



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 13 OF 2022

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### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### AMENDMENTS

: **OFFICE OF THE CHIEF JUSTICE:** Kindly note that the following posts that were advertised in Public Service Vacancy Circular 12 dated 02 April 2022 with a closing date 19 April 2022 has been amended: Director: Employee Relations (5 Year Contract), National Office with Ref No: 2022/67/OCJ. The correct salary is R1 073 187 – R1 264 176 per annum, (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured

in terms of the applicable rules. Protocol Coordinator to the Chief Justice (Role-Playing Post), Constitutional Court with Ref No: 2022/68/OCJ. The correct Job Title is Deputy Director: Protocol Coordinator to the Chief Justice (Role-Playing Post) and the wording on the duties is amended from Deputy Chief Justice to Chief Justice. We apologise for the inconvenience caused.

**PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF EDUCATION:** Please note that the below post which was advertised in Public Service Vacancy Circular 10 dated 18 March 2022, Information Officer: Pre-Grade R (NPO Monitoring and Evaluation) with Ref No: TW2022/03/10 in the Early Childhood Development Directorate, Centre: Tshwane West District. The salary should have been advertised as R261 372 per annum.

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## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

**CLOSING DATE** : 26 April 2022 at 16:00

**NOTE** : DALRRD requests applicants to apply manually by submitting applications on the new Z83 form obtainable from any Public Service department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. As from 1 January 2021, applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed previous experience) copies of qualifications, service certificates, driver's licence, proof of registration with professional bodies where applicable, identification document and permanent residency/work permit. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any / pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement.

## OTHER POSTS

**POST 13/01** : **DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2022/059**  
Directorate: District Office

**SALARY** : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE REQUIREMENTS** : KwaZulu-Natal (Vryheid)  
Bachelor's Degree in Humanities / Social Science / Law. 3 years' experience in a supervisory level. Job related knowledge: Thorough knowledge of land tenure security matters, Transformation of Certain Rural Areas (TRANCRA), Upgrading of Land Tenure Rights Act (ULTRA), Monitoring and evaluation, Strategic planning. Human resource management, Financial management, Supply chain management, Knowledge of economics. Job related skills: Communication skills (Excellent verbal and written communication skills), Negotiation and conflict resolution skills, Strategic management and leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus, Statistical forecasting. A valid driver's licence and willingness to travel.

**DUTIES** : Provide communal land tenure programmes. Receive land development applications. Facilitate stakeholder meetings. Facilitate community resolutions. Provide land rights programmes. Intervene on land rights violations. Refer such

- matters to the Land Rights Management Facility for appointment of legal representatives. Establish, maintain and support communal property institutions. Liaise with Communal Property Institution and assist them in thorough adherence to regulation and Acts. Facilitate land dispute resolutions. Mediate and refer for mediation.
- ENQUIRIES APPLICATIONS** : Mr. LG Shezi Tel No: (034) 980 9499
- Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200
- NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 13/02** : **DEPUTY DIRECTOR: PRE- SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/061 (X2 POSTS)**  
Directorate: Operational Management
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Limpopo (Polokwane)  
A Bachelor's Degree / National Diploma in Law / Commerce / Agriculture / Economics or Development Studies. 3 - 5 years' experience in a supervisory level. Job related knowledge: Thorough knowledge and understanding of and experience in Land Reform (in particular Restitution) and / or development-related issues, Knowledge and implementation of the Public Finance Management Act and Division of Revenue Act, Basic knowledge of financial management and administration systems. Experience in research management and implementation. Job related skills: Strategic planning skills, General management skills, Operational planning skills, Proven supervisory skills, Project management skills, Excellent verbal and written communication skills, Computer literacy. A valid driver's licence. Willingness to undertake field trips entailing long distances and work irregular hours.
- DUTIES** : Manage the lodgement of claims. Screen and categorise files. Identify competing claims. Manage the validation of lodged claims. Coordinate the research of land claims. Conduct in-loco inspections of claims. Manage the verification of validated claims. Conduct homestead Identification. Conduct ordering and analysis of aerial photographs. Coordinate the engagement with elders. Manage the settlement of claims. Conduct negotiations. Manage the negotiations for the settlement of claims. Conduct negotiations with landowners and claimants. Present offers. Draft section 42D.
- ENQUIRIES APPLICATIONS** : Mr M Shai Tel No: (015) 284 6303
- Applications can be submitted by post to: Private Bag X9312, Polokwane, 0007 or hand delivered to: 61 Biccard Street, Polokwane, 0700.
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 13/03** : **DEPUTY DIRECTOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2022/055 (X2 POSTS)**  
Directorate: District Office
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Free State (Mangaung / Xhariep)  
A National Diploma in Business Management / Financial Management / Economics. 3 years' experience in a supervisory level. Job related knowledge: Experience in cooperative development field. Knowledge and understanding of policy and legislative environment of cooperatives, Monitoring and evaluation, Understanding of Comprehensive Rural Development Programme (CRDP), Strategic planning, Human resource management, Financial management, Supply chain management, Knowledge of economics. Job related skills: Communication skills (Excellent verbal and written communication skills), Negotiation and conflict resolution skills, Strategic management skills and leadership skills, Project management skills, Network skills, Team management skills, People management skills, Customer and client focus, Statistical forecasting. A valid driver's licence and willingness to travel.
- DUTIES** : Identify and facilitate the development of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity association

and other stakeholders for data collection. This is in order to create and maintain cooperatives database. Engage organs of the state, private sector and building partnerships. Facilitate development of business plan for funding. Develop a monitoring tool and strategy for cooperatives. Set up internal / coop governance and constitution and facilitate training in adherence and ensure compliance with the Co-operatives Act, No 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Develop training plans and manuals for cooperatives. Management of the partnership arrangements. Develop reporting template. Assist cooperatives to ensure that they comply with Cooperative Act, among others by holding Annual General Meeting (AGM); submission of their financial records to South African Revenue Service (SARS) etc. Ensure market opportunities are identified for cooperative development in the Department. Identify local, national and international markets for cooperatives. Assist cooperatives to get Branding for their business through Small Enterprise Development Agency (SEDA). Assist cooperatives to get export certificate to sell their products. Assist the cooperative to produce good quality and quantity goods / produce at the correct time. Facilitate the development of Cooperative Financing Institutions towards the formation of a Cooperative Bank. Organise workshops for cooperative on understanding functioning of the Cooperatives Financial Institution. Encourage the cooperatives to develop the culture of saving. Link the cooperative with relevant institutions towards establishment of banking facility. Coordinate the development of rural enterprise and industries. Identify entrepreneurs and link them with various entities to support them with development e.g. financial and non-financial support. Organise workshop for Small, Medium and Micro Enterprises (SMMEs). Facilitate the development of small and medium scale Agro-processing programmes. Identify those business entities with potential for Agro-processing. Link them with relevant institutions for assistance and development. Facilitate skills development programmes with relevant institutions e.g. Sector Education and Training Authority (SETAS) etc. Ensure compliance with relevant legislation.

- ENQUIRIES** : Mr E Mosia Tel No: (051) 400 4200
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
- NOTE** : Coloured, Indian, White males and African, Coloured, Indian, White females and Persons with disabilities are encouraged to apply.
- POST 13/04** : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/2/1/2022/060**  
Directorate: Corporate Services
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : KwaZulu-Natal (Pietermaritzburg)
- REQUIREMENTS** : National Diploma in Human Resources Management / Labour Relations / Public Management / Public Administration (NQF Level 6). 3 years' experience in a supervisory level in Human Resources Management. Job related knowledge: Employment Equity Act, Public Service Regulations. Job related skills: Computer skills, Report writing skills, Communication skills and Interpersonal skills. A valid driver's licence, Personnel and Salaries Administration System (PERSAL) Personnel Certificate, PERSAL Leave Administration Certificate, Knowledge and experience in pension administration.
- DUTIES** : Manage and monitor human resource management services. Oversee and manage the capturing of appointments on PERSAL. Oversee and manage the administration of allowances. Oversee and manage compensation of service benefits and conditions. Oversee and manage the administration of leave. Oversee and monitor the processing of employee mobility (e.g. translation in rank, secondments, re-assignments, counter-officers). Manage termination of service. Provide advice on human resource management services. Manage employee relations. Monitor the grievances submitted to National Office. Monitor disciplinary cases submitted to National Office. Manage the implementation of progressive discipline, grievance and misconduct cases outcomes. Manage the capturing of labour relations events on PERSAL.

Manage the compilations statistics on cases. Manage Employee Performance Management, Training and Development System (EPMDS). Oversee and manage the submission of performance agreements. Oversee and manage the mid-term review assessments. Oversee and manage annual assessments process. Coordinate and facilitate the assessments of staff including Senior Management Services (SMS) members. Provide statistics on compliance. Oversee and manage the capturing of EPMDS documents on PERSAL. Oversee and manage the capturing of performance incentives. Ensure submission of inputs on the workplace skills plan. Manage the activities of the training and development committee. Manage and oversee the submission of training memo's to the National Office. Oversee and monitor the provision of training and development in the Province. Manage and oversee the orientation of employees. Monitor the placement approval of the in-service requests. Manage the appointment of interns within the Province. Coordinate compilation of training reports and provide statistics with regards to training courses attended. Provide advice on training and EPMDS matters. Manage Employee Health and Wellness Programmes (EHWP). Oversee and manage the implementation of EHWP. Ensure provision reports with regards to EHWP and referrals to wellness service providers. Manage and oversee the activities of Employee Health and Wellness Forum. Ensure provision of advice on EHWP matters. Manage recruitment and selection. Oversee and manage recruitment and selection processes. Monitor the updating of Employment Equity targets. Monitor security clearances for selected candidates. Oversee and manage submissions for appointment. Provide statistics with regards to filling of posts. Manage and oversee the activities of Employment Equity Forum. Ensure provision of statistics with regard to Recruitment and Selection.

**ENQUIRIES  
APPLICATIONS**

: Ms YP Ngubane Tel No: (033) 264 9500  
 : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

**NOTE**

: Coloured, Indian and White males and African, Coloured and White females and Persons with disabilities are encouraged to apply.

**POST 13/05**

: **CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2022/068**  
 Directorate: District Office

**SALARY**

: R728 829 – R1 106 817 per annum (The salary will be determined in accordance with the OSD)

**CENTRE  
REQUIREMENTS**

: Gauteng (Pretoria)  
 : BTech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours Degree in Built Environment field with a minimum of 3 years' experience. Compulsory registration with the South African Council for Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager on appointment. 3 years of experience in the Built Environment. Job related knowledge: Programme and project management. Project principles and methodologies. Knowledge research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgement. Job related skills: Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. A valid driver's licence.

**DUTIES**

: Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope; and apply methodology effectively and enforce project standards to minimise risk on projects. Manage human capital development. Facilitate training and development of technicians, technologists and candidate engineers to promote skills / knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Manage office administration tasks and budget planning. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, clients and management. Contribute to the

human resources and related activities. Maintain the record management system and the architectural library; and utilise resources allocated effectively. Conduct research and development on new technologies and systems. Keep abreast with new technologies and procedures. Research literature on new developments on project management methodologies and liaise with relevant bodies / councils on project management.

**ENQUIRIES** : Ms S Mbatha Tel No: (012) 337 3654  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083.  
**NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with Disabilities are encouraged to apply.

**POST 13/06** : **RESTITUTION ADVISOR REF NO: 3/2/1/2022/057**  
Directorate: Legal Support

**SALARY** : R477 090 per annum (Level 10)  
**CENTRE** : Mpumalanga (Nelspruit)  
**REQUIREMENTS** : Appropriate LLB or B Proc Degree. 4 years extensive post-qualification legal professional and advisory experience. Admission as an Attorney or Advocate. Post qualification experience in court litigation. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant Acts and Legislative prescripts. Specialised knowledge of Constitutional Law. Law of Contracts. Knowledge of South African Law, in particular Land Reform laws. Post qualification experience in court litigation. Knowledge of conveyance and vetting of documents. Job related skills: Proven supervisory and management skills. Ability to draft legal opinions and contracts. Negotiation, research and very good drafting skills. Ability to think independently, analytically and innovatively. Good problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Skills in court litigation. Experience in conveyance and vetting documents. A valid driver's licence. Preparedness to travel and work irregular hours under tremendous pressure.

**DUTIES** : Check legal compliance. Check research report e.g Rule 3 and Rule 5. Check Section 42D. Check Gazette report. Attend to negotiations with farmer / landowner. Prepare response to the representation for the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check Section 42E expropriation. Check claimant verification. Check Communal Property Association 1 (CPA) to CPA 8 / Trust constitution. Liaise with landowner. Check financial compensation funds. Prepare settlement agreements. Check CPA constitution. Provide litigation support in the Restitution Branch. Draft referrals. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court document (Pleadings). Attend courts. Attend Pre-trials. Serve referrals on interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State Attorney and Advocates. Draft legal documents. Draft legal documents deed of sale. Draft settlement agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and documents. Transfer private or state land. Prepare financial compensation submission. Facilitate the registration of transfers. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction of conveyers. Monitor the transfer regularly on the weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance rates from Municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from Municipality. Monitor the transfer process until the end and inform the claimants.

**ENQUIRIES** : Ms BJ Magabane Tel No: (013) 754 8028  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Nelspruit, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Nelspruit, 1200.

**NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

<b><u>POST 13/07</u></b>	:	<b><u>PROJECT COORDINATOR: PRE- SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/062</u></b> Directorate: Operational Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R477 090 per annum (Level 10) Limpopo (Polokwane) A Bachelor's Degree / National Diploma in Commerce / Agriculture / Development Studies / Social Science / Law / Economics. 3 – 5 years' experience in Restitution or Land Restitution environment. Job related knowledge: Development management including strategic management, Research methods and techniques. Community facilitation. Understanding and interpret business plan. Thorough knowledge in land reform and development related issues. Job related skills: Project management skills, Negotiation skills, Contract management, Leadership skills, Computer literacy, Communication skills, Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's licence. Willingness to travel, to spend extended periods in the field and work irregular hours.
<b><u>DUTIES</u></b>	:	Coordinate the lodgement of land claims. Categorise claims per local municipality. Engage municipalities on claims to be settled. Validate land claims. Conduct oral and archival research. Conduct site inspection process (Mapping). Identify homestead. Partaking in analysis of aerial photographs reports. Facilitate where there are overlapping land claims. Facilitate separation of tenants, beneficial of occupation and registered land rights. Verify lodged claims. Conduct in loco inspection. Produce in loco inspection report. Assist in closing of commitment register. Coordinate clearance of suspense account. Manage payment of beneficiaries. Negotiate the settlement of claims. Conduct options exercise with claimants. Identify claims for historical and current valuation by the Office of the Valuer-General. Escalate historical valuation for offers. Package chosen options report and sign off. Settle the claims. Conduct verification process. Conduct analysis of family tree. Sign off completed name verification report. Draft Section 42D.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M Shai Tel No: (015) 284 6303 Applications can be submitted by post to: Private Bag X9312, Polokwane, 0007 or hand delivered to: 61 Biccard Street, Polokwane, 0700.
<b><u>NOTE</u></b>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 13/08</u></b>	:	<b><u>PROJECT COORDINATOR: STRATEGIC LAND ACQUISITION REF NO: 3/2/1/2022/071</u></b> Directorate: District Office
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R477 090 per annum (Level 10) Western Cape (West Coast District) National Diploma in Agricultural Studies / Agricultural Economics / Development Studies. 3 years' experience in a related field. Job related knowledge: Good knowledge and understanding and interpretation of budget management. Good knowledge of the departmental land reform programmes, legislation and procedures. Job related skills: Communication skills, People management skills, Negotiation skills, Performance management skills, Conflict resolution skills, Facilitation skills, Capacity building skills, Financial management skills, Map reading, analysis and interpretation skills. A valid driver's licence. Willingness to travel and work irregular hours.
<b><u>DUTIES</u></b>	:	Monitor the identification of projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project files from regional manager. Make arrangements with the farmer / landowner for farm assessment. Conduct farm assessment in conjunction with DALRRD, Provincial Department of Agriculture and Rural Development (PDARD) and Municipalities (Stakeholders). Prepare presentation for the District Screening Committee for approval of planning funds. Conduct farm visits to locate the property and to confirm Land Claim status. Monitor the implementation of land acquisition projects procedures within relevant policy and programme guidelines (Recapitalization and Development Program and Proactive Land Acquisition Strategy). Facilitate the appointment of service providers to conduct relevant studies. Engage in the Land Price Negotiation Process. Prepare submissions for approval by relevant committees. Liaise with relevant role-players / Stakeholders with regards to land acquisition projects support requirements. Consult with Land Acquisition and Warehousing to assess the

valuation reports and provide a mandate for land price negotiations. Investigate and respond to the Presidential enquiries, Ministerial Tasks and queries. Consult with the office of the Public Protector to investigate and respond to queries within 7 – 14 days. Liaise with the Banks (Land Bank) to investigate and determine the settlement amount for rescue purposes. Conduct investigation of mineral rights with the Department of Minerals. Consult with Eskom on Electricity related matters. Coordinate project financial administration process. Obtain approval of planning funds for implementation of projects. Develop Terms of reference for procurement of service providers. Facilitate the appointment of service providers through adjudication process. Compile monthly and quarterly projections for expenditure of approved funds. Ensure payment of invoices for service rendered within stipulated time.

**ENQUIRIES** : Mr M Mafanya Tel No: (021) 409 0580  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.

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

**POST 13/09** : **ASSISTANT DIRECTOR: BBBEE POLICY REF NO: 3/2/1/2022/051**  
 Directorate: BBBEE Charters Compliance

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : (Pretoria)  
**REQUIREMENTS** : A 3-year Degree in Economic and Management Sciences or Agricultural Economics. 3 years' experience in Broad-based Black Economic Empowerment (BBBEE) policy development. Job related knowledge: BBBEE Act, Code of good practice. Black Economic Empowerment (BEE) Sector Code, BEE Verification Methodologies. Job related skills: Policy development and analysis, Monitoring and research skills, Negotiation skills, Excellent communication skills (verbal, presentation and report writing), Knowledge of project planning, coordinating and management. Problem solving and analysis, Facilitation and coordination skills and computer skills. Extended working hours and willing to travel. A valid driver's licence.

**DUTIES** : Provide support in terms of policy development interventions in line with the BEE legislation. Facilitate stakeholder consultations. Provide inputs into the development of draft BEE legislation. Ensure publication of government gazette. Conduct policy analysis and research. Implement programmes and projects in the sector. Develop action plan. Analyse the impact of implemented BEE programmes and projects to identify gaps for review. Develop interventions or measures to address the existing gaps. Conduct site visit to Provincial Departments. Attend to queries with regard to the BEE programmes. Organise relevant stakeholder-based meetings and workshops. Provide support on audits of BBBEE businesses in order to sustain the developed standards in the Department. Compile subsector and Provincial reports on BBBEE compliance in the sector. Collate sector reports from the various verifications agencies on compliance to the sector charters. Report on implementation of the AgriBEE Sector Code government undertakings. Review BBBEE Data Collection Template annually. Organise and conduct visits to Provincial Departments of Agriculture to collect BBBEE information. Perform data analysis and compile narrative for data analysis. Compile government undertakings report.

**ENQUIRIES** : Mr R W Abercrombie Tel No: (012) 319 8145  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

**NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

**POST 13/10** : **ASSISTANT DIRECTOR: BUDGET REF NO: 3/2/1/2022/063**  
 Directorate: Financial and Supply Chain Management Services

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : National Diploma in Financial Management / Accounting / Commerce. 3 years' supervisory experience in the relevant field. Job related knowledge: Knowledge of the Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA).

		Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Ability to monitor budget. Ability to liaise at different level of management. Ability to perform supply chain management services. Job related skills: Computer literacy. Communication skills (Verbal and Written). Organising skills. Supervisory skills. Liaison skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Confirm budgeting, programme and projects are effectively managed according to PFMA. Facilitate and submit monthly projections. Ensure expenditure is costed against relevant programs (Shifts). Facilitate compilation of Medium-Term Expenditure Framework (MTEF), Adjustment Expenditure (AE), Estimates of National Expenditure (ENE), Virement, Rollovers, Annual Drawings and allocations. Ensure year-end / month end closures occur effectively in accordance to policy and procedures. Rectify incorrect expenses (Journals) Rectify commitments. Provide monthly reports. Prevent unauthorised expenditure and report irregular and wasteful expenditure. Control of debtors. Distribute statements (invoices). Allocate revenue collected to the relevant account. Reconcile payment with statements. Maintain the departmental budget. Analyse and report on expenditure trends of the Department budget. Align departmental budget with Demand Management Plan (DMP). Ensure that quarterly budget alignment is done.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms S Mbatha Tel No: (012) 337 3654
	:	Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 13/11</u></b>	:	<b><u>ASSISTANT DIRECTOR: SYSTEMS AND PAYMENTS REF NO: 3/2/1/2022/064</u></b> Directorate: Financial and Supply Chain Management Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum (Level 09)
	:	Gauteng (Pretoria)
	:	National Diploma in Financial Management / Accounting / Commerce. 3 years supervisory experience in the relevant field. Job related knowledge: Knowledge of the Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting System (BAS), A Complete and Comprehensive Program for Accounting Control (ACCPAC) and Logistical Information System (LOGIS). Ability to monitor budget. Ability to liaise at different levels of management. Job related skills: Computer literacy. Communication skills (verbal and written). Organising skills. Supervisory skills. Liaison skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Ensure that finance systems are regularly maintained. Consolidate monthly reports. Ensure that faulty systems are attended to. Manage accounts and financial control systems services. Manage payments on BAS, LOGIS and ACCPAC. Ensure payments of invoices within 30 days. Authorise payments on BAS, LOGIS and ACCPAC systems. Ensure that payments are compliant with PFMA, Treasury Regulations and departmental policies and procedures. Manage Financial Audits and Risk Management recommendations. Manage lease payments on Proactive Land Acquisition Strategy (PLAS) farms. Provide management information, statistics and reports. Submit reports and portfolio of evidence for accruals and payables. Coordinate year-end closure for audit purposes. Consolidate inputs for interim and annual financial statements. Manage data capturing services. Ensure that payment registers are kept. Ensure that all financial documents are captured and recorded.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms S Mbatha Tel No: (012) 337 3654
	:	Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 13/12</u></b>	:	<b><u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2022/066</u></b> Directorate: Corporate Services
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)

<b><u>CENTRE REQUIREMENTS</u></b>	: Gauteng (Pretoria) : National Diploma in Information Management / Records Management / Public Administration. 3 years' supervisory experience in records management environment. Job related knowledge: National Archives. A sound knowledge and understanding of the South African media landscape and operations. Job related skills: Planning and organisational skills. Communication skills (verbal and written). Interpersonal relations skills. Analytical skills. Problem solving skills. Ability to work under pressure as well as the willingness to work irregular hours. A valid driver's licence. Ability to travelling extensively. Ability to work in a team.
<b><u>DUTIES</u></b>	: Facilitate the implementation of records management policies, guidelines and procedures. Implement and maintain document filing process. Issue directives and instructions as to the management and care of public records. Establish provincial records management forum constituted by all Directorates within the Province. Monitor and evaluate record management practices for compliance in all the registries within the Province. Manage courier and postal services. Manage registry service including messenger services. Compile records inventory and maintain registers. Monitor and evaluate records management practices for compliance to sound records management practices. Conduct regular internal audit on physical records in all registries within the Province to ensure adherence to the National Archives Act. Examines public records with a view of identifying disposal authorities. Initiate the process to apply to dispose records no longer required for functional purposes. Provide and coordinate training on records administration. Prepare training material. Compile training schedule. Send out training requests. Provide records management training and capacity building to staff. Develop and implement skills plan for records management officials. Monitor database of all records within the Province. Ensure that all records created in the Province are registered in the records database. Liaise with Legal Services and provide Promotion of Access to Information service.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms S Mbatha Tel No: (012) 337 3654 : Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083.
<b><u>NOTE</u></b>	: Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
<b><u>POST 13/13</u></b>	: <b><u>ASSISTANT DIRECTOR: SAFETY AND SECURITY REF NO: 3/2/1/2022/067</u></b> Directorate: Corporate Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R382 245 per annum (Level 09) : Gauteng (Pretoria) : National Diploma in Security Management. 3 years' experience in security environment. Job related knowledge: A broad knowledge of Minimum Information Security Standard (MISS). A sound knowledge and understanding of the South African media landscape and operations. Job related skills: Planning and organisational skills. Communication skills (verbal and written). Interpersonal skills. Analytical skills. Problem solving skills. Language skills. Ability to work under pressure as well as the willingness to work irregular hours. A valid driver's licence. Ability to travelling extensively. Ability to work in a team.
<b><u>DUTIES</u></b>	: Manage safety and security at special events. Plan safety and security as per the Standard Operating Procedure (SOP) for events and in line with Safety at Sport and Recreation Events Act (SASREA). Liaise with security cluster members for coordination of section 4 and 6 meetings. Accreditation / Registration of delegates. Provide security for event. Request security official's assistance from National office. Submit operational plan. Monitor event and submit a feedback report. Coordinate and promote safety and security (in terms of Minimum Physical Security Standards (MPSS) and Minimum Information Security Standard (MISS) in the Province. Conduct meeting with security guarding services service provider to ensure contract compliance once a month. Submit minutes of monthly meetings to National Office. Conduct inspections at all offices in the Province. Conduct physical security audits / assessments in all offices in the Province. Assist in coordinating and monitoring of key custodians in the Province. Monitor the implementation of SOP: Key Control Procedures. Conduct inspections on electronic security systems. Report all defects to the service provider. Monitor maintenance and service reports against scope of work. Participate in the plenary meetings. Ensure that

Z204 forms are issued and database is updated. Ensure that Z204 forms are collected and database is updated. Ensure that Security Vetting file is submitted to National Office within 3 days of receiving documents. Conduct pre-employment screening. Submit Security Vetting file to National Office within 3 days. Visit the incident scene and inform the sub-directorate Special Investigations at National Office. Open file within a day after the case has been reported. Compile and submit preliminary investigation report within 7 days of receiving all the evidence. Assist in managing the Sub-Directorate in accordance with good governance principles effectively. Compile performance agreements with employees within the Directorate in line with Human Resource Management (HRM) prescripts. Conduct quarterly and annual performance assessments. Participate actively in Directorate Assessment Committee (DAC) and Moderation Committee (MC) sittings. Facilitate development of operational plan in the unit. Implement, monitor and review unit operational plan. Submit operational plan performance report. Develop operational risk register. Sign personal development plans with employees. Implement development plans quarterly. Seeks opportunity to increase personal contribution and level of responsibility. Promote corporate culture of health and safety in the province through enforcing Occupational Health and Safety (OHS) policy and procedures. Ensure the functioning of the existing committees in the province and District offices. Submit copies of minutes to National Office. Conduct OHS audits in the different offices. Investigate all OHS incidents within DALRRD premises in the Province. Notify the Head of Office, National Office and Department of Labour of all relevant incidents within the prescribed time period. Compile comprehensive incident investigation with recommendations and submit to National Office. Update the incident register. Ensure emergency evacuation Plan and OHS signage are displayed and maintained in the offices. Ensure emergency plan is updated if necessary every quarter. Manage emergency teams in all offices. Conduct evacuation drills per office per year.

**ENQUIRIES**  
**APPLICATIONS**

- : Ms S Mbatha Tel No: (012) 337 3654
- : Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083.

**NOTE**

- : Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 06 May 2022 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Such copies need not be certified when applying for a post, only shortlisted candidates for the post will be required to submit certified documents which should not be older than six months on or before the day of the interview. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

## OTHER POSTS

- POST 13/14** : **PRINCIPAL PERSONNEL OFFICER (HR CLERK: SUPERVISOR) REF NO: D HR CM/18/13/22**
- SALARY** : R261 371 per annum (Level 07)
- CENTRE** : D HR CM PSAP, Bank of Lisbon, Pretoria
- REQUIREMENTS** : A grade 12 Certificate or equivalent, with three (3) to five (5) years' experience in an HR environment. Client orientated. PERSOL Orientation will be an added advantage. Special Requirement (skills needed): Good communication (verbal and written). Good telephone and e-mail etiquette. Ability to compile submissions. Computer literacy to process spread sheets and manage a database with MS Excel and Word. Good understanding of HR prescripts in Public Service and Knowledge of DODI. Job knowledge. Planning and organisation. Interpersonal skills. Work well in a team.
- DUTIES** : Supervise and monitor enquiries iro staffing/advertisements. Monitor the administration of advertisement requests. Supervise, control & monitor the functions of the sub-section ie to higher authority. Draft and present letters the completion of submissions & letters relating to recruitment/advertising/selection/filling of posts In the DOD. Undertake formal & informal investigations relating to staffing. Provide internal consultancy service to colleagues/subordinates/line managers & clients iro recruitment/selection matters and the interpretation of the rules and regulations that regulate the recruitment process. Prepare and present submissions of a more complex nature iro filling of vacant post to higher authority. Draft and present letters of more complex nature iro filling of vacant posts to higher

- authority/Chief of Services /Divisions. Attend selections board Boards as an HR Representative/administrative assistance (secretarial assistance).
- APPLICATIONS** : Department of Defence, Director Human Resources Career Management, Private Bag X976, Pretoria 0001 or may be hand delivered to Bank of Lisbon Building, Corner Paul Kruger & Visagie Street, Pretoria.
- ENQUIRIES** : Ms M.J. Moreki Tel No: (012 339 5571)
- POST 13/15** : **CHIEF PROVISIONING ADMINISTRATION CLERK REF NO: DMD/19/13/22**
- SALARY** : R261 371 per annum (Level 07)
- CENTRE** : Defence materiel Division, Pretoria
- REQUIREMENTS** : Diploma/Certificate (NQF Level 4/5). A minimum of 3 years' experience in Supply Chain Management environment. Extensive knowledge of Supply Chain Management, Risk Management. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (Skills needed): Knowledge of national and departmental interest, strategies and all relevant policies. Knowledge of logistics, procurement and supply support. Knowledge of financial, people management and empowerment. Thorough knowledge of Word, Excel & Power Point and Logistics life cycle management. Analytical, innovative thinking ability and problem solving skills. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Be able to provide/perform a variety of routine directive-intensive clerical duties. Control and maintaining of Personnel files. Maintain registry. Compile maintenance request and submit. Compile maintenance acceptance documentation. Monitoring and controlling of office equipment. Administration of procurement requirement. Purchasing of CAS items and deliveries. Updating of inventories. Control of M&R Vehicles. Attend stable Parades. Assisting with updating of asset registry. Preserve the directorate resources.
- ENQUIRIES** : Specific related enquiries can be directed to Mr M.G. Masala, at Tel No: (012) 355 - 5481 during working hours.
- APPLICATIONS** : Department of Defence, Defence Materiel Division, Private Bag X 910, Pretoria, 0001 or may be hand delivered to Armscor Building C/O Nossob and Boeing Street, Erasmuskloof, Pretoria.
- FOR ATTENTION** : Mr K.N. Nkoko Tel No: (012) 355 - 6299.

## DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 26 April 2022 at 16:00
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). NB: Indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified.

## OTHER POSTS

- POST 13/16** : **SPECIALIST: EMPLOYER AUDIT REF NO: HR 4/4/6/93**
- SALARY** : R882 042 per annum, (all inclusive)
- CENTRE** : Provincial Office Limpopo
- REQUIREMENTS** : Three-year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. Three years' management experience. Two years' functional experience in Auditing and/or Financial Management and a valid driver's license. Knowledge: Departmental Policies and Procedures, Batho

Pele Principles, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Public Service Regulations Act, Skills Development Levy Act, Occupational Health and Safety Act and Regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Research, Project management, Analytical, Innovation.

**DUTIES** : Manage and monitor the implementation of UIA and COIDA programme strategy. Develop systems to provide expert advice on sector specific to UIA and COIDA matter. Manage process to monitor and evaluate impact of UIA and COIDA programmes. Manage and monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.

**ENQUIRIES APPLICATIONS** : Ms Lebogo SM Tel No: 015 290 1662

**FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.

Sub-directorate: Human Resources Management, Polokwane. Email: Jobs-LP@labour.gov.za

**POST 13/17** : **PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR 4/4/6/96**

**SALARY CENTRE REQUIREMENTS** : R477 090 per annum  
 : Labour Centre, Lephalale  
 : Three (3) year National Diploma (NQFL 6) / Undergraduate Degree (NQFL 7) in Electrical Engineering. Four (4) years functional experience in Electrical Engineering services and a valid driver's license. Knowledge: Departmental Policies and Procedures, Batho Pele principles, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, OHS standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Communication (verbal & written), Innovative, Analytical, Research, Project management.

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

**ENQUIRIES APPLICATIONS** : Ms SM Lebogo Tel No: 015 290 1662

**FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.

Sub-directorate: Human Resources Management, Polokwane. Email: Job-LEPH@labour.gov.za

**POST 13/18** : **OHS INSPECTOR REF NO: HR 4/4/6/97**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
 : Labour Centre, Groblersdal  
 : Senior Certificate plus a three year recognized qualification in the relevant field i.e Mechanical Engineering; Mechatronics Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. Registration with the relevant, recognized professional body is an advantage but not compulsory and a valid driver's license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, Regulations (21), South African National Standards (Codes\_ - incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

**DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and

complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and Conduct advocacy campaigns on all labour legislations independently, analyze impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

**ENQUIRIES** : Ms J Fope Tel No: 015 290 1699  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700  
 Or hand deliver at 42a Schoeman Street, Polokwane  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane. Email: Job-GLD@labour.gov.za

**POST 13/19** : **PRINCIPAL TRAINING OFFICER REF NO: HR 4/22/04/01 HO**

**SALARY** : R261 372 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three years' National Diploma (NQF6) Undergraduate Bachelor Degree (NQF7) in Human Resources Management/ Human Resource Development/ Training & Development / Management of Training / Public Administration / Public Management. One (1) year functional experience in Human Resource Development / Training and Development Services. Knowledge: National Skills Development Strategy, Public Service Human Resource Development, Public Service Rules and Regulations, Batho Pele Principles, Internal Policies and Procedures, Computer usage (MS-Excel, MS-Word, MS-PowerPoint, MS-Outlook, Internet Search engines). Skills: Time Management, Stress Management Skills, Presentation Skills and Report-writing Skills, Technical Skills (Project Management, Interpersonal Skills).

**DUTIES** : Administer Bursary Programs. Coordinate Mandatory Human Resource Development Programs. Coordinate the implementation of the Workplace Skills Plan (WSP) Generic Programs. Monitor and Report on the implementation of Bursary and Training Programs.

