Self-organization, Resource Management, Conflict resolution, Customer and quality management, Persal knowledge, KPA’S: Render Project conceptualization:- Analyse applications received from the community, Coordinate meetings to evaluate received applications. Consult the community from which the application came from to verify whether the project is still relevant. Define the project and provide feedback to the applications on the status of their application. Render Project Planning: Conduct community mobilization. Ensure community development and empowerment. Participate in environmental impact assessment. Establish project steering committee. Represent department in Municipal Independent Development Plans (IDPs) review meetings. Render Project Management: Liaise with community structures in the form of local authorities regarding project implementation. Facilitate project site handover meetings. Conduct regular workshops to change driver behavior. Facilitate payment of project beneficiaries. Contract project beneficiaries and orient them on their roles and responsibilities. Manage progress in all approved projects. Ensure community report back sessions on project progress. People management: - Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives. Provides leadership, organizes and administers the work effort of assigned subordinates.

ENQUIRIES: can be directed to Ms V. Potelwa or Mr V. Sokhahleleka Tel no: (047) 505 2767
POST 22/73 : SENIOR PROVISIONING ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT, REF NO: DPW 14/06/2019

SALARY : R 316 791 per annum (Level 8)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : An appropriate Bachelor’s Degree or National Diploma in Supply Chain Management/ Logistics Management/ Public Management/ Public Administration/ Commerce/ Auditing/ Marketing majoring in Supply Chain Management with at least three (3) years relevant experience in Logistics Management. A valid driver’s license. LOGIS literacy, is a requirement.Knowledge And Skills: Knowledge of Public Service legislation/policies/prescripts and procedures.Knowledge and skills of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts. Background in Logistical processes and procedures, and office procedures. Highly motivated, Creative and the ability to engage with service providers, end-users and stakeholders with matters related to Logistics and procuring of goods and services. The ability to plan, and to work under pressure. Advanced Computer knowledge. Good communication (verbal and written). Conversant, with the skills to capture and work on LOGIS System. KPA’s: Supervising the implementation of Logistical procedures and policies. Supervising of Logistical operations. Checking and control of all documents submitted for procurement process. Management of commitments/orders on LOGIS. Management of the 0-9 file and accruals. Management of staff, and their performance. Maintenance of all relevant registers and reports. Authorizing of departmental orders and commitments. Issuing of manual orders. Reporting’s on the price index. Reconciliation of transactions to LOGIS reports. Checking and control, verify and authorize orders for goods and services on LOGIS. Verify, and update supplier reminders. Ensure accurate capturing of data on the LOGIS System. Ensure compliance to legislation. Update and ensure maintenance on registers. Supervising of staff and their performance.

ENQUIRIES : can be directed to Ms N. Mtoba Tel no: (040) 602- 4270 or Ms S. Mdoda (040) 602 4140

POST 22/74 : SENIOR PROVISIONING ADMINISTRATION OFFICER: LEASES, REF NO: DPW 15/06/2019

SALARY : R 316 791 per annum (Level 8)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : An Appropriate B Degree or National Diploma in Public Management/ Public Administration/ Property Studies/ Real Estate. A minimum of 3 years’ relevant experience in the Property Management or Administration or Property Industry. Knowledge And Skills: Knowledge and understanding of Government procurement systems and property legislation. Good administrative and communication skills, Client liaison skills, organizational skills, computer literacy skills management and strong negotiation skills. Sound analytical and problem solving skills. Able to function independently-unsupervised. A valid code B driver’s license.

DUTIES : Obtain cost effective hired office accommodation for Provincial Public Work's client departments according to the market trends. Liaison with the landlords to ensure clients' needs are fulfilled. Liaison with the Clients departments and landlords to ensure client satisfaction. Prepare submission/s for the recommendations and approval of the bid committees. Ensure optimal utilization of leased properties. Ensure contract management of all projects assigned including the timeous payments of rentals and municipal services and document and records management. Ensure Submission of all statistical monthly reports to the Head of the section. Supervise, develop and evaluate all staff that report to you. Follow-up on decisions taken at meetings.

ENQUIRIES : can be directed to Ms N. Mtoba Tel no: (040) 602- 4270 or Ms S. Mdoda (040) 602 4140

POST 22/75 : ARTISAN FOREMAN GRADE A: BUILDINGS, REF NO: DPW 16/06/2019

SALARY : Notch: R 304 263 per annum (OSD)
CENTRE : OR Tambo Regional Office (Port St Johns Depot)
**REQUIREMENTS**

- Appropriate trade test certificate. Valid driver’s license. Five years post qualification experience as an Artisan. Must be able to work after hours at remote construction site. Experience in earthmoving equipment.
- Design: Supervise and produce designs according to client specification and within limits of production capability.
- Production: Produce objects with material and equipment according to job specification and recognized standards.
- Quality assurance of produced objects.
- Maintenance: Inspect equipment and/or facilities for technical faults; Repair equipment’s and facilities according to standards; Test repair equipment and/or facilities against specifications; Service equipment and/or facilities according to schedule; Quality assure serviced and maintained equipment and/or facilities.
- (a) Design: Produce designs according to client specifications and within limits of production capability.
- (b) Production: Produce objects with material and equipment according to job specification and recognized standards.
- (c) Quality assurance of produced objects.
- (d) Maintenance: Inspect equipment and/or facilities for technical faults; Repair equipment’s and facilities according to standards; Test repair equipment and/or facilities against specifications; Service equipment and/or facilities according to schedule; Quality assure serviced and maintained equipment and/or facilities.
- (e) Human and Capital Resource Management: Supervise and mentor staff; Planning of resources; Scheduling of works.
- (f) Continuous individual development to keep up with new technologies and procedures.
- Research/ literature studies on technical/engineering technology to improve expertise.

**ENQUIRIES**

can be directed to Ms V. Potelwa or Mr V. Sokhaileleka Tel no: (047) 505 2767

**POST 22/76**

**WORKS INSPECTOR: BUILDINGS, REF NO: DPW 17/06/2019**

**SALARY**

R 208 584 per annum (Level 6)

**CENTRE**

OR Tambo Regional Office (Mthatha)

**REQUIREMENTS**

- A National Diploma in Built Environment OR N3 and passed trade test in Built Environment. A valid driver’s license. 2 years’ experience in built environment and computer literacy.

**DUTIES**

- Render basic inspection service of work done on minor new and existing structures on a project basis. Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspection on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new works and maintenance work to be undertaken. Analyse and compile relevant documentation for work to be done on minor new and existing structures: Draw up quotation documents and compile specifications.
- Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects.
- Oversee the work of contractors: Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects.

**ENQUIRIES**

can be directed to Ms V. Potelwa or Mr V. Sokhaileleka Tel no: (047) 505 2767

**POST 22/77**

**ARTISAN PRODUCTION - GRADE A: BUILDINGS (2 POSTS)**

**SALARY**

R 190 653 per annum (OSD)

**CENTRE**

OR Tambo Regional Office (Lusikisiki Depot)

**REQUIREMENTS**

- Appropriate Trade Test Certificate. A Valid driver’s license.
- KPA’s: Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspects equipment and/or facilities for technical faults; Repair equipment according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities.

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facilities. Perform administrative duties and related functions: - Compile and submit reports; Provide inputs to the operational plan; Keep and maintain job record/ register; and Supervise and mentor staff. Maintain expertise: - Continuous individual development to keep up with the new technologies and procedures.

ENQUIRIES: can be directed to Ms V. Potelwa or Mr V. Sokhahleleka Tel no: (047) 505 2767

POST 22/78: ADMINISTRATIVE CLERK: ASSET MANAGEMENT, REF NO: DPW 20/06/2019,

SALARY: R 173 703 per annum Level 5
CENTRE: OR Tambo Regional Office (Mthatha)
REQUIREMENTS: Grade 12 (Senior Certificate). Relevant experience in Asset Management will be an advantage. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administrative support services. Draft routine correspondence (type documents) and track records submitted for processing. Write memorandums and compile monthly reports. Handle routine procurement matters. Facilitate and coordinate procurements of goods and services for the office. Ensure safekeeping of all records.

ENQUIRIES: can be directed to Ms V. Potelwa or Mr V. Sokhahleleka Tel no: (047) 505 2767

POST 22/79: SECURITY OFFICER: FACILITIES MANAGEMENT, REF NO: DPW 21/06/2019 (X6 POSTS)

SALARY: R 122 595 per annum (Level 3)
CENTRE: OR Tambo Regional Office (Mthatha)
REQUIREMENTS: Grade 9 (Std 7) or Abet level 3, Registration with the Security Office Board (PSIRA), Security Training Grade C. KPA'S: Enforce access control regulation of the entrances. Conduct regular patrols in and around the entire perimeter fencing. Prevent situations which could result in fire and/ or safety hazards. Ensure that emergency exits are free of any obstruction. Check if fire extinguishers are serviced. Report all security breaches to the Senior Security Officer. Ensure compliance with the key control policy of a particular building. Write all incidents to the occurrence book. Report security breaches to the control room immediately.

ENQUIRIES: can be directed to Ms V. Potelwa or Mr V. Sokhahleleka Tel no: (047) 505 2767

POST 22/80: MESSENGER: OFFICE SERVICES, REF NO: DPW 22/06/2019 (X 2 POSTS)

SALARY: R 102 534 per annum (Level 2)
CENTRE: OR Tambo Regional Office (Mthatha)
REQUIREMENTS: A Grade 9 / STD 7/ ABET Level 4 Certificate. Relevant experience will be an advantage. Good communication skills, able to read write. Must be able to communicate with people. Good team player.

DUTIES: Collect and deliver mail and parcels inside the department. Collect and deliver mail at neighboring departments and outside the department. Sorting of mail and delivering of urgent mail.

ENQUIRIES: can be directed to Ms V. Potelwa or Mr V. Sokhahleleka Tel no: (047) 505 2767

POST 22/81: CLEANER: FACILITIES MANAGEMENT, REF NO: DPW 23/06/2019

SALARY: R 102 534 per annum Level 2
CENTRE: OR Tambo Regional Office (Mthatha)
REQUIREMENTS: bet of grade 10. Grade 12 will be advantageous. Relevant Experience will be an advantage. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: KPA’s: Clean floors and offices using vacuum cleaners and other cleaning equipment. Clean and dust furniture using cleaning and detergents. Ability to
operate cleaning machines and equipment. Empty office dust bins, provide fresh water to the offices on a daily basis.

ENQUIRIES: can be directed to Ms V. Potelwa or Mr V. Sokahleleka Tel no: (047) 505 2767

POST 22/82: ARTISAN ASSISTANT, COMPONENT: CONSTRUCTION, REF NO: DPW 24/04/2019

SALARY: R 102 534 per annum Level 2
CENTRE: OR Tambo Regional Office (Qumbu)
REQUIREMENTS: A Grade 9 / STD 7/ ABET Level 4 Certificate. Ability to read and write. Committed and hardworking. Experience will be added advantage. Ability to perform routine tasks.
DUTIES: KPA’s: Assist in maintenance of buildings. Execute manual labour as required for maintenance tasks allocated to the unit. Must be prepared to render assistance after hours in the event of emergency. Assist at any other duties that may be tasked from time to time.

ENQUIRIES: can be directed to Ms V. Potelwa or Mr V. Sokahleleka Tel no: (047) 505 2767

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

The Department of Sport, Recreation Arts and Culture in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS: Head office Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwayi Building, King William’s Town, 5605 Enquiries – Ms R. Loots Tel (043) 492-0949

Amathole District Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201 Enquiries: Mr Trevor Jantjies Tel (043) 704-7806/083 454 9993

Chris Hani District Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag, X7190, Queenstown, 5320 Hand deliver to: No. 6 Ebden Street, Queenstown, 5319 Attention Mr X Kwanini Tel (045) 492 0030/ 065 596 8907

CLOSING DATE: 05 July 2019 at 12H00

NOTE: Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) and an ID document and driver’s license(where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personal suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.
MANAGEMENT ECHELON

POST 22/83 : CHIEF DIRECTOR: CULTURAL AFFAIRS REF NO: DSRAC 01/06/2019

SALARY : R1 189 338 Per Annum (Level 14)
CENTRE : Head Office
REQUIREMENTS : A four-year degree or three-year diploma in Social Science, Industrial Psychology, Business Administration and / or equivalent is essential, with at least ten (10) years’ experience at SMS Level. Extensive experience in a relevant managerial field. Experience in developing strategic and business plans Experience in government financial management. Extensive knowledge and experience in Government policies and procedures. Excellent communication and analytical skills. Exposure to Arts and Culture, Libraries and Archives, Museums and Heritage as well as Language Services are essential. Knowledge of and experience in sector needs and business. Extensive knowledge in government prescripts, policies and procedures. Willingness to work extra hours. Computer literacy with an emphasis on Excel and PowerPoint. An independent worker, meeting timeframes. Monitoring and managing compliance of the District with the Statutory Bodies. Must be in possession of a valid code 08 driving licence. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Knowledge And Skills: Sound understanding at basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure Good written and verbal communication skills Computer literacy in MS Word, Excel and PowerPoint. Knowledge of Legislation, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations.

DUTIES : Give direction and formulate strategies for the Branch: Cultural Affairs which include Arts, Culture, Libraries and Archives as well as Museums and Heritage. Determine transformation of the Cultural Affairs Landscape in the Province of the Eastern Cape. Develop strategic linkages with other government Departments (National, Provincial Level), Public Entities, International organisations and other relevant stakeholders. Manage and organise all activities of the branch: Cultural Affairs, to ensure that the Departmental goals are achieved. Coordinate the development and implementation of Arts and Culture, Museums and Heritage as well as Libraries and Archives’ Legislation and Policies in the Province. Provide specialist advice on all matters pertaining to Cultural Affairs. Assist Management to ensure compliance with the PFMA, Treasury Regulations.

ENQUIRIES : N. Bodlani. Tel no: (043) 492 0280

POST 22/84 : DEPUTY DIRECTOR: GENERAL PAYMENTS REF NO: DSRAC 02/06/2019

SALARY : Package: R733 257 Per Annum (Level 11)
CENTRE : Head Office
REQUIREMENTS : Bachelor’s Degree/ National Diploma in Commerce/ Accounting/Financial Management, Taxation, Internal Auditing. OR A National Diploma in Cost and Management Accounting OR Bachelor of Business Administration with at least five (5) years’ experience, OR Grade 12 with at least 10 years’ experience in Financial Management environment, of which three (3) years’ experience must be at an Assistant Director level. A proven track record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid code 08 driver’s license. Knowledge And Skills: Sound understanding at basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure Good written and verbal communication skills computer...
literacy in MS Word, Excel and Outlook knowledge of Laws, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations.

**DUTIES**
Provide strategic guidance on handling Financial Management matters of the Section. Ensure that budget-related matters are attended accordingly. Ensure that financial policies and regulations are implemented properly. Ensure payments of service providers within 30 days on receipt of an invoice. Manage the monitoring of accruals and commitment reports. Ensure submission of note 34 (Payment Monitoring Tool) to Provincial Treasury monthly. Manage credit transfer and monthly limits letter to Provincial Treasury and the bank on time. Manage authorization and Monitoring of Transfers. Management of staff. Handle audit related queries. Expenditure analysis Manage compliance with legislative requirements on payment processes and reporting. Effective and efficient identification and management of risks within the unit. Detect and report on unauthorised, irregular, fruitless and wasteful expenditure and losses resulting from criminal and other conduct. Control and review of monthly reconciliation Assist Management to ensure compliance with the PFMA, Treasury Regulations.

**ENQUIRIES**
R. Loots. Tel no: (043) 492 0949

**POST 22/85**
SCHOOL SPORT COORDINATOR (CONDITIONAL GRANT) REF NO: DSRAC 03/06/2019
(Contract from Date of Assumption to 31 March 2021)

**SALARY**
An all-inclusive remuneration R 108 564 (5/8th) in lieu of benefits

**CENTRE**
Amathole District (Idutywa)

**REQUIREMENTS**
A relevant tertiary qualification in Sport Management or Human Movement Science or Education OR Matric with 2 years’ experience in the areas of School Sport. Experience in the Sport Development continuum at administration, team management, coaching or technical officiating of schools and community sport in at least one sporting code. Experience of working with Sport and Recreation structure are essential. Good communication and organising skills. Ability to work under pressure, advance computer literacy is essential. Must be in possession of a valid code 08 driving licence.

**DUTIES**
Coordinate the implementation of a school’s sport league system in terms of the MPP Business Plan. Provide administration support to school’s sport code structures with registration of schools, athletes to annual programme. Assist with the development and implementation of an athletes’ participation and development plan. Maintain credible records of registered schools, code structures and athletes. Provide support with the preparation and hosting of tournaments, festivals and competitions. Maintain database of resources distributed to schools. Overall administrator of training and development programmes.

