



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 21 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

: **PROVINCIAL ADMINISTRATION: EASTERN CAPE: DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS:** Kindly note that the following 4 posts were advertised in Public Service Vacancy Circular 01 dated 21 May 2022, the Requirements have been amended as follows Director: Traditional Finance Management (Bhisho Head Office) with Ref No: Cogta 01/05/2022: Minimum Requirements: National Senior Certificate plus

Bachelor's Degree (NQF Level 7) in Finance or equivalent related qualification (plus SMS Pre-entry Certificate). Five (5) years in middle management with exposure to Finance. Exposure to Traditional Leadership matters will be an added advantage. Valid driver's license (Code 8). Competencies Required: Ability to analyse Financial Statements and Financial Reports. Innovation on fundraising. Advanced report writing and analytical skills. Strategic management and leadership, budgeting and financial management. Communication and information management, continuous improvement, citizen focus and responsiveness. Conflict management, change management, service delivery innovation, project and programme management, problem solving, planning and organizing, decision making, team leadership, communication. Knowledge of legislation and regulations governing Public Service. Knowledge of legislation governing Traditional Leadership. Key Performance Areas: Conduct financial oversight over Traditional Councils. Ensure compliance of Traditional Councils with the Traditional Leadership legislation and policies relating to financial management. Compile and quality assure financial oversight reports on Traditional Council and Traditional Leadership Institutions. Advise Traditional Councils on fundraising strategies. Provide mentoring, coaching and training of Traditional Councils Secretaries on financial management. Develop internal systems to monitor policy implementation and sound financial management by Traditional Councils. Develop policies and Standard Operating Procedures (SOPs) for financial oversight to Traditional Councils. Manage the staff of the Directorate. Develop and monitor Strategic Plans, Annual Performance Plans, Operational Plans and Financial Plans for the Directorate. (2) Assistant Director: Traditional Leadership Policy & Legislation Development Salary: R382 245 – R450 255 per annum (Level 9) Centre: Bisho, Head Office Requirements: Added Advantage Elements Able to speak (English, Sotho, Xhosa and Afrikaans) Personal Assistant : Chris Hani District Support Centre Salary: R 261 372 – R 307 890 per annum (Level 7) Centre: Chris Hani District Support Centre Experiential Requirements: 1-2 years in General Administration environment, Preferably African female are encouraged to apply (4) Senior Admin Clerk: Fixed Asset (Bisho Head Office) with Ref. No. COGTA 12/05/2022: The Department would like to extract the abovementioned post from the advert. Closing Date is extended to 27 June 2022. **PROVINCIAL ADMINISTRATION: EASTERN CAPE: PROVINCIAL TREASURY:** Kindly note that the following post was advertised in Public Service Vacancy Circular 20 dated 03 June 2022, The Requirements are amended as follows: (1) Director: Internal Audit with Ref No: PT 01/05/2022; B Com Degree or B Tech in Internal Auditing or Auditing or related qualification (NQF LEVEL 7) with Internal Auditing or Auditing and Accounting as major subjects coupled with a minimum of 7 years relevant experience of which 5 years must have been at middle/senior management level (Deputy Director level or above) in Internal Auditing. Certifications i.e. CIA, PIA, IAT, CFE, CCSA, QAR will be added advantage. Have a valid Driver's Licence. Please Note: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. FOR SMS (SENIOR MANAGEMENT SERVICE) POSTS: Females will be given preference. In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> Applicants are advised that from 01 January 2021, a new application for employment (Z83) will be effective. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). Should an application be received using the incorrect application for employment (Z83), it will not be considered. Applications received after closing date will not be considered. Additional Note: Applicants are encouraged to apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: [Thelelewa.nkonyile@ectreasury.gov.za](mailto:Thelelewa.nkonyile@ectreasury.gov.za) (NB: FOR TECHNICAL GLITCHES

ONLY – NO CVs). Email with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: [Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za) and not as specified – your application will be regarded as lost and will not be considered. Refer all application related enquiries to the specified contact person. Closing Date is extended to 27 June 2022. Enquiries: Theliswa Nkonyile at 083 8755 707 Ms B Ndayi at 060 5735 574. **PROVINCIAL ADMINISTRATION: LIMPOPO: DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM:** Kindly note that the post of System Analyst: Information Technology: Information Systems Management with Ref No: C3/22/13 advertised Public Service Vacancy Circular 20 dated 03 June 2022, the salary level for the post is R321 543 – R378 765 per annum (Level 08) and not R261 372 – R307 890 per annum (Level 07) as stated in the advert. **PROVINCIAL ADMINISTRATION: NORTHERN CAPE: OFFICE OF THE PREMIER:** Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 20 dated 03 June 2022, The Requirements, Competencies and Duties have been amended as follows: (1) Deputy Director: Bursary Coordination: Salary: R744 255 per annum (Salary level 11) (All-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs) Centre: Kimberley: Ref No: DD/HRD/2022. Requirements: Applicants should be in possession of an appropriate Bachelor's Degree/ BTech Degree or Advanced Diploma (NQF level 7) in Public Administration, Human Resource Management or related fields coupled with 3-5 years junior management experience in the Human Resource Development environment. Knowledge and understanding of public service policies; procedures; policy development; HR Management Practices; Training and related legislation and practices. Competencies: The following key competencies and skills are required for the position: Knowledge of the relevant legislature prescripts, policies and procedures; Management and supervisory skills; Computer literacy; Good written and verbal communication skills; people management; general office administration practices; compilation of management reports and strong coordination capabilities. Duties: The successful candidate will be responsible for the following duties: Coordinate and facilitate the provisioning of the provincial bursary program by managing bursary applications processes, student contracts and other service level agreements; manage the development and implementation of the provincial bursary policy; manage the placement of students/graduates with various stakeholders to gain experiential learning and liaison with institutions of higher learning. Manage the marketing, advocacy and career guidance of the provincial bursary program; and manage the secretarial function of the Provincial Bursary Steering Committee. (2). POST: GISC Professional: salary: R628 014 – R766 278 per annum, (all-inclusive remuneration package) (Depending on qualification and experience). The closing date has been extended to 27 June 2022.