**ENQUIRIES** : Ms A Mogashoa Tel No: 012 309 4764  
**APPLICATIONS** : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email:Jobs-HQ1@labour.gov.za

**POST 13/20** : **INSPECTOR REF NO: HR 4/4/8/634**

**SALARY** : R261 372 per annum  
**CENTRE** : Kroonstad Labour Centre  
**REQUIREMENTS** : Three (3) years tertiary qualification in Labour Relations Management/ BCOM Law/ LLB. A valid Driver's licence (B). One (1) year functional experience Inspection Enforcement Services. Knowledge: Departmental Policies and Procedures, Skill Development act, Labour Relations Act, Basic Condition of Employment Act, Skill Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployed Insurance Act, UI Contribution Act and Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal skills, conflict handling skills, negotiations, Problem solving, and interviewing, listening and observation skills.

**DUTIES** : Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA) Execute investigations independently on reported cases pertaining to contraventions of labour legislation and enforce as and when necessary. Plan and conduct (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all labour legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.

**ENQUIRIES** : Mr S Malope Tel No: (056) 215 1812  
**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: kroonstard-FS@labour.gov.za

**POST 13/21** : **INSPECTOR: IES (X2 POSTS)**

**SALARY** : R211 713 per annum

**CENTRE** : Makhanda Labour Centre, Eastern Cape-Ref No: HR 4/4/1/209 (X1 post)  
Labour Centre: Phalaborwa-Ref No: HR4/4/6/96 (X1 post)

**REQUIREMENTS** : Three years' qualification Labour Relations Management/BCOM Law/LLB. No experience required. Valid Driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.

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

**ENQUIRIES** : Ms N Ntlokwana Tel No: (046) 622 2104  
Ms TE Maluleke Tel No: 015 290 1768

**APPLICATIONS** : Deputy Director: Labour Centre Operations: P. O. Box 2002, Makhanda, 6140 or Hand Delivery 20 High Street Makhanda, 6140.

**FOR ATTENTION** : Sub-directorate: Human Resource Management, Makhanda. Email: Jobs-EC11@labour.gov.za

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane. Email:Job-PHAL@labour.gov.za

## DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT

*The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.*

- APPLICATIONS** : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- CLOSING DATE** : 03 May 2022
- FOR ATTENTION** : Human Resources Management
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. A pre- entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/Shortlisted> candidates must provide proof of successful completion of the course. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
- ERRATUM:** Kindly note that the following three (3) posts of Chief Director: Marine Resources Management Ref No: FIM10/2022, Chief Director: Fisheries Research & Development Ref No: FIM11/2022 and Deputy Director: Systems Development Ref No: FIM12/2022 advertised in Public Service Vacancy Circular 10 dated 18 March 2022 as Post 10/30, Post 10/31 and Post 10/34; their closing date was Monday, 11 April 2022, which has now been extended to Tuesday, 19 April 2022.

## MANAGEMENT ECHELON

- POST 13/22** : **DIRECTOR: LICENSING REF NO: CWM02/2022**  
(Re-advertisement), Candidates who previously applied for the post are encouraged to re-apply.
- SALARY** : R1 073 187 per annum, (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized Bachelor's degree in Environmental Sciences or Natural Sciences or equivalent relevant qualification. Five (5) years' experience at Middle Management or Senior Management level. A post graduate qualification will be an added advantage. Extensive experience in Waste Management field. Good understanding of the policy and legislative framework

governing pollution and waste management; Environmental policy, legislation and regulation development; Air quality management planning; Understanding of Environmental issues relating to air and atmosphere; Understanding of government standard administrative procedures; Strategic Capability and Leadership experience; Business planning and budgeting methodologies. Understanding of HR practices and procedures. Financial and Procurement administrative procedures (PFMA & Treasury Regulations) Good interpersonal relations, report writing, well-developed communications skills, analytical thinking, and advanced computer skills. Excellent time management and discipline in terms of keeping to deadlines. The incumbent will be required to travel and must be able to work independently and efficiently under pressure. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

**DUTIES** : To develop and implement systems for efficient and effective administration of waste management activities licensing. To ensure that waste management activities licensing applications are processed effectively and efficiently. To ensure that licensing feedback mechanisms and monitoring tools are in place. To upgrade and update waste licensing database and ensure that it is integrated with other DFFE authorisation systems. To implement a system that will ensure effective response to waste management activities licensing queries. To continually upgrade waste licensing procedures and guidelines. To ensure the availability of waste licensing information on the South African Waste Information Centre website.

**ENQUIRIES** : Ms M Govender Tel No: (012) 399 8993

#### OTHER POSTS

**POST 13/23** : **DEPUTY DIRECTOR: SECRETARIAT SUPPORT REF NO: ODG02/2022**

**SALARY CENTRE** : R744 255 per annum, (all-inclusive remuneration package)  
: Pretoria

**REQUIREMENTS** : A recognized Bachelor's degree/ National Diploma in Public Management/ Administration or relevant equivalent three-year qualification on NQF Level 6 plus extensive 3-5 years' experience in related field. Knowledge of Public service prescripts, administrative procedures, Project Management, Intergovernmental Relations, Treasury Regulations and Financial Regulations. Ability to successfully manage a wide network of relationships. Good interpersonal relations. Ability to work with difficult person and resolve conflict. The candidate must have a sense of responsibility and loyalty, Objectiveness, Integrity, Self-Supervision, highly developed sense of honesty and protect the confidentiality of documents. Skills: Organizing skills, strong communication skills (verbal and written), Analytical and problem solving, Computer literacy, taking and drafting of accurate minutes, following on actions, good quarterly report writing, monitoring the implementation, interpersonal and problem-solving skills. Working knowledge of Microsoft office packages and valid driver's license.

**DUTIES** : The successful candidate will perform the following duties: Provide Secretariat support to the Departmental Management Committees (Minister and Deputy Minister's meeting, Director-General's Management meetings and Departmental Makgotla. Provide Secretariat support to Intergovernmental Committees (Mintech, Minmec & SSOP Cluster. Monitor and manage the Departmental Calendar framework. Monitor and oversee of Coordination meeting with Ministry and Office of the Director -General.

**ENQUIRIES** : Mr T Morobane Tel No: 012 3999877

**POST 13/24** : **IT GOVERNANCE MANAGER REF NO: CMS05/2022**

**SALARY CENTRE** : R744 255 per annum, (an all-inclusive remuneration package)  
: Pretoria

**REQUIREMENTS** : A recognized Bachelor's Degree/ National Diploma (NQF6) in Information Technology (IT) or a relevant equivalent qualification. A minimum of 3 – 5 years' relevant experience. A thorough understanding of relevant legislations, best practices and frameworks. Project management and communication (written and spoken) skills. Knowledge of KING III and COBIT Governance framework. Must have ITIL and COBIT certification. TOGAF Certification will be added advantage.

**DUTIES** : Review and update framework aligned to COBIT 5. Establishment Steering Committees and provide secretariat services. Identify and implement control objectives. Perform Security Audit on Infrastructure. Perform Systems control audit. Audit Disaster recovery plans. Manage internal and external audit processes. Manage and maintain risk plan and register. Perform GAP analysis on the Master Systems Plan. Review implementation and compile management reports. III. Identify key risks on MSP. Review and ICT Policies, Standards and Procedures in terms of legislative framework. Identify and establish new policies, standards and procedures. Monitor implementation of policies. Conduct awareness sessions on policies and standards. Conduct awareness sessions on general IT matters. Develop awareness material for staff distribution.

**ENQUIRIES** : Ms N Dlamini Tel No: (012) 399 8725

**POST 13/25** : **CONTROL BIODIVERSITY OFFICER GRADE A: THREATENED OR PROTECTED SPECIES REF NO: RCSM03/2022 (X2 POSTS)**

**SALARY** : R502 647 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate 4-year Bachelor's Degree in Natural or Environmental Sciences or equivalent qualification (NQF L8) plus 6 years' post qualification experience in a related field. Knowledge of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), its associated subordinate legislation, and other relevant acts that deal with biodiversity matters. Knowledge and relevant experience in criminal procedures including the Criminal Procedures Act, court processes and document management. Knowledge of relevant legal processes. Knowledge and experience in criminal investigations and processes, in particular but not limited to threatened or protected species and applicable MEA's such as CITES and the CBD. Knowledge of administrative procedures. Knowledge of, and experience in, the application of the provisions of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), and its associated subordinate legislation, or experience in a law environment. Knowledge of the National Environmental Management Act, 1998 (Act No. 107 of 1998) (NEMA) and other acts affecting biodiversity. Advanced skills in policy formulation. Negotiation skills. Good interpersonal relations and diplomatic skills. Stakeholder engagement skills. Presentation skills. Ability to work under extreme pressure.

**DUTIES** : Ensure enforcement of Biodiversity related legislations. Coordinate enforcement operations. Do criminal investigations, crime scene management and open criminal cases to prosecute offenders Co-operate and liaise with enforcement stakeholders on matters relating to Biodiversity enforcement activities, programmes and projects. Consult with prosecutors, police and all other stakeholders regarding criminal investigations. Follow and implement the National Compliance and Enforcement Information system. Develop and facilitate the implementation of national policies, strategies and programmes relating to the enforcement of the TOPS, CITES and BABS regulations. Provide strategic enforcement support to EMI's. Participate in inter-departmental forums and processes with regards to policy and legislative reform.

**ENQUIRIES** : Ms S Meintjes Tel No: 012 399 9597

**POST 13/26** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: CLIMATE CHANGE MITIGATION RESEARCH AND ANALYSIS REF NO: CCAQ04/2022**

**SALARY** : R502 647 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate 4-year Bachelor's degree in Natural Environmental/ Natural Sciences / Engineering or equivalent qualification (NQF L8) related field, coupled with 6 years post qualification experience in a related field. Knowledge and experience on South Africa's greenhouse gas emission profile and climate change mitigation. Knowledge of Climate Change legislation, policies and Strategies. Knowledge and understanding of Climate Change Mitigation scenarios development and Modelling. Ability to conduct research, gather and analyze information. Ability to conduct social economic analysis. Skills: Data collection and analysis; Climate change modelling; Climate Change Scenario Development; Basic modelling skills; Coordination skills; Organisational and

		planning; Communication skills (written and spoken); Programme and Project Management; Listening skills; Writing skills; Decision-making skills; Report writing skills; Organisational skills and Computer Literacy. Personal Attribute: Innovative and proactive; Ability to work long hours voluntarily. Ability to gather and analyze information. Proven leadership skills; Ability to develop and apply policies; Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organize and plan under pressure. Ability to collect and interpret information and reports. Interpersonal relations; Initiative; Responsibility and loyalty.
<b><u>DUTIES</u></b>	:	Facilitate the collection of greenhouse related data and climate change mitigation information for the country. Facilitate and co-ordinate climate change mitigation research and analysis and conduct studies to inform mitigation interventions and response measures of low carbon development. Develop methodologies and approaches that facilitate the implementation of climate change mitigation response measures and interventions. Facilitate the development of analysis tools such as models to be used for the analysis of greenhouse gas data, socio-economic impact etc.
<b><u>ENQUIRIES</u></b>	:	Ms. O Chauke Tel No: (012) 399 9161
<b><u>POST 13/27</u></b>	:	<b><u>CONTROL ENVIRONMENTAL OFFICER GRADE A: PRIORITY AREA PLANNING REF NO: CCAQ05/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R502 647 per annum Pretoria An appropriate recognized 4-year Bachelor's degree in Environmental / Natural Sciences or equivalent qualification (NQF L8) related field, coupled with 6 years post qualification experience in related field. Appropriate experience or knowledge of current air quality management and other environmental issues. The incumbent must have experience in or advance knowledge of the implementation of the National Environmental Air Quality Act 39 of 2004, air quality management planning, experience and or knowledge of sophisticated information and communication technology, data and information management techniques, emission inventory database development and experience in working with multi-stakeholder group. The incumbent must possess the following skills: organizational and administrative skills, knowledge of project management, research skills, good communication (including verbal and exceptional scientific report writing skills); and must have ability to develop and apply policies.
<b><u>DUTIES</u></b>	:	Development of the Priority Areas Air Quality Management Plans (AQMP) and Priority Area Identification; participation in the priority area committee engagements; conduct a review for the Priority Area AQMP; Priority Area Reporting and Support to Provincial Departments. In addition, the incumbent will be required to conduct research and collect data relevant to air quality management within the priority areas.
<b><u>ENQUIRIES</u></b>	:	Mr V Loate Tel No: (012) 399 8507
<b><u>POST 13/28</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER (MR5): LEGAL SUPPORT: NEMA REF NO: RCSSM02/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R378 990 per annum (Total package of R548 054 per annum/ condition apply) Pretoria An LLB degree coupled with at least 8 years post qualification experience in the provision of legal services. Knowledge of constitutional and administrative law is a requirement and knowledge of environmental and mining law will be an added advantage. At least 3 years of the 8 years should be proven post qualification experience in drafting and/or vetting of primary and/or subordinate legislation. Proven legislative drafting skills, an ability to analyse and comment on draft legislation and policies, and to understand the implications of draft legislation. Ability to provide legal opinions and advice, interpret legislation, good analytical and legal research skills, good verbal and written communication skills in English, report and professional writing skills, computer literacy, an ability to work in a team, good interpersonal relations, presentation skills, a pro-active, problem-solving and positive attitude and an ability to adhere to timeframes are essential.
<b><u>DUTIES</u></b>	:	Drafting of and assisting with drafting of primary and secondary legislation and commenting on policies and draft legislation. Provide legal support relating to

the interpretation and drafting of legislation. Provide legal support, legal advice and opinions on the interpretation and implementation of environmental legislation and relevant laws of general application such as the Constitution and Promotion of Administrative Justice Act, 2000. Provide assistance in taking Bills through Parliament and assist in the Cabinet and Parliamentary processes. Draft or provide input on Ministerial submissions and Ministerial briefings, draft responses to media queries and Parliamentary queries. Provide legal support in meetings. Vetting of primary and secondary legislation and accompanying documents, including socio-economic impact assessments, submissions, letters, Government Notices, newspaper notices and media statements. Prepare and present presentations on legal matters. Investigate and research the potential repeal of legislation to streamline legislation and remove duplication between the National Environmental Management Act, 1998, the Mineral and Petroleum Resources Development Act, 2002 and the specific environmental management Acts. Attend quarterly Mintech Working Group meetings and provide support on legal issues emanating from Working Groups. Advise on litigation matters Participate in law reform forums with regard to the legislation administered by other departments and provide inputs into the amendment of such legislation, from an environmental perspective.

**ENQUIRIES**  
**NOTE**

- : Ms A van Reenen Tel No: (012) 399 9283 / 083 280 0730
- : Candidates will be subjected to a written technical test.

## DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Applications should be forwarded to recruitment@health.gov.za quoting the reference number
- FOR ATTENTION** : Ms TP Moepi
- CLOSING DATE** : 29 April 2022, Time: 12:00 Mid-day
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment battery. Applications should be submitted on the new Z83 form obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed). Copies of qualification certificates (need not be certified) should be attached (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert) including ID and driver's license. Only emailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

## OTHER POST

- POST 13/29** : **ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH GRD 1 REF NO: NDOH 14/2022**
- SALARY** : R525 087 per annum, plus competitive benefits as per OSD
- CENTRE** : Environmental and Port Health Services. Pretoria
- REQUIREMENTS** : National Diploma/Bachelor Degree recognised by SAQA at NQF Level 6 in Environmental Health and current registration as an Environmental Health Practitioner with HPCSA. At least five (5) years' experience in Environmental Health of which three (3) years must be at supervisory position. Knowledge on climate change, air quality and vector control and other environmental health related functions, environmental health related legislation and policies across the government, project management as well as stakeholder relations and intersectoral collaboration mechanisms. Good planning and execution, interpersonal, communication (both written and verbal), computer literacy (Microsoft package), human resource and financial management skills. Must be willing to work overtime and travel extensively. Valid driver's license.
- DUTIES** : Draft environmental health related policies, guidelines, plans, norms and standards and procedures. Provide capacity to provinces and municipalities on related existing and newly promulgated legislation and norms and standards. Coordinate environmental pollution control programmes and the implementation thereof. Participate on intergovernmental activities to ensure integration and consideration of human health aspects in other governmental sectors policies, plans and programmes. Coordinate vector control programmes and the implementation thereof. Build capacity of environmental health practitioners in provinces and municipalities on the implementation of vector control programmes. Assist in coordinating climate change and health

**ENQUIRIES**

adaptation and mitigation programmes. Execute any related activities as directed by the Director.  
: Ms Bono Nemukula at Tel No: (012) 395-9095

## DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : Applications can be forwarded to The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001.
- CLOSING DATE** : 28 April 2022 at 16h00
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with copies of qualification certificates and your ID/Passport. Shortlisted Candidates will be required to submit certified documents on or before the day of interviews as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

## OTHER POSTS

- POST 13/30** : **ASSISTANT DIRECTOR: MUNICIPAL ACCREDITATION REF NO: DOHS/20/2022**  
Branch: Affordable Rental and Social housing  
Chief Directorate: Transversal Programmes  
Directorate: Municipal accreditation  
Sub-Directorate: Municipal Accreditation Systems & Monitoring
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Pretoria  
: Applicants should be in possession of Matric /Grade 12. Relevant Undergraduate qualification/ Bachelor's degree or equivalent (NQF level 6/7 as recognized by SAQA) in Social Science or Public Management. Specialization in Public Administration or a managerial qualification will be an added advantage. 3-5 years' experience at administrative level within the public sector. Knowledge and understanding of the Housing sector legislative frameworks, coupled with stakeholder management & communication. Governance and administration coupled with facilitation and co-ordination skills. The successful candidate will be expected to coordinate and manage intergovernmental relations as well as understand local government and provincial dynamics and apply it to programme and project management. Strategic capability and leadership, monitoring and support coupled with negotiation skills. Good communication (written and verbal), planning and organizing skills will be important.
- DUTIES** : The successful candidate will be responsible for the following: Assist with the facilitation of orientation and induction to provinces and newly accredited municipalities. Assist with the facilitation of signing and review of the implementation protocols between provinces and municipalities. Assist with monitoring the implementation of protocols between provinces and municipalities. Assist in providing support to the municipalities in performing their new roles. Assist with the administrative support of the Sub-directorate, risk management and ad hoc tasks. Assist with the pre-accreditation work as in when required.
- ENQUIRIES** : Mr J Sebola Tel No: (012) 444-9114

- NOTE** : Male candidates and people with disabilities are encouraged to apply.
- POST 13/31** : **ASSISTANT DIRECTOR: PHP IMPLEMENTATION SUPPORT REF NO: DOHS/21/2022**  
 Branch: Affordable, Rental and Social Housing  
 Chief Directorate: Affordable Housing  
 Directorate: PHP and Community Driven Housing Initiatives  
 Sub-Directorate: CoDHI (Implementation and Delivery Support)
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
 : Pretoria  
 : Applicants should be in possession of Matric /Grade 12. Relevant Undergraduate qualification/ Bachelor's degree or equivalent (NQF level 6/7 as recognized by SAQA) in Housing/ Housing Settlement/ Social Sciences/ Project Management.3-5 years' experience at officer/ practitioner level. Knowledge of Housing Code, the enhanced PHP Policy Framework and related legislation/policies/prescripts and procedures. Good communication (verbal and written) and computer literacy (MS Word, Excel and PowerPoint) are essential. Good administrative and organizational skills will be a strong recommendation coupled with financial management skills. The candidate must possess good project management skills coupled with excellent planning, presentation, organizational as well as interpersonal skills. In addition, the applicant must have good presentation skills, the ability to maintain sound interpersonal relations and work as part of a Team. Good command of English and at least three other official languages. The candidate must be able to work under pressure and the willingness to work long hours, be accurate and efficient, high level of reliability, excellent telephone etiquette, experience in dealing with the public entities and other stakeholders like NGO's, CBO's etc. and must have a clear understanding of the Public Service systems and procedures. A valid Code 8 driver's license is essential.
- DUTIES** : The successful candidate will be responsible for the following: Support and work together with the Deputy Director. Offer administrative support to the Directorate and to the Chief Directorate. Collate and update the PHP project pipelines database from Provinces. Interact with external and internal stakeholder on PHP and related matters. Attend to all logistical arrangements in relation to meetings, workshops and work sessions, coordinate and prepare documentation for such meetings/workshops. Facilitate correspondence (internal and external) in relation to the implementation of PHP. Organizing, filing and tracking of documents. Type letters, submissions, memos, reports and do all filing. Liaise with other Directorates within the Branch. Render general secretarial and office auxiliary service and perform other assigned ad hoc duties.
- ENQUIRIES NOTE** : Mr J Sebola Tel No: (012) 444-9114  
 : Male candidates and people with disabilities are encouraged to apply.
- POST 13/32** : **HUMAN RESOURCE CLERK REF NO: DOHS/19/2022**  
 Branch: Corporate Services  
 Chief Directorate: Human Resources  
 Directorate: Human Resource Management  
 Sub-Directorate: Human Resource Provision
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
 : Pretoria  
 : Applicants should be in possession of Matric /Grade 12. No experience required. Knowledge and understanding of required policies, procedures and applicable legislation governing Human Resource Processes in the Public Service. Knowledge of PERSAL and Pension Case Management System (PCM). Good communication skills, both written and verbal. Knowledge of pension process, recruitment and selection, leave management and conditions of service will be an added advantage. Customer focus will be important.
- DUTIES** : The successful candidate will be responsible for the following: Recruitment and selection. Human Resource Administration. Conditions of service. Capturing of PERSAL transactions, such as leave, promotions, transfers, terminations, housing allowance, SMS and MMS structuring, leave discountings etc. The successful candidate will also be expected to assist with the maintaining of the staff establishment and requesting the relevant reports.
- ENQUIRIES** : Ms Noelien Nortman Tel No: (012) 444-99115

**NOTE**

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

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 26 April 2022

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

## OTHER POSTS

**POST 13/33** : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 22/85/HR**

**SALARY** : R744 255 – R876 705 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office, Pretoria  
An undergraduate qualification (NQF level 6) as recognized by SAQA in Management Services / Operations Management/Industrial Engineering; At least 3 years' experience in Organizational Development work environment of which 2 years should be at management; Knowledge of Organisational Design and Development, Job Evaluation systems and processes; post establishment management and business process management; Knowledge of Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, (Act 103 of 1994), the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance, Management Act, Government initiatives and decisions. Skills and Competencies; Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc.); Communication skills (verbal and written); Problem solving and decision-making skills; Planning and organizing skills; Team leadership skills; Diversity management skills; Continuous improvement; Applied strategic thinking.

**DUTIES** : Key Performance Areas: Develop and review Organisational structures and systems; Facilitate the alignment and maintenance of functional post establishment; Develop business processes; Develop norms and standards for departmental operations; Facilitate the conducting of job analysis and evaluation process; Develop and review of job descriptions; Provide effective people management.

**ENQUIRIES APPLICATIONS** : Mr. J Maluleke Tel No: (012) 357 8591/1090  
Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001

- POST 13/34** : **OFFICE MANAGER REF NO: 22/81/SA**
- SALARY** : R382 245 – R450 255 per annum. The successful candidates will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Mahikeng  
Appropriate 3 year Degree/National Diploma in Office Management or equivalent; Minimum of 2 years supervisory/managerial experience in an Administration environment; Knowledge of the Public Finance Management Act, DFI and Treasury Regulations; Knowledge of the departmental policy and prescripts; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Communication skills; Sound interpersonal relations; Planning and organizing skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to work in a team and under pressure.
- DUTIES** : Key Performance Areas: Perform budget administration service on behalf of the OSG; Render Human Resource services to the State Attorney office; Manage the payment of accounts and control inventory; Coordinate procurement of equipment and logistical support; Assist with the handling of enquiries and maintain office database; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. E. Seerane Tel No: (012) 315 1780  
Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 13/35** : **STATE ACCOUNTANT (PAYROLL) REF NO: 48/2022/WC**  
Directorate: Finance
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office: Cape Town  
3 year Degree/ National Diploma (NQF level 6) as recognised by SAQA in Finance; A minimum of 3 years experience in a financial work environment of which at least 1 year should be as a supervisor/team leader in payroll. Knowledge of payroll processes and procedures, interpretation and application of financial prescripts, policies and legislation; Knowledge of the PFMA, PSA, PSR, PSCBS Resolutions, Financial Procedure Manual, Departmental Financial Instructions; Detailed Knowledge of the operation/utilisation of financial operating systems (PERSAL, BAS etc.); Understanding of related software applications (Accounting and General Accounting Principles); Skills and Competencies: Conflict management; Team building, Facilitation skills; Report writing skills; Decision making; Creative thinking; Technical Proficiency; Computer literacy; Interpersonal relationship.
- DUTIES** : Key Performance Areas: Supervise and maintain salary, allowance and related claim payments and deductions; Administer claims and advances; Supervise payroll services operations and human resources/staff etc.
- ENQUIRIES APPLICATIONS** : Ms M Zietsman Tel No: (021) 462 5471  
Please forward your application to: Regional Head: Private Bag X 9171; Cape Town 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
- FOR ATTENTION** : Ms N Magengelele
- POST 13/36** : **MAINTENANCE OFFICER MR 2: REF NO: 2022/78/GP**  
(Re Advertisement: Candidates who previously applied are encouraged to Re-apply)
- SALARY** : R233 712 per annum. (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Vanderbijlpark  
LLB Degree or recognised 4 years' legal qualification; At least 1 year appropriate post qualification legal experience; Knowledge of the maintenance system and family law matters; Proficiency in the following languages: English and South Sotho/ Zulu. Understanding of all services and procedure in the area of Maintenance and other areas; A valid driver's licence. Skills and Competencies: Communication skills (verbal and written); Computer literacy

(MS Office); Numeracy Skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.

**DUTIES**

: Key Performance Areas: Perform the powers duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Supervise the Family Law Section; Mentoring and Coaching; Ensure compliance with disciplinary code; Manage performance of subordinate.

**ENQUIRIES**

: Ms T Maphoto Tel No: (011) 332 9000

**APPLICATIONS**

: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 OR Physical Address: Regional Office –Gauteng ; Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg

**DEPARTMENT OF MILITARY VETERANS**  
**THE DEPARTMENT OF MILITARY VETERANS IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER. IT IS OUR INTENTION TO PROMOTE REPRESENTATIVITY (RACE, GENDER AND DISABILITY) THROUGH THE FILLING OF THESE POSTS AND CANDIDATES WHOSE APPOINTMENT/PROMOTION/TRANSFER WILL PROMOTE REPRESENTATIVITY WILL RECEIVE PREFERENCE.**

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliverer at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001.
- FOR ATTENTION** : The Director: Human Resource Management
- CLOSING DATE** : 06 May at 15h30
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service Department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated) as well as copies of all qualification(s), Matric certificate and ID-document and Driver's license (where applicable). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of her/his Permanent Residence to his/her application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. For all Senior Management Services (SMS) posts, a Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG), is a requirement. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. 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.

**MANAGEMENT ECHELON**

- POST 13/37** : **DIRECTOR: LEGAL SERVICES REF NO: DMV2022/3-02**
- SALARY** : R1 073 187 - R1 264 176 per annum (Level 13), (all inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate and a Bachelors Degree in law (LLB) or equivalent qualification. At least five (5) years' experience at middle management level as a Deputy Director executing legal related functions. Certificate for entry into the Senior Management Service. Knowledge in Legal processes and systems. Government wide policies. Ability to interpret and apply policies and legislation. Drafting of Legislation will be an added advantage. Skills: Report writing, research, presentation, analytical, motivational, decision making, facilitation and Project Management. Personal attributes: Interpersonal relations, Integrity, courteous, responsive, fairness, credibility, commitment and compassionate.
- DUTIES** : Manage the provision of legal advisory services to the department. Manage the preparations and drafting of legal opinions. Manage the drafting and compilation of legal documents, i.e. tender documents, contracts, memoranda of understanding and agreements and give advice on interpretations and execution of powers. Ensure liaison and consultation with legal advisors and

experts. Manage the production and drafting of legislation and accompanying memoranda. Manage responses to legally based queries and complaints of service providers, Military Veterans and the public. Manage the adjudication of settlements in the case of persons who have entered into agreements with the Department. Provide direction with regard to case merits (e.g. debt recovery, summonses and applications). Handle the consultation process and instruction of State Attorneys. Manage the administration of lawsuits. Manage the representation of the employees of the department in criminal matters arising from the execution of their official duties. Manage the representation of the Department in litigation matters. Liaise with other government departments and stakeholders in relation to court cases and other legally related matters. Manage the briefing of external legal counsels for the purpose of providing the department with legal opinions and advice on complex and complicated legal questions and related matters. Monitor and advise on the litigation processes following legal action being instituted against or by the Department. Manage the investigations and handling of criminal and civil matters including declarations and resolutions of criminal matters. Manage the preparation of case files and liaison with State Attorneys / state law advisors on litigation and other related matters. Manage the investigation and advise on the strength of the department's case before defending or instituting action. Manage the directorate and its resources. Manage financial and human resources of the directorate and its assets.

**ENQUIRIES**

: Mr J.B. Olivier Tel No: (012) 765 9314

**DEPARTMENT OF MINERAL RESOURCES AND ENERGY**

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

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms T Sibutha 012 444 3319 / Mr P Ndlovu 012 406 7506/ Mr Donald Mbhokota 012 406 7426
- CLOSING DATE** : 29 April 2022
- NOTE** : Applications must be submitted on the new Z83 form, obtainable online from [www.gov.za](http://www.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za). All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), accompanied by copies of qualification(s) including matric/grade 12 certificate, Identity Document, Proof of citizenship if not RSA citizen and a valid driver's licence (where required). The abovementioned copies need not be certified when applying for a post. Requirement for certified copies will only be limited to shortlisted candidates. Applicants are also expected to submit a comprehensive CV with three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Failure to provide accurate information on a job application will result in disqualification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. Failure to submit the copies mentioned above will result in the job application being disqualified. With regard to SMS positions, All shortlisted candidates for SMS posts will be subjected to a technical exercise(s) that intends to test relevant technical elements of the position, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification, criminal records and financial records checks. Reference checks will also be done during the selection process. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill an advertised post at any stage of the recruitment process.

**OTHER POSTS**

- POST 13/38** : **DEPUTY DIRECTOR: PETROLEUM POLICY REF NO: DMRE/2046**
- SALARY** : R882 042 per annum (Level 12), (all- inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Degree in Natural Science/ Chemical Engineering/ Process Engineering / LLB (NQF level 7) with minimum of 3 years' experience at a junior management level in the Petroleum Sector PLUS the following competencies: Knowledge of: Policy development process, detailed knowledge of petroleum sector.

		<p>Policies/laws governing the petroleum sector. Knowledge of the petroleum industry. Knowledge of the policy regime affecting the Petroleum industry. Government policy and legislation. Financial Management and Project Management. Public administration and management Skills: Leadership management. Planning and organizing. Project management. Communication (verbal and written skills). Policy analysis and development. Presentation and Interpersonal skills. Influencing, negotiating and computer skills Thinking Demands: Problem solving, innovative, analytical, creativity, critical thinking and logical.</p>
<b><u>DUTIES</u></b>	:	<p>Plan and develop policy initiatives relating to petroleum policies. Analyse and evaluate existing policies and formulate future policy options and initiatives. Interact and consult with appropriate government and non-government agencies and key industry or sector stakeholders on the process of developing / proposing petroleum policies. Conduct policy presentations and represent the department at various forums or workshops on the petroleum sector policy related matters. Draft and amend legislation and / or develop and review regulations in relation to the petroleum industry. Monitor, analyse and report on the effectiveness of policy initiatives as implemented and applied within the petroleum sector. Provide managerial activities.</p>
<b><u>ENQUIRIES</u></b>	:	Mr MM Mngomezulu Tel No: 012 406 7309
<b><u>POST 13/39</u></b>	:	<b><u>SENIOR INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2047</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R882 042 per annum (Level 12), (all- inclusive package)  Free State Region, Welkom  National Diploma in Mining Engineering ( NQF level 6) PLUS Mine Managers Certificate of Competency with minimum of 3 years' experience at junior managerial level in the mining. Driver's licence PLUS the key competencies: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard identification and risk management. Public Service Staff Code. DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations.</p>
<b><u>DUTIES</u></b>	:	<p>Coordinate , conduct and report on underground, shaft and surface audits and inspection on matters relating to ground stability, support, explosive , blasting operations and other matter relating to mine safety and take the necessary enforcement action where necessary. Coordinate, conduct report on investigations into mine related accidents, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate and serve on any necessary boards of examiners. Coordinate the investigation, consultation and provision of input on mines closures, prospecting rights, mining rights and permit, EMP's and township development. Provide managerial activities.</p>
<b><u>ENQUIRIES</u></b>	:	Mr P Nyaqcela Tel No: (057) 391 1373/71
<b><u>POST 13/40</u></b>	:	<b><u>SENIOR INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2048</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R882 042 per annum (Level 12), (all- inclusive package)  Mpumalanga Region, Witbank  National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 3 years' experience at a junior managerial level in the mining. Driver's licence: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard identification and risk management. Public Service Staff Code. DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully. Make fair and</p>

		reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations. Dynamic personality.
<b><u>DUTIES</u></b>	:	Coordinate, conduct and report on underground, shaft and surface audits and inspection on plants, structure, and track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary. Coordinate, conduct and report on investigations into mine related accident, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate, conduct and report on the testing and licensing of equipment on mines, winders lift, chairlifts, boilers and conduct statutory inspections. Coordinate and serve on any necessary boards of examiners. Coordinate the Investigation, consultation and provision of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Coordinate and provide inputs reports, revision of machinery regulations, guideline and standard and application of exemptions, permission and approvals. Provide managerial activities.
<b><u>ENQUIRIES</u></b>	:	Ms N Gogela Tel No: (013) 653 0514
<b><u>POST 13/41</u></b>	:	<b><u>DEPUTY DIRECTOR: SYSTEM APPLICATION REF NO: DMRE/2049</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma in Information Technology/Computer Science/Business Information NQF 6 with minimum of 3 years' experience in software development (i.e. Documents Management Solutions, BI & Data warehouse solutions, system integration etc.), and experience in junior staff management Knowledge of: Understanding of Relational Database Management Systems. Understanding of SDLC Phases and its outputs. Understanding of BI or data warehouse environment. Budget management. Policy development. Strategic Planning. Financial management. Government policies. Project management. Enterprise Architecture (i.e. Togaf). Systems Development Frameworks. Knowledge of ESRI GIS and Magic Software. Understanding experience of modelling languages and frameworks. Risk analysis Skills: Well-versed with most widely utilized programming languages i.e., C#, ASAP.net, Magic 9.4, XPA etc. Excellent managerial, communication and interpersonal relationship skills. Strong leadership and organizational skills. Negotiation and consultation skills. Problem and solving analysis. Creativity and innovation. Technical expertise in advance strategic and business analysis. Change management with knowledge of Public Service and Departmental organizational matters. Regulatory framework for the management of IT in government. Programme management with a service delivery orientation and effective budget management. Client focused. Negotiation and analysis. Change management. Thinking Demand: Accurate. Logical thinker. Creative/Innovative thinker. Objective. Ability to analyse and interpret information. Recommendation/ Note: Candidates will be required to write competency test.
<b><u>DUTIES</u></b>	:	Oversee the activities of the Sub-Directorate. Ensure /develop, maintain, and implement policies and strategies pertaining to business process and information systems. Develop, maintain, enhance, and implement departmental information systems. Manage the Sub-Directorate. Promote the utilization of technology as key enablers for service delivery and transformation. Implement information security protocols and regulations.
<b><u>ENQUIRIES</u></b>	:	Mr K Malefo Tel No: (012) 444 3086
<b><u>POST 13/42</u></b>	:	<b><u>INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2050 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Mpumalanga Region, Witbank
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 3 years in the mining. Driver's licence. Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard identification and risk management. Public Service Staff Code. DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations.

		Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations.
<b><u>DUTIES</u></b>	:	Conduct and report on underground, shaft and surface audits and inspection on plants, structure, track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary. Investigate and report on mine related accident, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Test and license and report thereon of equipment on mines, winders lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs reports, revision of machinery regulations, guideline and standard and application of exemptions, permission and approvals.
<b><u>ENQUIRIES</u></b>	:	Ms N Gogela Tel No: (013) 653 0514
<b><u>POST 13/43</u></b>	:	<b><u>INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2051</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Mpumalanga Region, Witbank
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Mining Engineering (NQF Level 6) PLUS Mine Manager's certificate of competency with minimum of 3 years' experience in the mining. Driver's License Plus the following competencies Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directive. Public Service Act and Regulations. Personnel code directives Skills: Team-work. Loyalty towards work. Innovative thinker. Dedication. Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste-money time. Thinking Demands: Good inter-personal relations, communication verbal and oral organisational ability control, interpretation and application of legal matter and policies. Team-work. Training, negotiation, adaptability, conflict handling and computer literacy.
<b><u>DUTIES</u></b>	:	Conduct and report on underground shaft and surface audits and inspections on matter relating to ground stability, support, explosive, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate and consult and provide input on mine closures, prospecting rights, mining rights and permits, EMPs and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining. Provide managerial activities.
<b><u>ENQUIRIES</u></b>	:	Ms N Gogela Tel No: (013) 653 0514
<b><u>POST 13/44</u></b>	:	<b><u>INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2052</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	KwaZulu-Natal Region, Durban
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 3 years in the mining. Driver's licence. Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard identification and risk management. Public Service Staff Code. DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations.

**DUTIES** : Conduct and report on underground, shaft and surface audits and inspection on plants, structure, track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary. Investigate and report on mine related accident, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Test and license and report thereon of equipment on mines, winders lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs reports, revision of machinery regulations, guideline and standard and application of exemptions, permission and approvals.

**ENQUIRIES** : Ms M Sebitloane Tel No: (031) 335 9626

**POST 13/45** : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2053**

**SALARY** : R744 255 per annum (Level 11), (all-inclusive package)  
**CENTRE** : KwaZulu-Natal Region, Durban  
**REQUIREMENTS** : National Diploma in Mining Engineering (NQF Level 6) PLUS Mine Manager's certificate of competency with minimum of 3 years' experience in the mining. Driver's License Plus the following competencies Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directive. Public Service Act and Regulations. Personnel code directives Skills: Team-work. Loyalty towards work. Innovative thinker. Dedication. Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self-confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste-money time. Thinking Demands: Good inter-personal relations, communication verbal and oral organisational ability control, interpretation and application of legal matter and policies. Team-work. Training, negotiation, adaptability, conflict handling and computer literacy.

**DUTIES** : Conduct and report on underground shaft and surface audits and inspections on matter relating to ground stability, support, explosive, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate and consult and provide input on mine closures, prospecting rights, mining rights and permits, EMPs and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining. Provide managerial activities.

**ENQUIRIES** : Ms M Sebitloane Tel No: (031) 335 9626

**POST 13/46** : **INSPECTOR: OCCUPATIONAL HYGIENE REF NO: DMRE/2054**

**SALARY** : R744 255 per annum (Level 11), (all-inclusive package)  
**CENTRE** : KwaZulu-Natal Region, Durban  
**REQUIREMENTS** : National Diploma in Occupational Hygiene/ Environmental Health/ Environmental Management (NQF level 6) PLUS Certificate on Mine Environmental Control, coupled with 3 years' s experience in occupational hygiene. Driver's license. Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Hazard identification and risk management. Public Service Staff Code. DMRE Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMRE Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Be able to recommend mining occupational hygiene solution. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations.

**DUTIES** : Conduct and report on underground, shaft and surface audits and inspection on matter relating to occupational hygiene exposures, stressors and other matter relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate and report on mine related accident, contraventions, and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take

appropriate action. Serve on any necessary boards of examiners. Investigate, consult, and provide of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs reports, revision of machinery regulations, guideline and standard and application of exemptions, permissions and approvals related to occupational hygiene.

**ENQUIRIES** : Ms M Sebitloane Tel No: (031) 335 9626

**POST 13/47** : **INSPECTOR: OCCUPATIONAL HYGIENE REF NO: DMRE/2055**

**SALARY** : R744 255 per annum (Level 11), (all-inclusive package)

**CENTRE** : Northern Cape Region, Kimberley

**REQUIREMENTS** : National Diploma in Occupational Hygiene/ Environmental Health/ Environmental Management (NQF level 6) PLUS Certificate on Mine Environmental Control, coupled with 3 years' s experience in occupational hygiene. Driver's license. Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Hazard identification and risk management. Public Service Staff Code. DMRE Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMRE Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Be able to recommend mining occupational hygiene solution. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations.

**DUTIES** : Conduct and report on underground, shaft and surface audits and inspection on matter relating to occupational hygiene exposures, stressors and other matter relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate and report on mine related accident, contraventions, and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary boards of examiners. Investigate, consult, and provide of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs reports, revision of machinery regulations, guideline and standard and application of exemptions, permissions and approvals related to occupational hygiene.

**ENQUIRIES** : Mr T Mateta @ 079 983 2024

**POST 13/48** : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2056**

**SALARY** : R744 255 per annum (Level 11), (all-inclusive package)

**CENTRE** : Northern Cape Region, Kimberley

**REQUIREMENTS** : National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 3 years in the mining. Driver's licence. Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard identification and risk management. Public Service Staff Code. DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations.

**DUTIES** : Conduct and report on underground, shaft and surface audits and inspection on plants, structure, track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary. Investigate and report on mine related accident, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Test and license and report thereon of equipment on mines, winders lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs reports, revision of machinery regulations, guideline and standard and application of exemptions, permission and approvals.

**ENQUIRIES** : Mr T Mateta @ 079 983 2024

**POST 13/49** : **ASSISTANT DIRECTOR: PETROLEUM POLICY REF NO: DMRE/2057**

**SALARY** : R477 090 per annum (Level 10)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : An appropriate Degree in Chemical Engineering / Process Engineering, Natural Science/ LLB (NQF level 7) with a minimum of 3 years' experience in the petroleum sector PLUS the following competencies: Knowledge of: The policy development process, detailed knowledge of petroleum sector, Policies/laws governing the petroleum sector, Knowledge of the petroleum industry, Knowledge of the policy regime affecting the Petroleum industry, Government policy and legislation, Financial Management, Project Management Skills: Leadership, management, planning and organizing, Communication (verbal and written skills), Policy analysis and development, Presentation skills, Interpersonal skills, communication skills, influencing skills and negotiating skills, Computer skills Thinking Demands: Problem solving, Innovative, Analytical, Creativity, Critical thinking.

**DUTIES** : Identify, develop and review existing/new policies in the petroleum sector. Conduct secondary research on petroleum policy related matters. Conduct policy presentations and represent the department at various fora or workshops on the petroleum sector policy related matters. Identify, consult and collaborate/ engage with relevant stakeholder and conduct public inputs on proposed petroleum policies. Disseminate information and raise awareness on petroleum policy related development/trends. Monitor and report on the implementation of petroleum policies and legislation. Provide managerial activities.

**ENQUIRIES** : Ms V Mahotas Tel No: 012 406 7442

**POST 13/50** : **ASSISTANT DIRECTOR: MINERAL LAWS ADMINISTRATION REF NO: DMRE/2058**

**SALARY** : R477 090 per annum (Level 10)  
**CENTRE** : Mpumalanga Region, Witbank  
**REQUIREMENTS** : Bachelor's degree/ Bachelor of Technology / Advanced Diploma in Laws or LLB (NQF level 7) with minimum of 3 years experiences in the industry. Driver's licence PLUS the following competencies Knowledge of: Knowledge of MPRDA. Basic knowledge of previous mineral legislation. Basic knowledge of administration procedures. Basic knowledge of Departmental policy in regards of Mineral Regulation. Basic knowledge of computer programs. Skills: Ability to write report and submission. Ability to conduct meetings. Ability to communicate – written and oral. Ability to act as Mediator between parties Thinking Demands: Able to think when exposed to demanding situations.

**DUTIES** : Administer the administrative process for each right or permit application in compliance with Laws. Research potential conflict between applications, prior rights, and land usage to advise in the decision- making process. Ensure the arrangements for the payment of royalties and prospecting fees to the state in accordance with the law. Identify illegal prospecting and mining operations and take appropriate corrective action where required. Ensure / Process surface usage applications and evaluate surface utilization in relation to the exploitation of mineral (only where Economic Development Sub- Directorate has not been established). Assist clients through the process of administrative justice. Provide managerial activities. Evaluate all empowerment transactions to give effect to the charter and the Acts.

**ENQUIRIES** : Mr A Tshivhandekano Tel No: (013) 653 0500

**POST 13/51** : **ASSISTANT DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: DMRE/2059**

**SALARY** : R477 090 per annum (Level 10)  
**CENTRE** : Gauteng Region, Braamfontein  
**REQUIREMENTS** : Bachelor degree/ Bachelor of Technology degree/ Advance Diploma in Social Sciences on Development Economics, Social Science, Industrial Science ( NQF level 7 ) with minimum of 3 years' experience in the industry Knowledge of: Basic knowledge of the MPRDA, basic knowledge of administrative procedures, basic knowledge of computer programmes, basic knowledge of Previous Mineral Legislations, basic knowledge of Departmental Policy and

		Mineral Regulation Skills: Analytical capacity, reporting, writing and formulation project management, computer literacy, research and communication, Thinking Demands: Interpretation and implementation of policies, proactivity, decision making, forward planning and ability to work under pressure.
<b><u>DUTIES</u></b>	:	Align SLPs with the municipal IDPS/LED programmes to ensure sustainable projects. Adjudicate the process of Social and Labour Plan for mining right applications. Design and implement inspection programme. Attend community and other stakeholders meetings on mining issues and conduct workshops. Facilitate the effective implementation process of downscaling and retrenchments. Provide managerial activities.
<b><u>ENQUIRIES</u></b>	:	Mr T Mnisi Tel No: (011) 358 9780
<b><u>POST 13/52</u></b>	:	<b><u>ASSISTANT DIRECTOR: SYSTEMS APPLICATIONS REF NO: DMRE/2060</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Information Technology/Computer Science/Business Information or any IT related qualification NQF6, minimum of 3 years' experience in System Development/ Information Technology environment. Magic 9.4 /XPA programming experience will be added advantage. Knowledge: Change management process. Project management. Government policies. Project/Programs in DMRE. Applications development tools and techniques. System Analysis. Agile SDLC. Applications design and development framework. System Development frameworks and system testing. Skills: Client focus. Creativity and innovation, analytical thinking and problem solving, attention to details. Time management, ability to learn, ability to work as a team player. Programming skills. Research skills. Thinking Demands: Ability to analyse and interpret information. Logical Thinker. Creative/Innovative thinker, Objective and open minded. Technical expertise in Application Development. Accurate. Recommendation/ Note: Candidates will be required to write competency test.
<b><u>DUTIES</u></b>	:	Ensure/Develop and maintain information systems (custom-made systems, web-based system). Implement departmental information systems. Ensure systems support and maintenance is provided. Procurement of ICT Application. Draft, maintain and implement policies and strategies pertaining to information system and the departmental websites. Provide managerial activities.
<b><u>ENQUIRIES</u></b>	:	Mr K Malefo @ (071) 475 8433
<b><u>POST 13/53</u></b>	:	<b><u>ASSISTANT DIRECTOR: TRAVEL MANAGEMENT REF NO: DMRE/2061</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A tertiary qualification in Financial Management / Accounting / Auditing at (NQF Level 7) with minimum of 3 years supervising experience in salaries/ S&T management PLUS the following competencies: Knowledge of: Public Finance Management Act, Treasury Regulation. Basic Condition of Employment Acts, Basic Accounting System, PERSAL Skills: Computer literacy, financial, good and written communication. Ability to communication at all levels Thinking Demands: Problem solving, creativity, ability to negotiate, report writing.
<b><u>DUTIES</u></b>	:	Monitor implementation of the policies, procedures and other relevant prescripts on all salary and BAS related transactions. Monitor the book out register to ensure the S&T claims, advances and other transactions are correctly and timely executed and outstanding transactions are followed up. Co-ordinate and respond to Auditors (internal and external) issues /enquiries. Compile monthly statistics and reports. Oversee/review fruitless expenditure and advances recovery process. Provide managerial activities.
<b><u>ENQUIRIES</u></b>	:	Mr C Matseba Tel No: 012 406 7729
<b><u>POST 13/54</u></b>	:	<b><u>EMPLOYMENT RELATIONS PRACTITIONER REF NO: DMRE/2062</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Labour Relations /Labour Law (NQF level 6) with minimum of 1 year administrative experience in labour relation environment. Drivers license PLUS the following competencies: Knowledge of: Departmental Policies, Codes, Practices and Programmes, Knowledge of LRA, 1995 and

other applicable legislation Skills: Policy analysis and design, analytical skills, written and verbal communication skills, computer skills, report writing skills, presentation and facilitation skills Thinking Demands: Investigative instinct, conflict resolution, information evaluation creativity, use initiative, tolerance of ambiguity.

**DUTIES** : Investigate and handle misconduct and grievance cases, represent the Department in conciliation and arbitration. Facilitate departmental bargaining chamber and Policy Task Team meeting (PTT). Provide support and expert advice to managers regarding the management of discipline and resolution of grievances. Conduct workshops and presentations to managers and employees on labour relations related matters. Provide administrative support.

**ENQUIRIES** : Ms G Makhubele Tel No: 012 444 3553

**POST 13/55** : **ADMINISTRATION OFFICER: SUPPLIER ADMINISTRATION REF NO: DMRE/2063**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : National Diploma/ Degree in Public Procurement / Supply Chain Management/ Operations Management/ Purchasing/ Logistics Management (NQF level 6) with a minimum of 3 years' experience as an Administration Clerk in Supply Chain Management (Supplier Administration) PLUS the following competencies: Knowledge of: Public Finance Management Act, Treasury Regulations, PPPFA, SCM Framework, LOGIS Skills: Computer literacy, financial, good verbal and written communication, ability to communicate at all levels Thinking Demands: Problem solving, creativity, ability to negotiate, report writing.

**DUTIES** : Scrutinize and verify purchase request and supporting documents. Ensure that supplier database is updated and maintained. Ensure rotation of suppliers. Ensure proper record keeping and update of supplier documents. Render secretariat functions to the committee. Supervise and develop staff.

**ENQUIRIES** : Ms N Zingwevu Tel No: 012 444 3055

**POST 13/56** : **SOCIAL AND LABOUR PLAN OFFICER REF NO: DMRE/2064**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : KwaZulu-Natal Regional Office, Durban  
**REQUIREMENTS** : Bachelor's degree/ B-Tech degree/ Advanced Diploma in Development Economics, Social Science, Industrial Science ( NQF level 7) with 1 years relevant experience. Driver's licence. Knowledge: Mineral laws, Socio-economic development issues, social and labour plan, financial management, Human Resource Development and Labour Legislations Skills: Analytical capacity, computer literacy, communication skills, research, report writing and formulation project management Thinking Demands: forward planning, decision making, proactivity, interpretation and implementation of policies.

**DUTIES** : Register received and acknowledge receipt of new applications for social and labour plan. Conduct preliminary and final assessments of social and labour plans on and medium scale operations. Coordinate workshops and meetings between the department and clients. Provide administrative support for sub-directorate e.g. compile statistics report, draft inspection, plan, filling etc. compile letters to clients in line with the outcome of the assessment. Develop and maintain social and labour plan database, provide advice and liaise with the clients regarding social and labour plan. Conduct compliance inspections on small to medium scale operations.

**ENQUIRIES** : Mr N Mahala Tel No: (031) 335 9617

**POST 13/57** : **MINE ECONOMIST REF NO: DMRE/2065**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Northern Cape Regional Office, Kimberley  
**REQUIREMENTS** : Bachelor's degree/ B-Tech degree/ Advanced Diploma Mining Engineering / Mine Survey / Geology/ Accounting/ Auditing and Mine Economics with mine valuation as subject (NQF level 7) with 1-year suitable experience. Driver's licence. Knowledge: Understanding of Government policy and procedures, regarding valuation of mine and asset valuation. Understand the legal requirements related to mining and applications. In depth mining technical knowledge. In depth economic knowledge. Management principle. Ability to

analyse market demand for minerals and quantify potential revenue from mineral production. Ability to quantify capital and operational costs related to mining methods and processing plants. Ability to identify regulatory costs and how they impact on mining business plans. Ability to generate discounted cash flows and evaluate business plans for mining projects. Understand coordinated economic development processes and the ability to initiate linkages between mining projects and other economic development opportunities. Skills: Communication between government departments, business organisations and institutions at executive level. Financial and accounting skills in relation to mining projects. Computer literacy. Thinking Demands: Recognising viable business opportunities. Evaluation of viability of mining operations. Applying various resource valuation methods. Awareness of State's goals and objective compared to the business objectives. Valuation of mineral resources and mining projects. Management skills. Budget control. Understanding ore flow and accounting systems and internal economies of mines.

**DUTIES** : Assist in the Adjudication of financial and technical ability on applications for prospecting and mining rights in terms of the MPRDA as well as sustainability of mining operations .Conduct compliance inspection on all prospecting and mining operations where rights are granted in terms of the MPRDA. Handle enquires regarding prospecting work programmes and mining work programme applications and provide advice thereon. Provide administrative task for the Sub-directorate (e.g., filling of operational plans) Monitor the submission of annual audited financial reports or statements and statistical returns in terms of section 28 (2) and (b) of the MPRDA. Monitor and evaluate annual prospecting progress reports.

**ENQUIRIES** : Mr N Kika Tel No: (053) 807 1700

**POST 13/58** : **APPLICATION DEVELOPER REF NO: DMRE/2066**

**SALARY** : R261 327 per annum (Level 07)

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : A National Diploma in Information Technology / Computer Science/ Business Information (NQF 6) with minimum of one year experience in software development PLUS the following competencies Knowledge: Relational Database Management system. Understanding of Agile SDLC Phases. Fundamentals of programming languages Skills: Programming skills, Analytical thinking and Problem solving, Attention to detail, Communication skill, Time management, Ability to learn, Ability to work as a team player, Thinking Demands: Logical thinker, Creative /Innovative thinker, Objective and Open minded, Accurate, Ability to analyse and interpret information. Recommendation/ Note: Candidates will be required to write competency test.

**DUTIES** : Develop and maintain information systems (custom-made systems, web-based system). Develop technical designs documents. Test the ICT applications. Configure and deploy ICT applications. Provide continuous support and advice to users. Provide input in the development of standards towards ICT applications.

**ENQUIRIES** : Mr K Malefo Tel No: (041) 403 6634

**POST 13/59** : **RECEPTIONIST REF NO: DMRE/2067**

**SALARY** : R176 310 per annum (Level 05)

**CENTRE** : Gauteng Region, Braamfontein

**REQUIREMENTS** : Grade 12 with 1 year relevant experience PLUS the following competencies: Knowledge of: Typing with speed as an advantage, Computer programs, Departmental Policies and procedures, Act and Regulation Skills: Organizing, computer literacy, communication at all levels, typing of correspondence accurately. Drafts memorandums, minute taking, planning, numerical, telephone etiquette, able to deal with different people e.g. Religion, background Culture, Thinking Demands: Able to make sound decisions in situations where needed, Able to use own initiative, be able to work unsupervised, be able to convey information to and from clients correctly.

**DUTIES** : Answer and route incoming calls. Take messages and route message to relevant officials. Operate telecommunication equipment. Maintain telephone directory. Provide information to caller using reference files. Do bookings for travelling and accommodation.

**ENQUIRIES** : Ms D Mokgwasi Tel No: (011) 358 9780

## NATIONAL TREASURY

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



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

**CLOSING DATE** : 26 April 2022 at 12:00 pm (Mid-night)

**NOTE** : All those who previously applied for the below post need not re-apply as your application has already been received: The National Treasury reserves the right not fill the below-mentioned post/ to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

## OTHER POST

**POST 13/60** : **ECONOMIST: BRICS/ G20/ IMF POLICY REF NO: S095/2021**  
 Division: International and Regional Economic Policy (IREP)  
 Re-Advertisement  
 Purpose: assist with the policy partnership in the coordination of stakeholder engagement and undertake analysis of the debates amongst associating countries on regional and global issues.

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

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

**ENQUIRIES** : Enquiries Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by email to HR@dpme.gov.za (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 26 April 2022 @ 16:30
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied copies of all qualifications, South African Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only send documents related to the requirements in the advert. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPMSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS the full details can be obtained by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy

can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

#### MANAGEMENT ECHELON

- POST 13/61** : **CHIEF DIRECTOR: FRONTLINE MONITORING AND SUPPORT REF NO: 016/2022**  
Branch: Public Sector Monitoring & Capacity Development
- SALARY** : R1 269 951 per annum (Level 14), all-inclusive salary package. The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
- CENTRE REQUIREMENTS** : Pretoria  
: An appropriate NQF 7 Qualification in the areas of Social Science, Community Development Studies or Policy Development or equivalent. A post-graduate Diploma Qualification (NQF 8) will be an added advantage. A Minimum of 8 years' appropriate experience in the area of Community Development, Monitoring and Evaluation or Policy Development & Implementation at a sector level of which 5 years must be at Senior Management Services (SMS) level. Proof of successful completion of the NSG Public Service Senior Management Leadership Programme (Certificate for entry into the SMS). A valid drivers-licence. Competencies/Skills: Management skills including people management and empowerment. Programme/ Project management skills and financial management skills. Ability to manage, facilitate, coordinate and drive service delivery improvement and support on National, Provincial and Local government level. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Problem solving and analysis and knowledge management skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and have the ability to maintain high levels of confidentiality.
- DUTIES** : Reporting to the Deputy Director-General, the successful incumbent will be responsible to manage, facilitate, coordinate and drive service delivery improvement and support on national, provincial and local government level. Develop, manage and implement monitoring systems, which are responsive to priorities at policy and service delivery level. Provide executive support to political principals during the Presidential, Ministerial Siyahloa, Imbizo's and Outreach Programmes. Develop, manage, establish and enhance citizen based monitoring systems. Manage, coordinate the Presidential Hotline and enhance complaints resolution systems in government. Provide professional management and leadership in respect of the provision of the core functions and services assigned to the Chief Directorate, with specific reference to: Strategic, Annual Performance and Operational planning, budgeting and alignment. Effective and efficient supervision, allocation, utilization, care and or development of all resources allocated to the unit. Effective performance management, reporting and communication on the unit. Implementation and monitoring of the unit's Annual Performance and Operational Plans. Development and implementation of policies, projects, programmes and practices that facilitate effective and efficient performance by the unit. Coordinate capacity development programmes to ensure effective development and application of PM&E policies, tools, systems and guidelines in government. Monitoring/recommending of the Branch's statutory responsibilities in terms of the PSA, Public Finance Management Act (PFMA) as well as DPSA directives and Human Resources planning. Ensuring of effective and efficient business/operational and performance annual planning for the Branch as well as efficient management/supervision of staff, procurement, equipment and facilities within the Branch.
- ENQUIRIES** : Ms K Mogotsi Tel No: (012) 312-0465
- POST 13/62** : **SENIOR SPECIALIST: RESEARCH, CONTENT AND SPEECH WRITING REF NO: 017/2022**  
Directorate: Marketing and Communication Services
- SALARY** : R1 073 187 per annum (Level 13), all-inclusive salary package

**CENTRE  
REQUIREMENTS**

: Pretoria  
:  
: A three year qualification (NQF Level 7) as recognised by SAQA in Media, Journalism and or Communication plus 6 years' appropriate experience, of which 5 years' work experience must have been at a middle/senior managerial level. Extensive experience in areas such as journalism, writing, research or any other related field, 5 years relevant content development and/or academic/research report writing work experience. Must possess the following skills excellent verbal and written communication (and presentation skills), strong analytical, Professional writing at a senior level suited for media in all platforms and familiarity with content best practices, editing, proofreading and report writing, Demonstrated experience as both a creative and critical thinker with an inquiring and analytical mind, A sound understanding of South African politics, government policies and programmes, Desktop research skills and a High level of computer literacy and sound knowledge of the Microsoft Office suite applications. Must have completed the NSG Public Service Senior Management Pre-Entry Programme.

**DUTIES**

: The successful candidate will be responsible to develop high quality communications and marketing content for dissemination across various digital, social and traditional channels. This entails developing the internal communications strategies and plans for specific activity to staff, volunteers and stakeholders through performing the following functions: Conducting Research and sourcing content from senior management staff and various units across the department. Drafting documents and speeches. Driving content production for the annual report, newsletters, internal publications, departmental website, intranet, reports, brochures and pamphlets. Manage and take responsibility of the website content. Ensuring professionally written content and checking all content to ensure overall accuracy, consistency and enforcement of high editorial standards to ensure that content reflects the tone, style and branding message of the department. Supporting other content producers in the department through proofreading and editing. Build a culture where two-way internal communication is seen as fundamental and integral to the success of the organisation and its staff, and where communication is seen as the business of every staff member. Advocate the critical business importance of internal communication and support the consistent use of the brand. Draft and update departmental calendars, intranet, Internet, web pages, social media, online or print magazines and newsletters. Continually evaluate the success of internal communications, working with a broad range of stakeholders. Draft key messages for target audiences. Conduct research, plan and implement a range of high profile events and conferences, including the staff conference, AGM and others. Undertake risk assessments for conference and events to ensure risks are appropriately managed. Working and negotiating with external suppliers and venues to provide the best value for money. Develop communications plans for each event detailing target audience and plans for reaching them. Provide knowledge, support and expertise in audio-visual presentations for staff. Write and edit copy (ranging from news reports and features to interviews and letter text) for various publications and materials (both print and online), including staff magazine.

**ENQUIRIES**

: Mr I Chappell Tel No: (012) 312-0476

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

***The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.***



**CLOSING DATE**  
**NOTE**

: 29 April 2022 at 16H00

: Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants must submit application with the following attachment (1) copies of qualifications, (2) identity document and (3) driver's licence (where applicable) and any other relevant documents, such copies need not be certified when applying for the post. The communication from the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Applications may be forwarded to the correct email/REGIONAL OFFICE/CENTRE. Applications for Senior Management positions must ONLY be emailed to the email address specified for each senior management positions. Faxed or late applications will NOT be accepted.

**ERRATUM:** Kindly note that the following posts was advertised in Public Service Vacancy Circular 11 dated 25 March 2022. (1) The position of Chief Town and Regional Planner Grade A (X3 Posts) with (Ref No: 2022/45) was advertised with the incorrect requirements. The position does not require an SMS pre-entry certificate. (2) Production Engineer: Civil (Traffic and Transportation Engineering with Ref No: 2022/48, have been withdrawn. Kindly note that all the positions advertised in Public Service Vacancy Circular 12 dated 01 April 2022 has been withdrawn and will be correctly advertised on Public Service Vacancy Circular 13. Those who have applied previously need to re-apply with the correct ref no.

#### **MANAGEMENT ECHELON**

- POST 13/63** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 2022/146**  
This is the re-advert, applicants who applied previously are encouraged to re-apply.
- SALARY** : R1 544 415 per annum, all-inclusive package, including basic salary (70% of the package), State's contribution to the Government Employees Pension Fund (15% of the package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.
- CENTRE REQUIREMENTS** : Head Office (Pretoria)  
: An undergraduate qualification (NQF level 7) and a post-graduate qualification (NQF level 8) in Management Sciences, Behavioural Sciences, Social Sciences or related fields. Demonstrated relevant management experience in managing a complex or diverse portfolio of functions, 8 to 10 years relevant experience at Senior Managerial Level. Knowledge: Understanding of the Public Sector environment and transformation challenges, financial management systems, corporate services' goals and objectives, human resource management and implementation. Skills: Strategic management, Executive management, Supply Chain Management processes, Effective communication (verbal and written), Numeracy, Marketing and liaison, Programme and project management, Relationship management, Interpersonal and diplomacy skills, Problem solving, Decision making, Motivational and influential, Negotiation. Personal Attributes: Analytical thinking, Innovative, Creative and Solution orientated, Ability to design ideas with direction, Ability to work under stressful situations, Ability to communicate at all levels, including political office bearers, people orientated, hard-working, highly motivated.
- DUTIES** : Manage and direct the strategic support functions of the Department in the advancement of service delivery, compliance and good corporate governance, Provide the required corporate services advise to Ministry, ODG and EXCO of the Department, Design and application of staffing and skilling solutions in support of an efficient, effective and development-oriented Department of Public Works and Infrastructure. Provision of modern and appropriate information management systems, technologies and architecture, which are responsive to the key business requirements of the Department, Implementation of both strategic and developmental communication systems aimed at empowering citizens and mobilising public participation, Interpretation of legal concepts and other precepts applicable to the Department in the daily undertaking of its business, Develop and maintain business plans of the various functional areas or components within Corporate Services, Develop an integrated business system that will assist with business planning of Corporate Services, Promote strategic support and planning to the transformational and change management programmes of the Department according to the requirements of the Public Service Act and related legislation, Participate in EXCO, MinTop, MinMec and other governance structures of the Department. Overall management of the Corporate Services functions of the Department.  
Mr SC Zaba Tel No: (012) 406 1544
- ENQUIRIES APPLICATIONS NOTE** : All applications must be submitted to Recruitment22-16@dpw.gov.za  
: It will be expected of the candidate to sign a Performance Agreement and be subjected to Security Clearance.

<b><u>POST 13/64</u></b>	:	<p><b><u>DIRECTOR: INTERNAL COMMUNICATIONS AND MOBILISATION REF NO: 2022/147</u></b></p> <p>This is the re-advert, applicants who applied previously are encouraged to re-apply.</p>
<b><u>SALARY</u></b>	:	R1 073 187 per annum, all-inclusive salary package, (Total package to be structured in accordance with the rules of the Senior Management Services)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	<p>An undergraduate qualification (NQF Level 7) qualifications in communications, journalism, public relations or related qualifications with five years' experience at middle/senior managerial level and relevant working experience. A valid drivers' licence. Personal attributes: innovative, creative, resourceful, energetic, helpful, ability to work effectively and efficiently under sustained pressure, ability to meet tight deadlines whilst delivering excellent results. Ability to communicate at all levels, particularly at an executive level. People orientated, able to establish and maintain personal networks, trustworthy, assertive, hard-working, highly motivated, ability to work independently. Knowledge: marketing and communications, change management, structure and functioning of the Department. Skills: executive management skills, sound analytical and problem identification and solving skills, advanced marketing skills, language proficiency, advanced report writing, research methodology, financial administration, organising and planning, computer utilisation, policy formulation, planning and organising, negotiation skills. Advanced communication (verbal and written) advanced interpersonal and diplomacy skills, time management, decision making skills. Conflict management. Motivational skills. Influencing skills, programme and management skills. Willing to adapt work schedule in accordance with professional requirement. Willing to travel. A valid driver's licence.</p>
<b><u>DUTIES</u></b>	:	<p>Effective management and facilitation of internal communication and information flow management, mobilisation and internal corporate identity. Develop and formulate strategies of communication projects. Manage and improve internal communication environment, analyse, maintain and improve communication channels and media. Contribute to compilation and writing of literature related to newsletters, website, posters, speech, magazine and memorandum. Assist with compilation and writing of ministerial speeches and articles on request. Manage calendar of social events and activities. Manage relationships with external stakeholders, establish and sustain efficient communication model through the department. Advice management on new communication technologies. Contribute to effective change management. Compile updated reports on progress and management of internal communications. Effective marketing and implementation of internal communications, ministerial PPP &amp; Mobilisation programmes-facilitate the process of language policy and promote easy access to public information. Coordinate printing and publishing of internal publications, manage the roll out of internal branding, manage and design the Departmental intranet. Effective management of the component, manage employment related processes, execute advisory commitments, determine and plan work procedures and methods of the component, manage budget of the component efficiently, maintain and sustain value chain of suppliers, distributors and consumers for effective information packaging and distribution, compile budgetary reports, effectiveness and efficiency of managed internal communication, extent of managed mobilisation and corporate identity , extent of developing strategies, effective analyses of communication channels and media, extent of developing strategies, effective analysis of communication channels and media , extent of contribution of compilation of literature, quality of compilation of ministerial speeches on request, extent of managed calendar for social events and activities. Quality of establishment of sustained communication models, extent and relevancy of provision of advice to management, nature and extent of contribution to change management, quality and extent of compiled reports, effectiveness and efficiency of facilitation of flow of information, extent of facilitation of language policy and promotion of access of information, effective co-ordination of printing and published publications, extent of managed internal branding, quality of designed departmental intranet, extent, efficiency and effectiveness of management of the component, effective management of staff, extent and efficiency of managed budget, nature and extent of maintained and sustained value chain of suppliers, distributors and consumers, quality of compiled reports.</p>

- ENQUIRIES APPLICATIONS** : Mr T Mchunu Tel No: 012 406 1841  
 : All applications must be submitted to Recruitment22-17@dpw.gov.za
- POST 13/65** : **DIRECTOR: ENVIRONMENT AND CULTURE SECTOR (EPWP) REF NO: 2022/148**  
 : This is the re-advert, applicants who applied previously are encouraged to re-apply.
- SALARY** : R1 073 187 per annum, all-inclusive salary package, (Total package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE REQUIREMENTS** : Head Office (Pretoria)  
 : An undergraduate qualification (NQF level 7) in Environment, Agricultural and or related studies plus five years relevant working experience at middle/ senior level. A valid drivers' licence. A postgraduate qualification will be an added advantage. Knowledge: Knowledge of Government's Development agenda, Government anti-poverty strategy and public employment programs, good analytical, innovative, problem solving/ intervention and interpersonal relations, writing and leadership skills. Knowledge of public sector, administrative procedures and processes, public finance management, contract management and stakeholder management. Experience in people management and conflict management. Experience in research methodologies, knowledge of policy and guidelines development, strong strategic management and planning, basic monitoring and evaluation. Good programme/project management are also key requirements. Extensive experience in the expanded public Works programme with specific reference to the Environment and Culture Sector institutional arrangements, related legislation, policies and strategic frameworks. He/she must possess facilitation skills, good communication skills and stakeholder management skills. Ability to communicate at strategic level and work under pressure/ long hours.
- DUTIES** : Organise internal capacity and budget resources for the Environment and Culture (E&C) Sector, develop policies and guidelines for the sector, develop strategic, tactical and implementation plans the E&C sector, design and manage strategies in collaboration with the lead sector department as mandated in the coordination of the EPWP E&C sector, to assist the sector to meet its set targets, secure and manage the provision of technical, implementation and resource support to the sector at national, provincial and local levels. Facilitate development/ review of incentive models, frameworks and implementation manuals. Establish coordination and management structures in DPW for improved efficiency of the sector incentive programme. Provide support for effective management, implementation and accountability on the sector incentive programmes, facilitate and commission research for new expansion areas and to monitor impacts of sector programmes. Manage contractual agreements of external partners/ stakeholders. Monitor and ensure achievements of sector targets. Compile, submit and present reports to various operational, senior /top management and executive structures. Profile best practices.
- ENQUIRIES APPLICATIONS** : Ms P Lukwago-Mugerwa Tel No: 012 492 1425  
 : All applications must be submitted to Recruitment22-18@dpw.gov.za
- POST 13/66** : **DIRECTOR: GEOGRAPHICAL INFORMATION SYSTEM (EPWP) REF NO: 2022/149**  
 : This is the re-advert, applicants who applied previously are encouraged to re-apply.
- SALARY** : R1 073 187 per annum, all-inclusive salary package, (Total package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE REQUIREMENTS** : Head Office (Pretoria)  
 : An undergraduate qualification (NQF level 7) in GIS or relevant qualification in Geography, Demography, Cartography or related qualifications plus five years' experience in middle/senior management in a relevant environment, A valid driver's license. Extensive knowledge of the Expanded Public Works Programme and the framework for its monitoring and evaluation, Spatial modelling design and analysis knowledge, GIS, legal and operational compliance, data management processes and statistical analysis experience, Willingness to travel. Knowledge and understanding of Microsoft computer and its packages, Strong analytical and project management skills, high level of numeric and data analysis skills, Good communication (verbal and written),

Presentation and training skills. Duties: Provide strategic direction to the Directorate, Manage the research, design, development and implementation of GIS technology and its applications, Promote spatial analysis in all sectors of the EPWP, Manage the process to map progress of the EPWP performance against set targets, Manage the establishment and maintenance of fundamental geographic data to support the EPWP and other programmes of the DPWI, Manage the development and maintenance of a web-based GIS to publish data and facilitate the location of projects, Manage the geo-coding, analysis, maintenance and disseminate the EPWP spatial performance to relevant stakeholders, Managing the overall resources in the Directorate.