**ENQUIRIES**
T. Jantjies. Tel no: 043 704 7806

**POST 22/86**
LIBRARY ASSISTANT (CONDITIONAL GRANT) REF NO: DSRAC 04/06/2019
(Contract from Date of Assumption to 31 March 2021)

**SALARY**
An all-inclusive remuneration R 173 703 (Level 05)

**CENTRE**
Chris Hani District (Sabalele)

**REQUIREMENTS**
A Diploma or Certificate in Library and Information Studies or Matric with two (2) years’ experience in a Library environment. Good command of at least two (2) official languages. Knowledge of Library Systems and relevant government prescripts. Computer literacy. Good verbal and written skills.

**DUTIES**
Assist with cataloguing and classification of library material to libraries. Allocation and distribution of library material to libraries Assist with stocktaking and setting up libraries. Join / Renew membership. Assist with shelving and circulation of library material. Attend to reference queries brought by members of the public and or learners. Form book clubs. Establish and maintain library structure. Quality check loading of item records. Generate dispatch lists. Prepare material for mobile library services / book van tour. Assist with stock taking and setting up libraries. Issue library material to members of the community. Join / renew library membership. Assist with shelving and circulation of library materials. Attend to reference queries brought by members of the public and learners. Maintain good public
relations with the neighbourhood, community or target populations served by the library.

**ENQUIRIES**

Chris Hani District. X. Kwanini. Tel no: (045) 492 0030
ANNEXURE N

PROVINCIAL ADMINISTRATION: GAUTENG
GAUTENG DEPARTMENT OF COMMUNITY SAFETY

Gauteng DCS is an equal opportunity employer and gender sensitive employer and it is its intention to promote representivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. 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 Directives will be taken into consideration.

APPLICATION : Applicants must apply online at: www.gautengonline.gov.za
CLOSING DATE : 05 July 2019
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. 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. 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 three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant 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 tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

POST 22/87 : DIRECTOR: POLICY AND LEGAL SERVICES REFS/004151
Directorate: Legal Services

SALARY : R1 005 063.00 per annum. An all-inclusive remuneration package
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a Bachelor Degree (NQF Level 7) in Legal/ Law LLB or relevant law qualification. 6-10 years working experience in Legal Services, which include minimum 5 years in middle management. A valid code 8 driver's license. No criminal record or cases pending against you. Knowledge and skills: Relevant Legislations and Public Service Regulations, Relevant Traffic and Safety Legislation and GPG Legislations, Understanding of the political and parliamentary processes, Project Management, Knowledge and information management, knowledge and understanding of the PSP and RSP, Knowledge and understanding of Departmental Strategic priorities and programmes, Intergovernmental and stakeholder relations management, Knowledge of Advertising and promotions, Promotion of Access to information Act (PAIA), Constitution of the Republic of South Africa, Policy Analysis and Development, Diversity Management, and Basic conditions of employment Act (BCEA) , Budgeting Skills, Leadership abilities, Proactive approach, Goal Oriented, Analytical Skills, Strong People skills, Project Management, Diplomacy, Policy development and negotiation, Communication skills, litigation skills (procedures), Public Speaking and relations, Strong people skills, Planning and Organizing Skills, Project Management, Communication skills( written and verbal), Stakeholder relations, Presentation and Facilitation, Negotiation and strategic skills.

DUTIES : Manage and ensure an effective provision of professional legal advice, opinions and litigation process. Oversee management of contract, service level agreement and litigation matters, manage legal strategies and ensure
GAUTENG DEPARTMENT OF EDUCATION

APPLICATIONS: Head Office (HO) Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001

CLOSING DATE: 05 July 2019

NOTE: Application must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently Updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed). Failure to submit all the requested documents will result in the application not being considered. Candidates will be subjected to Personnel Suitability Checks (PSC), Identity Documentation, Qualification Verification, Fraud Listing, Employment Reference, Criminal record and Security Clearance. Correspondence will be limited to short-listed candidates only. Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 22/88: ARCHITECT PRODUCTION GRADE A-C . REF NO: HO2019/06/01
Directorate: Infrastructure Planning and Property Management

SALARY: R 618 732.00 – R 939 621.00 per annum (All inclusive package) The Department will determine the salary notch based on years of experience post professional registration

CENTRE: Head Office, Johannesburg

REQUIREMENTS: Bachelor of Architecture. Computer literate. Three years’ experience post qualification. Registration with the SACAP as a Professional Architect. Valid Drivers’ License.

DUTIES: Develop and maintain infrastructure policies, norms and standards for schools and offices. Provide all architectural inputs and guidance in terms of the planning and design of schools. Contribute to condition assessments and development of maintenance plans. Compile briefing documentation and specifications for the appointment of PSPs. Provide professional inputs to the development of Business Cases, longer term Infrastructure Asset Management Plan, Strategic Briefs and Concept Reports. Provide inputs to the development of the Infrastructure Programme Management Plan. Conduct performance reviews, gateway reviews, end of year evaluations, post project and post occupancy reviews. Update relevant project and reporting systems in terms of infrastructure deliverables. Undertake research.

ENQUIRIES: Ms Lerato Machaka Tel No: (011) 843 6532

POST 22/89: ASSISTANT DIRECTOR: SECRETARIAT SUPPORT SERVICES. REF NO: HO2019/06/02
Directorate: Office of the HOD

SALARY: R 376 596, 00 per annum

CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate recognized three-year National Diploma/ Degree or relevant three-year qualification plus 5 years' relevant experience in office support environment of which 3 years must be on secretariat functions or environment. Completed courses in word processing, spreadsheets and presentations – Preferably in Microsoft Operating System, Word, Excel, PowerPoint presentations will be an advantage. Valid driver's licence. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations and Batho Pele principles, Skills: Computer literate, Minute taking, Good verbal and written communication, Good inter-personal relations, Problem solving, Presentation, Innovation and creativity, Self-disciplined and able to work under pressure with minimum supervision.

DUTIES: Provide executive secretariat services for meeting initiated by the Office of the HOD. Request and consolidate inputs for year calendar of Branch meetings. Inform various internal and external stakeholders about formal
decision making structures in the Branch. Provide secretariat support services in meetings as per the HOD request. Arrange logistics for internal and external meetings i.e. boardroom, data projector, laptops, tea and lunch etc. Analyse various input documents and consolidate such documents in executive summary reports for consideration. Compile agendas for formal decision making structures in consultation with relevant role players and distribute agendas within required time frames. Ensure that resolutions are followed up and reported thereon to the HOD. Provide an effective and efficient follow up system for the implementation of recommendations and resolutions emanating from meetings. Participate in the facilitation of processes to ensure that all reports and resolutions emanating from management meetings and forums are implemented and provide regular feedback to the HOD. Participate in the development and maintenance of a decision tracking grid. Participate in the implementation and maintenance of effective and efficient administrative systems and procedures within the Office of the HOD. Participate in the development, implementation and maintenance of internal filing system for the Unit in terms of the departmental filing system prescripts by keeping a complete manual and electronic record of meetings (agendas, minutes, attendance register, and hand-out documents). Participate in the provision of administrative support to the Office of the HOD. Prepare and provide briefing documentation.

ENQUIRIES: Ms Lerato Machaka Tel No: (011) 843 6532

GAUTENG DEPARTMENT OF E-GOVERNMENT

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

APPLICATIONS: All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107/ Private Bag X112, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.

CLOSING DATE: 5 July 2019

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

OTHER POSTS

POST 22/90: DEPUTY DIRECTOR- CORPORATE COMMUNICATIONS – REFS/004128

Directorate: Corporate Communications

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

CENTRE: Johannesburg

REQUIREMENTS: Minimum of Matric certificate plus NOF level 6 (National Diploma) in communication. Minimum of 3-5 years working experience at entry level management. Public sector communication experience will be an added advantage.

DUTIES: Manage and promote the e-Government brand and corporate identity. Manage the content and timeous professional production of Imbumba publication in line with e-Government communication strategic imperatives and design standards. Management of the e-Government website and ensure adherence to GPG standards and framework. Manage the production of e-Government digital media including booklets, posters, pamphlets, service
directories and other media to promote the key messages, services and activities of e-Government. Promote and monitor adherence to professional standards and GPG corporate identity and facilitate the necessary capacity building. Source and manage the provision of professional DTP, media design, video and photographic services for e-Government. Develop and implement effective marketing and advertising strategies for business, government departments and citizens. Management of the Subunit of the directorate and ensure that budget allocated is used according to plans and legislature.

ENQUIRIES : Mr. Oscar Baloyi, Tel. No: (011) 689 4648

POST 22/91 : DEPUTY DIRECTOR: STRATEGY & MEDIA LIASON – REFS/004130
Directorate: Strategy & Media Liaison

SALARY : R733 257 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Minimum of Matric certificate plus NQF level 6 (National Diploma) qualification in Communication. Minimum of 3-5 years working experience at entry level management. Public sector communication experience will be an added advantage.

DUTIES : Member of e-Government team that work towards the development and finalization of the e-Government annual report. Develop and implement Business Units communication strategies and programmes. Ensure the e-Government communication system is capacitated, strengthened and integrated at a strategic level with clear policies, procedures and structures. Develop targeted communication strategies on key e-Government priorities, projects, and programmes. Continuously provide strategy advice, support and briefings for Executives. Write Speeches, articles, media statements that are in line with key messages and strategies. Develop and implement three-month rolling calendar that include weekly diaries of e-Government public activities. Ensure that e-Government media relations is strong and media coverage is accurate, balanced and consistent. Ensure that community media is well utilised, media strategies support media diversity, and crises & risks are effectively managed. Conduct an annual media survey. Circulate Media alerts and rapid response system, when needed. Coordinate and manage the creative process of the department which include graphics and DTP. Coordination and implementation of transversal e-Government media liaison system including media statements, news releases, press lists, databases, weekly diary etc. Assist with any other communication projects that may arise from time to time. Develop and implement partnership strategy and programme with the media in general.

ENQUIRIES : Mr. Oscar Baloyi, Tel No: (011) 689 4648

POST 22/92 : DEPUTY DIRECTOR: SECURITY ARCHITECT – REFS/004138
Directorate: Information Security
Re-advert. Candidates who applied previously, need to re-apply.

SALARY : R733 257 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a relevant NQF level 6 qualification in IT with 3-5 years’ experience in Information Security and Information Security Architecture OR Matric with 8-9 years’ experience in Information Security and Information Security Architecture. Industry-recognized security or technical certifications from organisations such as ISACA, ISC2, GIAC, Cisco etc. will be advantageous. Knowledge of security best practices, principles and frameworks (OWASP, SANS, NIST and ISO).

DUTIES : Acquire a complete understanding of the department’s technology and information system. Perform vulnerability testing, risk analyses and security assessments. Research security standards, security systems and authentication protocols. Develop requirements for local area networks (LANs), wide area networks (WANs), virtual private networks (VPNs), routers, firewalls, and related network devices. Reviewing current system security measures and recommending and implementing enhancements. Conducting regular system tests and ensuring continuous monitoring of network security. Developing project timelines for ongoing system upgrades. Ensuring all personnel have access to the IT system limited by need and role. Establishing disaster recovery procedures and conducting breach of security
drills. Promptly responding to all security incidents and providing thorough post-event analyses. Experience in designing and implementing an enterprise information security architecture, in reviewing of and incorporating information security controls and capabilities into various architectures and designs in a medium to large sized organization. Experience with presenting information security concepts and ideas in a non-technical business-friendly language appropriate to the target audience. Proven experience integrating security solutions and practices in a Windows environment.

ENQUIRIES
Ms. Nonhlanhla Mabuza, Tel No: (011) 689 8511

POST 22/93
ASSISTANT DIRECTOR: ERP DEVELOPMENT (ABAP & BW) – REFS/004146
Directorate: Business Intelligence

SALARY
R470 040 per annum (plus benefits)

CENTRE
Johannesburg

REQUIREMENTS
Matric certificate plus NQF level 6 IT qualification with 2-3 years working experience in Data Warehouse / SAP BW Development including DSO, Cube and BI development or Matric plus 6-7 years' experience in Data Warehouse / SAP BW Development including DSO, Cube and BI development

DUTIES
Involved in providing users with the basic application administration. Assist users with general support. Resolve user problems and issues. Develop and apply modifications/enhancements to existing applications. Develop and create code for various applications. Execute application testing, modular testing and peer testing. Involved with the initial user training. Actively monitor various applications and produce the reports. Identification and execution of the necessary reports that need to be generated from various applications.

ENQUIRIES
Mr. Themba Psungo, Tel No: (011) 689 6980

POST 22/94
SENIOR ADMIN OFFICER: RELEASE TECHNICIAN – REFS/004145
Directorate: Change Control

SALARY
R316 791 per annum (plus benefits)

CENTRE
Johannesburg

REQUIREMENTS

DUTIES
Ensure that all new releases are tested according to test, requirements and that installation procedures are developed in accordance with the Release Management process. Ensure that all new computer equipment is configured according to the e-Gov standards, ready for deployment. Ensure that all movement of equipment in and out of the definitive hardware store is recorded according to the change request processes. Ensure that all software versions are controlled and monitored. Release Testing and Configuration. Management of the Definitive Hardware Store (DHS) Administration and control of the Definitive Software Library (DSL).

ENQUIRIES
Mrs. Portia Makotwane, Tel No: (011) 689 8898

POST 22/95
SENIOR FINANCIAL OFFICER – REFS/004147
Directorate: Financial Accounting

SALARY
R299 709 per annum (plus benefits)

CENTRE
Johannesburg

REQUIREMENTS
Matric plus a National Diploma/ Degree in Accounting or Finance related qualification with 1-2 years relevant experience in Finance, OR Matric plus 5-6 years’ experience in Finance. Computer literacy, in particular spread sheet applications. Good verbal and written communication and interactive skills. Knowledge of BAS and SAP system will be an added advantage. Knowledge of Treasury Regulations.

DUTIES
Creditors Payments – ensure that supplier payments are made within 30 days of receipt of invoice by the department. Funds request accurately after all three amounts from BAS, PERSAL and the opening bank balance have been taken into consideration to avoid unauthorized bank overdraft after every payment run. Verify Invoices from the verifier. Receive invoices on
process director and verify them against the vendor profile. Verify Invoices from the verifier. Display the invoice and check banking details against the given purchase order. Check if Goods Received Voucher has been captured and if it equals the invoice amount. Check if invoice number is not altered before posting. Verify the payment method, that an invoice is not captured as a credit note. Verify the supplier name against the vendor profile. Validate and account for before the execution of the payment run. Sign off the schedule as evidence that all invoices have been inspected and checked against the open items on SAP. Request Funds from Treasury by checking the disbursed amounts on BAS and on Persal also check the PMG bank statement opening balance compile the funds request with all the supporting documentation submit for signatures submit to Treasury and file copy. Prepare monthly 30 Days report calculating the days taken to process the payment from the scanning date from one point of entry to the disbursement date on BAS. Consolidate all invoices that were not paid in the current month to be inclusive in the accruals.

ENQUIRIES

Ms. Sithembile Buthelezi, Tel No: (011) 689 6527

Gauteng Department of Health

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

Management Echelon

POST 22/96

MEDICAL SPECIALIST PAEDIATRICS REF NO: LRT\MSP\03 (1POST)

Directorate: Medical
Re-Advertisement Applicants Who Previously Applied Are Encouraged To Reapply

SALARY

Grade 1 R 1,106,040.00 – R 1,173,900.00
Grade 2 R 1,264,623.00 – R 1,342,230.00
Grade 3 R 1,467,651.00 – R 1,834,890.00 All-inclusive package

CENTRE

Leratong Hospital

REQUIREMENTS

Appropriate qualification that allows registration with HPCSA as a Specialist in Paediatrics (MMED / FCS.SA). Current registration with HPCSA as Specialist Paediatrics. Appropriate knowledge and experience as a Paediatrician. The following will be an added advantage: current certificate in advance Cardiac Life Support (ACLS), Paediatrics advanced Life support (PALS), advanced trauma Life support (ATLS), ECG, BLS, Surgical skills and Neonatal resuscitation course. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Must have at least code 08 driver’s license and be computer literate.

DUTIES

Provision of 24-hour Paediatric Service. Manage critically ill patients in Neonatal ICU. Participate in commuted overtime. Supervision and training of Medical Officers, Community Services Medical Officers and Medical Interns. Ensure proper and accurate record keeping as legally and ethically required. Ensure effective outreach to District Hospital in the West Rand. Assist the Clinical Head with administrative responsibilities. Provision of Quality, cost effective service in keeping with Batho Pele Principles. Assist the HOD and ensure that the Department is compliant to National Core Standards and LEAN Management principles. Perform Clinical Audits. Participate in conducting Morbidity and Mortality meetings (M&M)

ENQUIRIES

Dr. RM Phanzu Tel no: (011) 411 3818 / Dr. W Mokae Tel no: (011) 411 3679

APPLICATION

Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTES

The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified HPCSA registration certificate and proof of current
registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks: provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE : 05 July 2019 at 12h00 PM

OTHER POSTS

POST 22/97 : ASSISTANT PHARMACY MANAGER: PHARMACEUTICAL SERVICES
REF NO: CHBAH 157 (01 POST)
Directorate: Pharmacy

SALARY : R897 936 - R1 042 095 (per annum)
CENTRE : Chris Hani Baragwanath Hospital (CHBH)
REQUIREMENTS : Degree in B. Pharm. Current registration with the South African Pharmacy Council (SAPC) as a Pharmacist. A minimum of 5 years’ experience as a Pharmacist post registration with the South African Pharmacy Council. Project management skills. Computer competency. Team building and leadership skills. A valid driver’s license. An in-depth understanding of the National Drug Policy, all pharmacy legislation and the Public Finance Management Act. A qualification in management and previous relevant work experience will be an advantage.

DUTIES : Overall management of the pharmacy, including the satellite pharmacies. Provide financial, budget and expenditure management. Must comply with the provision of the relevant prescribed Acts and the PFMA to the extent applicable to the official. Development and management of relevant Standard Operating Procedures. The effective and efficient operations management (including Medicine supply management, IT and infrastructure and equipment management) Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist in the provision of strategic direction to the pharmacy. Project management. Facilitation of the functioning of the institutional Pharmacy and Therapeutics Committee (PTC). Coordination of training and development of pharmacy personnel; including performance management of staff. Ensure and manage the provision of quality, effective and efficient clinical pharmaceutical services. Management role also involves the promotion of public health; compliance with the six quality priorities and the Batho-Pele Principles. Deputise for the Deputy Manager and Manager. Be available for on call after hours. Be involved with continuous improvement projects to address service delivery challenges.

ENQUIRIES : Mrs P Naik (011) 933-8154
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pomville, 1808. No faxed or emailed applications will be considered.

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

CLOSING DATE: 05 July 2019

POST 22/98: MEDICAL OFFICER PAEDIATRICS REF NO: LRT/MED/04 (4 POSTS)

Directorate: Medical

SALARY:
Grade 1 R 821,205.00 – R 884,670.00
Grade 2 R 938,964.00 – R 1,026,693.00
Grade 3v R 1,089,693.00 – R 1,326,366.00 All-inclusive package

CENTRE: Leratong Hospital

REQUIREMENTS:
Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Current registration with HPCSA as Medical Practitioner. The following will be an added advantage: current certificate in Advanced life support (ACLS), Paediatrics advanced Life support (PALS), advanced trauma Life support (ATLS), ECG, BLS, Surgical skills and Neonatal resuscitation course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Must have at least code 08 driver’s license and be computer literate.

DUTIES:
Full participation in all activities as required for the post, including patient ward care, outpatient clinics, after hour’s duties as per roster as well as academic discussions and research. Participate in commuted overtime. Daily student tutorials. Referrals, bookings and performance of all procedures for correct indications. To ensure maintenance of records for audit purposes. Assist in HR management and 102 developments of maintenance in productivity standards and participation in NCS and LEAN management

ENQUIRIES: Dr. RM Phanzu Tel: (011) 411 3818 / Dr. W Mokae Tel: (011) 411 3679

APPLICATION: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chandor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTES: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 05 July 2019 at 12h00 PM
POST 22/99 : MEDICAL REGISTRAR

REF NO: HRM 57/2019

Directorate: Orthopaedics

SALARY : R821 205 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Registration with HPCSA as Medical independence practice. Must have passed primary exam of College of Medicine South Africa. Six months experience in orthopaedics will be an added advantage.

DUTIES : Clinical care of orthopaedics patients. Teaching of junior medical staff and medical students.

ENQUIRIES : Prof. MV Ngcelwane Tel: (012) 354 2851

APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 05 July 2019

POST 22/100 : DEPUTY DIRECTOR: HUMAN RESOURCES

REF: LRT\HRM\02 (1 POST)

Directorate: Human Resource

SALARY : R 733,257.00 - R 863,748.00 pa (All inclusive)

CENTRE : Leratong Hospital

REQUIREMENTS : A recognized 3 years bachelor's degree or National Diploma in Human Resource Management with at least 3 Years’ experience in Management position at an Assistant Director Level or Grade 12 certificate with 5-10 years’ experience in Management position an Assistant Director level. Knowledge of PERSAL system. Hospital Management experience will be an added advantage. Management and leadership skills. Ability to interpret and implement policies, directives and guidelines of the Gauteng Department of Health. Knowledge and understanding of Human Resource legislation, policy, procedure and processes applicable in the Public Service. Good communication, dispute resolution, conflict resolution and negotiation skills. Excellent planning and organizational skills. Ensure proper implementation and compliance to the Public Finance Management Act, 1999. Prepared to work under pressure and in a stressful situation. Must have at least code 08 driver's license and be computer literate.


ENQUIRIES : Mr. G.J Dube (011) 411 3531

APPLICATION : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, KRUGERSDORP, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTES : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence and proof of computer literacy. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was
unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE**: 05 July 2019 at 12h00 PM

**POST 22/101**: DEPUTY DIRECTOR: ADMIN REF NO: LRT/ADM/01 (1 POST)
Directorate: Cooperative service

Re-Advertisement Applicants Who Previously Applied Are Encouraged To Reapply

**SALARY** : R 733,257.00 - R 863,748.00 pa (All inclusive)

**CENTRE** : Leratong Hospital

**REQUIREMENTS** : A recognized 3 years bachelor's degree or National Diploma in Public Management, Public Management and Administration or Public Administration with at least 3 Years' experience in management position at level of an Assistant Director level or Grade 12 certificate with 5-10 years' experience in management position at level of an Assistant Director level. Hospital Management experience will be an added advantage. Management and leadership skills. Ability to interpret and implement policies, directives and guidelines of the Gauteng Department of Health. Excellent verbal and written communication skills with good interpersonal skills. Negotiation, team building, conflict and problem-solving skills. Knowledge and understanding of the Public Finance Management Act, 1999; legislative framework, HR Policies and other relevant statutory prescriptions. Prepared to work under pressure and stressful situations. Must have at least code 08 driver's license and be computer literate.

**DUTIES** : Responsible for overall management of the administration and support departments in hospital cooperate management. Delegation and total quality management. Facilitate and monitor implementation of strategic Plan, Operational Plan and Quarterly Reviews in the institution. Maintain sound financial and budgetary process to ensure the adherence of the Hospital statutory responsibilities in the PFMA. Adherence to procurement, asset and facility management procedures. Comply with Supply Chain Management, provisioning administration and BBBEE requirements. Ensure that systems are in place for the continuous maintenance of the Hospital. Ensure effective utilization of human resources, and corporate governance. Liaise with stakeholders to establish sound hospital/community relationship. Ensure proper record keeping through the utilization of paper based and electronic systems. Ensure information risk management, security and protocols are implemented and adhered to. Ensure participation in National Core Standards and LEAN management principles

**ENQUIRIES** : Mr. G.J Dube (011) 411 3531

**APPLICATION** : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

**NOTES** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence and proof of computer literacy. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment
verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE**: 05 July 2019 at 12h00 PM

**POST 22/102**: **OPERATIONAL MANAGER NURSING SPECIALITY UNIT: (1 POST)**

Obstetrics & Gynaecology

**SALARY**: R 562 800 – R 633 432 per annum

**CENTRE**: Pholosong Hospital

**REQUIREMENTS**: A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post- Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant speciality. A minimum of a 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic critical care (ICU)

**DUTIES**: Manage effectively the utilization of resources, nursing statutes and other relevant legal frameworks such as Nursing Act, National Health Act, OHS Act, Patients’ Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act. Good interpersonal relations, good communication (Written and Verbal). Good conflict management, good decision making and problem solving abilities, Computer (Ms Word or Excel). Supervisory and leadership skills.

**ENQUIRIES**: MS KF Mabuza 011 812 5000

**APPLICATIONS**: Applications must be submitted with a Z83 form, certified copies of ID And certificate of qualifications to Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 Or apply online at: www.gautengonline.gov.za

**NOTES**: The institution reserves the right not to fill the post.

**CLOSING DATE**: 05 July 2019

**POST 22/103**: **ASSISTANT DIRECTOR DIETETICS REF NO: LRT-DIET.05 (1 POST)**

Directorate: Human Nutrition

**SALARY**: Grade 1 R 517,326.00 – R 574,158.00

Grade 2 R 591,510.00 – R 656,469.00

**CENTRE**: Leratong Hospital

**REQUIREMENTS**: BSc or B degree in Dietetics. Registration with HPCSA as Dietitian. A minimum of 3 years appropriate experience in the dietetics profession after registration with HPCSA as a dietician. The candidate should have a minimum of 5 years’ experience in Management. Managerial skills, supervisory, planning, monitoring, evaluation, organizational and analytical skills. Problem solving skills. Good financial management skills. Excellent written and communication skills. Computer literacy. Knowledge of the public service legislation, policies and procedures. Understanding the importance of effective multi- disciplinary team work. Experience in the management of food service. Ability to work under pressure in a changing environment. Must have at least code 08 driver’s license and be computer literate

**DUTIES**: Responsible for implementation of clinical strategies, polices and plans that are in line with strategic objectives of Gauteng Health Department. Develop operational plans and demand plan for Human Nutrition Department in line with set organizational plans. Develop Standard Operating Procedures to attain the formulated goals and objectives of the Department of Health. Plan the budget in line with estimated client requirements and ensure that production capacity, consumables and non- consumable goods, equipment and staff are available to achieve agreed output targets. Maintain and implement human resource plan and ensure effective staff utilization. Ensure that PMDS is implemented across the Human Nutrition Department. Management of Human and Material Resource in line with PFMA. Monitor the close link between the institution and the district in line with the required National and Provincial targets. Monitor the implementation of the risk
management programme within the hospital. To approve and manage foodservice system applicable to the institution. Ensure adherence to the HPCSA requirements for self-development and development of others. Ensure the Department is compliant to National Core Standards and LEAN management principles.

**ENQUIRIES**: Dr. W Mokae Tel no (011) 411 3679

**APPLICATION**: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

**NOTES**: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, proof of computer literacy, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE**: 05 July 2019 at 12h00 PM

**POST 22/104**: CHIEF RADIOGRAPHER REF NO: LRT/RAD/07 (1 POST)

**SALARY**: Grade 1 R 466,119.00 – R 517,326.00
Grade 2 R 532,959.00 – R 591,510.00

**CENTRE**: Leratong Hospital

**REQUIREMENTS**: A three (3) year degree / diploma in Diagnostic Radiography. Current registration with HPCSA as a Diagnostic Radiographer. Minimum of 3 years appropriate experience in Diagnostic Radiography after registration with HPCSA. Excellent time management skills, written and verbal communication skills and report writing skills. Good interpersonal and leadership skills. Quality control and record keeping is essential. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines. Must have at least code 08 driver’s license and be computer literate.

**DUTIES**: Provide 24 hours quality radiographic service. Supervise subordinates and other support personnel in the department. Compliance with Radiation Control legislation. Ensure the implementation of quality assurance and improvement programs. A working knowledge of departmental equipment and fault reporting. Compliance with the National Patients Right Charter and professional ethics. Promote Batho Pele and Six Key Priorities in execution of all tasks for effective service delivery. Participate in continuous Professional Development as required by HPCSA. Ensure the Department is compliant to National Core Standards and LEAN management principles.

**ENQUIRIES**: Ms M Ratshilumelo Tel no:(011) 411- 3573

**APPLICATION**: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

**NOTES**: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID
copy, certified copies of qualification/s including matric, certified copy drivers licence, proof of computer literacy, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE**: 05 July 2019 at 12h00 PM

**POST 22/105**: CHIEF RADIOPHGRAPHER GRADE 1 REF NO: CHBAH 158

**Directorate**: Radiography

**SALARY**: R466 119 9 – R517 326 (per annum)

**CENTRE**: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). A minimum of 3 years appropriate experience in the relevant profession after registration with the HPCSA (where applicable). Experience in digital radiography and hands on experience on Radiology Specialties will be an advantage. Knowledge of relevant Public Service regulations, policies, acts and procedures. Ability to work under pressure. Good communication skills (verbal and written) compliance with budgeting, Radiographic Quality assurance, National Core Standards, Health and Safety and Infection Control principles.

**DUTIES**: Manage the entire Radiography Department and associated functions. Participate in providing 24-hour radiographic services in the hospital. Report to the Allied Health Services Manager. Advise the management in Radiographic policy planning and implementation for service improvement. To supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, National Core Standards, Quality Assurance and other Public Service policies and acts. Manage conflict and implement corrective measures and all governing departmental policies. Strategically coordinate and delegate departmental activities and resources of the department to achieve maximum productivity. Manage the workflow in the entire department. Problem Solving, Equipment Maintenance, Health & Safety and PMDS. Must be a team player within the department and institution. Ensure recommended maintenance of the X-Ray equipment. Perform and ensure that prescribed Quality Assurance protocols are adhered to. Perform any ad-hoc duties allocated. Adhere and ensure compliance with Radiation Control Board and HPCSA Legislation

**ENQUIRIES**: Ms. NG Tsoeu Tel no: (011) 933- 8434

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

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

**CLOSING DATE**: 05 July 2019

**POST 22/106**: CHIEF OCCUPATIONAL THERAPIST GRADE 1

**SALARY**: R466 119 – R 517 326 per annum

**CENTRE**: Pholosong Hospital

**REQUIREMENTS**: Minimum educational qualification: BSC in Occupational Therapy/. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist Experience: a minimum of 3 years appropriate experience in occupational therapy after registration with the hpcsa. Inherent requirement of the job: competencies (knowledge/skills): Excellent communication skills, report writing and leadership skills. Good interpersonal, organizational and planning abilities. Sound knowledge of appropriate national and provincial legislation and policies. Knowledge and understanding of evidence-based practice. Clinical experience as an Occupational Therapist in the field of Vocational Rehabilitation (particular focus on work assessment and performing functional capacity evaluations with sound knowledge of various physical and mental health conditions). Computer literacy.

**DUTIES**: (Key Result Areas/Outputs): Sound management of overall Occupational Therapy service in the Occupational Therapy Department Manage all resources in Occupational Therapy Unit (human, financial, physical and infrastructural). Participate in undergraduate Occupational Therapy student training. Provide leadership in strategic, operational management and administration.

**ENQUIRIES**: Mrs C.K. Selepe Tel: 011 812b 5000

**APPLICATIONS**: Applications must be submitted with a Z83 form, certified copies of ID And certificate of qualifications to Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 Or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 05 July 2019.

**POST 22/107**: PNA5 IPC COORDINATOR REF NOKPTH / IPC/06/19

**Directorate**: Nursing Services: Quality Assurance Unit

**SALARY**: R 444 276.00 – R 500 031.00 per annum (plus benefits)

**CENTRE**: Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**: Grade 12 or equivalent NQ5 level/ Basic R425 qualification (i.e. diploma/degree in Nursing or equivalent qualification as a professional nurse. A minimum of 7 years appropriate/recognizable experience in general nursing after registration as a Professional Nurse with SANC Recognized certificate in IPC and IPC coordination experience in a health setting environment. A qualification in Infection Prevention and control will be a requirement. Knowledge of NCS pertaining to Infection control Registration with the South African Nursing Council. Current 2019 SANC receipt. Proof of service record certificate. Computer literacy and driver’s license will be added advantage. Good communication skills and ability to work under pressure. Knowledge and in-depth understanding of Infection prevention control Policies and Guidelines. Have a systematic approach to improving Health care infection control.

**DUTIES**: Responsible for the monitoring and assistance with the implementation of Institutional Infection control Prevention and Control. Prevent, control and monitor infections in the health care setting. Develop and monitor the implementation of continuous infection prevention and control education and training. Implement and maintain effective hospital infection surveillance
system in alignment with the infection prevention and control standard operating procedure. Strengthen and maintain internal and external collaboration with relevant stakeholders. Responsible for baseline inspection, audits and surveys maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guideline, practices, standards and procedures to improve quality of service in the Institution. Assist with the implementation of the Hospital quality improvement plan. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice.