**DUTIES**

: Provide strategic direction to the Directorate. Manage the research, design, development and implementation of GIS technology and its applications. Promote spatial analysis in all sectors of the EPWP. Manage the process to map progress of the EPWP performance against set targets. Manage the establishment and maintenance of fundamental geographic data to support the EPWP and other programmes of the DPWI. Manage the development and maintenance of a web-based GIS to publish data and facilitate the location of projects. Manage the geo-coding, analysis, maintenance and disseminate the EPWP spatial performance to relevant stakeholders. Managing the overall resources in the Directorate.

**ENQUIRIES**

: Mr SC Zaba Tel No: 012 406 1544

**APPLICATIONS**

: All applications must be submitted to Recruitment22-19@dpw.gov.za

**OTHER POSTS**

**POST 13/67**

: **CHIEF CONSTRUCTION PROJECT MANAGER (HEAD OF PROJECT MANAGEMENT) (GRADE A) REF NO: 2022/150**

**SALARY**

: R1 058 469 per annum, (all-inclusive package per annum) (OSD)

**CENTRE**

: Kimberley Regional Office

**REQUIREMENTS**

: An appropriate Bachelor's Degree/B-Tech degree or National Higher Diploma in any of the Built Environment disciplines (Architecture, Quantity Surveying, Engineering or Construction Project Management). Minimum of 6 years' post-qualification experience in construction project management. Extensive experience in the Built Environment, especially in building construction project management. Professional registration with the South African Council for Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager, is compulsory. Professional registration in one of the Built Environment disciplines will serve as an advantage. Experience in managing construction service providers, project managers and other technical staff, responsible for managing multiple projects simultaneously; proven project budgeting ability; knowledge and/or understanding of estimating and scheduling techniques; knowledge of the Works Control System (WCS) will serve as an added advantage. Knowledge and understanding of the following Acts; the CIDB Act, Public Finance Management Act, 1999, Act of No. 1 of 1999) PFMA, the Occupational Health and Safety, 1993, Act No. 85 (OHS Act) and the Environment Conservation Act, 1989 (Act No. 73 of 1989) as well as Building Regulations, Knowledge and understanding of Government procurement systems, good financial and budgeting skills. Sound analytical, management and good communication (verbal and written) skills. Computer literacy. A valid driver's license.

**DUTIES**

: Manage and lead the Construction Project Management Unit in the Regional Office. Manage environmental health and safety on capital and planned maintenance construction projects. Coordinate and manage the planning and execution of construction and renovation or refurbishment projects within time, cost and specification targets. Develop and monitor a planning and reporting system to effectively plan and monitor projects. Ensure compliance to professional legislation as well as procurement and Departmental policies. Procure consultants, contractors and related service providers for construction projects. Evaluate and make recommendations wrt extension of contract periods. Establish and promote effective relationships with clients. Provide expert advice to the Department and its Clients. Manage communication and documentation of projects for auditing purposes. Manage complex conflicts between various stakeholders. Monitor and control expenditure. Manage component and project budgets. Ensure correct value for money for payments to consultants and contractors. Manage client budget allocation. Compile management reports on budget and expenditure. Maintain data integrity on

- WCS, etc. Manage Project Managers and administrative staff, coach, mentor and train staff. Manage employment related processes.
- ENQUIRIES** : Ms R Baulackey Tel No: 053 838 5257 or Ms N Hlongwane Tel No: 053 838 5377
- APPLICATIONS** : Kimberly Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.
- POST 13/68** : **DEPUTY DIRECTOR: ACQUISITION INFRASTRUCTURE REF NO: 2022/141**  
This is the re-advert, applicants who applied previously need to re-apply.
- SALARY** : R744 255 per annum, all inclusive salary package. (Total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification in Supply Chain Management/ Purchasing Management/ Business Management/ Economics/ Finance / Public Administration / Administration/ Management Sciences. Extensive relevant experience in Procurement / Supply Chain Management at junior management/supervisory role. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, Preferential Procurement Regulations as shall have been promulgated by the National Treasury, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.
- DUTIES** : Actively participate in the design, implementation and management of the institutional arrangements for the procurement of construction works and engineering services as part of the supply chain management system of the Department. Manage, execute, facilitate, support, supervise, and performance manage the following SCM functions - Demand: Participate in the initiation and development of the Department's Construction Procurement Strategy and Construction Procurement Policy. Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, compile a risk response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and

Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

**ENQUIRIES APPLICATIONS** : Mr. T Tladi, Tel No: (012) 406 1864

**FOR ATTENTION** : Head Office Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria.

**POST 13/69** : Ms. N.P. Mudau

**SENIOR COMMUNICATIONS OFFICER: COMMUNICATION AND MARKETING REF NO: 2022/142**

This is the re-advert, applicants who applied previously need to re-apply.

**SALARY CENTRE REQUIREMENTS** :

R321 543 per annum

Head Office (Pretoria)

A three year tertiary qualification (NQF level 6) in Marketing, Communication, Public Relations, Journalism Events Management or equivalent and relevant experience in the field. Computer literacy; good written and verbal communication skills, driver's license is highly recommended. Knowledge in Marketing and Communication, Supply chain management, Knowledge of Government Communication process, Marketing Management, Events Management, Exhibition Management, Branding Principles. Skills: Organising and Planning, ability to work under pressure, willing to adapt work schedule in accordance with professional requirement, willing to travel.

**DUTIES** :

Liaise and promote relations with relevant stakeholders regarding communication services. Assist with the development, monitoring and evaluation of projects. Support the implementation of marketing activities. Ensure that implemented project meet required standard. Promote the DPWI brand through exhibition, campaign and advertising. Plan and coordinate DPWI events, Coordinate branding during the DPWI events. Promote DPWI Corporate Identity. Procurement of Promotional Material.

**ENQUIRIES APPLICATIONS** :

Ms L Nemavhidi Tel No: (012) 406 1838

must be submitted to: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria.

**FOR ATTENTION** : Ms. N.P. Mudau

**POST 13/70** : **ARTISAN PRODUCTION GRADE C: PAINTING REF NO: 2022/143**

This is the re-advert, applicants who applied previously need to re-apply.

**SALARY CENTRE REQUIREMENTS** :

R266 109 per annum

Durban Regional Office

A completed Apprenticeship and proof of passing a trade test in terms of the Provisions of Section 13 (2) (h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provision of the repealed section 27 of the Act. Knowledge of the OHS Act.

**DUTIES** :

Maintenance including new work to the building infrastructure works. Maintain tools. Compile material quantities per project. Supervise assistants.

**ENQUIRIES APPLICATIONS** :

Mr MM Zuma Tel No: (072) 406 5212

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

**FOR ATTENTION** : Ms NS Nxumalo

**POST 13/71** : **ARTISAN PRODUCTION GRADE C: MECHANICAL REF NO: 2022/144**

This is the re-advert, applicants who applied previously need to re-apply.

**SALARY CENTRE REQUIREMENTS** :

R266 109 per annum

Durban Regional Office

A completed Apprenticeship and proof of passing a trade test in terms of the Provisions of Section 13 (2) (h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provision of the repealed section 27 of the Act. Knowledge of the OHS Act. Minimum two years' experience in the painting trade.

**DUTIES** :

Maintenance including new work to the building infrastructure works. Maintain tools. Compile material quantities per project. Supervise assistants.

**ENQUIRIES** : Mr MM Zuma Tel No: (072) 406 5212

- APPLICATIONS** : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.
- FOR ATTENTION** : Ms NS Nxumalo
- POST 13/72** : **PERSONAL ASSISTANT TO THE REGIONAL MANAGER REF NO: 2022/151**  
(36 Months Contract)  
Re-Advertisement, (People who previously applied are encouraged to re-apply)
- SALARY** : R261 372 per annum  
**CENTRE** : Umtata Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF level 6) in Management Assistant, Secretariat, Office management or equivalent. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an advantage.
- DUTIES** : Manage the traffic in the office of the Regional Manager, efficient and effective Human Resources, Financial administrative support, Perform the duties of Regional Manager User Clerk in the office of incoming and outgoing post, Maintain a filing registry in the office of the Regional Manager, Provisioning of stationery and supplies, Maintaining an electronic post register for management of the Regional Manager's diary, Schedule meetings and telephone management, Make official travel arrangements for the Regional Manager, Assist with the preparation and development of Regional Managers' presentations, reports and minutes of meetings, Arrange official functions for the office of the Regional Manager, Assist in the identification and development of training material for the Regional Manager and organise training facilities, Responsible for procurement processes within the office of the Regional Manager and manage the petty cash, Assist in the development of the MTEF budget of the Regional Manager and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.
- ENQUIRIES** : Ms. N Hlengwa Tel No: (047) 502 7010  
**APPLICATIONS** : Umtata Regional Office Applications: The Regional Manager Department Of Public Works & Infrastructures Private Bag X 5007 Sutherland Street Mthatha, 5099, Hand Delivery / Physical Address: Department Of Public Works & Infrastructures, 96 Sutherland Street Prd li Building, 5 Th Floor Mthatha 5099
- POST 13/73** : **ADMINISTRATION CLERK: LOGIS REF NO: 2022/145 (X2 POSTS)**  
This is the re-advert, applicants who applied previously need to re-apply.
- SALARY** : R176 310 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A Senior Certificate/Grade 12. Knowledge of the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and. Good verbal and written communication skills,. Good verbal and written communication for the drafting of quality documentation. The ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills. Computer literacy and a driver's license are compulsory.
- DUTIES** : Assist with the payment of invoices within the Directorate Logistics. Verify invoices for compliance. Ensure certification of invoices. Prepare payment batches. Update the Reapatata system Receive, record and verify invoices, Capture and maintain registers, Coordinate and collate weekly and monthly statistics Compiling and investigate the LOGIS Commitments and LOGIS Accruals, Cost Containment to National Treasury, Open Vouchers, Travel Management Company BAS and SAGE Accruals. Assist with the preparation of monthly, quarterly and annual financial inputs. Perform any other assigned duties in relation to the implementation of the Supply Chain Management processes.
- ENQUIRIES** : Ms. L Bester Tel No: 012 406 1463

**APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria.

**FOR ATTENTION** : Ms. N.P. Mudau

**SOUTH AFRICAN POLICE SERVICE**

- APPLICATIONS** : can be posted or hand delivered at the following address: Shorburg Building 6th Floor (HRM), 429 Helen Joseph Street, Pretoria, 0001
- CLOSING DATE** : 26 April 2022 at 16:00. Applications must be mailed timeously. Late applications will not be accepted or considered.
- NOTE** : Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID, all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof.

**OTHER POSTS**

- POST 13/74** : **SECRETARY REF NO: HAM1/3/22 (X1 POST)**  
Division: Human Resource Development
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : SAPS Academy, Hammanskraal
- REQUIREMENTS** : The generic minimum requirements applicable to the posts are as follows: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Additional Requirements: In possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Computer literacy in MS Office, Excel and Power Point may serve as an advantage.
- DUTIES** : Provide secretarial support to the Academy Commander; Manage correspondences of the Office of the Academy Commander; Manage the diary of the Academy Commander for internal and external engagements; Co-ordinate travel arrangements, including accommodation, subsistence allowances and claims. Manage emails and telephones in the Office of the Academy Commander; Manage the brought forward system in the Office of the Academy Commander.
- ENQUIRIES** : may be directed to: Lt Colonel Masemola Tel No: (012 334 3893) / Captain Hagen Tel No: (012 334 3796) / PPO Mahlangu Tel No: (012 334 2112) / PO Moreme Tel No: (012 334 3894) / PO Kekana Tel No: (012 334 3513)

- POST 13/75** : **PERSONNEL OFFICER REF NO: HAM2/3/22 (X1 POST)**  
Division: Human Resource Development
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: SAPS Academy, Hammanskraal  
: The generic minimum requirements applicable to the posts are as follows: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Additional Requirements: In possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Computer literacy in MS Office, Excel and Power Point may serve as an advantage.
- DUTIES** : Administer general personnel related matters; Administer organisational structure and establishment matters; Administer personnel structuring and other conditions of service; Administer staff utilisation, personnel development, labour relations matters.
- ENQUIRIES** : may be directed to: Lt Colonel Masemola Tel No: (012 334 3893) / Captain Hagen Tel No: (012 334 3796) / PPO Mahlangu Tel No: (012 334 2112) / PO Moreme Tel No: (012 334 3894) / PO Kekana Tel No: (012 334 3513)
- POST 13/76** : **PERSONNEL OFFICER REF NO: HAM3/3/22 (X1 POST)**  
Division: Human Resource Development
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: SAPS Academy, Hammanskraal  
: The generic minimum requirements applicable to the posts are as follows: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Additional Requirements: In possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Computer literacy in MS Office, Excel and Power Point may serve as an advantage.
- DUTIES** : Administer disciplinary related matters; Administer the Discipline register; Administer suspension of cases; Compile information notes; Administer Sexual Harassment cases; Administer IPID cases; Administer the appointment of functionaries.
- ENQUIRIES** : may be directed to: Lt Colonel Masemola Tel No: (012 334 3893) / Captain Hagen Tel No: (012 334 3796) / PPO Mahlangu Tel No: (012 334 2112) / PO Moreme Tel No: (012 334 3894) / PO Kekana Tel No: (012 334 3513)
- POST 13/77** : **CHEF REF NO: HAM4/3/22 (X4 POSTS)**  
Division: Human Resource Development
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: SAPS Academy, Hammanskraal  
: The generic minimum requirements applicable to the posts are as follows: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Additional Requirements: In possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Certificate in food preparation and/or catering will serve as an advantage; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.
- DUTIES** : Administer general mess matters; Administer mess purchases; Control Mess stock; Set up the kitchen for meal preparations with cooking utensils and equipment; Plan, pre preparation/cook of food as per healthy menu; Ensure well cooked food and appealing plate presentation; Serve meals and provide

- waiter service; Compliance in terms of hygiene and safety regulations in the kitchen.
- ENQUIRIES** : may be directed to: Lt Colonel Masemola Tel No: (012 334 3893) / Captain Hagen Tel No: (012 334 3796) / PPO Mahlangu Tel No: (012 334 2112) / PO Moreme Tel No: (012 334 3894) / PO Kekana Tel No: (012 334 3513)
- POST 13/78** : **DRIVER REF NO: HAM5/3/22 (X2 POSTS)**  
Division: Human Resource Development
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Level 02)  
: SAPS Academy, Hammanskraal  
: The generic minimum requirements applicable to the posts are as follows: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Additional Requirements: A grade 10 qualification will serve as an advantage; Must be in possession of at least a valid light vehicle driver's licence; Willing to work extended hours when necessary; Appropriate / relevant experience in the field of the post as well as PDP (Public Driver Permit) will be an advantage; Code 14 will be to applicant's advantage.
- DUTIES** : Provide driving and transport services; Transporting passengers; Rendering of messenger services; Delivery of confidential post; Conduct vehicle inspection and inspection of log books (SAPS 132 B); Conduct administration pertaining to core functions of the post.
- ENQUIRIES** : may be directed to: Lt Colonel Masemola Tel No: (012 334 3893) / Captain Hagen Tel No: (012 334 3796) / PPO Mahlangu Tel No: (012 334 2112) / PO Moreme Tel No: (012 334 3894) / PO Kekana Tel No: (012 334 3513)
- POST 13/79** : **FOOD SERVICE AID REF NO: HAM6/3/22 (X5 POSTS)**  
Division: Human Resource Development
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Level 02)  
: SAPS Academy, Hammanskraal  
: The generic minimum requirements applicable to the posts are as follows: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Additional Requirements: A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.
- DUTIES** : Prepare and serve refreshments; Render food service support functions; Prepare meals and clean equipment; Prepare dining halls; Ensure a clean and hygienic working environment; Perform general administrative functions within catering.
- ENQUIRIES** : may be directed to: Lt Colonel Masemola Tel No: (012 334 3893) / Captain Hagen Tel No: (012 334 3796) / PPO Mahlangu Tel No: (012 334 2112) / PO Moreme Tel No: (012 334 3894) / PO Kekana Tel No: (012 334 3513)
- POST 13/80** : **GENERAL WORKER REF NO: HAM7/3/22 (X4 POSTS)**  
Division: Human Resource Development
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Level 02)  
: SAPS Academy, Hammanskraal  
: The generic minimum requirements applicable to the posts are as follows: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Additional Requirements: A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be

- able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.
- DUTIES** : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors; Vacuum carpets and mopping of tile floors; Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of aids in the cleaning of the premises; Loading and unloading of goods; Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils; Reporting of losses and damages during execution of cleaning duties.
- ENQUIRIES** : may be directed to: Lt Colonel Masemola Tel No: (012 334 3893) / Captain Hagen Tel No: (012 334 3796) / PPO Mahlangu Tel No: (012 334 2112) / PO Moreme Tel No: (012 334 3894) / PO Kekana Tel No: (012 334 3513)
- POST 13/81** : **TRADESMAN REF NO: HAM8/3/22 (X3 POSTS)**  
Division: Human Resource Development
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Level 02)  
: SAPS Academy, Hammanskraal  
: The generic minimum requirements applicable to the posts are as follows: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Additional Requirements: A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.
- DUTIES** : Maintain store related functions with the Academy; Maintain and update registers, Ensure inspection of registers; Receipt of resources, packing and sorting items neatly in the store; Issue items to the members; Maintain general neatness in the store.
- ENQUIRIES** : may be directed to: Lt Colonel Masemola Tel No: (012 334 3893) / Captain Hagen Tel No: (012 334 3796) / PPO Mahlangu Tel No: (012 334 2112) / PO Moreme Tel No: (012 334 3894) / PO Kekana Tel No: (012 334 3513)

**DEPARTMENT OF TOURISM**

*The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.*

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- CLOSING DATE** : 26 April 2022 at 16:30 (Late applications will not be considered)
- NOTE** : In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required copies (Uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies) of qualifications, Identity Document, proof of citizenship/permanent residence if not a RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job related test.

**OTHER POSTS**

- POST 13/82** : **DEPUTY DIRECTOR: INVESTMENT FACILITATION REF NO: DT02/2022**
- SALARY** : R882 042 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised three-year degree (NQF7)/ National diploma (NQF6) with Development Studies/ Economics/Finance & Investment, International Relations. A post-graduate qualification in the aforementioned fields will be an added advantage. Work experience: 3-5 years' relevant work experience in investment promotion and facilitation, trade promotion/economic diplomacy or related fields. Competencies: A good understanding of government's key economic development frameworks. Keen knowledge and understanding (practical) of investment promotion and facilitation issues/practices. Excellent online research; written and verbal communication skills, including report writing, critical analysis & synthesis and compilation of presentations and verbal presentation. Critical thinking and problem solving skills. Use of computer software packages including, MS Office Suite.
- DUTIES** : The successful candidate will be responsible for managing the compilation and updating of a pipeline of tourism investment projects; providing technical support to provinces and project owners on tourism project preparation; assessment of projects and providing feedback to both public and private sector led projects; identification of best practices in project preparation & capacity building for provinces and municipalities in this regard; facilitating the unblocking of barriers to the implementation of investment projects; coordinating investment promotion; liaison with investment one-stop-shops at national and provincial levels; assisting prospective investors in fulfilling compliance requirements with relevant related legislation/regulations, e.g. SPLUMA; matching investors with opportunities; managing site visits for investors; facilitating, participating and reporting on investment promotion events; managing the development of a database for key investors in the South African tourism sector; managing relationships with key investors; benchmarking local projects against international competition. Duties might include other related tasks as assigned.
- ENQUIRIES** : Dr K.S. Hlela, e-mail: khlela@tourism.gov.za or Tel No: 012 444 6469

<b><u>NOTE</u></b>	:	EE: Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.
<b><u>POST 13/83</u></b>	:	<b><u>BRANCH COORDINATOR: DESTINATION DEVELOPMENT REF NO: DT01/2022</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A recognised Bachelor's Degree/National Diploma (NQF6) plus a minimum of 3 years' relevant experience in rendering administrative and executive support services, preferably in a similar environment. Skills and Competencies: Analytical thinking, Conceptual Problem Solving, Project Management, Planning and Organising, Financial and Budget Administration, Stakeholder Liaison, High Level Communications (written and verbal), Human Resources and Asset Management skills. Exposure to an electronic document management system will serve as an added advantage. Ability to work under constant pressure and to solve problems.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for co-ordinating and quality assurance of all Branch information which includes consolidating budget inputs; Monitoring the branch budget to detect over/under expenditure; Reporting instances of deficit/excess expenditure during estimate of national expenditure; Providing Supply Chain Management support; Managing assets of the Branch in terms Supply Chain Management policies; Provisioning of administration and Human Resources support; Coordinating together with the HR Unit the implementation of Human Resource support initiatives; Coordinating the process of compiling the Strategic Plan, Annual Performance Plan, Branch business plans and Service Delivery Improvement Plan; Consolidating and coordinating branch quarterly performance reports; Analysing evidence for performance reporting, package and load them on EDMS; Managing the branch audit queries and ensuring that they are dealt with within specified period; Providing support on special projects; Ensuring proper filing of all electronics as well as hard copy documents of the branch; Rendering of general secretariat and logistical support services; Arranging and providing secretariat support for management and other meetings in the branch (Branch Management, Quarterly Review and Planning Sessions); Ensuring the implementation of action plans; Monitoring EDMS workflows of the branch; Providing support to the Office of the DDG on the monitoring of the implementation of Executive and Top management meeting decisions; Coordinating submission of documents for departmental management meetings (Manco, EMC, MINMEC, Minister's Quarterly Review, MIPTECH, Top Management, Lekgotla etc). Managing channelled to the branch by Ministry, DG's office and other branches and ensuring that responses are provided within specified times.
<b><u>ENQUIRIES</u></b>	:	T Koena Tel No: 012 444 6154
<b><u>NOTE</u></b>	:	EE: Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.
<b><u>POST 13/84</u></b>	:	<b><u>ASSISTANT DIRECTOR: SPATIAL MAPPING &amp; DATABASE MANAGEMENT REF NO: DT 03/2022</u></b>
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10), excluding service benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A SAQA recognised Bachelor of Science Degree in Informatics/Computer Science or equivalent, with a specialisation in database application development. Knowledge and experience in GIS applications and Visual Basic for Applications (VBA) will be an added advantage. 2-3 Years' work experience in database application development and management. A combination with spatial mapping/GIS will be an added advantage. Critical/analytical and problem solving. Good general computer literacy – graphics software knowledge will be an added advantage. Good written and oral communications and stakeholder engagement skills.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to assist in developing and maintaining database systems for spatial mapping services; Analyse, recommend and design spatial mapping and planning database systems and

solutions to integrate with the larger, complex department-wide and internal/external facing enterprise spatial planning environment; Collect & collate, analyse and maintain large quantities of data; Create a tourism infrastructure system to support and guide the department in computing and information technology efforts. Provide quality assurance of all tourism spatial databases. Provide support & advice to provinces and municipalities on spatial mapping outputs/services. Actively participate in and support various projects, including the mapping of the department's district development model.

**ENQUIRIES** : Ms L Mahlangu Tel No: (012) 444 6362  
**NOTE** : EE: Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.

**POST 13/85** : **ASSISTANT DIRECTOR: EXPERIENCE AND ROUTE DEVELOPMENT REF NO: DT04/2022**

**SALARY** : R477 090 per annum (Level 10), excluding service benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A SAQA recognised 3-year qualification (NQF 6) in Tourism, Development Economics or related studies. 3-5 years' management experience in Tourism related management. Knowledge and understanding of South Africa, regions and the continent. Knowledge of South Africa's domestic and international policies in relation to tourism. Computer literacy (Ms Office packages). Basic Project Management skills. Good stakeholder engagement. Good interpersonal and personal skills.

**DUTIES** : The successful candidate will be responsible for doing an audit of all tourism routes in the country including cross border initiatives; setting up initial engagements with industry operators on initiatives; facilitating trade relations/networking between operators and travel trade; coordinating intergovernmental and cross border relations engagements on route development initiatives; identifying initiatives that can enhance the tourism experiences; drafting motivations to solicit support from management; designing product development and enhancement initiatives in partnership with industry operators; developing a route support and incentive framework that embraces government strategic objectives; designing policy, forms and processes for supporting route initiatives; conducting baseline research on niche markets; identifying niche markets aligned to national tourism strategic objectives; starting initial engagement with relevant partners to support the development of such a market; supporting in the management of partnerships for experience and route development, program and project management. Writing of reports.

**ENQUIRIES** : Ms F Mbam Tel No: (012) 444 6419  
**NOTE** : EE: Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.

**POST 13/86** : **ADMINISTRATIVE ASSISTANT: DESTINATION DEVELOPMENT REF NO: DT05/2022**

**SALARY** : R211 713 per annum (Level 06), excluding service benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 certificate or equivalent other training course/qualifications. 0-1 year working experience. Good working knowledge of Microsoft Office Suite (MS Word, MS Powerpoint & basics of MS Excel); critical thinking/problem solving skills; ability to take initiative as/when required, strong verbal and written communication skills; comfortable with routinely shifting demands; high degree of attention to detail; data entry experience; Working knowledge of general office equipment.

**DUTIES** : The successful candidate will be responsible for diary management in the 3 Directorates; logistical arrangements and secretariat services to 3 Directorates' meetings; administering and safekeeping of goods delivered and received; handling visitors to the Department; travel arrangements; document registration and dissemination; filing & record keeping for the Directorates; assist in compiling and processing of staff claims; manage petty cash.

**ENQUIRIES** : T Koena Tel No: (012) 444 6154  
**NOTE** : EE: Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

## DEPARTMENT OF TRADITIONAL AFFAIRS

*It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.*

- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building.
- FOR ATTENTION** : Director: Human Resource Management
- CLOSING DATE** : 29 April 2022
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied by a comprehensive CV, copies of qualifications, Identity document and driver's license. Such copies need not be certified. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

## OTHER POST

- POST 13/87** : **DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 2022/06**
- SALARY** : R744 255 per annum (Level 11), an all-inclusive remuneration package. The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Political Studies/Public Administration or Development Studies or equivalent at NQF level 7 plus 3-5 years' experience at junior management (Assistant Director Level) with relevant experience in traditional affairs, intergovernmental relations, stakeholder management, policy analysis and implementation, monitoring and evaluation. A valid driver's licence. Core competencies: Service delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus; computer literacy and Communication (Verbal and written). Technical competencies: Knowledge of government systems and processes; Knowledge of local governance; Coordination and facilitation skills; Monitoring and evaluation techniques and skills; Research and policy analysis; Data analysis and interpretation; Report writing and presentation skills.
- DUTIES** : The successful candidate will perform the following duties: Develop, review and implement policies and framework to support the integration of traditional leadership in governance and intergovernmental structures: Develop or review policies, guidelines and framework on cooperative relations between traditional leadership and government; Monitor compliance to relevant legislative prescripts within area of responsibility; Facilitate the implementation of the Intergovernmental Relations Framework Act (Act 13 of 2005) and other Constitutional as well as cooperative governance legislation and policies. Monitor the functioning of traditional and Khoi-San leadership structures: Provide mechanisms and procedures to facilitate the settlement of

intergovernmental disputes affecting traditional leadership; Monitor the implementation of Intervention Plans/ Support Plans on the functioning of traditional and Khoi-San leadership structures. Monitor the traditional and Khoi-San leader's participation in local governance. Coordinate and manage the Traditional Affairs Intergovernmental forums: Support Traditional Affairs agenda.

**ENQUIRIES**

:

Ms N Nkosi Tel No: (012) 336 5844

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE** : 26 April 2022

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

## MANAGEMENT ECHELON

**POST 13/88** : **DIRECTOR: WATER RESOURCES SUPPORT REF NO: 260422/01**  
Branch: Provincial Coordination and International Cooperation Western Cape  
Dir: Water Resources Support  
(This is a re-advertisement, applicants who have previously applied must re-apply)

**SALARY** : R1 073 187 per annum (Level 13), (all-inclusive salary package)

**CENTRE** : Bellville

**REQUIREMENTS** : A Bachelor Degree at NQF 7 in Natural Sciences or relevant field. Six (6) to ten (10) years experience in IWRM, Environment, Policy and Strategy Development, and Project Management. Five (5) years experience at middle / Senior Managerial level. A valid driver's license (Attach a copy). Good understanding of hydrology and geo-hydrology. Knowledge of yield calculations. Strategic capacity and leadership. Programme and project management, Financial management, change management, knowledge management, service delivery innovation (SDI), problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, accountability and ethical conduct.

**DUTIES** : The development of strategic and business plans in the protection of surface groundwater. Ensure the implementation of WRM policies. Ensure the implementation of business strategy for the component. Development of long-term strategies for local reconciliation of water availabilities and requirements. Implement maintenance of the reconciliation strategies for all rivers. The collection of water resource management data information on surface and

groundwater. Implementation of the water use authorisation. Implementation of river eco-status monitoring programme. Support establishment and monitoring of entities responsible for water resource management. Develop reconciliation strategies for all other towns in the Central, East, North and South planning areas. Develop WRM database for the component. Ensure that WR data is maintained. Ensure that relevant IT system is developed and maintained in storing data. Develop reconciliation and management strategies for various catchments. Develop water quality management strategy for the catchments and rivers system. Ensures the maintenance of the water quality management strategies is developed for all catchments. Manage the flow of water in rivers and catchments accordingly. Manage of various stakeholders within the sector. Implement models for reconciliation and allocation process in Catchments. Update hydrology and yield analysis of all Rivers catchments within the specific WRM boundaries. Manage Human Resources and promote transformation within the directorate. Implement HR policies and transformation imperatives. Manage budget and financial resources.

**ENQUIRIES  
APPLICATIONS**

: Ms NM Bila-Mupariwa Tel No: (021) 941 6000  
 : Western Cape (Bellville): For purposes of response handling, please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION**

: Ms L Mabile

**POST 13/89**

: **DIRECTOR: CUSTOMER RELATIONS MANAGEMENT REF NO: 260422/02**  
 Branch: Finance  
 Div: Revenue Management (WTE)

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 073 187 per annum (Level 13), (all-inclusive salary package)  
 : Pretoria Head Office  
 : A Bachelor Degree at NQF 7 in Finance or related environment. Eight (8) years' experience in finance or revenue management experience. Five (5) years' experience at Middle/Senior Management level. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of PFMA, Treasury Regulations, Promotion of Access to Information Act and applicable auditing standards. Policy and strategy development. Strategic capability and leadership. Knowledge and experience of programme and project management. Knowledge and experience of financial management. Change and knowledge management. Service Delivery Innovation. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Excellent communication skills (written and verbal). Accountability and ethical conduct.

**DUTIES**

: The management of Customer relations relating to revenue management. Implement policy guidelines on the management of customer relations. Develops and implements a performance improvements suggestion scheme on customer relations. Advises top management and the legislature, as well as relevant sector bodies, on the implementation of policies and strategies relevant to the component. Develops Regional Business Plan. The analysis of customer challenges. Investigates and makes recommendations on customer satisfaction. Attend to clients queries. Manages the collection of revenue. Determines the water use. Provides technical information (M & E system). The coordination of legal procedures for customer relations. Plans and executes phase II (open tenders). Implements policies. Manage relationship with stakeholders. Plans and develops meeting schedules with stakeholders. Implements the strategic objectives of the component. Monitor progress on the implementation of projects related to integrated WRM. The facilitation of selling positive image for department in collecting revenue from water users. Compile stakeholders register for the component. Controls cash flow. Institutes risk management. Administers tender procurement processes in accordance with generally recognized financial practices in order to ensure the achievement of the strategic component objectives. Compile monthly reports making recommendations on the improvement to be implemented. The management of Human resources and financial management. Give inputs on the budget compilation. Do budget projection for MTEF. Effectively manage relationships in order to achieve the directorate's goals. Ensure that customer surveys are conducted timeously.

**ENQUIRIES**

: Ms SD Ndhlovu Tel No: (012) 336 7981

**APPLICATIONS**

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

**FOR ATTENTION**

: Ms L Mabile

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

**CLOSING DATE** : 26 April 2022

**NOTE** : Applications must be submitted on new Z83 form. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered." The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as all qualification(s), academic records including a Senior certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. Applicants must submit copies of qualifications, Identify document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

**MANAGEMENT ECHELON**

**POST 13/90** : **DEPUTY DIRECTOR-GENERAL: CLINICAL HEALTH SERVICES REF NO: H/D/13**  
Re-Advertisement, (Those who previously applied are encourage to apply)

**SALARY** : R1 544 415 per annum (Level 15)

**CENTRE** : Cluster: Clinical Health Services

**REQUIREMENTS** : Undergraduate qualification (NQF level 7) and relevant post graduate qualification (NQF level 8) as recognised by SAQA in a health-related field. 8-10 years' experience at Senior Management Service (SMS) Level within Health management. Valid driver's license. Successful completion of the Certificate for the entry into the Senior Management Services Knowledge of National and Provincial Health Acts, Free State Hospitals Act, Free State Hospitals Act, Free State Nursing Education Act, PSR/PSA and Public Finance Management Act, People Management, Financial Management, Strategic Planning, Planning and Organizing.

**DUTIES** : To provide strategic leadership, management and control in the Clinical Health Services and Health Support Programmes. Oversee and ensure overall

provision of Strategic Health Services within the Department. Oversee and manage the provision of health programme services. Oversee and ensure the provision of District Health Service and District Hospital Services. Oversee and manage the provision of Central Hospital Services. Manage and oversee the provision of Regional Hospital Services. Provide Strategic Direction for the clinical Health Services and Health Support Programmes. Oversee and manage the provision of Specialised Hospital Services. Monitor and implement National Health Insurance. Implement Systems for good Corporate and Clinical Governance. Oversee resources (Human, Financial, Equipment/Assets).

**ENQUIRIES** : Ms MA Mofubelu Tel No: (051) 408 1752 / 1562  
**APPLICATIONS** : The Chief Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.  
**FOR ATTENTION** : Me P Mpu

**POST 13/91** : **DIRECTOR: ASSET MANAGEMENT REF NO: H/D/9**  
 Re-Advertisement, (Those who previously applied are encourage to reapply)

**SALARY** : R1 073 187 per annum  
**CENTRE** : Asset Management, Corporate Office: Bloemfontein  
**REQUIREMENTS** : B. Comm or equivalent relevant qualification (NQF Level 7). 5 – 6 years' functional experience in movable assets in Public Sector and 3 of the 5 years must be at Middle Management (Deputy Director). Successful completion of the Nyukela Pre-entry certificate of Senior Management level. Valid Driver license. Knowledge and Skills: Public Finance Management Act, Treasury Regulations, Asset Management Framework, Asset Management Guidelines, Standard Chart of Accounts, Public Sector Accounting Standards, Public Sector Asset Management Practices and Procedures. Ability to analyze financial reports and compile inputs to financial statements. Extensive knowledge of Basic Accounting System and Logistical Information System.

**DUTIES** : Ensure compliance with the provisions of the Public Finance Management Act, Treasury Regulations, National Transport Policy and National Asset Management Guide and Framework. Ensure effective, efficient, economical and transparent use of the resources of the Department. Enhance the management, safeguarding and maintenance of all departmental assets inventory. Ensure a complete, accurate and reliable Departmental Asset Register. Ensure effective and efficient Disposal Management. Implement preventative measures to protect the assets of the Department and reduce losses resulting from theft, accidents, irregular, fruitless and wasteful expenditure and other losses. Ensure proper management of donations and gifts. Provide effective and effective and efficient transport use and ensure economical use of departmental vehicles. Comply with all reporting requirements and Management Plan. Evaluate and control performance and management of asset acquisition process, Management of assets: Physical verification of assets. Internal and external transfers of assets. Identification of assets for disposals. Safeguarding of assets. Recording of loss, damage or mismanagement of assets. Maintenance of the Departmental Asset Register. Reconciliation of assets. Develop, implement and monitor maintenance of assets. Ensure effective and efficient risk management. Ensure and enhance audit management. Management and monitor performance of leases. Ensure reliable reporting on departmental assets.

**ENQUIRIES** : Me. NE Phitsane Tel No: (051) 408 1214  
**APPLICATIONS** : The Chief Director: HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.  
**FOR ATTENTION** : Me RD Stallenberg

**OTHER POSTS**

**POST 13/92** : **HEAD CLINICAL DEPARTMENT (DERMATOLOGY) REF NO: H/H/1**

**SALARY** : R2 193 837 per annum, OSD  
**CENTRE** : Dermatology Department, Universitas Academic Hospital: Bloemfontein  
**REQUIREMENTS** : MBCHB or equivalent Degree. Registration as a Medical Specialist in Dermatology with HPCSA. A minimum of 3 years' appropriate experience as Medical Specialist after registration with HPCSA in Dermatology. Offer will be based on proven years of experience Proof of current registration for

		2022/2023. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Provide evidence of leadership qualities and management experience. Research qualifications in the field of Pediatrics & Child Health either MMed or PhD. Evidence of professional standing, e.g. membership of professional organizations and their management committees.
<b><u>DUTIES</u></b>	:	To be responsible for service delivery within the department of Paediatrics & Child Health at Universitas Academic Hospital. To fulfil the administrative, academic and research requirements of an appointment to the Joint Staff Establishment. To supervise pre- and post-graduate training and examination in Paediatrics & Child Health at the Universitas Academic Hospital. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Undertake all tasks as directed by the Head of Clinical Department and Head of Clinical Services at Universitas Academic Hospital.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr R Nathan Tel No: (051 405 3496)
	:	The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Mr MJ Baleni
<b><u>POST 13/93</u></b>	:	<b><u>HEAD CLINICAL UNIT (DIAGNOSTIC RADIOLOGY) REF NO: H/H/2</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 754 739 per annum, OSD Diagnostic Radiology, Universitas Academic Hospital: Bloemfontein MBCHB or equivalent Degree. Registration as a Medical Specialist in Diagnostic Radiology with HPCSA. A minimum of 3 years' appropriate experience as Medical Specialist after registration with HPCSA in Diagnostic Radiology. Offer will be based on proven years of experience Proof of current registration for 2022/2023. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Provide evidence of leadership qualities and management experience. Research qualifications in the field of Diagnostic Radiology either MMed or PhD. Diagnostic or Interventional Radiology fellowship or MPil. Evidence of professional standing, e.g. membership of professional organizations and their management committees. Qualifications in Human Resource and Financial Management.
<b><u>DUTIES</u></b>	:	Responsible for clinical service delivery within the Department of Diagnostic Radiology at Universitas Academic Hospital. Fulfilling the administrative, academic and research requirements of an appointment to the Joint Staff Establishment. Involvement in both pre-graduate and post-graduate diagnostic radiation teaching and training (as well as assessment) in the Department of Diagnostic Radiology at the Universitas Academic Hospital. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Undertake all tasks as directed by the Head of Clinical Department and Head of Clinical Services at Universitas Academic Hospital.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Prof J Janse van Rensburg Tel No: (051 405 3471)
	:	The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Mr MJ Baleni
<b><u>POST 13/94</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1-3 (NUCLEAR MEDICINE DEPARTMENT) REF NO: H/M/18</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 302 855 per annum, (OSD) Grade 2: R1 489 665 per annum, (OSD) Grade 3: R1 628 853 per annum, (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Nuclear Medicine Department, Universitas Academic Hospital MBCHB Degree post graduate qualification that allows Registration with HPCSA as Medical Specialist in a recognised sub-speciality in Nuclear Medicine. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource Experience: <b>Grade 1:</b> none. <b>Grade 2:</b> A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. <b>Grade 3:</b> A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. A valid driver's license. Knowledge and Skills: Provide evidence of leadership qualities and experience. Research qualifications in the field of Nuclear Medicine either MMed or PHD. Evidence of professional good standing e.g. membership of

- professional organizations and their management committees. ACLS, ATLS, APLS.
- DUTIES** : Service delivery and medical administration: Provide outreach, in-reach and Support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct Research. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all responsible duties as directed by the Head of Department Nuclear Medicine. Conducting clinical audits. Monitoring and evaluation of relevant clinical effectiveness indicators.
- ENQUIRIES** : Dr GHJ Englebrecht Tel No: (0)51 405 4888/ 051 405 3855
- APPLICATIONS** : The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
- FOR ATTENTION** : Me A Lombard
- POST 13/95** : **PRINCIPAL NURSING COLLEGE-PND6 REF NO: H/P/20**
- SALARY** : R963 723 per annum
- CENTRE** : Free State School of Nursing
- REQUIREMENTS** : Master's Degree in Nursing (NQF 9). Diploma / Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education and Nursing Management registered with the SANC. A minimum of 13 years appropriate / recognizable experience after registration with SANC as a Professional Nurse. At least 9 years of the period referred to above must be appropriate / recognizable experience in Nursing Education after the one year post basic qualification. Five (5) years' experience in middle management/Senior Managerial level in Administration, Education, or Primary Health Care. Proof of successful completion of the Nyukela Pre-entry certificate to Senior Management Services as endorsed by National School of Government (NSG). Proof of current registration with the SANC. A valid unendorsed driver's license. Knowledge and Skills: Knowledge of various Acts, Regulations, and Policies that affect nursing education management. Good problem solving, organising, co-ordination, administrative, and analysing skills. Strategic capability, management and leadership skills. Conflict resolution and management skills. Public finance management skills. Innovative, reporting-, networking, and liaising skills. Computer literacy skills. Ability to work under pressure.
- DUTIES** : Facilitate Nursing Education and Training of Student Nurses in the catchment area to achieve departmental goals and objectives. Manage education and training of nurses provided by campuses and overall management of the College consisting of 3 campuses and sub-campus. Facilitation of Human Resources Development. Manage support services such as Human Resources, Library, Student affairs, material and physical resources at the Nursing College. Manage Finances of the College. Enhance corporate image of FSSoN and the Department. To give direction and co-ordinate nursing education within the department.
- ENQUIRIES** : Me MA Mofubelu Tel No: (051 408 1562/1752)
- APPLICATIONS** : The Chief Director: HRM and Planning, PO Box 227, Bloemfontein, 9300.
- FOR ATTENTION** : Me RD Stallenberg
- POST 13/96** : **CLINICAL PSYCHOLOGIST (GRADE 1- 3) REF NO: H/C/17**
- SALARY** : Grade 1: R713 361 - R784 278 per annum  
Grade 2: R832 398 - R923 847 per annum  
Grade 3: R966 039 - R1 137 936 per annum
- CENTRE** : Psychologist Universitas Academic Hospital: Bloemfontein
- REQUIREMENTS** : Master's Degree in Clinical Psychology. Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Proof of registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Knowledge of Public Service Legislation, Policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethic. Computer Literacy is highly recommended. Be able to work within the multi-disciplinary team.

**DUTIES** : Plan and implement a cost effective, sustainable Psychologist services at the institution. Plan implement health awareness campaigns and staff in service trainings. Apply knowledge of relevant acts, regulations and policies. Assist with supervision and training of other staff members. Assist with implementing and monitoring of effective record keeping, accurate statistics, collection and analysis thereof. Monitoring and evaluate high standards of quality assurance. Contribution effectively in staff meetings, team's meetings, committee meetings and multidisciplinary meetings.

**ENQUIRIES APPLICATIONS** : Dr R Nathan/ Ms NL Mahlangu Tel No: (051) 405 3496/490  
: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

**FOR ATTENTION** : Mr MJ Baleni

**POST 13/97** : **ASSISTANT MANAGER NURSING (HEALTH PROGRAMS) GENERAL REF NO: H/A/8**

**SALARY CENTRE REQUIREMENTS** : R571 242 per annum  
: Free State Psychiatric Complex: Bloemfontein  
: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council Registration with the SANC as Professional Nurse. A post basic qualification in health care management. A minimum of 8 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Valid Driver's License. Computer Literacy. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Knowledge and Skills: Nursing Education, Nursing Practice, Data Management (DHMIS), Infection Control, Quality Assurance and Mental Health. Knowledge of the relevant Management and Practice Legislation and Standards. Ability to lead, plan, organize, co-ordinate and communicate. Ability to take charge and make appropriate independent decisions. Ability to work under pressure. A post basic qualification or experience in any of the programs mentioned below.

**DUTIES** : Implement all strategic mandates of Nursing strategy, Regulated Norms and Standards, Annual Performance. Manage and implement all clinical governance related matters, nursing care standards, DHMIS, PHC, Quality assurance, Infection Control, mental health and nursing education and training. Ensure provision of quality nursing care according to nursing process and patient safety standards. Responsible for Resources: Human, financial, material, and assets. In charge of and supervision of Program Coordinators.

**ENQUIRIES APPLICATIONS** : The Acting Nurse Manager Tel No: 051 407 9331  
: The Chief Executive Officer, HR Free State Psychiatric Hospital Complex Private Bag X20607 Bloemfontein 9300, Private Bag x 20660, Bloemfontein, 9300 or hand delivered.

**FOR ATTENTION** : Ms ME Semelo

**POST 13/98** : **OPERATIONAL MANAGER MATERNITY PNB3 REF NO: H/O/7**  
Re-Advertised, (Those who previously applied are encourage to apply)

**SALARY CENTRE REQUIREMENTS** : R571 242 per annum  
: JD Newberry District Hospital  
: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Qualification in Advance Midwifery and Neonatology with a duration of at least one-year experience post registration with the SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC). Proof of current registration with SANC (2022/2023). Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Valid driver's licence. Experience in Ideal Hospital Components. Management of information. Good Interpersonal and communication skills. Computer literacy.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources, both human and material. Participation with Training and Research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Overall management of Maternity Unit within the Hospital set up. Manage patients according to protocols and scope of Nursing Practice. Formulate and develop operational policies, guidelines and operational plans. Cooperate, liaise and communicate with all stakeholders.

**ENQUIRIES APPLICATIONS** : Me. N. Pule Tel No: (051 - 943 0433)

**FOR ATTENTION** : The Chief Executive Officer, Private Bag X07, Clocolan 9735, 88 Second Street, Clocolan 9735 or Hand Deliver.  
Dr. L.S. Mofokeng

**POST 13/99** : **CLINICAL PROGRAMME COORDINATOR PNA5 REF NO: H/C/15 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R450 939 - R 507 531 per annum  
Albert Nzula Hospital: Trompsburg  
Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of registration for 2022/2023. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. A valid driver's license. Knowledge and Skills: Good communication and Interpersonal relations. Ability to function under pressure and with multi-disciplinary team. Qualifications in post basic Health Care Management will be an added advantage. Computer Literacy.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/ Legal framework. Demonstrate an in-depth understanding of the nursing legislation, legal and ethical nursing practice and how it impacts on service delivery. Effective utilization of resources (Human & Material) Participation with training and research. Provision of support to nursing services, Maintain professional growth/ethical standards and self-development. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practice and how this impact on service delivery.

**ENQUIRIES APPLICATIONS** : Me. ME Motloheloa Tel No: (051 492 2151)

**FOR ATTENTION** : The Chief Executive Officer, 22 Louw Street, Albert Nzula Hospital, Private Bag x 2, Trompsburg. Or Hand delivery.  
Mr TGE Finger

**POST 13/100** : **RADIATION ONCOLOGY RADIOGRAPHER GRADE 1-3 REF NO: H/R/1**  
(Applicants might be required to enter into a commuted overtime contract.)

**SALARY** : Grade 1: R401 640 – R459 231 per annum  
Grade 2: R473 112 - R540 954 per annum  
Grade3: R557 301 - R600 384 per annum

**CENTRE REQUIREMENTS** : Oncology, Universitas Academic Hospital  
Degree in Radiation Therapy. Registration with HPCSA as Radiation Oncology Radiographer. **Grade 1:** A minimum of 4 year's appropriate experience after registration with HPCSA as Radiation Oncology Radiographer. **Grade 2:** A minimum of 14 year's appropriate experience after registration with HPCSA as Radiation Oncology Radiographer. **Grade 3:** A minimum of 24 year's appropriate experience after registration with HPCSA as Radiation Oncology Radiographer. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Basic Knowledge of the layout and function field of a Radiation Department. Basic Knowledge of specialized treatment modalities/equipment. Basic Knowledge of treatment procedures and protocols. Familiar with policies regarding Radiation safety.

**DUTIES** : To execute treatment procedures as defined by departmental protocols. To deliver a comprehensive radiation treatment services delivery that includes the localization, planning, treatment and care of cancer patients. To integrate risk/disaster management policies as part of the job description. To accept the responsibility as an asset holder.

**ENQUIRIES** : Dr D Long Tel No: (0)51 405 2341

**APPLICATIONS** : The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

**FOR ATTENTION** : Me PM January

**POST 13/101** : **CLINICAL TECHNOLOGIST GRADE 1-3 REF NO: H/C/16**

**SALARY** : Grade 1: R322 746 per annum  
Grade 2: R378 402 per annum  
Grade 3: R445 752 per annum

**CENTRE REQUIREMENTS** : Cardiothoracic Surgery Department, Universitas Academic Hospital  
B-Tech Degree in Clinical Technology. Registration with the Health Professions Council of South Africa (HPCSA) as a speech therapist and audiologist. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Proof of registration for 2022/2023. Experience: **Grade 1:** None after registration with the HPCSA in the relevant profession as a Clinical Technologist in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as Clinical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as a Clinical Technologist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the as a Clinical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as a Clinical Technologist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a Clinical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Capable in handling of intra-aortic balloon pumps, cell-saving, RVAD's, LVAD's and ECMO devices in pediatric and adult patients and cardio blade for patients with severe arrhythmia. Experience in simulation will be advantageous.

**DUTIES** : Assist with training (theoretical and practical skills) in stimulation theater and main theater, research on new techniques, administration and stock keeping, ordering of stock, as needed. Operate the heart lung machine to maintain the artificial circulation of patients during open heart surgery, neonatal to adult patients. Assist with cell-saving at Cardiothoracic surgery but also at the Dept of Surgery, Neurosurgery, Gyneacology and Orthopaedic Surgery, other theaters as needed. The Perfusionist must be able to assist the surgeon with the Cardiac Ablation, RVAD's, LVAD's, IABP's and ECMO. Research component, complying with Dept Research standards, assisting in projects.

**ENQUIRIES APPLICATIONS** : Mrs Marilee Jansen van Vuuren Tel No: 051 405 3878

**FOR ATTENTION** : The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

**FOR ATTENTION** : Me PM January

**POST 13/102** : **PHYSIOTHERAPIST GRADE 1-3 REF NO: H/P/19**

**SALARY** : Grade 1: R322 746 - R367 299 per annum  
Grade 2: R378 402 - R432 684 per annum  
Grade 3: R445 752 - R540 954 per annum

**CENTRE REQUIREMENTS** : Physiotherapy, Universitas Academic Hospital  
Baccalaureus Degree. Registration with the Health Professions Council of South Africa (HPCSA) as a physiotherapist. Proof of current registration with HPCSA (2022/2023). Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Experience: **Grade 1:** None after registration with the HPCSA in the relevant profession as a physiotherapist in respect of South African qualified employees who

performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Computer literacy. Knowledge and Skills: ICU knowledge and experience. Young and healthy enough to treat Covid-19 patient letter from Physician to declare employee fit to treat confirmed Covid-19 patients. Willing and skilled to treat all type of patients seen in the spectrum of the Physiotherapy Profession, e.g. Acutely ill patients. Neurology, Orthopedics, Cerebral, Palsy, etc. Refer specifically to any training (attach proof) and experience in the field of Cerebral Palsy.

- DUTIES** :
- Render a Physiotherapy at a Tertiary Hospital. Liaison with the multidisciplinary team. After hour responsibilities, Health Promotion. Administration task applicable to the service area and implementation of quality control measures. Marketing of the profession. Supervision of students/assistant/ Community Service Physiotherapist/ support staff. Personal and profession Development- Tuition to Physiotherapy student's /health worker- Profession specific training, in service training.
- ENQUIRIES** :
- APPLICATIONS** :
- FOR ATTENTION** :

Me CH Goldstone Tel No: 051 405 3366  
 The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1111, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.  
 Me PM January

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

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

- APPLICATIONS** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag x112, Marshalltown, 2107 or Applicants can apply online at: www.professionaljobcentre.gpg.gov.za
- CLOSING DATE** : 29 April 2022
- 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 of the post that is being applied for must be indicated on your Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and copies of qualifications and ID must be attached (copies need not be certified). Communication regarding certified documents will be limited only to the shortlisted candidates. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

**OTHER POSTS**

- POST 13/103** : **ASSISTANT DIRECTOR: INJURY ON DUTY REF NO: REFS/013709**  
Branch: Human Resource Services
- SALARY** : R382 245 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric certificate plus National Diploma/Degree in Human Resource or related. 2-3 years people management in a Human Resource environment. In depth knowledge of COID Act.
- DUTIES** : Manage the operational execution of SLA's. Manage effective utilization of resource in the Injury on Duty team. To quality assure IOD processes and systems. Manage work allocation to team members. To conduct performance management reviews of staff. Maintain good customer relations. To mentor and support subordinates. Provide and analyse written reports on unit's performance.
- ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980
- NOTE** : Preference will be given to Military Veterans.
- POST 13/104** : **PRACTITIONERS: HUMAN RESOURCE ADMINISTRATION REF NO: REFS/013710 (X6 POSTS)**  
Branch: Human Resource Administration
- SALARY** : R321 543 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric Certificate plus a National Diploma in Human Resource. 1-2 year's minimum of a Secretarial Diploma or related qualification. 1-2 years' experience in Human Resource transactional experience. Knowledge of the Public Sector and Transversal Systems.
- DUTIES** : To check/verify completeness of Human Resource Administration mandates/requests from Departments and capture on PERSAL, timeously and accurately. Identify Human Resource Administration problems, gaps and needs to be investigated and propose corrective measures. Give advice on Human Resource Administration matters pertaining to the application of the Public Service Regulations (PSR) Act. Resolve HR Administration problems and enquires. Render secretarial, administrative, office and personal support to senior manager. To provide a secretarial/receptionist.

**ENQUIRIES** : Ms. Nhlanhla Mabuza Tel No: (011) 689 8511  
**NOTE** : Preference will be given to Military Veterans.

**DEPARTMENT OF HEALTH**

**OTHER POSTS**

**POST 13/105** : **MEDICAL SPECIALIST PSYCHIATRIST REF NO: 013634 (X3 POSTS)**  
Directorate: Clinical Services  
(Re-Advert)

**SALARY** : Grade 1: R1 302 855 - R1 382 802 per annum, (all inclusive package)  
Grade 2: R1 122 630 – R1 191 510 per annum, (all inclusive package)  
Grade 3: R1 283 592 - R1 362 363 per annum, (all inclusive package)

**CENTRE** : Dr. George Mukhari Academic Hospital  
**REQUIREMENTS** : Appropriate qualification in Psychiatry which allows Registration as a Specialist Psychiatrist with the Health Professions Council of South Africa (HPCSA). Current Registration with the HPCSA as a Specialist Psychiatrist. Sound knowledge and skills in Psychiatry. Ability to work in a multi-disciplinary team. Knowledge of Legislation, Policies and Procedures pertaining to Mental Health Care Users. Computer literacy. A valid driver's licence.

**DUTIES** : In the General Unit: The provision of Care, treatment and rehabilitation to Mental Health Care Users within the framework of the Mental Health Care Act (No 17 of 2002); involvement in other General Psychiatric work as needed. In the Forensic Unit: to conduct Mental observations in terms of the Criminal Procedure Act (No 51 of 1977); care, treatment and rehabilitation of State Patients in terms of the Mental Health Care Act (No 17 of 2002); involvement in other Forensic Psychiatry work as needed. Teaching and training of Medical Students, Medical Officers and Psychiatric Registrars, as well as other personnel (e.g. Nurses, etc.). To stimulate, assist with and conduct research in the field of Psychiatry. To Supervise and Manage Junior Staff, which would include disciplinary responsibilities if and when necessary. Administrative duties. Active participation in Hospital Committees. To assist with the development of Policies and Protocols of the Hospital. Active participation in quality improvement programs including Clinical Audits, morbidity and mortality meetings and continuous Professional Development activities. To liaise with external stakeholders when appropriate. To always maintain Professional and Ethical Conduct.

**ENQUIRIES** : Dr LK Ndhlovu Tel No: (012) 529 3433/3201  
**APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or Apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**NOTE** : From 1 January 2021 should an application be received using the incorrect application form employment (Z83). Applications must be submitted on the new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full; failure to do so will result in your application being not considered. The fully completed new z83 form should be accompanied by recent CV as well as copies of all qualifications, ID document/Smart ID. Only shortlisted candidates will be requested to submit certified documents. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Applicants who previously applied are encouraged to apply again.

**CLOSING DATE** : 28 April 2022

**POST 13/106** : **MEDICAL SPECIALIST GRADE 1 (PSYCHIATRY) REF NO: JUB 16/2022**

**SALARY** : R1 122 630 per annum  
**CENTRE** : Jubilee District Hospital

- REQUIREMENTS** : MBBCh/MBChB or equivalent qualification plus either Mmed (Psych) or FC Psych, registration with HPCSA as a medical specialist. Proof of current registration with the HPCSA. Appropriate experience as a specialist. Ability to supervise a unit and work in a multi-disciplinary team. Knowledge of Public Service Legislation, Policies and Procedures and Medical ethics. Management experience will be an added advantage. Computer literacy (Ms Word, Ms Excel, PowerPoint). Ability to conduct and prepare training and presentations. Good communication and interpersonal skills. Demonstrate basic understanding of Human Resources and disciplinary procedures. Team building and problem solving skills. Strong leadership skills.
- DUTIES** : The successful candidate will provide administrative and clinical duties at a specialist level. He or she will consult, assess and manage in and outpatients comprehensively (including patients outside the mental unit), ensure accurate clinical record keeping, develop and implement evidence-based clinical protocols and guidelines. Partake in clinical audits and research activities. Complete relevant medico-legal documents timeously and reduce medical litigation by exercising good clinical ethos. Liaise with referral centres for patients who need further care and investigations. Implement and monitor adherence to national core standard (norms and standards). Rendering of afterhours services including weekends (commuted overtime). Provide outreach to facilities/services in the catchment area. Facilitate and participate in the training, development and mentorship of under and post graduate students, nurses, medical interns, community service and medical officers. Strengthen and Promote clinical effectiveness, implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Foster effective teamwork and lead the Multidisciplinary ward rounds. Facilitate and ensure effective communication with all management structures within the hospital. Assist with strategic and operational planning of services in the hospital and/or catchment area of the hospital. Management of relevant human resources. Ensure clinical risk management, adherence to Batho Pele Principles and Patient Rights Charter.
- ENQUIRIES** : Dr O. B. Modise Tel No: (012) 717 9302
- APPLICATIONS** : must be posted to Jubilee District Hospital, Human Resource Department, Private Bag x449, Hammanskraal 0400 or hand delivered to Jubilee District Hospital, Stand No. 92 Jubilee Road, Hammanskraal. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form (obtainable from any Public Service department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) and must be completed in full and duly signed. Documents to be attached are:  
 - recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of the ID, qualification/s including matric, relevant council registration certificate, proof of current registration and relevant service certificates. Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date and those who do not comply with the requirements will not be taken into consideration. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification, Reference checks- (Provide at least three, one must be your immediate supervisor), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. 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** : 26 April 2022, Time: 15:30

- POST 13/107** : **MEDICAL OFFICER GRADE 1 REF NO: HRM 27/21**  
Directorate: Clinical
- SALARY CENTRE** : Grade 1: R833 523 per annum, (plus benefits)  
: Sterkfontein Hospital, Helen Joseph Hospital, Chris Hani Baragwanath Hospital, Tara Hospital, Westrand District, Central Wits, Sedibeng Hospital, Ekuruleni Health District and Charlotte Maxeke Hospital.
- REQUIREMENTS** : Appropriate qualification which allows registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Proof of current registration with HPCSA. Community service doctors to provide appropriate proof of registration. An interest in psychiatry and experience in psychiatry as well as a diploma in mental health will be added advantage.
- DUTIES** : Clinical assessment, history taking, mental status examination and physical examination of psychiatric patients, formulation, development and execution of evidence based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping, including all laboratory results. Preparation of referral letters and discharge summaries for all patients. Participation in ward / departmental administrative duties. Teaching of students. Commitment to highest level of care, ethics, professionalism and punctuality. Work within a multi-disciplinary team and to report all conflict of interest and corruption. Participation in outreach, academic and research programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Clinical and overtime duties performed at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand.
- ENQUIRIES APPLICATIONS** : Professor U Subramaney Tel No: 011 951-8341  
: Email to: [Boitshoko.Khutoane@gauteng.gov.za](mailto:Boitshoko.Khutoane@gauteng.gov.za),  
[Mandisa.Chirwa@wits.ac.za](mailto:Mandisa.Chirwa@wits.ac.za), [Tiyani.Mathebula@gauteng.gov.za](mailto:Tiyani.Mathebula@gauteng.gov.za) with a fully completed CV, copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Application must be submitted on fully completed new format Z83 form (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)). The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies) If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 28 April 2022, Time: 12H00
- POST 13/108** : **REGISTRAR GRADE 1 REF NO: HRM 4/22**  
Directorate: Clinical
- SALARY CENTRE** : Grade 1: R833 523 per annum, (plus benefits)  
: Sterkfontein Hospital, Helen Joseph Hospital, Chris Hani Baragwanath Hospital, Tara Hospital, Westrand District, Central Wits, Sedibeng Hospital, Ekuruleni Health District and Charlotte Maxeke Hospital.
- REQUIREMENTS** : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as an Independent Medical Practitioner and proof of current registration. Post qualification, at least 6 months of clinical psychiatry experience in an academically affiliated facility. Additional qualifications e.g. Diploma in Mental health and or Part 1 of the FCPsych examination will serve as an additional advantage.

- DUTIES** : Clinical assessment of psychiatric patients, formulation, development and execution of evidence based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping and preparation of referral letters and discharge summaries for all patients. Proper record keeping of all laboratory results. Participation in ward / departmental administrative duties. Commitment to highest level of care, ethics, professionalism and punctuality. Work responsibly within a multi-disciplinary team and reporting of all conflicts of interest and corruption. Participate in outreach, academic and research programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Registrars will be expected to perform clinical and overtime duties at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Academically. Attend the psychiatry teaching programme as per the department of Psychiatry at Wits University, conduct research under supervision, with respect to the attainment of the MMED, train in the various psychotherapy modalities; teach and supervise medical and undergraduate students as well as medical interns.
- ENQUIRIES APPLICATIONS** : Professor U Subramaney Tel No: 011 951-8341  
: Email to: [Boitshoko.Khutsoane@gauteng.gov.za](mailto:Boitshoko.Khutsoane@gauteng.gov.za),  
[Mandisa.Chirwa@wits.ac.za](mailto:Mandisa.Chirwa@wits.ac.za), [Tiyani.Mathebula@gauteng.gov.za](mailto:Tiyani.Mathebula@gauteng.gov.za) with a fully completed CV, copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Application must be submitted on fully completed new format Z83 form (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)). The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies) If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 28 April 2022, Time: 12H00
- POST 13/109** : **OPERATIONAL MANAGER (OPERATING THEATRE NURSING SCIENCE) (PN-B3) REF NO: JUB 12/2022**  
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R571 242 per annum  
: Jubilee District Hospital  
: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e., Diploma/Degree in Nursing, or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic qualification with at least 1 year (one) duration accredited with SANC in terms of Government Notice No R212 in the relevant specialty operating nursing theatre. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as professional nurse with the SANC in general nursing .At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the year post-basic qualification in the relevant specialty .Critical attributes: excellent leadership skills, clinical problem solving, motivating and developing highly skilled staff assessing clinical patterns and facilitating the allocation of both human and financial resources.
- DUTIES** : Co-ordinate, delegates and re-adjust patient assignments, develops, prepares and monitor the personnel supply and equipment budgets in collaboration with staff and support department goals and objectives. Develop long -term unit staffing schedules and ensures adequate daily coverage in accordance with established staffing needs .Supervise sterile processing departments CSSD.

Maintain adequate instrumentation and equipment for all units. Develops and maintain up to date policies and procedures for the department including SOP"s. Maintains current knowledge development and ensures compliance with all regulatory and professional standard of care which includes staff in the theatre units. Creativity in developing quality performance improvement programmes. Maintain a safe environment for staff, and physicians and patients. Monitor staff adherence to protocols and procedures. Develop strategies to maintain a service excellence orientated approach. Holds regular meetings with staff and maintain a professional working relationship with all the theatre units and other department.

- ENQUIRIES** : Ms Aphane K.J Tel No: (012) 717 9300)
- APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be submitted on new Z83 form (obtainable from any Public Service department) and must be completed in full, and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications, SANC receipt and ID must be attached (Only shortlisted candidates will be required to certify such copies). General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. 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** : 26 April 2022, Time: 15:30
- POST 13/110** : **OPERATIONAL MANAGER NURSING (GENERAL UNIT) PN A5 GRADE 1**  
**REF NO: OPM/CCTC/01/10/2020 (X1 POST)**  
Directorate: Nursing
- SALARY** : R450 939 per annum
- CENTRE** : Cullinan Care & Rehabilitation Centre
- REQUIREMENTS** : Qualification: Basic Nursing Diploma/Degree or equivalent qualification that allows registration with the SANC as a Professional Nurse and Degree or Diploma in Nursing Management. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing (R425). Experience or qualification in psychiatric nursing having in-depth knowledge and understanding of Mental Health Care Act No 17 of 2002 to create and maintain a working inter-professional and multi-disciplinary relationship within nursing and internal and external stakeholders. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Knowledge of the Constitution of South Africa, statutory body requirements as well as relevant legislative framework governing the practice of nursing and midwifery. Knowledge of the general Public Service Administrative policies that have relevance to nursing practice, Labour Relations and Employment Equity issues that have bearing on the practice of nursing. Knowledge of the Public Finance Management Act (PFMA).
- DUTIES** : Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to

enhance service delivery. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as required. Ensures implementation of programs relevant to the area of speciality. Serves in quality improvement, IPC and Health and Safety committees. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES APPLICATIONS** : T. L. Moloi Tel No: (012) 7347015

**CLOSING DATE** : may be hand delivered to Cullinan Care and Rehabilitation Centre or be posted at Private Bag X 1005, Cullinan, 1000 or Zonderwater Road, Cullinan, 1000. 28 April 2022 @12 noon

**POST 13/111** : **SPEECH THERAPIST AND AUDIOLOGIST REF NO: JUB 14/2022**  
Directorate: Speech and Hearing

**SALARY CENTRE REQUIREMENTS** : R317 976 per annum  
: Jubilee District Hospital  
: A degree in Speech Therapy and Audiology (STA) from a recognized university. Registration certificate as an independent practitioner with the HPCSA. Current/annual proof of registration with the HPCSA. Candidate should have complete their community service as of present. Excellent verbal and written communication skills .Computer literacy, teambuilding, teamwork and motivation/mentorship/coaching skills. Background knowledge of tertiary-level speech therapy and audiology services (i.e. ototoxicity monitoring, tracheostomy, laryngectomy, and video fluoroscopy studies) will be an added advantage.

**DUTIES** : Provide effective speech therapy and audiology services for inpatients and external stakeholders (e.g. outpatients, non-governmental organizations, home-based projects). Provide public education regarding hearing associated difficulties and pathologies, communication and feeding difficulties. Contribute towards development and implementation of strategic plans in keeping with the requirements of the institution, the province and national health .Analyze and interpret statistics and make suggestions to the work team to improve speech therapy and audiology services. Assist with management of resources of the department namely: human, finance and physical.