ENQUIRIES : Ms M J Mbiza, Tel No: (012) 318 6606
APPLICATIONS must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. 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 processes. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 5 July 2019

POST 22/108 : OPERATIONAL MANAGER NURSING MEDICAL WARD (1 POST)

SALARY : R 444 276 – R 500 031 per annum
CENTRE : Pholosong Hospital
REQUIREMENTS : A basic qualification accredited with the SANC in terms of Government Notice 425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SA Nursing Council in General Nursing.

DUTIES : Coordination of optimal, holistic nursing care provided within set standards and professional/ legal framework. Manage effectively the supervision and utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ ethical standards and self-development.

ENQUIRIES : MS KF Mabuza, Tel No : (011) 812 500
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 Or apply online at: www.gautengonline.gov.za

NOTES : The institution reserves the right not to fill the post.
CLOSING DATE : 05 July 2019.
**POST 22/109** : **ADMINISTRATIVE OFFICER (SECURITY MANAGER) REF NO: WKH 2019/01**

Directorate: Security management

**SALARY** : R 376,596.00 per annum (plus benefits)

**CENTRE** : Weskoppies Hospital

**REQUIREMENTS** : Grade 12 plus a Diploma or degree in Security Management and Risk Management or equivalent qualifications with at least 5 years extensive experience in the administration of security of which 2 years’ experience on a managerial level. Registration with PSIRA Grade B. Knowledge of Legislation that governs the Public Service and security related legislation i.e. Criminal procedure Act; PSIRA Act; Fire-arms Control Act; Control of Access to Public Premises and Vehicles Act; Trespass Act; MISS; Minimum Physical Security Standard; National Core Standard. Good knowledge of CCTV cameras. Valid driver’s license. Computer literate. Good interpersonal and communication skills, verbal and written. Prepare to work after hours. No criminal record.

**DUTIES** : To lead a team of security personnel. Conduct security threats and risk assessments in the Hospital. Identify, investigation and reporting of security breaches internally and to the SAPS. Ensure safety of State property, employees, visitors and patients in the Hospital on a 24-hour basis. Conduct site inspections. Manage and maintain security equipment. Manage the CCTV unit. Where required, conduct security escorting. VIP protection. Conduct search for absconded/ missing patients. Compilation of statements and testify in Court. Assist with the management of access and traffic control. Assist with the management of riots and strikes. Comply with security dress code at all times. Enforcement of security Acts, policies and procedures. Attend meetings and conduct administrative functions. Implement PMDS in the security unit and identify training needs and ensure training and development of personnel.

**ENQUIRIES** : Ms. E Mosue Tel. No: (012) 319 9795

**APPLICATIONS** : should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the Application box provided at the security gate. Ensure that you sign your name in the application attendance register.

**NOTES** : Applications should include Z83, CV, certified copies of ID and Qualifications. Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates could be required to perform practical exercises/ tests during the recruitment process.

**CLOSING DATE** : 5 July 2019

**POST 22/110** : **MIDDLE MANAGER: HUMAN RESOURCE REF NO: CHBAH 159 (1 POST)**

Directorate: Human Resource (Training and Development and PMDS)

**SALARY** : R 376 596 - R454 920 per annum Level 9 (Plus Benefits)

**CENTRE** : Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS** : Grade 12 or equivalent qualification and National Diploma/Degree or equivalent qualification with five (5) years’ experience in human resource on a supervisory level. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel and Ms PowerPoint). Must have presentation skills. Experience in dealing with public. Ability to communicate well with people at different levels and from diversified backgrounds. Sound verbal and written communication skills. Sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge of the public service regulations, public service act and other relevant human resource legislative framework. Experience in training and development plus performance management and development system (PMDS) are essential requirements for the post.

**DUTIES** : Support the Deputy Director in the management of the human resource development (HRD) and performance management and development (PMDS). Manage the implementation of the human resource development sub directorate policies, plans and strategy. Develop internal controls, guidelines and procedures on training and development of employees in line with human resource practices, procedures, guidelines and policies. Ensure
the implementation of the Adult Education Training (AET), Internship and Learnership Programmes, Professional Development, Generic Training plus Orientation and Induction Programmes. Continually improve service delivery and administer performance measures through the development and pursuing a systems approach to employee development based upon the Gauteng Department of Health (GDOH) and Hospital’s skills gap analysis and Performance Management Development System (PMDS) outcomes. Manage the implementation of PMDS in the institution. Coordinate the compilation of the Hospital’s Workplace Skills Plan (WSP), coordinate the Skills Development Committee meetings and manage the monthly. Quarterly and annual training reports. Manage the implementation of grade and pay progression for professional and administrative cadres (OSD and Non-OSD). Attend to audit queries and the implementation of the recommendations thereof. Provide training and support to subordinates. Advice management and the department on human resource practices, procedures, guidelines and policies etc. Be responsible for mentoring and training officials under the sub-section being managed. Do other reasonable adhoc exercises and tasks as and when required to strengthen service delivery in the Hospital. Adhere to timelines. Monitor and evaluate policy development and implementation. Co-ordinate and execute the training and induction on policy strategies related to diverse service delivery initiatives in the hospital. Be willing to undergo continuous training and development. Attend and run meetings and training programmes as approved and delegated by the Head of the sub-directorate. Management of personnel performance and review thereof in the sub-division.

ENQUIRIES: Mr ZP Khanyile (011) 933 8022
APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

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

CLOSING DATE: 05 July 2019
POST 22/111: SPEECH THERAPIST / SPEECH THERAPIST AND AUDIOLOGIST: REF NO: TRH 05/ 2019
Directorate: Allied
SALARY: Grade 1: R317 976 per annum (plus benefits)
Grade 2: R372 810 per annum (plus benefits)
Grade 3: R439 164 per annum (plus benefits)
CENTRE: Tshwane Rehabilitation Hospital
REQUIREMENTS: Tertiary qualification in speech Therapy/Speech Therapy and Audiology. Current registration as an independent practitioner with Health Professions
Council of South Africa. Knowledge related to clinical practice. Relevant experience in the relevant field. Professional competence and knowledge in the application of Clinical theory, practice, ethics in health care, current clinical literature, current protocols as well as current health and policies. Skills in terms of clinical assessment and management of in and out patient. Computer literacy. Ability to work with team, clinical and none clinical staff members, interdisciplinary team approach, and eager to contribute towards the development of Speech Therapy services.

**DUTIES**

Render effective patient centred Speech therapist and Audiology services for in and out patient in adherence to scope of practice and health protocols. To work with colleagues, relieve as and when the need arise, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain quality assurance and National core standards and norms at departmental level. Perform record keeping, data collection, assistant with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of interdisciplinary team members. Participate in mini research projects for the institutions.

**ENQUIRIES**

Ms MF Mabokela, Tel: No 012 354 - 6033

**APPLICATIONS**

Applications must be send directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

**NOTE**

The Gauteng Department of Health is guided by the principles of Employment Equity, therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. People with disability are encouraged to apply. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South Africa Police Service.

**CLOSING DATE**

05 July 2019

**POST 22/112**

**OPTOMETRIST REF NO: LRTOPT/06 (1 POST)**

**Directorate:** Ophthalmology

**SALARY**

Grade 1 R 317,976.00 – R 361,872.00
Grade 2 R 372,810.00 – R 395,703.00
Grade 3 R 401,640.00 – R 426,291.00

**CENTRE**

Leratong Hospital

**REQUIREMENTS**

Appropriate qualification that allows registration with HPCSA as an Optometrist. Current registration with HPCSA as an independent Optometrist. Computer literacy is essential. Excellent time management skills, written and verbal communication skills and report writing skills. Good interpersonal skills. Knowledge of guidelines and policies that are governing the Health sector and Optometry profession. Knowledge of optometry procedures. Quality control and record keeping is skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines. Must have at least code 08 driver’s license and be computer literate

**DUTIES**

Comprehensive eye examination. Screening of patients with chronic conditions to prevent blindness. Assessment, management, and referrals of ocular conditions. Assessment and treatment of vision problems in children. Ensure ordering and collection of optical assistive devices. Involvement with multidisciplinary teams, primary care monitoring and treatment of patients on ongoing eye conditions. Participate in health promotions and prevention activities with District Health. Compile daily and monthly statistic, monthly reports, quarterly reports and annual reports. Ensure adherence to government policies e.g. National Core Standards, complains management and Patient Rights Charter. Safe keeping and maintenance of equipment according to risk management policy. Perform all other duties delegated by supervisor.

**ENQUIRIES**

Mr G Nsele (011) 411 -3797

**APPLICATION**

Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chandor, KRUGERSDORP, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740 Applications should be delivered by 12h00 pm (Noon) on the closing date.
NOTES: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, proof of computer literacy, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 05 July 2019 at 12h00 PM

POST 22/113: ENGINEERING TECHNICIAN GRADE A/B REF NO: HRM 58/2019
Manager: Clinical Engineering

SALARY: Grade A R293 652 per annum plus benefits/
Grade B R334 179 per annum plus benefits

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: National Diploma in Engineering or relevant (Clinical Engineering) qualification. Registration with ECSA as an Engineering Technician. Three years post qualification technical (Clinical Engineering) experience or at least 14 years appropriate/relevant experience in the Clinical Engineering area after registration with ECSA with relevant experience in the repair and maintenance of medical equipment, a valid driver’s license will be advantageous, good communication skills (verbal and written), ability to work under pressure, must be available to perform standby and after hour duties, good creative and analytical skills, must be skilled in the use of various hand tools and test equipment such as ECG simulator, defibrillator analyzer, infusion pump analyzer, multi meter, and other resources within clinical engineering, good understanding of Microsoft Office applications such as Word, Excel and Access.

DUTIES: Repair and maintain all medical equipment, keep electronic record of repairs and maintenance of equipment, training of clinical engineering students, end users and other staff in the safe use of medical equipment, monitor maintenance contract and report monthly thereon.

ENQUIRIES: Mr. K Dahlen Tel: (012) 354 1261

APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 05 July 2019

POST 22/114: SHIFT LEADER GRADE 3 (8 POSTS) REF NO: OPS/2019/04
This is a re-advertisement previous applicant need to apply.

SALARY: R265 995 – 475 905 per annum

CENTRE: Various districts

REQUIREMENTS: Grade 12 certificate or equivalent qualification. AEA/ECT/CCA with 0-3 years’ experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver’s license with PDP, Registration certificate and current registration with HPCSA. Computer skills. Knowledge of labor relations and OHS. Incident management and supervisory experience.

DUTIES: Provide an ongoing supervisory function in respect of all operational issues in terms of HPCSA and Department policies by ensuring complance and
Implementation of Operational plans, at shift level, manage all resources allocated to the shift in an efficient manner by ensuring control, monitoring use and reporting deviations and deficiencies facilitate ongoing administration and human resource management. Supervisory functions, responsible for performance management and development system assessment. Assist in management of overtime and leave. Ensure that staff attends to calls timeously. Analysis of trip sheets and patient assessment forms and report discrepancies to the Station Manager. Respond to mass casualty and disaster scenes and provide advice and leadership in such situations. Manage complaints from external and internal sources. Compile reports conduct investigations when required. Ensure compliance with service protocol and procedures. Undertake any other duties as allocated by management.

**ENQUIRIES:** Ms. Peloane B Tel No: (011) 564 2017

**APPLICATIONS:** Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 halfway house 1685

**CLOSING DATE:** 5 July 2019

**POST 22/115:** PROFESSIONAL NURSE (LABOUR WARD) REF NO: TDH05/2019.

**SALARY:** R 256 905.00

**CENTRE:** Tshwane District Hospital

**REQUIREMENTS:** Grade 12. Basic R425 or R683 qualification with Midwifery (i.e Degree/Diploma in Nursing that allows registration with South African Nursing Council as a Professional Nurse). A Minimum of 3-5 years appropriate/recognisible experience in nursing after registration as a Professional Nurse with SANC in general nursing. 2 years’ experience working in labour ward and training on PMTCT, ESMOE, HBB and MBHF.

**DUTIES:** Provision of high quality nursing care that is holistic and is patient centred. Ensuring that nursing care provided is within the scope of practice of nurses and legal framework. Maintain a professional and ethical practices as well as an enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholder. Participate in management and utilize physical, financial and human resource to fulfil operational and developmental functions in accordance with legislations and policies. Participate in research, training of staff, students, personal development and CPD (Continuing Professional Development). Ensure compliance with six key priorities.

**ENQUIRIES:** Mrs Motlhaga DS: Tel 012-354 7600

**APPLICATIONS:** All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.

**CLOSING DATE:** 05 July 2019

**POST 22/116:** PARAMEDIC GRADE 1 TO GRADE 3 REF NO: OPS/2019/01 (POSTS 20)

**SALARY:** Grade 1: R254 382 per.annum.  
Grade 2: R318 042 per.annum.  
Grade 3: R392 151 per.annum.

**CENTRE:** Various Gauteng Ems Districts

**REQUIREMENTS:** Grade 1 Successful completion of Critical Care Assistance (CCA) qualification that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic (CCA) and proof of current registration. No experience required after registration with the HPCSA as Paramedic (CCA). 
Grade 2 Successful completion of Critical Care Assistance (CCA) qualification or recognised National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic with CCA or National Diploma and proof of current registration. 7 Years’ experience required after registration with the HPCSA as Paramedic (CCA) and no experience required after registration with the HPCSA as Paramedic with a National Diploma. 
Grade 3 Successful completion of Critical Care Assistance (CCA) qualification or recognised National Diploma that allows registration with the
HPCSA as Paramedic or successful completion of a recognized B Tech degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with the HPCSA as Paramedic (CCA or NDIP) or ECP and proof of current registration. 14 Years’ experience required after registration with the HPCSA as Paramedic (CCA), 7 years’ experience required after registration with the HPCSA as Paramedic (NDIP) and a registered ECP requires no experience.

**DUTIES:**
Check the allocated vehicle and equipment and complete the checklist. Report all losses, damages, discrepancies, deficiencies to the shift manager. Wash, clean and disinfect the interior/exterior of the vehicle. Treat patients in accordance with relevant ALS protocols, as per HPCSA and transport patients to hospital, from scene and between hospitals in accordance with the relevant protocols. Maintain best clinical practices in accordance with quality standards, including updating oneself with continuous medical education through CPD systems, as required by HPCSA. Change and replenish surgical sundries and medical gases and ensure that expired items are disposed of timeously and/or exchange for fresh stock. Maintain the unit in a clean condition good working order. Respond to opportunities that enhance professional development (e.g. in-service training, attend workshops, forum meetings and update staff accordingly). Use all equipment and government property correctly. Assist in maintaining a clean and tidy base. Complete and submit all appropriate paperwork to the shift senior before the termination of the shift. Hand over the vehicle and equipment to the next shift/Relevant authority fully replenished, clean and in good working order. Abide by the Standing Operational Procedures and other EMS policies. Always maintain accurate and reliable records. Assume responsibility for the security of the vehicle and equipment. Perform Overtime duties in accordance with Emergency Medical Services Policy. Provide In-service training to BLS and ILS staff. Undertake inter-facility transfers on Intensive care units, obstetric ambulances and all other inter-facility ambulances. Undertake any other duties as allocated by a Shift supervisor/Station manager/Sub District manager/ District Manager. Respond to emergency calls within stipulated response times on primary response vehicles and ambulances. Provide emergency medical assistance to clinical staff at primary and secondary institutions throughout the Province. Perform emergency medical care & treatment, at special events and special operations in the Province. Perform duties as per allocated shift roster, i.e. day and night duties.

**ENQUIRIES:**
Mr Errakiah C Tel no: (011) 564-2053

**APPLICATION:**
Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685

**NOTE:**
Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months.

**CLOSING DATE:**
5 July 2019

**POST 22/117:**
DATA ADMINISTRATOR REF NO: ADM/2019/01 (1 POST)

**SALARY:**
R257 508.00 per annum (plus benefits)

**CENTRE:**
Sedibeng

**REQUIREMENTS:**
Grade 12 certificate or equivalent qualification plus five years relevant experience or National Diploma or Equivalent qualification with Health Science/ Maths/Statistics/Computer Science as a major and three years relevant experience. Knowledge and understanding of District Health information Systems will be added as advantage, computer literacy, Analytical, numeracy, coordination and good communication skills and must have driver’s licence

**DUTIES:**
Maintenance of EMS databases in all EMS Stations Query data from the quality (timeliness, completeness and validity Produce analysed monthly reports for submission to EMS Head office Identify information needs. Preparation of routine and ad hoc data reports and Capturing of Data on the Web DHIS and Other Systems Assist with preparation of workshops/meetings Perform ad hoc duties as assigned by immediate supervisor or District managers.