**ENQUIRIES APPLICATIONS** : MP Madavha Tel No: (012) 717 9300/9382  
: documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

**NOTE** : Applications must be submitted on new Z83 form (obtainable from any Public Service department) and must be completed in full, and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications, and ID must be attached (Only shortlisted candidates will be required to certify such copies). General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. 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** : 26 April 2022, Time: 15:30

**POST 13/112** : **ADMINISTRATION OFFICER (REGISTRY) REF NO: AOS/02/2022 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum, (plus benefits)  
: Rahima Moosa Campus  
: Grade 12 Certificate with Five (5) years relevant experience in the document management sphere OR Diploma/Degree in Archivist/Record Management with at least Two (2) years relevant experience. Communication (verbal & written), organizational & problem-solving skills. Good computer skills (MS Word, Excel, etc.). Attach proof of computer literacy. Ability to work under pressure. Sound Interpersonal relations. Conflict management and supervisory skills. Valid drivers' License.

**DUTIES** : Manage the franking of all outgoing mail. Record all remittances and registered mail in the respective registers. Manage the dissemination of internal correspondence to other institutions. Keep files and records according to classification system. Supervise the messenger service. Receive, date, stamp,

control and distribute incoming documents. Filing of documents on daily basis. Withdrawal of enquiry files in line with the archive policy. Administer postal services. Handle all other registry tasks as assigned by the supervisor. Management of photocopy room and Reception. Active participation in College committees.

- ENQUIRIES** : Mr. N.J. Machaba Tel No: (011) 247- 3345 / Mr AT Tsoke Tel No: (011) 247 3345
- APPLICATIONS** : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department, Private bag x116, Melville, 2109.
- NOTE** : All applications must be submitted on the new Z83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include copies of your matric certificate, ID document, driver's licence, proof of computer literacy (copies not need to be certified), current certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.
- CLOSING DATE** : 26 April 2022
- POST 13/113** : **OCCUPATIONAL THERAPY TECHNICIANS REF NO:**  
**REFS/WKH/09/04/2022 (X5 POSTS)**  
Directorate: Occupational Therapy
- SALARY** : R213 726 – R244 374 per annum, plus benefits. Salary will be in line with OSD regulations with regards to years of experience after registration.
- CENTRE REQUIREMENTS** : Weskoppies Hospital  
: Certificate as Occupational Therapy Technician or proof of examination with the HPCSA and registration as an OTT. Current registration with the HPCSA. Interest in Mental Health. Experience in Mental Health will be an advantage. The ability to work independent under supervision. Computer literacy will be an advantage.
- DUTIES** : Implement occupational therapy interventions under supervision of an Occupational Therapist with Mental Health Care Users in various settings from restrictive to less restrictive systems. It includes individual and group treatment sessions. Maintain quality assurance measure within scope of practice in Mental Health. Participate in meetings on patients care within your scope of practices. Partake and implement deinstitutionalization programs. Keep your CPD status complaint.
- ENQUIRIES APPLICATIONS** : Mrs. H Beetge Tel No: (012) 319 9783  
: should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
- NOTE** : Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. Applicants do not need to certify their documents, only shortlisted candidates will submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and

maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.  
26 April 2022

**CLOSING DATE**

**POST 13/114**

**HUMAN RESOURCE CLERK REF NO: JUB 15/2022**

Directorate: Human Resource Management

**SALARY**

**CENTRE**

**REQUIREMENTS**

R176 310 per annum  
Jubilee District Hospital  
Grade 12 or equivalent qualification with 1-2 years' relevant experience in Human Resource Management in Public Sector. Knowledge of Human Resource Policies, Delegations and Prescripts. Must be computer Literate, knowledge of PERSAL system is essential. Good interpersonal and communication skills (verbal and written).

**DUTIES**

The successful candidate will be responsible for providing Human Resource Management Administrative support i.e. Appointment, Transfer, Promotion, Service termination, PMDS, Procedure on Incapacity Leave an ILL Health Retirement (PILIR), Leave Administration and Termination of Service functions. Establish control and monitoring mechanisms to ensure departmental compliance with legislative requirements in scope PILIR, Leave Administration and Termination of Services processes and assertively manage non-compliance. Compile monthly, quarterly and annual management information reports .Leave, Injury on duty, Overtime, filling of documents, OSD Translation, Coordination of training (internal and external), Recruitment and Selection. Drafting of Persal mandates, attending meetings and assisting with minute keeping. Any other HR related matters as delegated.

**ENQUIRIES**

**APPLICATIONS**

Ms Maubane Tel No: (012) 717 9300/9388  
documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

**NOTE**

Applications must be submitted on new Z83 form (obtainable from any Public Service department) and must be completed in full, and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications, and ID must be attached (Only shortlisted candidates will be required to certify such copies). General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. 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**

26 April 2022, Time: 15:30

**POST 13/115**

**MATERIAL RECORDING CLERK REF NO: JUB 13/2022**

Directorate: Supply Chain Management (Provisioning)

**SALARY**

**CENTRE**

**REQUIREMENTS**

R176 310 per annum  
Jubilee District Hospital  
Grade 12 Certificate with 1 year working experience in Supply Chain Management/Logistics Management as a Warehouse/Posting Clerk or BCom or National Diploma in Supply Chain Management / Logistics / Business Management with 6 months working experience. Must be computer literate, good understanding of Supply Chain Policy, PAS 1, PAS 2, PFMA, Treasury regulations, BBBEE, PPPFA, Inventory Management and Contract Management Policy. Other Skills Required: Ability to work under pressure and good interpersonal skills. Problem solving skills, creativity, and analytical skills. Good communication skills both verbal and written. Teamwork, Organizing, Coordination and time management.

**DUTIES**

Provide Supply Chain Management administrative support to the Hospital as follows: Warehouse Management: Receiving, checking, recording and storing of incoming stock. Picking, packing stock using FIFO method. Collecting and issuing of stock. Updating of bin cards and ledgers for all warehouse stock commodities. Compiling of RLS01 for stock replenishment. Participate in stock take project. General Warehouse duties. Perform any other duties delegated by Supervisors. Handle external and internal enquiries. Assist with general office duties within the supply chain management environment.

- ENQUIRIES APPLICATIONS** : Ms. N.E. Mbiyozo Tel No: 012 717 9333  
 : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be submitted on new Z83 form (obtainable from any Public Service department) and must be completed in full, and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications, ID must be attached (Only shortlisted candidates will be required to certify such copies). General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. 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** : 26 April 2022, Time: 15:30
- POST 13/116** : **FINANCE CLERK REF NO: REFS/WKH/10/04/2022**  
 Directorate: Finance
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum, plus benefits  
 : Weskoppies Hospital  
 : Senior Certificate (Grade 12/Matric) with 1-2 years working experience in Finance. A recognized and appropriate qualification in Financial Accounting will be an advantage. A relevant experience in a hospital Finance environment will be an added advantage. Good analytical skills, compare and interpret facts and figures. Good communication and interpersonal skills. Ability to work under pressure and meet deadlines. Ability to organize and plan daily tasks. Ability to execute work accurately and thoroughly. Must be able to work independently or in a team under supervision. Knowledge of BAS, SAP, MEDICOM. Basic knowledge of PFMA and treasury regulations. DORA and prescribe policies. Computer literate, good telephone etiquette and customer service.
- DUTIES** : The successful candidate will be expected to perform all office related tasks. Ensure patients are billed correctly and accurately also use ICD 10codes. Follow official procedures according to billing guide documents. Understanding and adherence to patient policies and procedures. Adhere to departmental business plan in order to meet monthly and annual revenue target Debt Management and collection of patient fees. Prevent within area of responsibility any under collection of patient's fees/revenue. Making follow ups of outstanding debts. Writing-off of long outstanding untraceable debts and submission of patient's accounts to Medical Aid and other stakeholders. Resolving queries relating to accounts receivable. Patient billing and audit findings. Debtor's recon allocates funds on MEDICOM and receiving and banking of revenue. Attend to enquiries in a professional manner, give guidance, advice and handle information, confidentially and retrieve information. Ensure safekeeping of all documentation in the office, administer the filling system, attend meetings and trainings and to undertake all administrative tasks pertaining to the processing of daily transactions. Keep a good filling system. Follow up on stakeholder queries. Any general office duties that may be required from time to time and must be willing to relieve in Finance Section.
- ENQUIRIES APPLICATIONS** : Ms. DM Rambau Tel No: (012) 319 9753  
 : should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
- NOTE** : Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. Applicants do not need to certify their documents, only shortlisted candidates will submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability

Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 26 April 2022

**POST 13/117**

: **ADMINISTRATION CLERK REF NO: TRH09/2022**

Directorate: Facility Management Unit  
(Re-advertisement, applicants who previously applied must-reapply)

**SALARY**

: R176 310 per annum (Level 05)

**CENTRE**

: Tshwane Rehabilitation Hospital

**REQUIREMENTS**

: Senior Certificate/Grade 12, 1 and above years' experience in Facility Management Unit, Transport and Security. Understanding of GDID E-Maintenance system and trades maintenance services, self-discipline, ability to work in team and willing to work under pressure. Excellent communication skills (written and Verbal), computer literate (window, excel, word). Understanding of occupational health and safety ACT in relation with maintenance of the building. Knowledge on Monitoring and supervising of support services sections e.g. transport, security, etc as requested by management. Valid driver's license from driving experience.

**DUTIES**

: To conduct regular building inspections, calls logged on GDID e -maintenance system on defects of the building on daily basis .Checking and updating of maintenance call register books in all sections. Monitoring of onsite contractors, GDID works team (Plumbing, Electricians, Carpentry and Mechanical Building) and other maintenance trades to make sure outstanding defects are resolved in time. Attending contractors site meetings, GDID forum meetings external and internal. Follow up outstanding maintenance calls logged with GDID chief artisan on daily basis to make sure that outstanding defects are fixed and updated on GDID e maintenance system. Development of service standard procedures (SOP' S) and Memos for the section/s. Arrangements of FMU meetings and taking of the minutes for record keeping .Development of checklist ,updated and report to the manager on status of essential equipment e.g. lifts, standby generator, wall medical systems ,etc. Ensure that reserved tanks are in good condition and always full of water supply. Ordering of stock and submitting of weekly reports to the manager. Monitoring and supervising of Support services e.g transport, security etc. Assisting in any other duties requested by management.

**ENQUIRIES**

: Mr ML Dladla Tel No: 012 354 - 60117

**APPLICATIONS**

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

**NOTE**

: No faxed or emailed applications will be considered. Applications must be submitted on new form Z83 fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV, ID, qualifications and relevant council registration certificate and proof of current registration. All required documents attached need not be certified when, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. 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, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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.  
29 April 2022

**CLOSING DATE**

:

**DEPARTMENT OF SOCIAL DEVELOPMENT**

*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. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention of Mr O Mkhabela. All applicants are also encouraged to number the pages of their CV and the attached certified documents*

**APPLICATIONS**

:

Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development Johannesburg Metro Region, 41 Fox Street, Private Bag X1, Johannesburg, 2000.

**FOR ATTENTION**

:

Ms. CS Dukwana Tel No: (011) 355 9502

**CLOSING DATE**

:

26 April 2022

**NOTE**

:

Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as copies of all academic qualification(s) including the matric certificate, Identity document and driver's licence (where applicable) and any other relevant documents. Applicants must submit copies of qualification, identity documents and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. 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 appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment (where applicable). The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GDSD that will be reviewed based on performance expiration. Applicants must take note that due to COVID-19 pandemic, the Gauteng Department of Social Development will comply with Health and Safety Regulations.

**OTHER POST**

**POST 13/118**

:

**PERSONAL ASSISTANT REF NO: SD/2022/04/01**

**SALARY**

:

R261 372 per annum, (plus benefits)

**CENTRE**

:

Johannesburg Region

**REQUIREMENTS**

:

A Tertiary Qualification with 2 years' experience in rendering support service to Senior Management. A valid driver's license. Basic knowledge of the Department. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, self-driven, hardworking and able to manage time in a dynamic environment. Basic knowledge of financial administration.

**DUTIES**

:

Provide Secretarial/administrative support service to the Senior Manager. Receive telephone calls in an environment where, in addition to the calls for

the Senior Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Register, track and follow-up on ministerial and hotline enquiries. Operate and ensures that office equipment, e.g fax machines and photocopiers are in good working order. Document, mail and diary management. Render administrative support services. Scrutinize routine submissions/reports and make notes and/or recommendations for the Senior manager. Provide support to manager regarding meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made. Support the manager with the administration of the manager's budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES**  
**NOTE**

- : Ms CS Dukwana Tel No: (011) 355 9502- Johannesburg Metro Region
- : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL  
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : to be posted to: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or hand delivered to: The Chief Registry Clerk, 14th Floor North Tower, Natalia 330 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Mr LA Zulu
- CLOSING DATE** : 29 April 2022 (Applications received after this date will not be accepted).
- NOTE** : Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV together with copies of qualifications (including senior certificate), driver's licence (where applicable), ID and any other relevant documents. Such copies need not be certified when applying for a post. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. 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 State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates for SMS post 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 13/119** : **DIRECTOR: BUDGET CONTROL AND PLANNING REF NO: 17/2022 (F)**  
Chief Directorate: Finance  
Directorate: Budget Control and Planning  
The post for the Director: Budget Control and Planning is being re-advertised. All applicants who applied previously must re-apply if they wish their applications to be considered.
- SALARY** : R1 073 187 per annum (Level 13), (all inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Financial Management (Majors in Accounting or Economics or Public Finance) or related qualification coupled with 5 years' experience at a middle management/senior management level in a financial environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG). Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of PFMA, Public Service Regulations and Public Service Act, Knowledge of Public Finance Management – best practices, Knowledge of policy analysis and government processes, Knowledge of Practice Notes and financial management system, Knowledge of project management and Treasury practice notes, Knowledge of performance budgeting – best practice & guidelines as well as Recognised Accounting Principles (GRAP), Planning and management skills, Team development, decision making and problem solving skills, Report writing & general (academic) writing skills, Financial management and budgeting systems skills, Analytical skills and functional ability, Good

- communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to manage and co-ordinate the Department's budget with the following key responsibilities:- Provide budget control services, Manage financial implementation, monitoring, control and reporting service, Coordinate Departmental input for financial year end processes, Co-ordinate and monitor financial planning of Traditional Councils(TC's), Manage the effective and efficient utilization of the unit resources
- ENQUIRIES** : Ms YP Joyi at Tel No: 033-260 8036

#### **OTHER POSTS**

- POST 13/120** : **ASSISTANT DIRECTOR: MONITORING REF NO: 18/2022 (MESP)**  
Business Unit: Monitoring Evaluation and Strategic Planning  
Directorate: Monitoring

- SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as recognised by SAQA in Monitoring and Evaluation/ Performance Management/ Public Management/ Public Administration or related qualification coupled with 3 years' experience in monitoring and or reporting environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of Local Government legislation, Knowledge of monitoring and evaluation application of programmes and policies, Knowledge of research and project management, Knowledge of change management, Knowledge of strategic management and planning as well as organisational analysis and administration, Good report writing and presentation skills, Project management and financial management skills, Report presentation skills, Skills in liaison between different management levels and group facilitation, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's licence.

- DUTIES** : The successful candidate will be required to facilitate the implementation of monitoring and reporting systems within the Department as well as national and provincial, policy and legislation and processes which underpin monitoring and reporting in government with the following key responsibilities: Provide input into review of national and provincial policies, legislation and initiatives in support of monitoring, Support the development and implementation of Departmental programmes on monitoring of policies and programmes, Support the input, storage and use of data/ information in support of the monitoring the Department's performance, Support implementation of the monitoring capacity building strategy of the Department and Local Government individual performance, Co-ordinate monitoring of policies and programmes, Support the development and implementation of monitoring guidelines, Supervise staff.

- ENQUIRIES** : Mr T Duze at Tel No: 033 2608007

- POST 13/121** : **ASSISTANT DIRECTOR: EVALUATION REF NO: 19/2022 (MESP)**  
Business Unit: Monitoring Evaluation and Strategic Planning  
Directorate: Evaluation

- SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as recognised by SAQA in Monitoring and Evaluation/ Performance Management/ Public Management/ Public Administration or related qualification coupled with 3 years' experience in evaluation/ research/ strategic/ executive environment. Knowledge of basic statistical techniques would be an added advantage. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of Local Government legislation, Knowledge of monitoring and evaluation application of programmes and policies, Knowledge of project management, Knowledge of change management, Knowledge of strategic management and planning as well as organisational analysis and administration, Research, data analysis, report writing and presentation skills, Project management and financial management skills, Report presentation and group facilitation skills, Skills in

- liaison between different management levels and group facilitation, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to facilitate the implementation of the evaluation system within the Department with the following key responsibilities: Support the development and implementation of Departmental programmes on evaluation of policies and programmes, Support compilation of reports and reporting of the Department on its performance, Support implementation of the evaluation capacity building strategy, Co-ordinate policy and programme evaluations, Support to the development and implementation of the evaluation guidelines, Provide input into review of national and provincial policies, legislation and initiatives in support of evaluation.
- ENQUIRIES** : Ms L Naicker at Tel No: 033 2608015

**DEPARTMENT OF HEALTH**

*(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.)*

**MANAGEMENT ECHELON**

**POST 13/122** : **DIRECTOR: HIV/STI/TB POLICY IMPLEMENTATION: STRATEGIC HEALTH PROGRAMMES: HEAD OFFICE: PIETERMARITZBURG REF NO: G16/2022**

(One-Year Renewable Contract over Five Years subject to availability of funds)  
Cluster: Strategic Health Programmes

**SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13)  
: Head Office: Pietermaritzburg  
: A post graduate qualification in Public Health or a relevant health related field and a qualification in Project Management PLUS A minimum of 5 years' experience at Senior Management in the public and/or NGO sector. PLUS Extensive knowledge of multi-sectoral TB and HIV approaches and interventions, as well as the South African and in particular, KZN Provincial context including priorities and challenges, funding of the epidemic and the key stakeholders engaged in the response is required. PLUS Thorough knowledge of the South African and in particular, KZN's economic, political, social and cultural characteristics and the history of development assistance, in particular the response to TB and HIV, including current trends and directions. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. 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. Knowledge, Skills, Training and Competencies Required: Lead the development and review of the project team work plans. Monitor performance of the project team with respect to aligning with strategic goals. Supervise and manage the duties of the project team to ensure optimal performance. To lead, translate and provide strategic direction for the HIV and TB Policy Implementation Project of KZN DoH.

**DUTIES** : Lead the development of a strategy for the project within the prescripts of national and provincial guidelines. Communicate and promote the project strategy to all relevant stakeholders. Align project goals with donor strategic objectives and guidance. Ensure the effective implementation of the strategy for the project. Serve as a champion, coach and expert in the implementation of the approaches to ensure effective use of project resources to achieve outcomes .Oversee that policy reviews and adaptations based on project goals and performance are conducted .In collaboration with the M&E team, develop a monitoring and evaluation plan for the project and regularly track progress towards targets .Oversee integration with DoH Programme Managers in the

development and creation of policies and procedure to ensure a standardised approach to the project .Collaborate with Strategic Information, M&E, Regional Training Centre (RTC) and HIV and TB programme managers to facilitate the design and development of appropriate database information system and reporting templates .Conduct site visits and review project assessments to evaluate progress on implementation plans .Provide regular feedback to internal and external stakeholders on project performance and implementation of project strategy .Co-ordinate with RTC to prioritize, anticipate and assess training needs of DoH staff and external stakeholders .Work with finance and relevant project staff to develop and track allocated project budgets and expenditures .Provide reports as requested into CDC financial compliance reports, including but not limited to annual Expenditure Analysis reports which require technical programmatic insight .Act as the first point of contact internally and externally for all aspects pertaining to the project .Establish and maintain effective working relationships with key external stakeholders to coordinate projects, in particular, NGOs, CBOs, NPOs, FBOs, etc.

**ENQUIRIES  
APPLICATIONS**

: Dr Amet Tshabalala Tel No: 033 395 2771  
 : should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION  
NOTE**

: Mr. A Memela  
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's License. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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**

: 26 April 2022

**OTHER POSTS**

**POST 13/123**

: **MEDICAL OFFICER REF NO: MONUCLEARMED01/2022 (X1 POST)**  
 Department: Nuclear Medicine

**SALARY**

: Grade 1: R833 523 per annum, (all inclusive salary package), excluding commuted overtime  
 Grade 2: R953 049 per annum, (all-inclusive salary package), excluding commuted overtime  
 Grade 3: R1 106 037 per annum, (all-inclusive salary package), excluding commuted overtime

**CENTRE  
REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital  
 : Copy of MBCHB. Registration Certificate with the HPCSA as a Medical Practitioner. Current renewal registration with HPCSA. Expectation of entering the Nuclear Medicine registrar programme. **Grade 1:** No experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration

with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills and Experience Required: Good interpersonal skills. Sound moral values based on integrity, trust and judgment. Sound communication skills. Demonstrable interest in medical imaging and radiation sciences with intention to join specialisation programme in Nuclear Medicine specifically. Added Advantage: Experience in radiation/imaging medicine.

**DUTIES** : Inclusive of, but not limited to, the following: Clinical cover of patients within the department. Thyroid / oncology clinic cover, a service which includes both oncology and endocrine patients referred from locally and referral base hospitals. Evaluation and screening of referrals to PET/CT and general Nuclear Medicine. Pre-evaluation of approved referrals to ensure proper scan protocols are followed. Patient preparation. Clinical management of patients which includes overall management while in the ward. The successful applicant will be required to perform after hours duties.

**ENQUIRIES** : Dr Bawinile Hadebe Tel No: 031 240 1880  
**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](http://www.kznhealth.gov.za). Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate. It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE** : 29 April 2022

**POST 13/124** : **DEPUTY DIRECTOR: MEN'S HEALTH INTEGRATION EXPERT REF NO: G17/2022**  
 (One-Year Renewable Contract over Five Years subject to availability of funds)  
 Cluster: Strategic Health Programmes

**SALARY** : R744 255 per annum (Level 11), an all-inclusive salary package  
**CENTRE** : Head Office: Pietermaritzburg  
**REQUIREMENTS** : A relevant qualification in Health Sciences, Social Sciences, Gender Studies, Development Studies. Project Management qualification of at least 3 years Project Management experience. At least 5 years' experience within HIV and TB programmes and related fields including program implementation. Extensive experience in working with men's organisations and will be crucial. Experience in marketing and research initiatives with regards to the development of organisational research agenda. Excellent and strong oral and written communication skills. Ability to manage complexities and balance priorities in a fast-paced work environment. Experience in managing people in large programs coupled with excellent people skills. Demonstrated leadership skills. Knowledge, Skills, Training and Competencies Required: The incumbent must be a creative, innovative and strategic thinker, equipped with excellent communication, analytical, organizational, interpersonal and cross-cultural

<b><u>DUTIES</u></b>	:	skill. They should have a strong interest in private sector and community-based approaches to development. They must have a strong personality and the ability to produce results and meet objectives under difficult circumstances.
	:	Provide expert direction in the Men's programmes design, implementation, monitoring and evaluation and interventions. In collaboration and consultation with relevant stakeholders e.g. MMC, Isibaya Samadoda, Phila Ndoda, design/construct Provincial guidelines for the KZN Men's Health Programme. Establish collaborations with existing men's organisations/structures to leverage. Participate in the KZN Provincial Strategic Information Technical Working Group. Establish and maintain close working relationships and technically represent KZN DoH to all levels of Programme Managers, NDoH, Support partners, the Office the Premier Coordinator and other stakeholders. Identify opportunities for integrated approaches, providing technical assessment and recommended strategies to test new innovations and interventions. Provide expert direction in the Men's programme design, implementation, monitoring and evaluation and interventions. Liaise with marketing and research departments to ensure adequate support to MMC programs.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr Amet Tshabalala Tel No: 033 395 2771
	:	should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr. A Memela
	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's License. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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.
<b><u>CLOSING DATE</u></b>	:	26 April 2022
<b><u>POST 13/125</u></b>	:	<b><u>DEPUTY DIRECTOR: MONITORING &amp; EVALUATION (DATA ANALYST)</u></b> <b><u>REF NO: G11/2022</u></b> (One-Year Renewable Contract over Five Years subject to availability of funds) Cluster: Strategic Health Programmes
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R744 255 per annum (Level 11), an all-inclusive salary package
	:	Head Office: Pietermaritzburg
	:	A Degree/ Post Graduate Diploma in Public Health, Epidemiology, Biostatistics, Statistics Approximately 3 years' experience applying epidemiological and/or statistical concepts to public health-related data analysis, preferably with HIV, ART, and/or TB data Strong understanding of the public health system, with a specific focus on health information, including data production, routine data in public health settings, cohort monitoring, and data quality improvement. Demonstrated experience with statistical analysis package, such as STATA. Demonstrated experience working with data visualization tools. Experience working in or supporting, the public health sector. Knowledge, Skills, Training and Competencies Required: Provide leadership and technical expertise in conducting advanced analytics to better inform HIV/HIV programming through complex relationships with and between Measurement, Evaluation, and Research data and province-specific or survey data. Prepare and track progress of programmes, projects and activity budgets. Routinely analyse and interrogate data relating to the HIV, TB and Strategic Health programs, including related/linked data as it is integrated. Provide

leadership and effective, accurate and timely monitoring, evaluation and reporting of all HIV, TB and other SHP and projects activities. Provide guidance and develop support materials to enable sustained utilisation of data analytics by relevant health system stakeholders. This includes capacity building. Provide leadership and direction on M&E to ensure SHP Managers achieve their goals and corresponding objectives and targets through promoting and supporting dissemination and utilisation of SHP information among the Programmes Managers. Ensure high-quality implementation, consistent with NDoH and KZN Provincial monitoring and evaluation guidelines, protocols, information and reporting systems. Lead efforts to monitor and evaluate TB and other SHP program and project interventions, especially the documentation of results and provision of feedback to stakeholders to guide decision-making and support Continuous Quality Improvement interventions. Support and conduct targeted evaluations and operations research, including design, data collection, management and analysis. Cultivate strategic M&E relationships and alliances with other DoH and external stakeholders (e.g. PEPFAR Partners) and represent M&E SHP activities in public and professional circles through meetings, conferences, and presentations. Ensure relevant data is entered into DHIS and other relevant performance management systems designed to capture, analyse, and disseminate SHP data. Working with Director SIM and RTC Manager, coordinate all M&E capacity-building activities for Provincial staff, Implementing Partners and where applicable, districts. Support the preparation of key annual and mid-term planning and reporting documents including the Operational Plan, Provincial Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports. In collaboration with other Health Office staff, initiate and coordinate targeted analyses of HIV and TB programmes data to generate trends and patterns that inform planning and programming. High level of proficiency in Microsoft Office (Word, Excel, PowerPoint, OneNote, Outlook), Tier.Net, Web-DHIS. Strong analytical and presentation skills, attention to detail. Ability to build and maintain effective relationships within the team, with colleagues and various stakeholders. Ability to multitask, work under pressure and be deadline-driven.

**DUTIES**

: Health Systems Strengthening Strategic Information: Perform complex data analyses related to the HIV and TB performance and make programmatic recommendations based on findings. Provide leadership and technical expertise in conducting advanced analytics to better inform HIV/TB programming through complex relationships with and between Measurement, Evaluation, and Research data and province-specific or survey data. Acquire, process, manage, and analyze data from a range of sources for improved decision making. Prepare expert quality data visualizations for use by Province, Districts and where necessary, NDoH, Support Partners and other external stakeholders. Train and mentor Programme Managers and other stakeholders in data analytics. Prepare data requirements for the Provincial Strategic and Operational Plan for health system strengthening activities, quarterly/semi-annual/annual performance reports (e.g., data completeness checks), and other routine provincial and district processes. Collaborate with PEPFAR partners, relevant Government departments and other external stakeholders on special data analytics projects for monitoring, evaluations, research and learning. Participate in the KZN Provincial Strategic Information Technical Working Group Establish and maintain close working relationships and technically represent KZN DoH to all levels of Programme Managers, NDoH, Support partners, the Office the Premier Coordinator and other stakeholders. Provide technical oversight and expert review of DoH and Implementing partner activities that leverage data analytics. Provide timely alerts on emerging manifestations/trends threatening the health system.

**ENQUIRIES  
APPLICATIONS**

: Dr Amet Tshabalala Tel No: 033 395 2771  
 : should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION  
NOTE**

: Mr. A Memela  
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's License. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB:

Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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.

<b><u>CLOSING DATE</u></b>	:	26 April 2022
<b><u>POST 13/126</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (HAST) REF NO: NMH/CNP/HAST/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R388 974 – R450 939 per annum, Rural allowance 8% Grade 2: R478 404 - R588 390 per annum, Rural allowance 8%
<b><u>CENTRE REQUIREMENTS</u></b>	:	Niemeyer Memorial Hospital (HAST) Std 10 or Grade 12 certificate Registration with SANC as general nurse and primary care nurse Diploma in general plus one year post basic qualification in clinical Nursing, health assessment treatment and care PHC plus 4 years appropriate recognizable experience as General Nurse. Proof of current and previous work experience endorsed and stamped by Human Resources. <b>Grade 1:</b> Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC on general nursing. Plus 01 year post basic certificate. <b>Grade 2:</b> experience minimum of 14 years appropriate /recognizable experience in nursing after registration as professional nurse with SANC on general nursing of which at least 10 years must be appropriate /recognizable experience after obtaining the post basic qualification in primary health care. Knowledge, Skills, Training and Competences Required: Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programme nursing care processes and procedures nursing statutes and other related legal framework. Knowledge and understanding of human right charter, Batho Pele principle and labour relations act. Knowledge nursing act health act occupational health, safety act and mental health act.
<b><u>DUTIES</u></b>	:	Provision of quality comprehensive PHC Package of service in line with NHI initiatives. Health Promotion, Disease prevention, curative and rehabilitation services. Provision of administration services Participate in the clinic arrangement and sustainability in the implementation Integrated Clinical Service management (ICSM). Provide support to CSO in the implementation of Health Patient Appointment System and pre-retrieval of patient files (HPRS). Provide quality and complete patient information in the Health Patient records Manage patients according to standard treatment guidelines and EML Perform all activities within HAST programme Implement Provider counseling and testing Implement Universal testing and treat as per guideline Implement and achieve individual targets linked to 90-90-90 strategy Increase Positive case finding through implementation of Index Testing and linkage to care. Work integrative with Ward Based Outreach teams towards achieving recension in care Participate in the Maternal, Child Women's health programme to achieve targets linked to the programme indicators. Participate in the achievement of couple year protection (Insertion of Long Acting Reversible Contraceptive Method) Perform cervical cancer screening as per cervical cancer screening policy Participate in the implementation of Youth Friendly Services. Stakeholder participation in the Operation Sukuma Sakhe and present health challenges for outputs for the facility catchment area. Participate in the community outreach services, campaigns and Izimbizo Participate in the implementation of non-pharmaceutical intervention for epidemic response. Implement covid-19 rescue plan within PHC programme. Provision of administrative services ensures proper, cost effective use of material

resources. Identify needs of financial planning and indirect control of expenditure. Provide Clinical teaching and continuous training to other staff categories during in-service training programme Participate in quality, monitoring and evaluation of PHC programme. Conduct clinical audits for priority programme, Analyze and develop quality improvement plans. Participate in the Quality programme that provide quality of care : Patient complaints, Safety incidence and Patient Experience of care and Waiting times Participating in the production of facility quality data, ensuring complete patient record, correct entries of data elements in the tick register and other relevant registers, compiling of daily, weekly and monthly statistics. Timeous submission of complete, reliable statistic. Act on the Generated line list reports from Tier.net and action them.

**ENQUIRIES**  
**APPLICATIONS**

: Mrs. GN Nkosi Tel No: 034-331 3011

: Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.

**NOTE**

: Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Applicants must submit copies of qualification, identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the interview following communication from HR. curriculum Vitae. NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g NMH/CPC2022. Please note due to large numbers of applications we envisage receiving, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the company Intellectual Property (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. Note: Please note that due to financial constraints there will be on payment for S&T claim. NB: Employment equity target African male.

**CLOSING DATE**

: 28 April 2022

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

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

**MANAGEMENT ECHELON**

<b><u>POST 13/127</u></b>	:	<b><u>CHIEF DIRECTOR: INTEGRATED HEALTH PLANNING (REPLACEMENT)</u></b> <b><u>REF NO: MPDOH/MAR/22/29</u></b>
<b><u>SALARY</u></b>	:	R1 269 951 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Provincial Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF 7) as recognized by SAQA in Health related field. A Master's Degree in Public Health and postgraduate Management qualification will be an added advantage. A recognized qualification in Project Management would be a strong recommendation. SMS Pre-entry certificate is a requirement. At least five (5) years' post-qualification relevant experience in management at SMS level. A valid driver's licence. Knowledge, skills and competencies: Knowledge of both national and provincial health policy and legislation. Knowledge of the PFMA, DoRA, and IDIP. Excellent analytical skills. Excellent written and verbal communication ability. Computer literacy.
<b><u>DUTIES</u></b>	:	Co-ordination and facilitation of departmental strategic and operation planning processes and the formulation and analysis of relevant policies. Manage the implementation of monitoring and evaluation systems for performance including the management of routine health information. Ensures that information systems support current and future needs of the department manage, co-ordinate and conduct epidemiology surveillance and research. Facilitate and co-ordinate the implementation of special and flagship programmes.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>NOTE</u></b>	:	Short listed candidates will need to undergo a competency assessment and write a Technical exercise. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> . Only Online Applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Please Note: Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).
<b><u>CLOSING DATE</u></b>	:	28 April 2022. Applicants are advised to apply as early as possible to avoid disappointments.

**POST 13/128** : **CHIEF DIRECTOR: SUPPLY CHAIN AND ASSETS MANAGEMENT REF NO: MPDOH/MAR/22/30**

**SALARY** : R1 269 951 per annum, (all-inclusive remuneration package)  
**CENTRE** : Provincial Office, Mbombela

**REQUIREMENTS** : An under-graduate qualification (NQF Level 7) as recognized by SAQA or equivalent qualification in Finance / Asset Management. SMS Pre-entry certificate is a requirement. At least five (5) years' post-qualification relevant experience in management at SMS level. A valid driver's licence. At least five (5) years relevant experience in procurement legislation, procedures and processes including the supply chain management framework and asset management guidelines. The PPPFA, the PFMA and Treasury Regulations. Project management and excellent problem-solving skills. Excellent communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong work team. Motivated and output and outcome driven. Good interpersonal relations and ability to work with people at all levels. Extensive knowledge and experience in Asset Management. In-depth knowledge of Financial, SCM and Asset Management procedures and prescripts. Knowledge of the PFMA, PPPFA, Treasury Regulations, GIAMA and SCM Practice Notes. LOGIS knowledge and experience as well as an Accounting and Provisioning Administration background. The ideal candidate should have the following qualities: Proven innovative and creative ability. Financial management skills. Change management. Knowledge management. Service delivery innovations. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Honesty and integrity.