**ENQUIRIES:**
R.K Sekgobela Tel no: (011) 564- 2009
**APPLICATION**: Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685

**NOTE**: Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months.

**CLOSING DATE**: 05 July 2019

**POST 22/118**: HUMAN RESOURCES OFFICER REF NO: HR/2019/02 (X1 POST)

**SALARY**: R257 508 pa

**CENTRE**: Midrand

**REQUIREMENTS**: Grade 12 or equivalent with 3-5 years’ experience in Human Resource development and PMDS. Persal Certificate. Drivers licence will be an added advantage. Knowledge of the prescripts that govern Human Resource development and management. Presentation and facilitation skills, Computer literacy, Communication Skills (written and verbal) and interpersonal skills.

**DUTIES**: Coordinate and facilitate, training and induction programmes. Liaise with external training providers. Assist to conduct skills development audits. Facilitate needs directed course/workshop. Serve as a secretary during training committee meetings. Assist and advice management and staff on Employment Equity issues. Assist in development training, orientation and induction, and workplace skills plans. Assist with PMDS issues and ensure capturing of PMDS on Persal system. Monitor the development and attendance of experiential learners. Attend training meetings in and outside of the institution. Assist with National Core standards on matters relating to training and development and PMDS. Monitor performance and ensure development of subordinates in the unit. Comply with the performance management and development system (contracting, Quarterly reviews, and final assessment).

**ENQUIRIES**: Ms Z Jezi Tel: (011) 564-2027

**APPLICATION**: Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685

**NOTE**: Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months.

**CLOSING DATE**: 05 July 2019

**POST 22/119**: EMERGENCY CARE TECHNICIAN GRADE 1 (ECT) REF NO: OPS/2019/05 (33 POSTS)

**SALARY**: R 183 381.00

**CENTRE**: Arious Districts

**REQUIREMENTS**: Grade 12 certificate, Emergency Care Technician Qualifications, current and valid registration with HPCSA as an Emergency Care Technician, valid driver's license code 10 and PDP. Previous experience in emergency care environment will be an added advantage.

**DUTIES**: Responsible for the treatment of patient within the scope of practice of Emergency Care Technician. Transport patients as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services in Gauteng Province. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by the Directorate. Provide quality assurance to Basic Life Support Officers and Intermediate Life Support in the implementation of Clinical governance requirements. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts.

**ENQUIRIES**: Mr Mnisi T Tel no: (011) 564-2026

**APPLICATION**: Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685

**NOTE**: Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id
copy and all qualifications must be certified. Certification must be less than 3 months.

CLOSING DATE : 05 July 2019

POST 22/120 : DATA CAPTURE X 1 REF NO: STDH/0007
Directorate: Administration

SALARY : R 173 703 – 204 612 per annum plus benefits
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 12 certificate or equivalent qualification. Relevant experience will be an added advantage. Computer certificate, Office organization, General filling and the ability to work accurately under pressure.

DUTIES : Carry out general office functions required by the head of the unit. Record movement of documentation in accordance with the guidelines and instructions. Monitor and report on the data submitted using identified checklist. Capture submitted quality data within the set frame. Assist in report writing. Report discrepancies to the relevant units. Make back up of the captured information. Undertake general office management tasks including certain domestic duties which contribute to an efficient and effective office environment. File documentation in a way which is orderly and enable access to information.

ENQUIRIES : Ms L Sibeko Tel No: (011) 531-4340
APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to No.2 Corner Club and Modderfontein Road, Sandringham
NOTE : To be submitted on Z83 form, certified copies of qualifications and ID, Curriculum Vitae (CV).
CLOSING DATE : 05 July 2019

POST 22/121 : EMERGENCY CARE OFFICER GRADE 3 ILS REF NO: OPS/2019/06 (50 POSTS)

SALARY : R169 176.00 Per Annum (Plus Benefits)
CENTRE : Various Districts
REQUIREMENTS : Grade 12, AEA certificate with registration with current HPCSA of Ambulance Emergency Assistant. Previous experience in emergency care environment will be an added advantage. Valid driver’s license Code 10 and valid professional driver’s (PrDP) permit for transporting patients. Candidates are expected to write an assessment test.

DUTIES : Responsible for patients within the scope of practice of intermediate life support. Transporting patients as part of planned Patient transport and inter-facility transfer system under Emergency Medical Service. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties

ENQUIRIES : Ms Bodiba V Tel no: (011) 564-2263
APPLICATION : Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685
NOTE : Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months.
CLOSING DATE : 05 July 2019

POST 22/122 : NURSING ASSISTANTS GRADE 1 REF NO: CHBAH 160 (28 POSTS)
Directorate: Nursing Services

SALARY : R132 525 – R149 163 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Qualification that allows registration with the South African Nursing Council (SANC) as Nursing Assistant/Enrolled Nursing Assistant. Registration with SANC as Nursing Assistant/Enrolled Nursing Assistant and proof of current
registration. Good communication skills (verbal and written). Ability to planning and organise own work and adhere to official working hours, report writing skills, problem solving and people skills. Sound interpersonal skills are necessary. Knowledge and understanding of Nursing legislation and related legal ethical Nursing practices, National Core Standards and 6 health priorities. Ability to collect and capture daily patient data.

**DUTIES:**
Assist Nursing and Medical staff. Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Identify patient’s needs and report promptly. Maintain professional growth/ethical standards and self-development, efficient and effective customer service in line with Batho- Pele Principles and Patients’ Rights Charter. Demonstrate basic understanding of nursing procedures, ensure quality nursing care is maintained in the department. Proper record keeping. Escorting of patients to next level of care demonstrate basic understanding of the legislative framework protocols or policies governing the public service. Ensure that the national core standards are maintained and upheld.

**ENQUIRIES:**
Mr. N. B. Mulaudzi (011) 933-8402/9779

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

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

**ENQUIRIES:**
MS KF Mabuza Tel No: (011) 812 5000

**CLOSING DATE:**
05 July 2019

**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 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

**CLOSING DATE:**
05 July 2019

**NOTE:**
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a 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 as well as certified copies of all required qualification/s as per the advertisement and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). 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. Please use Circular post number as a reference number.

OTHER POST

POST 22/123 : DEPUTY DIRECTOR: COMPUTER AUDIT
Directorate: Gauteng Audit Services

SALARY : R 869 007.00 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A tertiary qualification (NQF level 7) Degree in IT auditing (A professional qualification e.g. CISA/CISM accreditation would be an added advantage), 3 - 5 years of experience at junior managerial level (ASD) in IT audit

DUTIES : Provide input into the annual audit plan. Ensure computer audits are properly scoped, planned and executed. Ensure computer audits are appropriately resourced. Monitor the evaluation of the IT control environment at the departments to ensure that the controls are appropriate to address the identified risks. Supervise a pool of multi skilled computer audit staff during the performance of computer audits. Control the day to day progress of computer audit projects. Manage the progress of work undertaken to ensure the audit runs smoothly and that potential problems are identified in a timely manner and alternative plans carried out to ensure that the set deadlines are met. Prepare project plans per audit, ensure adherence thereof; provide explanation of variance. Perform technical review of work done by junior staff to ensure adequate working papers and audit files to substantiate findings and recommendations. Ensure working papers are in compliance with the IT audit methodology. Ensure that ISACA standards are adhered to. Review audit reports, discussing findings with management and following up on issues raised in the reports. Inform the client manager of audit progress and findings. Maintain close relationship with client managers and the other components of GAS. Maintain good client relationships. Maintain close working relationships with external auditors and 3rd parties. Complete client satisfaction survey. Identify opportunities to improve the management and control of resources to ensure efficiency and effectiveness. Provide reasonable assistance to the computer audit manager so that he may fulfill his responsibilities. Comply with departmental administrative requirements and assist junior staff in complying with these requirements as well. Maintaining accurate time records. Evaluate performance for lower level staff to feed into their training and development plan. Provide on the job training for lower level staff and feed into their development plan.

ENQUIRIES : Sihle Hlomuka Tel No: (011) 227 9000
PROVINCIAL ADMINISTRATION: KZN
DEPARTMENT OF HEALTH

Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational categories in the Department

MANAGEMENT ECHELON

POST 22/124 : MEDICAL SPECIALIST: GRADE 1/2: REF NO: HRM 25/2019 (02 POSTS)
Directorate: Dept. Of Orthopaedics

SALARY : Grade 1: R 1 106 040.00 – R 1 173 900.00 per annum. (All inclusive salary package) excluding overtime
Grade 2: R 1 264 623.00 – R 1 342 230.00 per annum (All inclusive package) excluding overtime

CENTRE : King Edward VIII Hospital (KEH)

REQUIREMENTS : Grade 1 None to less than 5 years actual experience after registration with the HPCSA as a Medical Specialist Grade 2 5 years to less than 10 years actual experience after registration with the HPCSA as an Independent Medical Practitioner MBCHB degree or equivalent PLUS registration certificate with the HPCSA as a Medical Specialist PLUS current registration with HPCSA as a Medical Specialist (2019/2020) Recommendation: Computer Literacy Knowledge, Skills, Training And Competencies Required: Sound clinical and surgical knowledge and experience in the Orthopedics surgery, knowledge of current Health and Public Service legislation, regulations and policy including medical ethics, epidemiology and statistics, good communication, leadership, decision-making and clinical skills, ability to teach doctors, students and participate in continuing professional development

DUTIES : Key Performance Areas: Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area of Clinical and customer care (patient perspective) in the respective specialty, develop a full package of services including complex orthopedics cases, develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within the hospital and referring facilities, plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research, manage and performance of junior staff within the area of control, align clinical service delivery plans and priorities with hospital plans and priorities, undertaken appropriate Clinical audit to monitor performance of the service, accept delegated responsibility from the Clinical head of the unit, liaison with Clinical Head regarding service delivery

ENQUIRIES : Dr. S. Ramji - 031 3603854

APPLICATIONS : all applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital.
Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

**CLOSING DATE** : 5 July 2019

**OTHER POSTS**

**POST 22/125** : MANAGER PHARMACEUTICAL SERVICES ASSISTANT: PHARMACY  
**REF NO:** ASSIST MAN PHARMACY/1/2019 (1 POST)

Re-advert People Who Applied Before Are Welcome to Reapply  
Department: Pharmacy

**SALARY** : R 897 936 per annum (all-inclusive package)

**CENTRE** : Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS** : Bachelor of Pharmacy Degree/ Diploma in Pharmacy. Registration with the S.A. Pharmacy Council as a Pharmacist. Current registration as a Pharmacist with the SAPC. Three (3) years post registration experience as a Pharmacist. Knowledge, Skills, Training and Competence Required: Sound knowledge of all aspects of public sector pharmacy. Thorough understanding of the relevant acts, regulations, standard operating procedures & policies, Good Pharmacy Practice, Good Manufacturing Practice. Must be fully computer literate, and possess good communication, organizational and interpersonal skills.

**DUTIES** : Manage (hands on) allocated sub sections in the Pharmacy. Deputise for the Deputy Manager: Pharmaceutical services from time to time. Completion of reports, including reports/assessments on staff and the functioning of the sub-sections. Screen & dispense prescriptions written for in-patients and outpatients by medical officers. Manage S5 & 6 substances, Manage Cytotoxic reconstitution. Compile orders based on recognized Drug Supply Management principles to replenish stock of medicines in the hospital. The training of all staff within the areas of responsibility. Collection of relevant statistics. Consult with doctors and specialists on the use of Standard Treatment Guidelines. Consult with doctors and specialists on prescription problems. Monitor the availability of medicines, stock control measures, Rational Drug Use, maintenance of the Cold Chain and expenditure on Pharmaceuticals. Monitor medicine stock control at every medicine issue point within the hospital. Provide drug information to appropriate staff within the hospital. Ward Pharmacy including ward rounds with medical officers. Undertaking 24-hour call duty on a rotational basis. Maintenance of Policies & procedures according to DOH, GPP and GMP requirements. Maintain/Input data into the computerised pharmacy module. Participate in CPD. Perform after-hour and Saturday morning duties. PTC secretariat duties for hospital and district including Antibiotic stewardship. Clinical pharmacy duties. Liaise with AME regarding P.I.S. Management of Section 21 and Non EML patient named motivations. Stock control monitoring in all sub-sections. Deployment of staff. Maintain ward stock formulary and determine stock levels. Determine and maintain overall stock levels, re-order levels and quantities. Supervise stock takes. Maintain P.I.S stock master and data integrity. Maintain pre pack formulary. Attendance, Leave & Time off control using the current computerized system. Attend relevant meetings within and outside the hospital.

**ENQUIRIES** : Doug Joiner Tel no: (031)-2401055

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

**NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a
pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

**CLOSING DATE** : 12 July 2019

**POST 22/126** : MEDICAL OFFICER GRADE 1, 2 OR 3 REF NO: UMZ02/2019 (1 POST)

**SALARY** : Grade 1 – R821 205.00
Grade 2 – R938 964.00
Grade 3- R1 089 693.00 Other Benefits: PLUS 13th Cheque, 22% Rural Allowance, Commuted overtime, Medical Aid (Optional) and Home Owners Allowance (employee must meet prescribed requirements).

**CENTRE** : Umzimkhulu Psychiatric Hospital

**REQUIREMENTS** :

- **Grade 1**: 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 Practitioner. One year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **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 Practitioner. Five (05) years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Six (06) years relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: Senior Certificate or equivalent qualification in the Health Science – MBCHB Degree plus initial registration and current registration with Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Ten (10) years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service in South Africa.

**DUTIES** :

- **Grade 1**: General Skills as a Medical Officer is required (History taking, Mental state examination and physical examination) Ability to work in multi-disciplinary team setting. Excellent communication Skills ability to work and maintain meaningful relationship with adverse community Program Planning, Implementation and evaluation Information Management Knowledge of Health and Public Service Legislation, Regulations and Policies.Key Performance areas: Provide medical services at the department appointed to Assist, facilitate and participate in quality of care, assisting team members with quality assurance, Quality improvement projects and development of Clinical Guidelines and Policies Participation in patient satisfactions surveys and reducing waiting times, Maintain and continuously improve professional and ethical standards Instill confidence in Public Service and also in medical profession through exemplary behaviour Participation in afterhours work Undertake clinical responsibilities including examine, investigate, diagnose and oversee the treatment of Patients. Implementation of Six Priorities of the Department of Health as per " Make Me Look Like A Hospital Project " **Grade 2**: Diagnostic and therapeutic Skills in the field of Psychiatry and general medicineAbility to work independently to arrive at working diagnoses and implement appropriate management and treatment. Ability to work with other Mental Health Professionals for the benefit of the patients. Be involved in psychosocial rehabilitation programmes for the patients/mental health care users. Knowledge of all applicable legislation pertaining to Mental Health.Supervision and training of Junior Medical and Nursing staff and Allied Health Professions.Key Performance areas: Management of Mental Health Care Users including inpatients and outpatients. Management of Mental Health Care Users / patients within the context of the Mental Health Care Act
(No 17 of 2002) and the Criminal Procedure Act (No 51 of 1977 Sections 77, 78 and 79) Diagnose and evaluate patients’ health status including their psychological and physical health. Attend to administrative matters that pertain to the unit, as well as ensuring effective and efficient development, implementation and monitoring of policies, protocols and quality standards in the hospital (including risk management). Undertake on going health care of patients to allow for continuity of psychiatric and physical care in line with psychosocial rehabilitation. Work with / co –ordinate health care teams to contribute towards a multidisciplinary approach. Implementation of Six Priorities of the Department of Health as per “Make Me Look Like A Hospital Project”.

**Grade 3:** Ability to assess, diagnose, manage and follow up Mental Health Care Users with common Psychiatric problems. Medical Ethics, Epidemiology and Statistic. Ability to work under Multidisciplinary team setting excellent communication Skills and Ability to teach and train staff within the team Ability to work and maintain meaningful relationship within the diverse community Knowledge of Heath and Public Legislation, Regulations and Policies. Ability to function as part of a team and rotate through different Departments of the Hospital as required Clinical and Administrative ability Experience and knowledge of Mental Health Legislation and other documents .Policies and practices relevant and organisation of Mental Health Services. Leadership, communication and Organisational Skills Programme Planning, Implementation and Evaluation. Management of Human Resources Computer literacy Knowledge .understanding and implementation of Batho Pele Principles. Key Performance Areas: Provide Medical and Psychiatric Care, Assessment and Evaluations of Mental Health Care Users (MHCU’S) both within the Institutions and the community where indicated. Ensure that clinical Audit, Standard Treatment Guidelines and Quality Assurance initiatives are implemented. Provide teaching and clinical training to Students and Trainees in Psychiatry (Nursing and Allied Health Professions) and Junior Medical Staff. Provide advice, guidance and training to Clinical, Paramedical and Management staff both within the institution and other services throughout Area Participate in the development of clinical management guidelines, protocols and referral pathways and the management of MHC’S. Attend to Administrative matters as pertains to the inpatient and outpatient services. Ensure the effective, efficient and economical use of allocated resources inclusive of Human Resources. Implementation of SIX Priorities of the Department of Health as per Make Me Look Like A Hospital Project. Recommendations Diploma in Mental Health and previous experience in Psychiatry will be added advantage, A valid Driver’s license, Previous experience in Psychiatry, Proof of experience endorsed and stamped by Human Resources (Certificate of Service).

ENQUIRIES:
Dr P.A. Songo Tel no:(039) 259-0310 Ext: 118

APPLICATIONS:
All applications should be forwarded to The Human Resource Manager Umzimkulu Hospital Private Bag X 514 Umzimkulu 3297

FOR ATTENTION:
Dr P.A Songo

NOTE:
The following documents must be submitted:
Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za
Certified copies of Identity documents, Grade 12 certificate or other required tertiary qualification certificate, Curriculum Vitae must be attached starting with relevant experience, Certificates of service starting with relevant experience NB: Certified copies should not be older than three months, not copies of certified copies & faxed applications will not be considered. The reference number must be indicated in the column provided on the form Z83, e.g.: UMZ 02/2018. Failure to comply with the above instruction 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. Note: African females are encouraged to apply.

CLOSING DATE : 12 July 2019

POST 22/127 : MEDICAL OFFICER (FAMILY MEDICINE) (GRADE 1-3) REF NO: MAD 18/2019 (X1 POST)

SALARY : Medical Officer
Grade 1: R821 205.00 – R884 670.00 per annum. Medical Officer
Grade 2: R938 964.00 – R1 026 693.00 per annum. Medical Officer
Grade 3: R1 089 693.00 – R1 362 366.00 per annum per annum. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.

CENTRE : Madadeni Provincial Hospital
REQUIREMENTS : A basic qualification of MBChB plus Current (2019) registration with the HPCSA. Registration Certificate with HPCSA as a Medical Practitioner. Experience of current and previous work endorsed by HR (Certificate of Service). EXPERIENCE: Medical Officer Grade 1: No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa., Medical Officer Grade 2: Five (5) years’ relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Six (6) years’ relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 3: Ten (10) years’ relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Eleven (11) years’ relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills and Competencies required: - Sound clinical skills and knowledge in General Medicine especially Emergency Medicine. Sound knowledge of Emergency and Resuscitation principles, Primary Health Care is important, ultrasound competency, ASLS, ATLS, PALS; AMLS are advisable but not required. Good interpersonal skills, Sound Assessment, Diagnostic and Management Skills, Knowledge and Skills Care.

DUTIES : Key Performance Areas: - Clinical / and administrative duties/ responsibilities for the respective sections. Implement quality standards and practices and treatment protocol to ensure correct and effective Management of patients. Examination, Diagnosis and Treatment of patients in the Emergency Department A&E. Perform emergency procedures. Application of Emergency Medicine principles of care to patients and relatives. Facilitation of staff training and on-going Medical Education and after-hours participation in call rosters.

ENQUIRIES : Dr MI Siddique Tel no: (034) 328 8185
APPLICATIONS : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940
FOR ATTENTION : The Recruitment Officer
NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualification applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the
following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

**CLOSING DATE**: 12 July 2019

**POST 22/128**: ASSISTANT MANAGER NURSING SPECIALITY (INCLUDING OPD, CASUALTY, CSSD AND THEATRE REF NO: (EMS/01/2019)

Re-Advertise Those Who Apply Before May Re-Apply

**SALARY**: R 614 991.00 per annum (other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.

**CENTRE**: Emmaus Hospital

**REQUIREMENTS**: Senior Certificate (Grade 12)/ STD 10, Diploma/ Degree in General Nurse, Midwifery, a post Basic qualification in Operating Theatre Technique accredited with the SANC, proof of current registration with South African Nursing Council, a minimum of 10 years’ experience in Nursing after registration as a Professional Nurse with SANC in General Nursing at least 6 years of the period referred above must be above appropriate/recognizable experience after obtaining the one year Post Basic qualification in the relevant Speciality. At least 3 years of the period referred above must be the Experience at Management level. Proof of current and previous working experience endorsed by Human Resource Manager must be attached. Recommendation: Computer Literacy, Degree/ Diploma in Health/ Nursing Management/ Nursing Administration will be an advantage. Knowledge & Skills: Knowledge and sight into Nursing process and procedures, knowledge of Nursing status and other relevant legislative frameworks, knowledge of Health Care Service Delivery, knowledge of disciplinary process, knowledge of basic standard management principle of approach, the ability to function well with a team, sound communication, counselling and time management skills. Understanding of Human Resource needs and developments. Nursing status and other relevant Public Service Acts legislation. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Batho Pele principles, Supervisor and analytical skills.

**DUTIES**: Co-ordination of optimal, holistic specialized nursing care provided within the standards and professional/ legal framework. As the manager for the complex ensure overall management and necessary support for effective functioning of unit. Foster team spirit and commitment among all categories of staff by upholding Batho Pele principles. Maintain clinical competence by ensuring that scientific principle of nursing are implemented. To monitor the preparation for operations and ensuring smooth running of the Theatre. Manage staff performance (EPMDS). Deal with disciplinary issues, grievance and other labour issues including monitoring and managing absenteeism. Manage the utilization of all resources efficiently and effectively participate in the analysis, formulating and implementation policies, practices and procedures. Participate in SCM, Financial Management process as determined by PFMA. Ensure that a Health and Safety environment is maintained, conduct Risk Assessment. Monitor and control the quality of patient care. Co-ordinate the implementation of National Core Standards, IPC, Ideal Hospital Assessment and ensure compliance thereof, conduct Clinical audits. Ensure accurate and reliable statistics and reports are generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development, infection control and information management practices in Hospital against set standard with a view to identify and address problem areas harmoniously. Delegate, supervisor and co-ordinate the provision of effective, efficient and economical use of all allocated resource including Human Resources. Promote Ethics and Professional in the workplace.

**ENQUIRES**: Ms PPJ van der Plank, Tel no: (036) 488 1570 (ext 8204)
APPLICATIONS: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

FOR ATTENTION: Human Resource Manager

NOTE: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV and certified copies of qualification certificates, service certificate including ID and driver’s license (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. Nb: No Subsistence and Travelling Allowance Will Be Paid For Interview Attendance

CLOSING DATE: 5 July 2019 at 16:00

POST 22/129: ASSISTANT MANAGER NURSING –MEDICAL WARDS OPD (1 POST)

REF NO: CH02/2019

SALARY: R562 800.00 per annum plus 13th Cheque. Other Benefits: Medical Aid (optional), 12 % Rural Allowance, Homeowners allowance (employee must meet prescribed requirements)

CENTRE: Ceza – Thulasizwe District Hospital

REQUIREMENTS: Grade 12 certificate. Diploma/Degree in general nursing and Midwifery. Current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Certificate of service endorsed by Human Resource department. Verification of employment and proven management experience signed by Manager. Recommendation: Nursing care processes and procedures, nursing Tools from the nursing Directorate, and other relevant legal frameworks such as Nursing Act, Occupational Health and Safety, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Health Act and all relevant Policies and Procedures. Planning, Leading, Decision Making and Problem solving. Financial and budgetary knowledge pertaining to the resources under your management. Insight into nursing standards and policies and implementation thereof. Team building Skills and Interpersonal Relations. Good communications Skills.

DUTIES: Manage, supervise and coordinate the provision of the effective and efficient patient care through adequate clinical governance. Coordinate the active functionality of all relevant clinical governance committees through relevant managers. Development, establishment and maintenance of constructive working relationship with nursing and other stakeholders /multidisciplinary team within and outside of the hospital. Ensure and articulate professional /ethical practice, ensuring that nurses practice under all relevant legal frameworks. Ensure that Labour Relations Act is understood by staff and appropriate implementation thereof. Ensure appropriate utilization of all resources. Ensure implementation, facilitation and coordination of all Clinical and Non Clinical Programs including PHC to integrate services. Ensure good staff/ management relations to promote team spirit within the whole component. Ensure quality data management. Provide relief on night duty and be willing to operate under pressure. Work during weekends /holidays /on call after hours to ensure continuous management of the component.

ENQUIRIES: Mrs. MP Msane Tel no: (035) - 832 5035/32

APPLICATIONS: Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, and Ceza Hospital, before 16H 00 on or before the closing date.

FOR ATTENTION: Mr. E.S. Mazibuko

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) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, driver’s license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks/previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. “People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).”

**CLOSING DATE** : 12 July 2019

**POST 22/130** : OPERATIONAL MANAGER: PHC; GATEWAY CLINIC THULASIZWE HOSPITAL: (1 POST) REF NO CH03/2019

**SALARY** : R562 800.00 per annum plus 13th Cheque. Other Benefits: Medical Aid (optional), 12% Rural Allowance, Homeowners allowance (employee must meet prescribed requirements)

**CENTRE** : Ceza-Thulasizwe District Hospital

**REQUIREMENTS** :

- Senior Certificate. National Diploma / Degree in Sciences as a General Nurse and Midwife or equivalent qualification that allows registration with SANC as a professional nurse. One (1) year Post Basic Qualification in Clinical Nursing Science, Health Assessment, Diagnosis, Treatment and Care (PHC)Current registration with (SANC) South African Nursing Council. Minimum of 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse of which 5 years must be appropriate/ recognizable experience after obtaining a 1 year post basic qualification in PHC. Proof of Experience / Certificate of Service Current and Previous Endorsed By Hr Must Be Attached. Recommendation: Knowledge of nursing care processes and procedures. Knowledge of nursing statutes and relevant legal prescripts. Knowledge of disciplinary process and grievance procedure. Leadership, organization, decision making and problem solving skills. Good communication, interpersonal relations, counselling and conflict management skills. Human Resource and financial management skills. Report writing and time management skills.

**DUTIES** :

- Provide comprehensive services according to PHC package services. Provide effective and professional leadership by ensuring that the facility is organized to provide quality nursing care. Manage and direct satisfaction with the improved service delivery by upholding Batho Pele Principles. Evaluate patient care programs and initiate plans for improvement that are supported by strong work ethics. Provide safe and therapeutic environment that allows a practice of safe nursing care as laid down by nursing act. Effectively manage resources allocated to the facility. Ensure implementation of NCS and IDEAL CLINIC. To utilize information for planning and enhance service delivery outcomes. Manage the facility by ensuring that standards are adhered to at all times. Ensure implementation of EPMD through effective management of human resource.

**ENQUIRIES** : Mr. PL Manqele Tel: 035-832 5189

**APPLICATIONS** :

Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, and Ceza Hospital, before 16H 00 on or before the closing date.

**FOR ATTENTION** : Mr. E.S. Mazibuko

**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) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy
of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, driver’s license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

**CLOSING DATE**: 12 July 2019

**POST 22/131**: OPERATIONAL MANAGER NURSING (YANGUYE CLINIC)-REF NO: SMKH 02/2019

This is a re-advertisement.

**SALARY**: R562 800.00 – R633 432.00 per annum. Basic salary, 8% inhospitable allowance of basic salary, 13th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).

**CENTRE**: St Mary’s Kwa-Magwaza District Hospital

**REQUIREMENTS**: Grade 12/ Senior Certificate, Basic R425 qualification (i.e Diploma / Degree in Nursing) Or Equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC. Current registration (2019) with SANC as Professional Nurse. Certificate of registration as Professional Nurse. A minimum of nine (09) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one (01) year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed by Human Resource Department (not Certificate of service). Knowledge of nursing care processes and procedures, nursing statues and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patient’s Rights Charter, Labour Relations Act, Grievance procedures etc. Leadership, organizational, decision making and problem solving skills. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge Good in sight of procedures and policies pertaining to nursing care. Computer skills in basic programs. Knowledge of SANC rules and regular scope of practice, labour relations and departmental policies.

**DUTIES**: Monitor and evaluate performance of Clinic staff according to set standards, norms target and to ensure effective reporting. Ensure provision of high quality comprehensive care through provision of preventive, curative and rehabilitative services. Ensure and monitor implementation and evaluation of all services including priority programs by all clinic staff members i.e. National core Standards and Ideal Clinic. Provide relevant information to the Health care to assist in the achievement of optimal health care. Maintain good relationship with relevant role players and stakeholders. Manage and monitor proper utilization of human, financial and other resources entrusted to you. Deal with disciplinary and grievance matters including monitoring and management of staff absenteeism. Provision of administrative services by planning, organizing, and ensure the availability of medicines, supplies and essential equipment. Ensure monitoring and evaluation of staff performance through the EPMDS system. Ensure that there are effective systems for data management and reporting of quality data on relevant indicators at the hospital and local clinics. Support PHC re-engineering by ensuring that outreach teams are functional. Ensure effective implementation of Sukuma-Sakhe Programmes to maximize patient care Conduct patient satisfaction survey and waiting times for the clinic. Ensure adequate control and allocation of Human and Material resources. Be involved and assist other staff members in the clinical management of clients.
ENQUIRIES: Mrs P.D. Buthelezi Tel No: 035 450 8256
APPLICATIONS: All applications should be posted to: The Chief Executive Officer: St Mary’s KwaMagwaza Hospital Private Bag X808, Melmoth, 3835
FOR ATTENTION: Human Resource Manager
NOTE: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department, the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. SMKH 01/2019. NB: failure to comply with the above instructions will disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens/Permanent Residents/Work permit holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Male.

CLOSING DATE: 7 July 2019
POST 22/132: OPERATIONAL MANAGER POST SOBANTU CLINIC REF NO: EB7/2019 (1 POST)

SALARY: R 562 800.00 – R 633 432.00 per annum Additional Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)

CENTRE: East Boom Community Health Centre

REQUIREMENTS: Matric (senior certificate). Diploma/Degree in General nursing and midwifery. 1 Year Diploma in PHC, Minimum of 9 years nursing experience after registration as professional nurse with SANC in General nursing and midwifery. At least 5 years must be recognizable work experience in PHC setting after obtaining one year post basic qualification in Primary Health Care, Current registration with SANC (2019) as a General Nurse and Primary Health Care Nurse. Computer literacy with a proficiency in MS Office software applications. Driver’s license EB – unendorsed. Proof of previous and current work experience (Service record) endorsed and stamped by Hr. Knowledge, Skills, Trainings and Competencies required for the Post: Financial Management. Leadership, organizational, decision making and problem solving ability and leadership skill. Knowledge of public service policies and other Health Related prescripts. Sound knowledge of code of conduct act. Good interpersonal skills. Human resources management and Labour relations.

DUTIES: Provide quality comprehensive Community Health Care package including Preventive, Promotive and Rehabilitation. Facilitate Implementation of Quality Improvement Programmes to comply with NHL. Ensure adequate and control and allocation of Human and material resources including vehicles. Supervise and monitor staff performance according to EPMDs. Facilitate and ensure proper clinical governance. Provides control measures to ensure that the clinic functions within the allocated budget. Facilitate provision of clinical services, educational services and be involved in medical research. To assist in Departmental projects Evaluate and monitor compliance with clinical protocols, norms and standards within the clinic. Analyse and interpret statistics including PHC and Programme indicators. Work outside normal working hours and weekends according to service delivery needs. Offer outreach activities as required.
ENQUIRIES: Mrs. NC Mkhabela (033) 264 4900
APPLICATIONS: to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201
FOR ATTENTION: Mr. S Ngcobo
NOTE: Employee equity target for this post is African male
CLOSING DATE: 05 July 2019

POST 22/133: OPERATIONAL MANAGER: PRIMARY HEALTH CARE STREAM REF NO: UMG01/11/19 (X2 POSTS)

SALARY: R532 449 – 599 274 per annum PLUS 8% Rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE: Umgungundlovu District Office: Component: Caluza Mobile Clinic
Diploma/Degree in General Nursing and Midwifery plus one year diploma in PHC
Current Registration with SANC as general Nurse and Primary Health Care Nurse
A minimum of 9 years recognizable nursing experience after registration as professional nurse with SANC in General Nursing of which 5 Years must be recognizable experience after obtaining one year post basic qualification in primary Health Care. Computer literacy with a proficiency in MS Office Software applications Code 8 Drivers licence. Proof of current and previous work experience endorsed by the employer must be attached.