**DUTIES** : Manage the Supply Chain Management (demand, procurement, stores, contracts, assets and transport). Develop, review, maintain and implement strategies, policies, processes, standards, guidelines, procedures and monitoring tools in line with legislation and regulations with an emphasis on improved service delivery. Provide strategic guidance and advice on policy and regulatory matters of supply chain management and security. Ensure proper bid administration. Maintain, enhance and manage a service provider database with an emphasis to increased BBBEE. Ensure timeous payment of service providers. Manage all assets, including the recording of acquisitions, depreciation calculations, disposals, transfers, write offs and safekeeping. Ensure effective contract monitoring and management. Ensure the development of capacity building programmes / training to Programme and Responsibility managers, Chief Users and employees. Develop performance and computer measurement and monitoring systems of risk management to resolve complex and sensitive SCM processes and delivery of Supply Chain Management services. Ensure sound financial, human resource and performance management of the supply chain management directorate. Develop and oversee the implementation of the asset management system, including: the establishment of the Asset Management Unit and departmental policies and procedures. Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget [in consultation with Public Works where applicable]. Develop and maintain asset registers, including; acquisitions, maintenance management, transfers and valuations. Develop and maintain the lease register. Develop asset needs assessment, acquisition management, operational and disposal plans as well as execute and monitor the implementation thereof. Plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies, and update the asset register. Develop, implement and manage mechanisms to safeguard assets. Prepare a monthly reconciliation with supporting schedules of the asset registers to the relevant accounting records and resolve unclear items. Prepare a business plan for the life cycle of assets, including an analysis of pricing options utilising life cycle cost and recommendations on the most appropriate asset solution. Report on asset management information as required to internal and external stakeholders. Manage valuations for immovable assets and update the asset register. Establish and execute a performance measurement system to evaluate the effective utilization of assets. Utilise BAS to capture accounting transactions, control the general ledger, perform financial administration and prepare financial reports. Utilise LOGIS for provisioning, procurement, stock control and reporting. Utilise Vulindlela as a management information system for monitoring and reporting of revenue, expenditure, assets and liabilities.

- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)
- NOTE** : Short listed candidates will need to undergo a competency assessment and write a Technical exercise. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za). Only Online Applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Please Note: Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).
- CLOSING DATE** : 28 April 2022. Applicants are advised to apply as early as possible to avoid disappointments.

#### **OTHER POSTS**

- POST 13/129** : **MEDICAL OFFICER GRADE 3 (REPLACEMENT) REF NO: MPDOH/APR/22/01**
- SALARY** : R1 106 037 - R1 382 802 per annum. (Depending of years of experience in terms of OSD).
- CENTRE** : Standerton Hospital (Gert Sibande District)
- REQUIREMENTS** : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2022) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. NB: Any previous experience must be covered by the attachment of certificate of services.
- DUTIES** : Provide clinical care to patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervise junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near

miss meetings and completing MEDICO Legal documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Provide clinical care to patients in the wards, OPD/Casualty and clinics. Assist in clinical audit. Participate in after-hour calls. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics. Render an essential health service to the community. Support and manage patients. Assess and monitor patients. Ensure provision of comprehensive care. Participation in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

**CLOSING DATE** : 29 April 2022

**POST 13/130** : **DENTIST GRADE 2 (REPLACEMENT) REF NO: MPDOH/APR/22/02**

**SALARY** : R953 049 – 1 042 092 per annum. (Depending of years of experience in terms of OSD).

**CENTRE** : Piet Retief Hospital (Gert Sibande District)  
**REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA 2022) as Dentist. A valid work permit will be required from non-South Africans. SA Qualified employee- A minimum of seven (7) years appropriate experience as Dentist after registration with the HPCSA as Dentist (Independent Practice). Foreign Qualified employee- Minimum of eight (8) years appropriate experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Dentist (Independent Practice) for foreign qualified employees. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver's licence. NB: Any previous experience must be covered by the attachment of certificate of services.

**DUTIES** : Render clinical dental services at all health facilities in the District, including travelling to the community (clinics) Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum, i.e. extractions under general anaesthetics, infection control, waste

management, etc.). Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education: Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.). Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.). Supervision of subordinates: Quality of work, Development and PDMS.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

**CLOSING DATE** : 29 April 2022

**POST 13/131** : **DEPUTY MANAGER NURSING (PN-A8) (REPLACEMENTS) REF NO: MPDOH/APR/22/03 (X2 POSTS)**

**SALARY** : R856 272 - R963 723 per annum. (Depending of years of experience in terms of OSD).

**CENTRE** : Witbank TB Specialized Hospital (Nkangala District)  
 Lydenburg Hospital (Ehlanzeni District)

**REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of nine (9) years appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 4 years of the period referred to above must be appropriate / recognizable experience in management level. Must be computer literate and able to work with MS Office packages including email. Knowledge of nursing care and procedures, nursing statutes and other relevant legal framework. Nursing Act, Health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Patient's Right, Batho Pele Principles, Leadership, management, planning, organizing, decision making, delegate, problem solving, discipline, control. Clinical competencies and policy formulation skills, knowledge of nursing care delivery approach. Good verbal and written communication skills, mentorship and supervisory skills. Computer literacy, DHIS and TIER.NET. Knowledge and understanding of Human Resource and Financial Management. Valid driver's licence. NB: Any previous experience must be covered by the attachment of certificate of services.

**DUTIES** : Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the hospital. Work effectively and

amicably at management level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues including report writing. Ability to direct a multidisciplinary team so as to ensure good nursing care. Development and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Advocate and ensure the promotion of nursing ethos and professionalism. Manage human and financial resources. Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**ENQUIRIES**

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**APPLICATIONS NOTE**

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

**CLOSING DATE**

:

29 April 2022

**POST 13/132**

:

**MEDICAL OFFICER GRADE 1 (REPLACEMENT) REF NO: MPDOH/APR/22/04**

**SALARY**

:

R833 523 - R897 939 per annum. (Depending of years of experience in terms of OSD).

**CENTRE**

:

Piet Retief Hospital (Gert Sibande District)

**REQUIREMENTS**

:

MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2022) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. **Grade 1:** No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. NB: Any previous experience must be covered by the attachment of certificate of services.

<b><u>DUTIES</u></b>	:	Provide clinical care to patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervise junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Provide clinical care to patients in the wards, OPD/Casualty and clinics. Assist in clinical audit. Participate in after-hour calls. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics. Render an essential health service to the community. Support and manage patients. Assess and monitor patients. Ensure provision of comprehensive care. Participation in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS NOTE</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> . Only online applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).
<b><u>CLOSING DATE</u></b>	:	29 April 2022
<b><u>POST 13/133</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (PN-B4): PSYCHIATRIC / ORTHOPAEDIC (REPLACEMENT) REF NO: MPDOH/APR/22/05</u></b>
<b><u>SALARY</u></b>	:	R624 214 - R702 549 per annum. (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Witbank Hospital (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery (2022). Minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least six (06) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Psychiatric/Orthopedic nursing. A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in critical care/trauma nursing. At least three (03) years of the period

referred to above must be appropriate/recognizable experience at Management Level. Certificates of Registration with the SANC Proof of current registration with the SANC (2020). Proof of work experience from previous and current employers endorsed and stamped by Human Resource must be attached Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework .Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs. NB: Any previous experience must be covered by the attachment of certificate of services.

**DUTIES**

: Provide effective management and professional leadership in the specialized units. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles nursing and clinical governance are implemented Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of PMDS, monitor implementation of NCS and Ideal Hospital framework and interpret its impact on service delivery. Co-ordinate and participate in health promotion activities and monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES**

: Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS**  
**NOTE**

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

: 29 April 2022

**POST 13/134** : **OPERATIONAL MANAGER (PN-B3): OPERATING THEATRE (REPLACEMENT) REF NO: MPDOH/APR/22/06**

**SALARY** : R571 242 - R662 223 per annum. (Depending of years of experience in terms of OSD).

**CENTRE REQUIREMENTS** : Barberton Hospital (Ehlanzeni District)  
: Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Operating Theatre. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Operating Theatre Nursing Science qualification. Proof of current registration with SANC (2022). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing. NB: Any previous experience must be covered by the attachment of certificate of services.

**DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Theatre Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS NOTE** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)  
: Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za). Only online applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part

of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

<b><u>CLOSING DATE</u></b>	:	29 April 2022
<b><u>POST 13/135</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PN-B3): PHC (REPLACEMENTS)</u></b> <b><u>REF NO: MPDOH/APR/22/07 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R571 242 – R662 223 per annum. (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Balfour Clinic and KwaNgema CHC (Gert Sibande District) Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic PHC Nursing Science qualification. Proof of current registration with SANC (2022). Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). NB: Any previous experience must be covered by the attachment of copies of Certificates of Service.
<b><u>DUTIES</u></b>	:	Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview

following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za). Only online applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).

- CLOSING DATE** : 29 April 2022
- POST 13/136** : **OPERATIONAL MANAGER (PN-B3): MATERNITY (REPLACEMENT) REF NO: MPDOH/APR/22/08**
- SALARY** : R571 242 - R662 223 per annum. (Depending of years of experience in terms of OSD).
- CENTRE** : Lydenburg Hospital (Ehlanzeni District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Maternity. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Maternity Nursing Science qualification. Proof of current registration with SANC (2022). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing. NB: Any previous experience must be covered by the attachment of certificate of services.
- DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Maternity Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa

**APPLICATIONS**  
**NOTE**

Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

**CLOSING DATE**

: 29 April 2022

**POST 13/137**

: **PROFESSIONAL NURSE GRADE 2 (PN-B2): PSYCHIATRIC REF NO: MPDOH/APR/22/09**

**SALARY**

: R478 404 – R588 390 per annum. (Depending of years of experience in terms of OSD).

**CENTRE**  
**REQUIREMENTS**

: Ermelo Hospital (Gert Sibande District)  
: Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 speciality in Psychiatric Nursing Science. Minimum of fourteen (14) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten (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. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. NB: Any previous experience must be covered by the attachment of certified certificate of services.

**DUTIES**

: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Psychiatric Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
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- CLOSING DATE** : 29 April 2022
- POST 13/138** : **OPERATIONAL MANAGER (PN-A5): GENERAL MALE MEDICAL (REPLACEMENT) REF NO: MPDOH/APR/22/10**
- SALARY** : R450 939 - R507 531 per annum. (Depending of years of experience in terms of OSD).
- CENTRE** : Standerton Hospital (Gert Sibande District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2022). A Diploma / Degree in Nursing administration and Management is an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing. NB: Any previous experience must be covered by the attachment of certificate of services.
- DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in Male Medical ward. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the

unit and ensure submission to facility information office. Identity develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

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

**CLOSING DATE** : 29 April 2022

**POST 13/139** : **OPERATIONAL MANAGER (PN-A5): GENERAL (OPD) (REPLACEMENT)**  
**REF NO: MPDOH/APR/22/11**

**SALARY** : R450 939 - R507 531 per annum. (Depending of years of experience in terms of OSD).

**CENTRE** : Barberton Hospital (Ehlanzeni District)

**REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse (2022). Experience: A minimum of seven (7) years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). NB: Any previous experience must be covered by the attachment of certificate of services.

**DUTIES** : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of

		self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS NOTE</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> . Only online applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).
<b><u>CLOSING DATE</u></b>	:	29 April 2022
<b><u>POST 13/140</u></b>	:	<b><u>CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5): INFECTION PREVENTION AND CONTROL REF NO: MPDOH/APR/22/12</u></b> (Re-Advertisement), Those who have previously applied for the re-advertised posts may re-apply.
<b><u>SALARY</u></b>	:	R450 939 - R507 531 per annum. (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Witbank Hospital (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organize, presentation skills, conflict management skills, people management. NB: Any previous experience must be covered by the attachment of certificate of services.
<b><u>DUTIES</u></b>	:	Coordinate infection control and prevention programmes, compile reports on compliance and non-compliance to quality standards, develop and ensure implementation of policies, norms and standards with regards to infection prevention and control, facilitate development of quality improvement plans in relation to infection control and prevention.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS NOTE</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be

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

- CLOSING DATE** : 29 April 2022
- POST 13/141** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (PN-A5): CDC REF NO: MPDOH/APR/22/13**
- SALARY** : R450 939 – R507 531 per annum. (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Mbombela Sub-District (Ehlanzeni District)  
: Senior Certificate / Grade 12 Certificate plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of seven (7) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Diploma / Degree in Public Health will be an added advantage. Experience in Communicable Disease Control set up will be an added advantage. Proof of current registration with South African Nursing Council (SANC). Valid driver's licence. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of Nursing Legislations and related legal and ethical Nursing practices and this impacts on service delivery. Demonstrate a basic understanding of HR and Financial policies and practices. Skills: Good interpersonal skill; planning and organizational skills. Good communication and presentation skills. Problem solving and analytical skills. Basic computer literacy as a support tool to enhance service delivery. Ability to work under pressure and awkward hours. NB: Any previous experience must be covered by the attachment of certificate of services.
- DUTIES** : Coordinate the implementation of the Communicable Disease Control (CDC) activities in the Mbombela Sub-District. Plan and co-ordinate the implementation of CDC and Expanded Programme of Immunization (EPI) services. Management and response to outbreaks. RESPONSIBLE for implementation of Communicable Diseases strategies / interventions. Management and utilization of resources. Maintain effective collaboration with internal and external stakeholders. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitation proper treatment and care and ensuring that the principles of Batho Pele are adhere to. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Plan and co-ordinate the implementation of Expanded Programme of Immunization (EPI) services. Management and response to outbreaks. Management and utilization of resources. Maintain effective collaboration with internal and external stakeholders.

<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS NOTE</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> . Only online applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).
<b><u>CLOSING DATE</u></b>	:	29 April 2022
<b><u>POST 13/142</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PSYCHIATRIC REF NO: MPDOH/APR/22/14 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R388 974 – R450 939 per annum. (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Ermelo Hospital (Gert Sibande District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Psychiatric Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. NB: Any previous experience must be covered by the attachment of copies of certificate of services.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Psychiatric Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS NOTE</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> . Only online applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).
<b><u>CLOSING DATE</u></b>	:	29 April 2022
<b><u>POST 13/143</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC (REPLACEMENTS) REF NO: MPDOH/APR/22/15 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R388 974 – R450 939 per annum. (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	RPL Moripe Clinic, Pankop CHC, Allemansdrift "C" CHC and Kameelrivier "B" Clinic (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022) plus a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty, (Diploma in PHC). Current registration with the SANC as a Professional Nurse. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work Leadership and sound interpersonal skills. Problem solving and decision making skills. Good supervisory and teaching skills. NB: Any previous experience must be covered by the attachment of certificate of services.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Participate in quality improvement programs. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations. Ensure adherence to Batho Pele Principles and Patient Right Charter.

- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)
- NOTE** : Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za). Only online applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).
- CLOSING DATE** : 29 April 2022
- POST 13/144** : **CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B3): PHC (REPLACEMENT) REF NO: MPDOH/APR/22/16**
- SALARY** : R388 974 – R450 939 per annum. (Depending of years of experience in terms of OSD).
- CENTRE** : KwaNgema CHC (Gert Sibande District)
- REQUIREMENTS** : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022) plus a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty, (Diploma in PHC). Current registration with the SANC as a Professional Nurse. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work Leadership and sound interpersonal skills. Problem solving and decision making skills. Good supervisory and teaching skills. NB: Any previous experience must be covered by the attachment of certificate of services.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Participate in quality improvement programs. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations. Ensure adherence to Batho Pele Principles and Patient Right Charter.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa

<b><u>APPLICATIONS NOTE</u></b>	<p>Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.</p> <p>Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a></p> <p>Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>. Only online applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).</p>
<b><u>CLOSING DATE</u></b>	29 April 2022
<b><u>POST 13/145</u></b>	<b><u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: MPDOH/APR/22/17</u></b> (Re-Advertisement), Those who have previously applied for the re-advertised posts may re-apply.
<b><u>SALARY</u></b>	R382 245 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	Provincial Office, Mbombela
<b><u>REQUIREMENTS</u></b>	Senior Certificate / Grade 12 plus Diploma / Degree in Auditing / Internal Auditing and Accounting as recognized by SAQA. At least 3 to 5 years' experience in Internal Audit. Candidates must be able to audit business research risk assessment. Candidates must be conversant with auditing and accounting standards. The successful candidates will be required to complete a security clearance; A valid driver's licence. Skills and Competencies: Communication skills (verbal and written); Financial management; Computer literacy; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus and Research skills.
<b><u>DUTIES</u></b>	Participate in the development of the three-year strategic risk based audit plans and annual audit operational plan; Conduct a full internal audit engagement; Develop the engagement work program; Develop findings and recommendations for the enhancement of controls/processes; Compile and review audit report for each engagement; Monitor progress on the implementation of agreed upon action plans; Review performance and provide coaching and guidance to staff; Allocate duties and perform quality control on the work delivered by subordinates; Coach, Lead, train and develop new team members and monitor progress on audit projects.
<b><u>ENQUIRIES</u></b>	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS NOTE</u></b>	<p>Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a></p> <p>Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will</p>

be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za). Only online applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).

- CLOSING DATE** : 29 April 2022
- POST 13/146** : **PROFESSIONAL NURSE GRADE 2 (PN-A3): GENERAL NURSING (REPLACEMENT) REF NO: MPDOH/APR/22/21**
- SALARY** : R320 703 - R368 307 per annum. (Depending of years of experience in terms of OSD).
- CENTRE** : Weltevrede Clinic (Nkangala District)
- REQUIREMENTS** : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with the SANC as a Professional Nurse. A minimum of ten (10) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to work under pressure and be a team worker. Knowledge of scope of practice for different categories in nursing. Ability to plan, organize and coordinate the nursing care regimen. Good communication and interpersonal skills. Implement Batho Pele Principles. NB: Any previous experience must be covered by the attachment of certificate of services.
- DUTIES** : Provide health care services in the hospital care. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele). Effectively manage resources allocated in your unit.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)
- NOTE** : Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references

when applying and where possible the station / centre where the post is. [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za). Only online applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).

- CLOSING DATE** : 29 April 2022
- POST 13/147** : **SECURITY ADMINISTRATIVE OFFICER GRADE 1 REF NO: MPDOH/APR/22/22**
- SALARY** : R261 372 per annum, (plus service benefits)
- CENTRE** : Mmamethlake Hospital (Nkangala District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus three (3) relevant experience or Diploma or Degree in Security Management / Undergraduate (NQF Level 6) in Security Management / Police. Valid PSIRA Grade B Certificate or equivalent qualification Experience in the relevant security related environment. Knowledge of security Strategies / Guidelines. Knowledge of Minimum Information Standards (MISS). Knowledge of Protection of Information Act (POPIA). Computer Literacy, and Valid Driver's Licence.
- DUTIES** : Record, Report and attend security incidents. Monitor access in the premises. Prevent any unauthorized access and report security breaches. Conduct awareness sessions. Ensure implementation and fully compliance to MISS. Conduct patrols of the premises using CCTV. Note all results in the daily Occurrence Book (OB) for further handling with supervisors. Provide advice in terms of equipment to be procured for the Control Room function so as to ensure that the building remains secured and suspicious activity is dealt with. Compile reports of all incidents that occurred and how they were resolved and advise the Management on what measures to be taken to prevent repeat. Develop the Security Operational Plan of the facility.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)
- NOTE** : Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za). Only online applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).

- CLOSING DATE** : 29 April 2022
- POST 13/148** : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/APR/22/18 (X6 POSTS)**
- SALARY** : R260 760 - R492 756 per annum. (Depending of years of experience in terms of OSD).
- CENTRE** : Ermelo Hospital (Gert Sibande District)
- REQUIREMENTS** : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with the SANC as a Professional Nurse. A minimum of 1 – 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. NB: Any previous experience must be covered by the attachment of certificate of services.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele). Effectively manage resources allocated in your unit.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)
- NOTE** : Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za). Only online applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).
- CLOSING DATE** : 29 April 2022
- POST 13/149** : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING (REPLACEMENTS) REF NO: MPDOH/APR/22/19 (X10 POSTS)**
- SALARY** : R260 760-R302 292 per annum. (Depending of years of experience in terms of OSD).

- CENTRE** : Leeufontein Clinic (X2 Posts)  
 Allemansdrift CHC (X3 Posts)  
 Tweefontein "G" CHC  
 Weltevrede Clinic  
 Lefiso CHC (X2 Posts)  
 Siyabuswa CHC (Nkangala District)
- REQUIREMENTS** : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with the SANC as a Professional Nurse. A minimum of 0 – 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to work under pressure and be a team worker. Knowledge of scope of practice for different categories in nursing. Ability to plan, organize and coordinate the nursing care regimen. Good communication and interpersonal skills. Implement Batho Pele Principles. NB: Any previous experience must be covered by the attachment of certificate of services.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal clinic Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele). Effectively manage resources allocated in your unit.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)
- NOTE** : Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za). Only online applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)
- CLOSING DATE** : 29 April 2022

<b><u>POST 13/150</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING (REPLACEMENT) REF NO: MPDOH/APR/22/20</u></b>
<b><u>SALARY</u></b>	:	R260 760 - R492 756 per annum. (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mmamethlake Hospital (Nkangala District)
<b><u>DUTIES</u></b>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with the SANC as a Professional Nurse. A minimum of 0 – 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to work under pressure and be a team worker. Knowledge of scope of practice for different categories in nursing. Ability to plan, organize and coordinate the nursing care regimen. Good communication and interpersonal skills. Implement Batho Pele Principles. NB: Any previous experience must be covered by the attachment of certificate of services.
<b><u>ENQUIRIES</u></b>	:	Provide health care services in the hospital care. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele). Effectively manage resources allocated in your unit.
<b><u>APPLICATIONS NOTE</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>CLOSING DATE</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> . Only online applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).
<b><u>CLOSING DATE</u></b>	:	29 April 2022

<b><u>POST 13/151</u></b>	:	<b><u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 (REPLACEMENT)</u></b> <b><u>REF NO: MPDOH/APR/22/23 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R211 509 – R238 260 per annum. (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	KwaMhlanga Hospital (Nkangala District) Shongwe Hospital (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12. Registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2022). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behavior. NB: Any previous experience must be covered by the attachment of certificate of services.
<b><u>DUTIES</u></b>	:	Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> . Only online applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).
<b><u>CLOSING DATE</u></b>	:	29 April 2022
<b><u>POST 13/152</u></b>	:	<b><u>ARTISAN PRODUCTION A: PLUMBER REF NO: MPDOH/APR/22/24</u></b> (Re-Advertisement), Those who have previously applied for the re-advertised posts may re-apply.
<b><u>SALARY</u></b>	:	R193 512 - R214 770 per annum. (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	KwaMhlanga Hospital (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate in Plumbing plus 1 – 3 years' experience in that field. Knowledge for time entry, preventative maintenance and work orders. Valid driver's licence. Willingness to work irregular hours and attend to emergencies when required. Knowledge: Computer literacy, Technical applications, technical report writing, team work

and supervisory. Ability to communicate at all level and inter act with provincial departments. NB: Any previous experience must be covered by the attachment of certificate of services.

**DUTIES**

: Assemble, maintain, and pressure test all pipes, fittings and fixtures of heating, water, drainage and gas systems according to specifications and plumbing codes. Determine sources of plumbing malfunctions and complete repairs as indicated or according to work orders. Repair pipes, fittings, valves, fixtures, and plumbing system equipment, including sinks, commodes, water heaters, water softeners, etc. Repair dish washers and kitchen equipment that incorporate gas or water consumption. Receive and complete work orders. Maintain accurate records on material and labour used. Maintain inventory of hospital / district owned tools, equipment, and materials. Inspect jobs upon completion and ensure areas are clean. Work with building principals and supervisors to complete projects. Detect needed repairs on building, grounds, and equipment following established inspection. Respond to emergency calls as needed. Perform preventative maintenance on tools and equipment. Correct unsafe conditions in work area and report any conditions that are not safe.

**ENQUIRIES**

: Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

: 29 April 2022

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF HEALTH**

*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.*

- APPLICATIONS** : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za
- CLOSING DATE** : 26 April 2022
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV, qualification(s), academic records including 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 eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. The request for certified documents will be limited to shortlisted candidates. The Human Resource of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview.

**MANAGEMENT ECHELON**

- POST 13/153** : **DIRECTOR: MATERNAL, CHILD, YOUTH AND WOMEN'S REF NO: 14/188**  
Re- Advertisement (previous candidates need to re-apply)
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum, (all-inclusive package)  
: Provincial Office, Kimberley  
: Degree or Advanced Diploma in a health related field is a Prerequisite. Degree/Diploma in middle management is an added advantage. A minimum of 5 years' middle management experience in the health sector is a requirement. A post graduate Degree in Public Health would serve as an added advantage. A valid B (08) driver's licence is an inherent requirement.
- DUTIES** : Provide strategic direction in planning for Maternal, Child, Youth and Women's Health and Nutrition. Ensure monitoring and implementation of provincial Policies and Guidelines for transformation planning and evaluation of Maternal, Child, Youth and Women's Health programmes in line with the strategic framework of the department and the Annual Performance Plan. Implement an efficient system to manage human capital. Management stakeholder and inter-sectoral collaboration/partnerships with other government departments and partners. Implementation of financial planning, establish financial monitoring and evaluation system in line with PFMA. Other key performance areas as determined by operational and/or departmental needs. Present the Department in National Chamber.
- ENQUIRIES** : Ms L. Fritz Tel No: 053-8300 601

## OTHER POSTS

**POST 13/154** : **CHIEF EXECUTIVE OFFICER – CONNIE VOSTER HOSPITAL REF NO: NCDOH 03/2022**

**SALARY CENTRE REQUIREMENTS** : R882 042 per annum, (all-inclusive package)  
: Hartswater (Frances Baard District)  
: Degree or Advanced Diploma in a health related field is a Prerequisite. Degree/Diploma in management is an added advantage. A minimum of 5 years' management experience in the health sector is a requirement. A valid B (08) driver's licence is compulsory.

**DUTIES** : To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative hospital services. To provide strategic leadership to improve operational efficiency of the hospital service, to improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the Hospital is managed within budget in line with PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources. Promote a safe and healthy working environment though compliance with relevant legislation including occupational health and safety commitments. Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the hospital. Manage the hospitals risks to ensure optimal achievement of health outcomes, the safety of all staff, patients and visitors, environmental safety, and proper management of buildings and other assets.

**ENQUIRIES** : Ms L. Fritz Tel No: 053-8300 601

**POST 13/155** : **DEPUTY DIRECTOR LABOUR RELATIONS REF NO: NCDOH 01/2022**  
(Previous candidates needs to re- apply)

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all-inclusive package)  
: Provincial Office  
: A recognized and appropriate 3 (three) year tertiary qualification National Diploma NQF6 in Labour Relations, Human Resource Management or Bachelor of Laws. Negotiating skills certificate will be an added advantage. Minimum of 5 (five) years' experience in junior Labour Relations Management. Knowledge and understanding of Public Service Legal Frameworks. Skills and competencies in strategic management abilities, communication, planning and organizing. Presentation and facilitation skills. Ability to work under pressure and meet deadlines. Knowledge of dispute resolution. A valid driver's licence.

**DUTIES** : Manage and coordinate the handling of grievances, disputes, misconduct and disciplinary matters. Manage the provisioning of Labour Relations systems and support, facilitate capacity building programmes in the Labour Relations fields, facilitate the handling of disputes and appeals for the Department. Ensure effective management of resources within the Provincial Labour Relations unit. Present the Department at National or Provincial Chamber.

**ENQUIRIES** : Ms L. Fritz Tel No: 053-8300 601

**POST 13/156** : **LABOUR RELATIONS OFFICER REF NO: NCDOH 02/2022 (X5 POSTS)**  
(Previous candidates needs to re- apply)

**SALARY** : R261 372 per annum + 37% Service Benefit

- CENTRE** : Provincial Office and District Offices (JT Gaetsewe, Frances Baard, ZFM District, Namakwa, Pixley Ka Seme District)
- REQUIREMENTS** : Matric (senior certificate) with at least 10 years' experience in Labour Relations or a recognized and appropriate 3 (three) year tertiary qualification (National Diploma) in Labour Relations/Law or Human Resource Management. Knowledge and understanding of the Labour Relations Legal Framework and Human Resource Practices. Skills Profile: communication (written & verbal), presentation and facilitation and people management skills. Knowledge of conflict management and dispute resolution. A valid driver's licence.
- DUTIES** : Promote sound labour relations in the Department. Manage and co-ordinate and conduct investigations on labour relation matters, investigate grievances and attend to complaints. Investigate misconduct cases and represent the Department at disciplinary hearings. Render advice on labour relation matters, ensure the implementation of outcome of labour relation matters, monitor implementation of arbitration awards, collective agreements and directives. Submit weekly/monthly reports on labour relation cases. Capture labour relation cases on the PERSAL System.
- ENQUIRIES** : Ms LC Fritz Tel No: 053-8300601

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

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

- APPLICATIONS** : The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.
- FOR ATTENTION** : Kegomoditswe Makaota
- CLOSING DATE** : 29 April 2022 at 15H30
- NOTE** : Note Well: Applications must be submitted on the improved Z83 (Employment application form) which must be fully completed and compulsory to be signed and dated. Note that it is compulsory to complete all fields on the prescribed Z83 form for the Applicant to be considered. Should the applicant/s use incorrect application form for employment (Z83) approved to be utilized with effect 01 January 2021, the application/s will not be considered for selection purposes (disqualified). Applications should be accompanied by a recent updated comprehensive CV with at least three (3) names of referees with current contact details, copies of your educational qualifications. Such copies need not be certified when applying for the post. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, [www.dpsa.gov.za](http://www.dpsa.gov.za). Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Certificate for PRE - entry into Senior Management Services (SMS) is a mandatory requirement. The appointee to SMS post must be in possession of such, prior to taking up the post. Further details are obtainable at the link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

**OTHER POST**

- POST 13/157** : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: 01/2022/23**  
Directorate: Office of the Executive Authority
- SALARY** : R744 255 per annum. The inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, medical aid

fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

**CENTRE  
REQUIREMENTS**

: Head Office - Mahikeng  
: Grade 12 certificate or equivalent plus appropriate National Diploma/Bachelors Degree /NQF 6 in Public Administration/Public Management/Business Administration/Local Government or any other relevant qualification. A minimum of three (3) – five (5) years experience at Assistant Director/Junior Management level. A valid driver's licence. Knowledge and Skills: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Proven management competencies. Knowledge of Cabinet Administration. Knowledge of Public Service Regulatory Framework. Project Management. Communication Skills (Verbal and Written). Negotiation skills. Report writing. Presentation skills. Computer literacy. Problem solving skills.

**DUTIES**

: Manage the administrative and coordination activities within the office of the Executive authority. Manage the procurement and maintenance of equipments and administer the budget in the office of the executive authority. Manage the Logistical support in the office of the executive authority for meetings and related activities. Render a Cabinet/Executive council support service to the executive authority. Liaise with internal and external role-players wrt matters relating to the Portfolio of the Executive authority. Ensure quality control of the work delivered and managing the distribution of documents and submissions to the relevant Legislature and standing/portfolio committees. Provide operational leadership for administrative support services in the office Executive Authority (EA). Plan, coordinate, organise and facilitate provision of registry and all frontline and customer care services. Plan, coordinate and provide general supervision of the employees in the office of the executive authority. Assist office of the Executive Authority with role playing on stakeholder service.

**ENQUIRIES**

: O Koonyaditse Tel No: 018 200 8020

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

**CLOSING DATE** : 26 April 2022  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

**POST 13/158** : **SENIOR AGRICULTURAL ADVISOR: ANIMAL SPECIALIST (MOORREESBURG) REF NO: AGR 15/2021 R2**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 4-year tertiary qualification (BSc Agric/BAgric Management Degree or equivalent qualification); Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 years experience in agricultural extension; A valid code B (or higher) driving license. Recommendation: Experience in agricultural production. Competencies: Knowledge of the following: Production of livestock produced in the specific area, also markets and value adding; Project management; Land reform programme and project implementation; Skills needed: Good research; Communication (written and verbal); Proven computer literacy (MS Office). Sound organising and leadership abilities.

**DUTIES** : Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and research and demonstration trials; Provide information on markets; Facilitate farmers days, demonstration day, workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Facilitate the development of organisation skills of the developing agricultural sector; Facilitate relevant recordkeeping and economical training as well as support to projects; Participate as a member of the project team by giving sound technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant commodity project allocation committees in the delivery and implementation of projects.

**ENQUIRIES** : Ms R Horne at Tel No: (022) 433 8903  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 13/159** : **ADMINISTRATION CLERK: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (SWARTLAND) REF NO: AGR 24/2022**

**SALARY** : R176 310 per annum (Level 05)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Experience/exposure in creating, maintaining and administering information databases. Competencies: Communication (written and verbal) skills; Proven computer literacy in MS Office (MS Word, MS Excel, MS Outlook, MS PowerPoint); Interpersonal, organising and human relation skills; Ability to accept accountability and responsibility and to work independently and unsupervised.

- DUTIES** : Develop and maintain databases and registers; Updating of registers and statistics; Handling enquiries; Make photocopies and receive or send emails; Distribute documents and mails and communication information within the team and to various stakeholders as required; Maintain and update appropriate filing system for projects and related information in the sub-directorate; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of the component; Provide reception and switch board; Provide secretarial assistance during stakeholder engagements; Requisition, purchasing, management and supplies inventories; Provide clerical support with the compilation of training plans; Provide high-level administrative support such as assistance with the line function projects and activities.
- ENQUIRIES** : Ms R Horne at Tel No: (022) 8903
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **DEPARTMENT OF COMMUNITY SAFETY**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 26 April 2022
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POST**

- POST 13/160** : **DEPUTY DIRECTOR: STRATEGIC PLANNING AND KNOWLEDGE MANAGEMENT (MANAGEMENT SUPPORT) REF NO: CS 12/2022**
- SALARY** : R744 255 per annum (Level 11), all-inclusive salary package
- CENTRE** : Department of Community Safety, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 5 years relevant management level experience. Recommendation: A valid code B driving license; Working knowledge of legislation, policies, prescripts, etc. e.g., PFMA, Treasury Regulations and Prescripts, Departmental Delegations. Competencies: Knowledge of the following: Public administration; Risk Management; Strategic Planning; Human Resource Management; Project Management; Legal Knowledge; Management of Public Finances in line with PFMA and Treasury Regulations; Monitoring and evaluation methods, tools and techniques. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication skill (written and verbal); Analytical thinking; Development of systems and databases; Planning and organising; Training; Conflict resolution; Team Leadership. Ability to work independently and under pressure.
- DUTIES** : Provide management support on policy and strategic matters; Management of the financial and human resources of the programme; Develop, review and maintain a strategic process in line with the MTSF; Support the programme manager in the implementation of ad hoc projects.
- ENQUIRIES** : Ms Lindè Govender Tel No: (021) 483 5694

#### **DEPARTMENT OF HEALTH**

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

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

#### **OTHER POSTS**

**POST 13/161** : **HEAD OF DEPARTMENT (NURSING COLLEGE)**

**SALARY** : R588 390 per annum  
**CENTRE** : Western Cape College of Nursing, Stikland (WCCN: Central Administration Office)

**REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification accredited with the SANC (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification in Nursing Education registered with SANC. A post basic qualification with duration of at least one year accredited with the SANC in any one of the clinical nursing specialties. A relevant Master's degree (NQF Level 9). Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate Supervisory and Management experience. Ability to communicate effectively (verbal and written) in at least two of the three official languages in Western Cape Province. Good interpersonal skills. Deep knowledge of higher education qualifications framework and understanding of higher education environment. Computer literacy (MS Word, Excel, PowerPoint). Application and interpretation of regulations and other legislative frameworks pertaining to Nursing Education. Conflict management and supervisory skills. Facilitation, presentation, and management skill. Organizational and problem-solving skills. Program and project management skills.