Knowledge, Skills, Training And Competencies Required:-
Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills. Team building and supervisory skills,

DUTIES: Assist in planning, organising and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability 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.
Monitor Provision of quality comprehensive service delivery at emergency unit. Participate actively in Operation Sukuma Sakhe Programme. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standards. Contribute to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation of PHC Re-Engineering. Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure compliant management is functional in the Clinic. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.

ENQUIRIES: Mrs NM Ngubane Tel: 033 395 4340
APPLICATIONS: 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) Pietermaritzburg
FOR ATTENTION: Human Resource Department
NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. 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). O Preference Will Be Given to African Males

CLOSING DATE : 12 July 2019


SALARY : Grade 1: R517 326.00 per annum
CENTRE : Dr Pixley Ka Isaka Seme Hospital
REQUIREMENTS : A minimum of 3 Years supervisory experience after registration with the HPCSA as a Diagnostic Radiographer. National Diploma/Degree in diagnostic Radiography, Unendorsed valid Code B driver's licence (Code 08). Recommendation:-Experience at a Regional Hospital will be an added advantage. Competencies:-Knowledge: Sound knowledge of specialised and general Radiography protocols and equipment, Knowledge of relevant current National and KZN Department of Health strategies to improve service delivery in Hospitals, Knowledge of relevant public service policies, act and regulations, Comprehensive knowledge of radiation protection legislation, OHS Act, and other relevant Health Acts, Knowledge of Radiography Quality Assurance in the Department, Sound planning and organisational skills regarding resources, finance and HR matters.

DUTIES : Key Performance Areas:- Support the Radiography Manager in order to meet the objective of the department, Manage the sub-component by supervising staff, performing relevant administrative functions, chairing meetings and conducting performance assessments through EPMD, Ensure efficient and effective control and use of all equipment, assets and resource including consumable and staff belonging to the cost centre, Develop, implement and monitor policies and procedures to ensure the effective and efficient functioning of the department, Manage the quality assurance programmes as required by the radiation control directorate and department of Health; Ensure diagnostic services comply with relevant standards, legislation and current government initiatives to improve health services, Provide clinical training and supervision for junior and student radiographers and assume specific trainer roles when delegated to oversee specific imaging areas within radiology, Encourage a multidisciplinary approach by fostering closing working relationships with other departments in order to render quality services. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the Interview.

APPLICATIONS : 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.

ENQUIRIES : MS RT Ngcobo: Tel no (033) 940 -2499
FOR ATTENTION : Mrs D McGarry
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. 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.

**CLOSING DATE** : 05 July 2019

**POST 22/135** : CLINICAL NURSE PRACTITIONER

**SALARY** :
- Grade 1 R383 226.00 – R444 276.00 per annum PLUS 8% Rural allowance
- Grade 2 R471 333.00 – R579 696.00 per annum Plus 8% rural allowance

**Benefits**:
- 13th Cheque, home owner's allowance, and Medical aid optional
- Employee must meet prescribed conditions

**CENTRE**
- UMgungundlovu District Office
- Primary Health Care Stream:
  - Mpumuzi Clinic: Ref No UMG01/12/19: (X 1 post)
  - Gomane Clinic: Ref No UMG01/13/19 (X 2 posts)
  - Richmond Clinic Ref No UMG01/14/19 (X 1 post)

**REQUIREMENTS**

**Grade 1**
- Grade 12 (National Senior Certificate), Degree/Diploma in General nursing and Midwifery 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4 years appropriate/recognizable experience as a General Nurse
- Grade 2
  - Matric grade 12 (National Senior Certificate) Degree/Diploma in Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care.

**Knowledge, Skills, Training and Competencies required**:
- Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills, Team building and supervisory skills.

**DUTIES**
- Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences.

**APPLICATIONS**
- 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**
- Human Resource Practices

**NOTE**
- Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form.
- NB: Failure to comply with the above instructions will disqualify applicants. 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. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

CLOSING DATE: 12 July 2019

POST 22/136: PROFESSIONAL NURSE: SPECIALITY NURSING STREAM - OPHTHALMOLOGY REF NO.: PN (SPEC NURS) OPTHAL/1/2019

Re-advert People Who Applied Before Are Welcomed To Reapply

Department: Ophthalmology

CLOSING DATE: 12 July 2019

POST 22/136: PROFESSIONAL NURSE: SPECIALITY NURSING STREAM - OPHTHALMOLOGY REF NO.: PN (SPEC NURS) OPTHAL/1/2019

Re-advert People Who Applied Before Are Welcomed To Reapply

Department: Ophthalmology

SALARY: Grade 1: R 383 226 per annum Professional Nurse

Grade 2: R 471 333 per annum Professional Nurse

Other Benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements.

Medical Aid: optional:

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: Degree Diploma in General Nursing and 1 year post basic qualification in the relevant speciality. Ophthalmology. Current registration with SANC as General Nurse and relevant speciality. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Registration as Midwife will be a recommendation Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. Grade 2: Experience: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific Speciality after obtaining the 1 year post basic qualification in the relevant speciality. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive 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, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care

DUTIES: Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Internal rotation of staff within the relevant speciality will be exercised according to patients need. Night duty will apply. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

ENQUIRIES: Mrs NO Mkhize (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. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC-
(Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

**CLOSING DATE**: 12 July 2019

**POST 22/137**: PROFESSIONAL NURSE (SPECIALITY) MATERNITY: REF NO: 32/2019 (1 POST)

**SALARY**: 383 226.00 Per Annum plus benefits 13th Cheque, Medical Aid optional. Housing Allowance (Employees to meet the prescribed requirements) Rural Allowance 12%

**CENTRE**: Greytown Hospital

**REQUIREMENTS**: Matric/ senior certificate (grade 12) or equivalent qualification, Degree/ Diploma in General Nursing, Registration as a Midwife/ Accoucher with SANC, Registration with S.A.N.C as a General Nurse and Specialty Nurse (Advanced midwifery and neonatal nursing science). One year Post-basic registration Degree/ Diploma in relevant specialty plus 4 years appropriate/ recognizable experience as a General Nurse. Proof of current registration with SANC (2019 receipt), Attach Proof of previous and / or current employment verified , signed and stamped by HR Department/ Employer, Knowledge and insight into nursing care procedures and processes, nursing statutes, other relevant legal frameworks and MNCWH Programmes, Good communication skills-verbal and written, Co-ordination and liaison skills, Problem solving and decision making skills, Leadership and managerial skills

**DUTIES**: Assist in planning/organizing and monitoring of objectives of the specialized unit. Proper implantation and monitoring of MNCWH PROGRAMMES e.g. CARMMA,HHB etc. Effective monitoring and management of complicated cases using the essential steps in the management of obstetrical emergencies. Assist in conducting trainings within the department e.g. HBB/SOME drills. Partake in clinical record audits and assist in the formulation and implementation of quality improvement plans. To deputize the Operational manager and assist with relief duties when the need arises. Assist with allocation/ change list , day and night duty rosters and input for leave. To act as shift-leader on both day and night shift. To assist in EPMDTS evaluation of staff and implement EAP. Ensure meticulous data management and proper record-keeping to improve data quality. Maintain acute and complete patient's records. Assist in orientation, induction and mentoring of all nursing staff especially junior midwives and students. Provide direct and indirect supervision of all nursing staff / housekeeping staff and give them guidance. Demonstrate effective communication with patients, families and with the multi-disciplinary team as well as other departments within the hospital. Provide a therapeutic environment for staff, patients and public. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. Effective participation in all other health related programmes e.g. IPC, Quality and Health and Safety. Effective and efficient management of all resources allocated to MNCWH

**ENQUIRIES**: Ms. PPL Nkala

**APPLICATIONS**: forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250

**ATTENTION**: Mr. LP Ntombela Tel no: (033) 413- 9410

**CLOSING DATE**: 08 July 2019

**POST 22/138**: CLINICAL NURSE PRACTITIONER (GRADE1-2) - REF NO: SMKH 03/2019 (X2 POSTS)

This is a re-advertisement.

**SALARY**: Grade1 R383 226.00 – R444 276.00, per annum Grade2 R471 333.00 – R444 276.00 per annum. Basic, 8% inhospitable allowance of basic salary, 13th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).

**CENTRE**: St Mary's Kwa-Magwaza District Hospital (Melmoth & KwaMbiza Clinic)

**REQUIREMENTS**: Grade1, Grade 12/ Senior Certificate. Basic R425 qualification (i.e. Diploma / Degree in General Nursing and Midwifery). Registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery. 1 Year Post Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and
Care (PHC). Current registration certificate with SANC in General Nursing and Primary Health Care. Proof of current registration 2019. A minimum of four (4) years appropriate experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2. A minimum of fourteen (14) years actual service and or appropriate / recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in PHC after obtaining the relevant 1 year post basic required for relevant specialty. Proof of previous and current experience endorsed by Human Resource Department (not certificate of service) knowledge and experience of Public Service Policies, Acts and Regulations. Sound management, negotiation, inter-personal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills.

**DUTIES:**
Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and labour relations issues in the terms of laid down policies/procedures. Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients through outreach and OSS. Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients clinical condition. Attend and participate in doctors’ visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing programs. Assist patients and families to develop a sense of care.

**ENQUIRIES:**
Mrs E.T. Sithole 035 450 8203

**APPLICATIONS:**
All applications should be posted to: The Chief Executive Officer: St Mary’s KwaMagwaza Hospital Private Bag X808, Melmoth, 3835

**FOR ATTENTION:**
Human Resource Manager

**NOTE:**
This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document—not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. SMKH 01/2019. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Male.

**CLOSINGDATE:**
05 July 2019

**POST 22/139:**
ASSISTANT DIRECTOR: FINANCE (1 POST)
Preference will be given to African Male

**SALARY:**
R376 596 – R454 920 per annum Other Benefits: 13th cheque, Medical aid (optional) and Housing allowance/Home owner (employee must meet the prescribed requirements

**CENTRE:**
Catherine Booth Hospital
REQUIREMENTS:
Standard 10, Matric, Grade 12, Degree/National Diploma in Financial Management or equivalent qualification. A minimum of 3 to 5 years supervisory experience in financial field. Proof of previous and current work experience endorsed and stamped by HR office. Certificate(s) of service must be attached. Knowledge of PFMA and Treasury Regulations. Management and organizational skills. Knowledge of current Health and Public service legislation, regulations, and policies including medical ethics, epidemiology and statistics, Computer literacy, Ability to develop policies. Sound negotiation, planning, organizing, decision making and conflict management skills. Financial management, Possess knowledge of human resource management policies. Knowledge of persal system. Extensive knowledge of BAS. Recommendations: Valid driver’s licence code B or C1 and Computer literacy (MS package).

DUTIES:
Manage day to day financial control of services within the budget and formulate strategic short term and long term fiscal plan, Monitor and interpret cash flow, predict future trends and advise accordingly, Conduct reviews and evaluations for cost reduction opportunity and develop financial management mechanisms that minimize financial risk, Manage overall supply chain operation including the purchasing and inventory of all materials, Compile and present regular report to the Hospital management on expenditure, financial projects and any variations from budget and prepare detailed budget report for the approval of Chief Financial Officer (CFO), Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Ensure implementation of the total quality management framework and compliance to National Core Standards. Coordinate, review, analyze and quality assure the financial supporting information for planning purposes, Supervise staff i.e. assist in compiling EPMDS documents, training, discipline and management of grievances in the component. Manage functionality of all finance and SCM component (Budget and Expenditure, Revenue, Assets and Stores). Ensure clearance of suspense account and proper debt management, Ensure proper voucher control and payroll certification, Conduct analysis on expenditure trends and do budget estimates and link with service delivery outcomes.

ENQUIRIES:
Ms. TR Vezi Tel no: (035 474 8407/8/9)

APPLICATIONS:
All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, UMLalazi Municipality Ward 15, Amatikulu, 3801: Enquiries: Dr. NZ Khumalo: 035 474 8407/8/9

NOTE:
The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website - www.kznhealth.gov.za, Matric certificate, identity document, copy/copies of highest qualification(s), Proof of registration, Proof of citizenship if not RSA citizen (all certified copies must be not more than three months old), A comprehensive CV indicating three reference persons: Names and contact numbers. Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted.

CLOSING DATE:
05 July 2019
WESTERN CAPE
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.

MANAGEMENT ECHELON

POST 22/140: MANAGER: MEDICAL SERVICES GRADE 1
Chief Directorate: Metro Health Services

SALARY:
R 1 173 900 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:
Karl Bremer Hospital, Bellville

REQUIREMENTS:
Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3-year appropriate experience as Medical officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid driver’s licence (Code B/EB). Willingness and skills to do after hour’s clinical work. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies in a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and Email). Appropriate experience of managing clinical services.

DUTIES:
(key result areas/outputs): Strategic, operational and financial management of all clinical service areas and clinical support services. Coordination of clinical governance activities. Provide strategic management and leadership. Effective, efficient and sustainable Human Resource management and planning of Clinical Personnel. Assist with delivery of clinical services within scope of clinical knowledge and skills.

ENQUIRIES:
Ms JO Arendse, tel. no. (021) 815-8855

APPLICATIONS:
The Manager: People Management, Northern/Tygerberg Sub-structure Office, Metro Health Services, Bellville Health Park, Karl Bremer Hospital Precinct, Private Bag X1, Bellville, 7535.

FOR ATTENTION:
Ms P Petersen

NOTE:
No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to competency test.

CLOSING DATE:
5 July 2019

POST 22/141: DENTAL SPECIALIST GRADE 1 TO 3 (ORTHODONTICS)
Chief Directorate: Metro Health Services

SALARY:
R 1 106 040 per annum

CENTRE:
Oral Health Centre

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health professions Council of South Africa (HPCSA) as Dental Specialist in the specialty Orthodontics. Registration with a professional council: Registration with the HPCSA as Dental Specialist in the specialty Orthodontics. Experience: Grade 1: None after registration with the HPCSA as a Dental Specialist. Grade 2: A minimum of 5 years appropriate experience as Dental Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in the specialty Orthodontics. - Grade 3: A minimum of 10 years appropriate experience as Dental Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in the specialty Orthodontics.
Specialist in a speciality Orthodontics. Inherent requirements of the job: - Willingness to work overtime if and when required. - Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): - Communication skills in at least two of the three official languages of the Western Cape.

NOTE: No payment of any kind will be 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. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). 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.

**DUTIES**

Key results areas/outputs: Implementation, monitoring and evaluation of dental services on the Oral Health Teaching platform. Supervision and leadership role with regards to teaching, training and education of post-graduate and under-graduate students. Performing administrative activities relating to the position. Operational and clinical research. Render general and specialist dental services at the Oral Health Teaching platform. Provide leadership and management within the Oral Health Teaching platform.

**ENQUIRIES**

Prof AMP Harris (021) 937-3105/6

**APPLICATIONS**

www.westerncape.gov.za/health-jobs (click "online applications").

**CLOSING DATE**

5 July 2019

**OTHER POSTS**

**POST 22/142**

ASSISTANT MANAGER PHARMACEUTICAL SERVICES

Chief Directorate: Metro Health Services

**SALARY**

R 897 936 per annum (A portion of the package can be structured according to the individual’s personal needs)

**CENTRE**

Karl Bremer Hospital

**REQUIREMENTS**

Minimum educational qualifications: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with SAPC. Inherent requirements of the job: Prepared to be registered as a Responsible Pharmacist. Prepared to be registered as a Tutor with the South African Pharmacy Council. Prepared to share on-call duties. Willingness to deliver an after-hour service. Valid (code B/EB) drivers licence. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies as well as the Acts and Laws that governs the practice of Pharmacy. Sound management, communication skills (written and verbal) in at least two of the three official languages of the Western Cape and conflict resolution skills. Computer literacy (MS Word, Excel and PowerPoint) as well as experience and knowledge of JAC and MEDSAS. Planning and organisational skills. Proof of Continuous Professional Development. Knowledge of Finance and Supply Chain Management. Ability to function independently as well as part of a multi-disciplinary team. Appropriate supervisory experience.

**DUTIES**

(key result areas/outputs): Quality provision of pharmaceutical care to the Hospital patients by implementing and monitoring work procedures policies and guidelines, ensuring compliance to protocols and Standard Treatment Guidelines and providing information to prescribers and other healthcare workers at the facility. Overall responsibility and accountability for medicine supply management to ensure the safe and reliable procurement, storage control and distribution of quality pharmaceutical to patients. Effective monitoring and advice on pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Effective general management and human resource management function.

**ENQUIRIES**

Dr L Naude, tel. no. (021) 918-1223

**APPLICATIONS**

The Manager Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535.
FOR ATTENTION: Ms A Dyers
NOTE: No payment of any kind is required when applying for this post. A competency test will form part of the interview process
CLOSING DATE: 5 July 2019
POST 22/143: FACILITY MANAGER PHC
Chief Directorate: Metro Health Services

SALARY: R 733 257 per annum (A portion of the package can be structured according to the individual’s personal needs).
CENTRE: Delft Community Health Centre
REQUIREMENTS:
DUTIES:
(key result areas/outputs): General and operational management of a Community Health Centre, related services in the drainage area and implementation of the prescribed package of services. Strategic, operational planning, implementation of operational plans and quality assurance programmes. Sound financial, Supply Chain Management and People Management. Plan and co-ordinate the provision of support service systems that will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communications with clients and communities served. Information and data management. Community Engagement.

ENQUIRIES: Mr A Patientia, tel. no. (021) 815-8894
APPLICATIONS: The Director: People Management, Green Building, Bellville Health Park, Karl Bremer Hospital Precinct, Northern/Tygerberg Sub Structure Office, Metro Health Services, Private Bag X99 Bellville, 7500.

FOR ATTENTION: Ms P Louw
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test/assessment
CLOSING DATE: 5 July 2019
POST 22/144: DEPUTY DIRECTOR: INFORMATION MANAGEMENT (ICT GOVERNANCE)
Head Office, Cape Town

SALARY: R 733 257 per annum
CENTRE: Directorate: Information Management
REQUIREMENTS:
Minimum educational requirement: An appropriate 3-year tertiary qualification (National Diploma/B-Degree). Experience: Extensive experience in Project Management. Extensive understanding of COBIT and ITIL principles. Minimum 5-year working experience in an IT Environment. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to travel and/or be on standby. Competencies (knowledge/skills): A high level of computer literacy (Advanced MS Office). Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to manage vendor contracts and SLA’s. Knowledge of Systems Development Lifecycle.
DUTIES:
(key result areas/outputs): Provide project management support services for new and existing health ICT Systems. Manage and co-ordinate ICT Governance Structures. Develop and implement the ICT Strategic and Operational Plans for the WCG Health. Develop and implement an ICT Disaster Recovery and Business Continuity Plan for WCG Health. Develop a process to manage application, data and user access management for WCG Health. Manage, monitor and evaluate IT vendor performance against all relevant contracts and Service Level Agreements.

ENQUIRIES: Mr I de Vega, tel. no. (021) 483-8801
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment.

CLOSING DATE : 5 July 2019

POST 22/145 : CHIEF ARTISAN GRADE A (ELECTRICAL)
Candidates who previously applied for this position are encouraged to re-apply

SALARY : R 386 487 per annum
CENTRE : Red Cross War Memorial Children’s Hospital, Rondebosch

REQUIREMENTS :
Minimum educational qualification: Appropriate Electrical Trade Test Certificate. Experience: 10 years’ appropriate post-qualification experience in the post of Artisan/Artisan Foreman. Inherent requirements of the job: Wireman’s Licence (3 Phase). Valid (Code B/EB) driver’s licence and own reliable transport. Willingness to perform standby duties after hours, over weekends, public holidays and overtime or when the need arises. Competencies (knowledge/skills): Planning and organising, conflict management and knowledge of Occupational Health and Safety Act. Ability to communicate in at least two of the three official languages of the Western Cape. Good computer, communication, organisng / planning and project management skills. Self-managed and motivated.

DUTIES :
Key result areas/outputs: Manage scheduled and preventative maintenance of plant and equipment. Manage repairs of equipment, plant, reticulations and service to client satisfaction and provide necessary feedback on completion. Facilitate Dept. Public Works scheduled maintenance projects and small contracted projects. Manage hospital gas, water and electricity services and ensure continuity of these services. Manage Hospital Engineering service contracts. Manage Hospital Engineering procurement and expenditure by ensuring expenditure is within budget, that information and paperwork is submitted to SCM timeously and that petty cash purchases are well managed. Provide input, assistance and compile technical specifications, draft reports, submissions and perform other relevant administrative tasks. Ensure that the working environment for Hospital Engineering staff is safe and that they are appropriately equipped with PPE and are adhering to site safety protocol. Manage Hospital Engineering staff by maintaining the Staff Performance Management System, managing staff leave, encouraging staff development, ensuring productivity and managing overtime.

ENQUIRIES : Mr K Chauhan, tel. no. (021) 658-5416
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Rondebosch, 7701.
FOR ATTENTION : Ms T Nqola
NOTE : Shortlisted candidates will be subjected to a practical test. No payments of any kind are required when applying for this post.
CLOSING DATE : 12 July 2019

POST 22/146 : ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT

SALARY : R 376 596 per annum
CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS :
Minimum educational qualification: Appropriate three-year National Diploma or Degree in a Finance related field. Experience: Appropriate knowledge and supervisory experience in Financial Administration and Supply Chain Management. Extensive knowledge of the LOGIS/SYSPRO or a similar procurement management system. Able to work independently in a stressful environment. Good managerial and interpretation skills. Advance computer literacy (MS Excel and Word). Sound knowledge of BAS and IFS. Sound knowledge of applicable policies (PFMA, AO System, Treasury Instructions and Human Resource policies). Ability to effectively communicate in at least two of the three official languages of the Western Cape. High developed problem-solving abilities. Ability to manage and develop staff.

DUTIES :
(key result areas/outputs): Exercise effective and efficient overall control and monitoring of Supply Chain Management. Ensure compliance to all relevant laws and prescripts, thereby ensuring audit compliance. Ensure timeous and accurate reporting on SCM information and performance. Ensure effective and efficient management of SCM Systems. Manage an efficient and effective Bid/quotation process and provide support to the QC and CHBAC.
Assist with the transversal SCM/Procurement functions across the Central Hospitals. Facilitate an efficient and effective Demand and Acquisition process. Ensure efficient and effective Contract Management. Manage all relevant Human Resource Management functions in the component, including discipline, grievances and SPMS.

ENQUIRIES: Mr M Martin, tel. no. (021) 938-5607
APPLICATIONS: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be subject to a practical/competency test.
CLOSING DATE: 5 July 2019

POST 22/147: SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND BID ADMINISTRATION)

SALARY: R 316 791 per annum
CENTRE: Tygerberg Hospital, Parow Valley

DUTIES: (key result areas/outputs): Assist and support the Assistant Director and other senior management in achieving the Supply Chain strategic and operational objectives of the institution. Effective reporting to management. Provide internal support and advice on SCM Policies and procedures to management and end-users. Perform service contracts (formal and informal), manage the Bid administration process and provide up-to-date training and guidance to staff in all aspects of bid and procurement processes. Ensure completeness and accuracy of requisitioning, awarding and ordering. Ensure prompt processing of bid documentation and full compliance to all legislative regulations for all contracts for the institution. Includes renewals and amendment of contracts and dealing with audit queries. Serve as active member of Quotation Committee, provide advice, statistical information and adjudication of quotations.

ENQUIRIES: Mr N Martin, tel. no. (021) 938-5607
APPLICATIONS: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
FOR ATTENTION: Ms VG Meyer
NOTE: No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
CLOSING DATE: 5 July 2019

POST 22/148: ARTISAN FOREMAN GRADE A (REFRIGERATION AND AIR CONDITIONING)

Based at: Bellville Mobile Workshop

SALARY: R 304 263 per annum
CENTRE: Directorate: Engineering and Technical Support Services

DUTIES: (key result areas/outputs): Repairs of air conditioning and refrigeration equipment and plant including cold-rooms and heat pumps. Install specialised systems and perform preventative maintenance on critical and specialised
equipment. Do quality assurance on all maintenance and repair work performed and keep register of all work done. Stock control and management of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Supervise the workshop staff and perform related administrative duties and mentor technical staff in the application of new technologies and procedures. Ordering, procurement and control of maintenance material and equipment for the workshop.

ENQUIRIES
Mr S Reichert, Tel. no. (021) 830-3768 / L Semono (021) 830-3770

APPLICATIONS
Applications are submitted 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
5 July 2019

POST 22/149
FOOD SERVICE MANAGER

SALARY
R 257 508 per annum

CENTRE
Tygerberg Hospital, Parow Valley

REQUIREMENTS
Minimum educational qualification: A three year degree/Diploma or equivalent in Food Service Management or Hospitality Services. Inherent requirement of the job: As the Food Services Component renders a 7 day week function successful candidate will be required to work shifts and weekends and public holidays. Competencies (knowledge/skills): Computer literacy, problem solving, decision making, time management, presentation and managerial skills. Ability to communicate in at least two of the three official languages of the Western Cape. Sound numerical skills.

DUTIES
(key result areas/outputs): Manage the Food Service Unit: 24 hour per day and 7 days per week on rotation basis. Manage the preparation, distribution and serving of meals including special diets. Manage meal plan and meal production. Manage personnel and equipment. Manage/administer Human Physical and Financial Resources. Responsible for hygiene and safety standards. Effective utilisation of the Food Service team. Apply departmental regulations and protocol.

ENQUIRIES
Ms R Keyser, tel. no. (021) 938-4135

APPLICATIONS
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE
No payment is required when applying for this post.

CLOSING DATE
5 July 2019

POST 22/150
ADMINISTRATION CLERK: SUPPORT
Chief Directorate: Rural Health Services

SALARY
R 173 703 per annum

CENTRE
George Hospital

REQUIREMENTS
Minimum educational qualification: Grade 12 / Senior Certificate. Experience: Appropriate experience in office practice and/or administration. Competencies (knowledge/skills): Computer proficiency in Word, Excel and Outlook. Knowledge of Hospital Services and/or District Healthcare Service will be an advantage. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES
Key result areas/outputs: Ensure effective and efficient administrative support: Client Management and telephone. Support Supervisor: responding to basic queries, scheduling of appointments, diary management, taking of messages and minutes, photocopying, office administration and the send of notices. Coordinate and support to Committees and Forums: agendas, minutes, registers, data capture, collate, compile and distribute component activity reports and statistics as well as relieve duties of other clerks. Stock control: Maintain minimum stock levels in component. Training: Maintain training calendar, arranging training venues and attendance registers.

ENQUIRIES
Ms C Harding, tel. no. (044) 802-4534

APPLICATIONS
The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

FOR ATTENTION
Mr B Cassim

NOTE
No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test.

CLOSING DATE
12 July 2019
POST 22/151 : HANDYMAN (CARPENTRY)
Based at: Bellville Mobile Workshop

SALARY : R 145 281 per annum
CENTRE : Directorate: Engineering and Technical Support Services

DUTIES : (key result areas/outputs): Carry out minor repairs and maintenance to hospital building and equipment. Assist with repairs and emergency breakdowns (including after-hours repairs). Inspect and repair/replacement of drywall, hang, finish, frame, texture, wood trim work or rough carpentry skills, baseboards, crown moulding. Install/hang and trim interior and exterior doors and fixtures. Assist with the control and requisitioning of material and parts.

ENQUIRIES : Mr F Ebrahim, tel. no. (021) 830-3771
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Dawood
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE : 12 July 2019

POST 22/152 : PORTER (2 POSTS)

SALARY : R 102 534 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. 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 handle equipment and supplies as required. Ability to communicate in at least two of the three official languages of the Western Cape.

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 : Ms CB Johnson, tel. no. (021) 938-5327
APPLICATIONS : 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. Shortlisted candidates may be required to undergo competency test.
CLOSING DATE : 12 July 2019

POST 22/153 : FOOD SERVICE AID
Chief Directorate: Rural Health Services

SALARY : R 102 534 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a large scale Food service unit. Inherent requirements of the job: Ability to lift and move heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends and public holidays. Competencies (knowledge/skills): Ability to communicate efficiently (read and write) in at least two of the three official languages of the Western Cape. Ability to prepare meals according to standardised recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Handle conflict management.

DUTIES : Key result areas/outputs: Perform all tasks emanating from the preparation and serving of food. Maintain safety and hygiene standards. Assist in the receiving and safe storage of food and other products. Assist with the informal in-service training of new employees.
ENQUIRIES: Ms H Botha, tel. no. (023) 348-1222
APPLICATIONS: The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.
FOR ATTENTION: Ms H Swart
NOTE: Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post
CLOSING DATE: 12 July 2019
POST 22/154: FOOD SERVICE AID
SALARY: R 102 534 per annum
CENTRE: Tygerberg Hospital, Parow Valley
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Experience in a large scale Industrial Food Service Unit. Inherent requirements of the job: Ability to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Ability to read, speak and write in at least two of the three official languages of the Western Cape.
DUTIES: (key result areas/outputs): Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.
ENQUIRIES: Ms R Keyser, tel. no. (021) 938-4135
APPLICATIONS: The Chief Executive Officer: Tygerberg Hospitals, 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: 12 June 2019
POST 22/155: DRIVER (LIGHT DUTY VEHICLE)
Cape Winelands Health District
SALARY: R 102 534 per annum
CENTRE: Cape Winelands TB Centre
DUTIES: (key result areas/outputs): Transport goods, services, clients and personnel from one point to another. Ensure accurate and detailed completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to Departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Perform administrative and relieve duties when required or necessary.
ENQUIRIES: Ms L Jendrissek, tel. no. (023) 348-1397/1343
APPLICATIONS: The Manager: Medical Services, Brewelskloof Hospital, Private Bag X3044, Worcester, 6849.
FOR ATTENTION: Mr EW Booyse
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 12 July 2019
DEPARTMENT OF THE PREMIER
CLOSING DATE: 5 July 2019
NOTE: Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical
elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

MANAGEMENT ECHELON

POST 22/156

DIRECTOR: STRATEGIC COMMUNICATION REF NO. DOTP 2019-63

(S-5-YEAR CONTRACT)

SALARY

All-inclusive salary package of R 1 005 063 per annum (Salary level 13)

Note: the remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE

Department of the Premier, Western Cape Government

REQUIREMENTS

The ideal candidate will have a minimum of 6 years middle/ senior managerial experience, 3 of which will be in the strategic communication environment; and Will be in the possession of a Degree (NQF Level 7 as recognised by SAQA). Recommendation: Experience within a public relations and communication strategy environment will be advantageous; Tertiary qualification in the social sciences would be advantageous. Competencies: Knowledge: Advanced knowledge of strategy development, strategy management and communication strategy processes; Knowledge of standard and advance communication systems; Knowledge of innovation and transformation; Knowledge of Constitutional, legal and institutional arrangements; Knowledge of provincial policy development processes; Knowledge of strategic and project management; Knowledge on the latest trends in the communication industry; Knowledge of financial norms and standards (PFMA, NTR, Provincial Treasury Directives and Instructions; Budgeting processes; National and Provincial instruments and legislation pertaining to people management. Skills: Ability to analyse, conceptualise and implement policy; Budgeting skills; Strong communication skills; Computer literacy skills; Critical thinking, innovation and problem solving skills; Excellent networking skills; Excellent strategic thinking and superlative verbal and written communication skills; Leadership skills with specific reference to the ability to display thought leadership in complex situations; Management accounting skills; Monitoring, evaluation and reporting; Numeracy and accuracy; Policy development; Presentation skills; Problem solving; Project management and planning skills; Research skills; Strong inter-personal and relationship management skills.

DUTIES

Development and Management of a Communication strategy for the Western Cape Government; Developing and managing the execution of an external communications strategy for the WCG that is aligned to the vision and key objectives of the Provincial Executive; This will include: Media Relations Strategy: Development and management of a proactive media relations strategy for the WCG in conjunction with the media liaison officers in the provincial ministry’s and heads of communications in departments; Prepare and edit press releases and speeches for the Provincial Executive; Plan and oversee media events for the Provincial Executive; Identifying and mitigating media risks for the Western Cape Government; Producing media analysis reports for the Provincial Executive; Building and maintaining relationships with the media; Community Engagement Strategy: Development and management of a community engagement strategy for the Premier’s Office; Social Media and Digital Strategy: Development and management of a social media and digital strategy for the Provincial Executive in conjunction with the media liaison officers in the provincial ministry’s, heads of communications in provincial departments and the e-Government for Citizens (e-G4C) directorate in the WCG; Strategic Communications Campaigns; Development and
management of strategic paid for communication campaigns for the WCG in conjunction with the Corporate Communications directorate, eG4C and heads of communications in provincial departments and external communications agencies; Provincial Communications Forum: Management of a Provincial Government Communicator's Forum to ensure close co-ordination and integration of WCG communications directorates and alignment of provincial government's communications strategy; Leadership: Manage members of various levels, who are participants in different project teams, both directly and indirectly in order to achieve the project outcomes; Financial management, and good financial and corporate governance related to projects assigned to the position.

**ENQUIRIES**
Ms T De Decker (021) 483 6447

**APPLICATIONS**
Applications must be submitted online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co).