**DUTIES** : Participate in the overall Academic Governance and business processes of the college. Manage Academic Governance in the provision of education and training to student nurses within the allocated programme/disciplines. Manage and coordinate clinical learning exposure of students between college and clinical areas People Management. Support and promote the image of the College and Participate in Research. Oversee the supervision and support of students. Monitoring and evaluation of academic performance standards.

**ENQUIRIES** : Dr T Mabuda Tel No: (021) 831-5801

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 29 April 2022

**POST 13/162** : **OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE/TRAUMA)**  
Central Karoo District

**SALARY** : R571 242 (PN-B3) per annum (Plus a non-pensionable rural allowance of 12% of basic annual salary)

**CENTRE** : Beaufort West Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergencies or in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate and recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergencies or in Medical and Surgical Nursing Science: Operating Theatre

Nursing. Inherent requirements of the job: Willing to work shifts, day-night duty, weekends, and public holidays and overtime when required by supervisor. Have a valid drivers Licence. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to function independently in a multidisciplinary team and ability to direct the team to ensure quality nursing care. Proficient in two of the three official languages of the Western Cape. Knowledge of Legislation and policies of the Department of Health relevant to clinical practice. Computer literacy and skills.

**DUTIES** : Supervise, plan, and implement the provision of effective and efficient patient care both in Emergency Centre and Operating theatre. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, and procedures. Provide effective leadership and management of human, financial and physical resources to ensure optimal operational functions. Supervise, plan, and implement the provision of effective and efficient infection control measures. Maintain and participate in inter professional and multidisciplinary teamwork. Optimal support to the supervisor and management.

**ENQUIRIES** : Mr TW Ntombana Tel No: (023) 414-8200  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

**CLOSING DATE** : 29 April 2022

**POST 13/163** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**  
 Garden Route District

**SALARY** : Grade 1: R388 974 (PN-B1) per annum  
 Grade 2: R478 404 (PN-B2) per annum

**CENTRE** : Knysna Bitou Sub-district

**REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge and experience in the Primary Health Care and acute services field of practice. Communication skills in at least two of the three official languages of the Western Cape. Basic computer skills in MS Word, Excel, Outlook. Relevant knowledge, skills and experience in training and practical mentorship.

**DUTIES** : Training needs analysis of health science professionals and health workers. Planning and co-ordinating clinical training programmes and maintenance of competence intervention of health personnel. Presentation, facilitation and co-ordinate of formal and in-service training programmes. Monitoring, evaluation and reporting on health/clinical training and skill development programmes (quarterly and annual reports). Conduct the necessary administrative and interactive, communicative duties required for efficient and effective training and skills development. Monitor and assist with the improvement of technical quality which includes morbidity and mortality reviews.

**ENQUIRIES** : Ms PM Peters Tel No: (044) 302-8400  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 29 April 2022

**POST 13/164** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**  
Victoria Hospital

**SALARY** : Grade 1: R388 974 (PN-B1) per annum  
Grade 2: R478 404 (PN-B2) per annum

**CENTRE** : Victoria Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of annual registration. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional nurse with the SANC in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional with the SANC in General nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Occupational Health Nursing Science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty and public holidays to meet the operational requirements. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good verbal and communication skills in at least 2 of the official languages of the Western Cape. Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Ability to work independently and as part of the multi-disciplinary team. Computer literacy (Ms Word, Excel, Power point).

**DUTIES** : Provide Occupational Health Clinical Services at institutional level (promoting Health, Safety and Wellness in the workplace). Provide advisory services on all Occupational Health and Safety matters. Render an efficient administrative system and control of the Occupational Health Service. Conduct Risk assessment audits. Participate in training programmes in conjunction with People Management and Training Departments as required. Management and Promotion of Quality Assurance and Infection Prevention and Control (liaise with IPC related matters).

**ENQUIRIES** : Ms M Dubru-Shunmugam Tel No: (021) 799-1125, Email: Mary.Dubru@westerncape.gov.za

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payments of any kind are required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time." Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application or on appointment. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Occupational Health Nursing Science with the South African Nursing Council."

**CLOSING DATE** : 29 April 2022

**POST 13/165** : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT**

**SALARY** : R382 245 per annum

**CENTRE** : Western Cape College of Nursing

**REQUIREMENTS** : Minimum educational qualifications: Appropriate 3-year Diploma/Degree in Information Technology. Experience: Appropriate experience in Information Management. Appropriate comprehensive training, working experience, and knowledge of Electronic Content Management Systems. Appropriate management experience would be an advantage. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Willingness to travel to all the campuses. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Strong interpersonal skills. Good meeting and presentation skills and the ability to

		liaise between different parties at management level. Competency in desktop support. High-level computer competency in Microsoft Office Suite.
<b><u>DUTIES</u></b>	:	Manage Information Management Systems within HEI environment. Collaborate Internally and externally with Stakeholders to ensure optimal functioning of IT Infrastructure, IT Equipment, and Information Management Systems. Manage all IT Infrastructure, Multi-Campus/Sites, and IT Equipment (Hardware and software) to ensure compliance with CHE. Plan, develop and implement the IT Budget including IT Systems Contract management. Responsible to supervise ICT (Information and Communication Technology) staff within the Health Science Colleges, Multi-Campus.
<b><u>ENQUIRIES</u></b>	:	Dr T Mabuda Tel No: (021) 831-5801
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	22 April 2022
<b><u>POST 13/166</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (X2 POSTS)</u></b> Directorate: Knowledge Management
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualifications: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Information Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel and overnight. Willingness to work overtime when required. Competencies (knowledge/skills): Advanced computer skills. Good leadership, interpersonal and communication (verbal and written English) skills. Advanced computer literacy especially in MS Office with good numerical and analytical skills to support the compilation, interpretation, inspection and analysis of data, information, and reports. Good knowledge of monitoring and evaluation, data management, National and Provincial information management policies and processes, and standard operating procedures. Knowledge of the core information systems utilised by the WCG: Health e.g., Sinjani, Clinicom, PHCIS, Ideal Facility, Business Intelligence, TIER.net etc.
<b><u>DUTIES</u></b>	:	Assist with operational planning and project management within the component that is aligned with the overall directorate and provincial strategy and goals. Optimise the health information management processes and tools within the province to progressively achieve digitisation, automation, and digitalisation. Provide effective software system support from a data management and governance perspective, including set up, guidance on use, training, access, and queries. Supporting the development and implementation of indicators, elements, information policies, data collection tools and standard operating procedures in line with National and Provincial requirements. Interrogate data and generate reports for stakeholders for policymaking, planning, monitoring, co-ordination, research and evaluation of the health service in the province ensuring adherence to legislative due dates. Ensure good quality data through routine compliance monitoring, facility support visits, internal audits, remedial action development and implementation/support, and feedback reports.
<b><u>ENQUIRIES</u></b>	:	Ms S Brinkmann Tel No: (021) 483-8046 or Ms V Petersen Tel No: (021) 483-8794
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	29 April 2022
<b><u>POST 13/167</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u></b> West Coast District
<b><u>SALARY</u></b>	:	R261 372 per annum
<b><u>CENTRE</u></b>	:	Vredenburg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA) of the post. Experience: Appropriate experience in a Supply Chain Management environment. Appropriate working experience

and skills in LOGIS, BAS and EPS/WCSEB. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Willingness to travel and work overtime. Competencies (knowledge/skills): Extensive knowledge and experience of Bas and Logis Reconciliations. Ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS and EPS). Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.

**DUTIES** : Effective and efficient management of procurement processes, Inventory control, warehouse management and Asset Management processes. Perform LOGIS system controller functions. Ensure audit compliance, as well as handle audit queries with regard to SCM. Accurate and timeous monthly reporting, as well as compilation of annual/interim financial statements. Responsible for inspections, support visits and training in Saldanha Sub District. Ensure sound labour practices are executed and implemented. Relieve and support to supervisor.

**ENQUIRIES** : Ms J Basson Tel No: (022) 709-7276  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 29 April 2022

**POST 13/168** : **SECRETARY**  
 Chief Directorate: Metro Health Services

**SALARY** : R176 310 per annum  
**CENTRE** : Wesfleur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate with Typing or Computyping or Computer Applications Technology as a major subject. Experience: Appropriate experience in a hospital environment. Competencies (knowledge/skills): Computer literacy. The ability to use standard software packages (eg Microsoft Office). Good interpersonal and communication skills. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to accept accountability and responsibility and to work independently and unsupervised.

**DUTIES** : Provide office management and secretarial support to the office of the Manager: Medical Services (MMS). Make ultrasound bookings for patients presenting to MMS ultrasound clinic. The effective flow of information and documents to and from the office of the MMS. Record keeping. Provides secretarial support for meetings, co-ordinate booking and preparation of meeting venues.

**ENQUIRIES** : Ms C Matthews Tel No: (021) 571-8040  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 29 April 2022

**POST 13/169** : **CLEANER (X2 POSTS)**  
 (Chief Directorate: Emergency and Clinical Support Services)

**SALARY** : R104 073 per annum  
**CENTRE** : Emergency Communication Centre - Tygerberg  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a cleaner in a hospital or a health facility environment. Inherent requirement of the job: Willingness to work shifts and on weekends. Competencies (knowledge/skills): Ability to communicate effectively in at least two of the three official languages of the Western Cape Good time management. Knowledge of Health and Safety procedures.

**DUTIES** : Cleaning of all offices, common areas, kitchens and ablution facilities of the Emergency Communication Centre, including the radio workshop, safety desk and PHOC (Metro Control), including deep cleaning and detailed cleaning tasks. Provide a clean, safe and hygienic environment to prevent injuries and the spread of infection which includes sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment e.g., polishing and scrubbing machines, mops, brooms, buckets etc. are clean after usage and securely stored. Ensure removal of

waste from building daily. Notify management of deficiencies or repairs required. Relief according to the needs of the service.

**ENQUIRIES** : Mr N Newman Tel No: (021) 937-5633  
**APPLICATIONS** : Director Emergency Medical Services: Private Bag X24, Bellville 7530.  
**FOR ATTENTION** : Ms M Lambert  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 29 April 2022

**POST 13/170** : **PORTER**  
 Chief Directorate: Metro Health Services

**SALARY** : R104 073 per annum  
**CENTRE** : Nolungile CHC  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, including nightshift. Willing to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the consulting rooms or from the consulting rooms to the treatment centres. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicle and transfer of patients to beds/trolley and vice versa. Assist with moving of medical equipment as well as oxygen cylinders (both empty and full). Carry medical and other documentation (patient files, reports, etc.) to the reception area. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs. Assist with the transportation of corpse from wards.

**ENQUIRIES** : Mr N Ncobo Tel No: (021) 444-6574  
**APPLICATIONS** : The Chief Executive Officer: Metro Health Services, Private Bag X6, Khayelitsha, 7783.  
**FOR ATTENTION** : Ms Z Willie  
**NOTE** : No payment of any kind is required when applying for this post. Candidates will be required to undertake a practical test.  
**CLOSING DATE** : 29 April 2022

**DEPARTMENT OF LOCAL GOVERNMENT**

**CLOSING DATE** : 26 April 2022  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

**POST 13/171** : **ADMINISTRATIVE OFFICER: INSTITUTIONAL SUPPORT REF NO: LG 09/2022**

**SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate tertiary qualification (National Diploma/B-Degree or higher); A minimum of 1-year relevant experience. Recommendation: Basic database management. Competencies: Knowledge of the following: Local government legislation; Roles and responsibilities of municipalities; Filing system; Proven computer literacy in MS Office packages (Word, Excel, PowerPoint); Skills in the following: Verbal and written communication; Organising and planning; Interpersonal; Ability to work independently and as part of a team.

**DUTIES** : Perform administrative functions pertaining to resource centre: Filling of documents; Updating resource centre materials; Maintaining of data inventory

of resource centre; Distribute resource centre materials on request; General administrative functions: Telephonic and e-mail enquiries to municipalities to update databases or respond to enquiries and parliamentary questions; Compilation of claims (Subsistence and Travel (S&T) and cellphones); Processing payments of invoices; Logistical arrangements for municipal engagements; Updating sub-directorate database.

**ENQUIRIES** : Dr A Clark at (021) 483 5726  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 13/172** : **COMMUNITY DEVELOPMENT WORKER: CAPE WINELANDS (TOUWSRIVIER) REF NO: LG 10/2022**

**SALARY** : R211 713 per annum (Level 06)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months appropriate experience in community development or similar environment. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

**DUTIES** : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

**ENQUIRIES** : Mr M Bell at Tel No: (021) 483 3039  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 13/173** : **COMMUNITY DEVELOPMENT WORKER: CENTRAL KAROO (MURRAYSBURG) REF NO: LG 11/2022**

**SALARY** : R211 713 per annum (Level 06)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months appropriate experience in community development or similar environment. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

**DUTIES** : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

**ENQUIRIES** : Mr M Bell at Tel No: (021) 483 3039

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

**POST 13/174** : **COMMUNITY DEVELOPMENT WORKER: METRO 1 REF NO: LG 12/2022 (X2 POSTS AVAILABLE IN EERSTE RIVIER AND KHAYELITSHA)**

**SALARY** : R211 713 per annum (Level 06)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months appropriate experience in community development or similar environment. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

**DUTIES** : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

**ENQUIRIES** : Mr M Bell at Tel No: (021) 483 3039  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 13/175** : **COMMUNITY DEVELOPMENT WORKER: METRO 2 (NYANGA) REF NO: LG 13/2022**

**SALARY** : R211 713 per annum (Level 06)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months appropriate experience in community development or similar environment. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

**DUTIES** : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

**ENQUIRIES** : Mr M Bell at Tel No: (021) 483 3039  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF THE PREMIER**

**CLOSING DATE** : 26 April 2022  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will

be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POST**

**POST 13/176** : **DEPUTY DIRECTOR: PROVINCIAL WIDE MONITORING AND EVALUATION REF NO: DOTP 15/2022 (X2 POSTS)**

**SALARY CENTRE** : R744 255 per annum (Level 11), all-inclusive salary package  
 : Department of the Premier, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience in evaluations, stakeholder relations and programme and project monitoring. Recommendation: Experience working in Data and Evidence systems. Competencies: Knowledge of the following: Results Based Monitoring and Evaluation approaches; Strategic management and strategic information analysis and interpretation; Gathering, analysing, and synthesising relevant evidence-based data and information from a range of sources; The development of norms and standards for the purpose of data governance and data management; The National Evaluation System and its institutionalisation at a provincial level; Business Intelligence systems and its application within a results-based monitoring and evaluation environment; The policies and priorities of provincial and national government; Global, regional and local political, economic and social trends impacting on the Western Cape Government; Inter-governmental relations. Skills needed: Report writing; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Analytical; Interpretative; Presentation; Leadership with specific reference to display thought leadership in complex situations; Problem solving; Team building; Inter-personal; Planning; Organising; People management; Networking; Network formation; Communication (Written and verbal). Ability to: Customize information to user requirements; Work independently and as part of a team.

**DUTIES** : Support the following: Institutionalisation of the province-wide evaluation system for the WCG aligned to the National Evaluation System (NES); The evaluation and research services integrative with other data and evidence services in the Provincial Data Office. Development, adoption and maintenance of evaluative guiding frameworks; Facilitation of capability development for responsive evidence methods using community of practices to increase the use of the data and evidence; Drive the dissemination, communications and advocacy for data and evidence services; Coordination of a Community of Practice for data governance within the WCG and with external stakeholders; Collaboration with WCG departments, local and international stakeholders and partners to ensure best practice alignment.

**ENQUIRIES APPLICATIONS** : Ms A. Mohamed at Tel No: (021) 483 6091  
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **PROVINCIAL TREASURY**

**CLOSING DATE** : 26 April 2022  
**NOTE** :

Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

## OTHER POSTS

**POST 13/177** : **CHIEF ADMINISTRATION CLERK: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 07/2022 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)  
: Provincial Treasury, Western Cape Government  
: Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 3 years relevant experience. Recommendation: Basic knowledge of financial systems; Supervisory skills. Competencies: Knowledge of the following: Financial systems; Administration; Strategic planning and organising skills; Communication skills (written and verbal); Proven computer literacy.

**DUTIES** : Investigation of discrepancies in data; Enable a clean and up to date data set; Maintain and re-verification of reporting categories per department; Supervise clerical staff; Assist departments with enquiries pertaining to financial systems.

**ENQUIRIES APPLICATIONS** : Mr I Callaghan at Tel No: (021) 483 8277  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 13/178** : **ADMINISTRATION CLERK: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 06/2022**

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: Provincial Treasury, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Working knowledge of financial systems; Computer literate. Competencies: Knowledge and understanding of the following: Financial systems; Administration; Communication skills (written and verbal); Proven computer literacy MS Office (Word, Excel, Power point and Outlook); Organising and strategic planning skills.

**DUTIES** : Reconciliation of data of financial systems; Enable a clean and up to date asset register; Maintain and re-verification of reporting categories per department; Identify disposals after department/institution signed off.

**ENQUIRIES APPLICATIONS** : Mr I Callaghan at Tel No: (021) 483 8277  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

## DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

**CLOSING DATE NOTE** : 26 April 2022  
: Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

## OTHER POSTS

**POST 13/179** : **CHIEF ENGINEER: PROGRAMME/ PROJECT INFRASTRUCTURE DELIVERY (GENERAL) REF NO: TPW 34/2022**

**SALARY CENTRE REQUIREMENTS** : Grade A: R1 058 469 per annum, all-inclusive salary package, (OSD as prescribed).  
: Department of Transport and Public Works, Western Cape Government  
: Engineering Degree (B Eng/ BSC (Eng) or relevant qualification in electrical engineering; A minimum of 6 years post qualification engineering experience; Compulsory registration with ECSA as a Professional Engineer; A valid driving licence (Code B or higher. Competencies: Knowledge of the following: Programme and Project Management; Financial Management; Engineering, legal and operational compliance; Engineering operational communication;

Process knowledge and skills; Maintenance skills and knowledge; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Engineering and professional judgement Strategic capability and leadership; Communication (written and verbal) skills; People Management; Planning and organising; Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity Customer focus and responsiveness; Conflict management; Negotiation and Change Management skills; Technical report writing skills; Contact documentation and administration; Procurement processes; Ability to work under pressure and meet strict deadlines.

**DUTIES** : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources; Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to 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.

**ENQUIRIES** : Ms C Skillicorn at Tel No: (021) 483 4605  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

**POST 13/180** : **CONTROL ENVIRONMENTAL OFFICER: ENVIRONMENTAL COMPLIANCE REF NO: TPW 27/2022**

**SALARY** : Grade A: R502 647 per annum, (OSD as prescribed)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 4-year Degree (or equivalent qualification) in Environmental Management, Natural or Environmental Science or a related field; A minimum of 6 years' relevant post-qualification experience; A valid (Code B or higher) driving licence. Recommendation: Proven Exposure to Public Sector Management and staff management process and systems; Relevant experience in: The undertaking or review of EIA applications and/or environmental awareness raising or advising applicable to roads or road furniture and related assets, example borrow pits or structures; Integrated Environmental Management, including applicable legislation and policies; Registered with EAPASA as a Candidate EAP or as an EAP; Willingness to travel regularly. Competencies: Knowledge of the following: Environmental Impact Assessment (EIA) requirements; Environmental management systems;

Development and practical implementation of environmental policies, guidelines, norms and standards; Integrated Environmental Management, including applicable legislation and policies; Methodologies and techniques for evaluation of environmental impact assessments, environmental management plans, as well as environmental monitoring and auditing; Balanced environmental knowledge including biophysical and functioning of ecosystems, interactions and other environmental aspects; General Project Management; Skills needed: Problem solving related to human resource management and interpersonal relationships; Proven computer literacy (Word, Excel and PowerPoint); Written and verbal communication and report writing; Strategic planning and project/time management; Reviewing and problem solving; Ability to work under pressure and meet strict deadlines; Ability to work independently and within a team; Sound interpersonal skills; Ability to resolve conflict; Ability to research, synthesise and present information in a scientific manner; Ability to work as part of team and independently.

**DUTIES** : Supervise and maintain quality and productivity with regard to evaluation of applications in terms of the relevant environmental legislation; Implementation and supervision of the compliance monitoring and auditing strategy for environmental authorisations; Supervise and maintain quality and productivity with regard to provision of comment on assigned non-applications; Supervision and leadership in assigned projects.

**ENQUIRIES APPLICATIONS** : Mr A.K. November at Tel No: (021) 483 0536/Mr J. Neethling at 073 952 9707  
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

**POST 13/181** : **ASSISTANT DIRECTOR: TRAFFIC LEGISLATIVE MATTERS REF NO: TPW 32/2022**

**SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year B-Degree or higher qualification; A minimum of 5 years management experience and 6 years operational experience in a traffic and/or a legislative environment. Recommendation: Working Knowledge of the following: Legal writing style, legal language and terminology; Project Management; Financial management; Human Resource Management. Ability to interpret legislation and proposed amendments; A valid Code B (08) driving licence; Willingness to regularly travel away from the office. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996); National Road Traffic Regulations, 2000 and Western Cape Provincial Road Traffic Administration Act 2012; National Traffic Information System (NaTIS); Public Finance Management Act, 1999 (Act1 of 1999). Planning, organising and research skills; Written and verbal communication skills.

**DUTIES** : Manage the performance of assigned personnel to achieve (agreed) key result areas (KRAs) that derive from the Division's Work Plan / Project plans, relating to the following functions: Interpret legislation and give advice to management and members of the public; Facilitate and co-ordinate provincial inputs on national road traffic legislative matters; Facilitate the development of provincial legislation and policy documents and procedure manuals; Liaison and communication with various clients / stakeholders. Conduct research on road traffic legislative matters; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals. Communicate the Batho Pele concept to employees, obtain support and commitment to apply the underlying principles in their day-to-day work-operations; Identify weaknesses and gaps in service delivery and develop and implement opportunities to improve service delivery; Plan the Division's budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

**ENQUIRIES APPLICATIONS** : Mr RW Barreiro Tel No: (021) 483 2061  
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

**POST 13/182** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): ENVIRONMENTAL COMPLIANCE REF NO: TPW 28/2022 (X3 POSTS)**

**SALARY CENTRE** : R408 075 per annum, (OSD as prescribed).  
: Department of Transport and Public Works, Western Cape Government

- REQUIREMENTS** : An appropriate Honours Degree in Environmental or related fields; A valid (Code B or higher) driving licence. Recommendation: Willingness to travel; Relevant experience in the following: Undertaking or review of EIA applications, applicable to Roads, or Road furniture and related assets, example Borrow pits or Structures; Environmental awareness raising or advising, applicable to Roads, or Road furniture and related assets, example Borrow pits or Structures; Registered with EAPASA as a Candidate EAP or as an EAP; Working knowledge of the following: Environmental management systems; Integrated Environmental Management, including applicable legislation and policies; Methodologies and techniques for evaluation of environmental impact assessments, environmental management plans, as well as environmental monitoring and auditing; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Development and practical implementation of environmental policies, guidelines, norms and standards; Project Management. Competencies: Knowledge of the following: Integrated environmental management; Law reform and formulation of policy; Undertaking/review of environmental impact assessment applications and related integrated environmental management instruments, including relevant legislation; Development and practical implementation of environmental policies, guidelines, norms and standards; General Project Management; Good communication (written and verbal) skills.
- DUTIES** : Review of environmental impact assessment applications and related documentation in terms of the relevant environmental legislation; Provide advice, support and comments regarding environmental impact assessment and related regulatory and substantive requirements, including to municipalities, other organs of state and members of the public in terms of integrated environmental management; To support the programme to develop and maintain environmental impact assessment and related policies, guidelines, norms and standards; To support the programme to development and/or implement projects related to integrated environmental management; Promote and maintain intergovernmental relations and cooperative governance efforts and initiatives, including representing the Directorate, Chief Directorate, Department or Province on various Intergovernmental Relations (IGR) forums; Working and providing a service to the public and maintain good relationships with the public and other external stakeholders, including representing the Directorate, Chief Directorate, Department or Province on various forums.
- ENQUIRIES APPLICATIONS** : Mr J Neethling at 073 952 9707/ Mr A November at Tel No: (021) 483 0536  
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 13/183** : **ASSISTANT DIRECTOR: STATUTORY REPORTING AND STAKEHOLDER RELATIONS REF NO: TPW 33/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant experience; A valid code B driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience within a fleet management environment. Competencies: Knowledge of the following: Relevant legislation, acts, policies, codes, guidelines, standards, best practices, procedures, strategies and protocols; Client Liaison, Training and Development; Stakeholder Management; Dispute, conflict resolution and problem-solving management; Following skills: Computer literacy (MS Office); Communication (written and verbal); Time management, planning, organising and networking; Labour Relations; Customer care; Presentation and administrative.
- DUTIES** : Facilitate and coordinate the following of GMT: Strategic planning processes; Annual reporting process; Service delivery initiatives; Organizational performance monitoring and reporting as per GMT's strategic and annual performance plan; Communication and marketing activities in GMT in conjunction with the department's communication unit; Client Relations. Management of the human resources of the division to achieve the pre-determined indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations.

**ENQUIRIES** : Ms J Henn Tel No: 066 281 4360  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

**POST 13/184** : **CHIEF WORKS INSPECTOR (BUILDING): METRO EDUCATION REGIONS**  
**REF NO: TPW 25/2022**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years appropriate experience; A valid code B (or higher) driving license. Recommendation: Experience in the following: Preparation of specifications, plans and working drawings; Interpreting of Bill of Quantities (BOQ); Technical experience in the following: Building contracts and contract administration; Occupational health and safety act and regulations. Competencies: Knowledge and understanding of the following: Facets of the construction industry and National Building Regulations; Construction regulations within the Occupational Health and Safety Act; Proven computer literacy; Report writing skills; Written and verbal communication skills.

**DUTIES** : Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administrative principles are applied to each project; Liaison with external service providers; Responsible for PERMIS, mentorship and development; Ensure socio-economic impact is maintained; Ensure that Facility Condition Assessments (FCAs), as per Government Immovable Assets Management Act (No.19 of 2007) are delivered consistently.

**ENQUIRIES** : Mr L Titus at Tel No: (021) 483 5215 / [Leon.Titus@westerncape.gov.za](mailto:Leon.Titus@westerncape.gov.za)  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

**POST 13/185** : **INSPECTOR OF LICENCES: TRAFFIC LAW COMPLIANCE MONITORING**  
**REF NO: TPW 36/2022**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 1 or 2 year post-school Certificate/Diploma qualification on NQF 5 as recognised by SAQA; A minimum of 6 years relevant administrative experience; A valid Code B (08) or higher driving licence. Recommendation: Registered as an Examiner of vehicles; Relevant experience in the following: Road Traffic legislation; NaTIS; Analysis and processing of financial information; Willingness to travel regularly away from the office. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Conflict resolution; Analytical thinking; Proven computer literacy (Ms Office suite); Problem solving and decision making; Excellent verbal and written communication skills; Citizen Service Orientation; Citizen Focus and responsiveness.

**DUTIES** : Investigate the following: Conditions of motor vehicle in respect of applications for the deregistration of a motor vehicles; Applications for the special classification of motor vehicles in respect of the payment of licence fees; Tare reduction of motor vehicles; Application for registration as motor dealers and dealer stocking of motor vehicles; Responsible for the collection of outstanding registration and licence fees; Obtain financial statements from members of the public who apply for the write off of outstanding motor vehicle licence fees; Liaison and communication with various clients / stakeholders in motoring environment.

**ENQUIRIES** : Mr ES Lotriet at Tel No: (021) 483 8526  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

**POST 13/186** : **CHIEF WORKS INSPECTOR (BUILDING): GARDEN ROUTE/OVERBERG**  
**REF NO: TPW 39/2022**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government

- REQUIREMENTS** : A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years appropriate experience; A valid code B (or higher) driving license. Recommendation: Experience in the following: Preparation of specifications, plans and working drawings; Interpreting of Bill of Quantities (BOQ); Technical experience in the following: Building contracts and contract administration; Occupational health and safety act and regulations. Competencies: Knowledge and understanding of the following: Facets of the construction industry and National Building Regulations; Construction regulations within the Occupational Health and Safety Act; Proven computer literacy; Report writing skills; Written and verbal communication skills.
- DUTIES** : Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administrative principles are applied to each project; Liaison with external service providers; Responsible for PERMIS, mentorship and development; Ensure socio-economic impact is maintained; Ensure that Facility Condition Assessments (FCAs), as per Government Immovable Assets Management Act (No.19 of 2007) are delivered consistently.
- ENQUIRIES** : Mr L Titus at Tel No: (021) 483 5215 / Leon.Titus@westerncape.gov.za  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 13/187** : **ADMINISTRATIVE OFFICER: DRIVER REGULATION AND STANDARD REF NO: TPW 31/2022**
- SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : senior certificate (Grade 12 or equivalent qualification). A minimum of 6 years relevant administrative experience. Recommendation: Relevant NaTIS experience; A valid Code B (08) or higher driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Conflict resolution; Analytical thinking; Proven computer literacy (Ms Office suite); Problem solving and decision making; Excellent verbal and written communication skills; Citizen Service Orientation; Citizen Focus and responsiveness.
- DUTIES** : Register and grade DLTCs as prescribed in the National Road Traffic Act and National Road Traffic Regulations; Register and grade, deregister and suspend / cancel / re-instate the registration of authorised officers; Process applications for cancellation, suspension and reinstatement of driving licences; Process applications for foreign and late conversions of driving licences and confirmations of driving licences; Process applications for Professional Driving Permits and handle all related matters and enquiries; Process applications for the registration of driving instructors and driving schools; Capture traffic related convictions on the eNaTIS; Request legal opinions, compile policy and procedure manuals pertaining to Driver Fitness and Professional Driving Permits; Process the applications for oral learner's licence tests; Attends meetings, work sessions on provincial and local authority level.
- ENQUIRIES** : Ms N de Wet at Tel No: 021 483 2074  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 13/188** : **ADMINISTRATION CLERK: TRAFFIC LAW EXEMPTIONS AND PERMITS REF NO: TPW 30/2022**
- SALARY** : R176 310 per annum (Level 05)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Appropriate administrative experience; Proven computer literacy. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000, National Traffic Information System (NaTIS), Proven computer literacy in MS Office packages; Good written and verbal communication skills.
- DUTIES** : Administer applications for events on provincially proclaimed roads: Sporting events and filming events; Administer applications for exemptions from legal

- requirements (e.g., seatbelt wearing); Administer applications for abnormal load permits / vehicle registrations.
- ENQUIRIES** : Mr JF Lombard at Tel No: (021) 483 4177  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 13/189** : **DATA CAPTURER: MANAGEMENT AND FINANCIAL ACCOUNTING (BELVILLE) REF NO: TPW 35/2022**
- SALARY** : R147 459 per annum (Level 04)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of appropriate computerised systems and packages; A basic knowledge of spreadsheets and databases; Proven computer literacy (MS Office). Skills in the following: Communication (verbal and written); Numeracy and literacy; Planning and organising; Flexibility; Ability to work part of a team and independently.
- DUTIES** : Capture data from available records into the required formats e.g. databases, table, spreadsheet; Verify query missing data and errors observed during data entry; Review and validate all data from the records; Submit data; Make regular backups of data; Update registers and statistics; Keep and maintain records and files; Ensure records and files are properly sorted and secured; Provide information to components.
- ENQUIRIES** : Ms AS Olivier at Tel No: (021) 863 2020  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 13/190** : **RECEPTIONIST: HR AND GENERAL SUPPORT SERVICES (BELVILLE) REF NO: TPW 38/2022**
- SALARY** : R147 459 per annum (Level 04)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Office Administration Certificate; Administrative experience; Proven switchboard experience; A Valid (Code B or higher) driving licence. Competencies: Proven Computer literacy MS Office (MS Word, Outlook and Excel); Skills needed: Communication (verbal and written); Organizational; Good people skills; Client orientation and customer focus; Planning and Organising.
- DUTIES** : Typing and Correspondence; Explanation of format, typing and editing of: Letters, faxes, submissions, circulars, agendas, minutes; Reception and switchboard; Facilitate appointments; Meetings and Appointments; Arrange meetings (agendas and minutes); Registration; Handling and receipt of all official incoming mail as well as outgoing mail.
- ENQUIRIES** : Ms H Kleinhans at Tel No: (021) 959 7700  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 13/191** : **DRIVER WITH SECONDARY FUNCTIONS: HR AND GENERAL SUPPORT SERVICES REF NO: TPW 37/2022**
- SALARY** : R147 459 per annum (Level 04)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Grade 10 (Junior Certificate or equivalent qualification); A minimum of 7 months relevant experience; A valid (Code B or higher) driving licence with PDP. Competencies: A good understanding of the following procedures: to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre); Prescripts for the correct utilization of the motor vehicle e.g. how and for what purposes can the motor vehicle be utilized, what is the requirements for the storage of the vehicle; Ensuring that the motor vehicle is maintained properly; Performing messenger functions and routine office support functions like registry functions and the making of photocopies; Department policy; Skills needed: Proven report writing skills; Good peoples skills; High level of reliability; Written and verbal communication skills; Ability to function under pressure.

**DUTIES**

: Deliver and collect post; Transport of WCA personnel to hospitals and medical practitioners; Collect stock and parts of various farms; Issue and receive of gas containers; Do filing and copying; Transport of posts to Head Office; Other administrative tasks on request of supervisor; Do routine maintenance on the allocated vehicle and report defects timely; Complete all the required and prescribed records and logs books with regards to the vehicle and the goods handled; Render a clerical support/messenger service in the relevant office; Assist in the registry.

**ENQUIRIES**

: Ms A Olivier at Tel No: (021) 959 7700

**APPLICATIONS**

: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or

2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, Or

3. Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

**CLOSING DATE**

: 03 May 2022