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## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<b><u>CLOSING DATE</u></b>	:	27 June 2022 at 16:00
<b><u>NOTE</u></b>	:	DALRRD requests applicants to apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <a href="https://www.dpsa.gov.za/newsroom/psvc/">https://www.dpsa.gov.za/newsroom/psvc/</a> and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related 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. 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. Should, during any stage of the recruitment process, a moratorium is placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. 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 with the Department.

## OTHER POSTS

<b><u>POST 21/01</u></b>	:	<b><u>CHIEF PROFESSIONAL SURVEYOR (GRADE A - B)</u></b> Directorate: Examination Services
<b><u>SALARY</u></b>	:	R912 048 – R1 704 492 per annum, (Salary will be in accordance with the OSD requirements)
<b><u>CENTRE</u></b>	:	Western Cape Ref No: 3/2/1/2022/295 (X3 Posts) Gauteng Ref No: 3/2/1/2022/305
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and four-year BSc Degree in Survey / Geomatics. 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) a Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor to perform cadastral surveys. Job related knowledge: Programme and project management. Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills, Problem solving analysis skills, Decision making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, People management skills, Planning

**DUTIES**

and organising skills, Conflict management skills, Negotiation skills and Change management. A valid driver's licence.

: Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedure to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey 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. 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 of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES  
APPLICATIONS**

: Ms B Mathulwe Tel No: (012) 326 8050  
: Applications for Western Cape can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001. Applications for Gauteng 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.

**FOR ATTENTION  
NOTE**

: Human Resource Management  
: For the positions of Western Cape: African Males and African and Indian Females and Persons with disabilities are encouraged to apply. For the positions of Gauteng: African and Coloured Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 21/02**

: **CHIEF PROFESSIONAL SURVEYOR (GRADE A - B)**  
Directorate: Examination, State and Land Reform Surveys Services

**SALARY**

: R912 048 – R1 704 492 per annum, (Salary will be in accordance with the OSD requirements)

**CENTRE**

: Eastern Cape Ref No: 3/2/1/2022/304  
Free State Ref No: 3/2/1/2022/306

**REQUIREMENTS**

: Applicants must be in a possession of a Grade 12 Certificate and 4-years BSc Degree in Survey / Geomatics. 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor to perform cadastral surveys. Job related knowledge: Programme and project management. Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Survey design and analysis

	knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills, Problem solving analysis skills, Decision making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, People management skills, Planning and organising skills, Conflict management skills, Negotiation skills and Change management. A valid driver's licence.
<b><u>DUTIES</u></b>	: Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedure to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey 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. 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 of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms B Mathulwe Tel No: (012) 326 8050 : Applications for Eastern Cape can be submitted by post to: P.O.Box 1716, East London, 5201 or hand delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201. Applications for Free State can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
<b><u>NOTE</u></b>	: For the position of Eastern Cape: Indian Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply. For the position of Free State: African, Coloured and Indian Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.
<b><u>POST 21/03</u></b>	: <b><u>DEPUTY DIRECTOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2022/290</u></b> Directorate: District Office
<b><u>SALARY</u></b>	: R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE REQUIREMENTS</u></b>	: KwaZulu-Natal (Richards Bay) : Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Business Management / Financial Management / Economics. 3 years' experience in a junior management 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 / cooperative 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 legislations.

## **ENQUIRIES**

## **APPLICATIONS**

: Mr Myeza Tel No: (033) 355 4300  
: 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**

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

## **POST 21/04**

: **DEPUTY DIRECTOR: PROPERTY LEASES REF NO: 3/2/1/2022/293**  
Directorate: Property Management

## **SALARY**

: R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

## **CENTRE**

: Limpopo (Polokwane)

## **REQUIREMENTS**

: Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Degree in Agriculture, Law or Property Management. 3 years' experience in a Junior Management level in property management or related field. Job related knowledge: Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA) of 1999, Government Immovable Asset Management Act of 2007, Land Reform: Provision of Land and Assistance Act of 1993, State Land Disposal Act of 1961 and any other relevant law. Job related skills: Project management skills, Analytical skills,



	Computer literacy (Microsoft Word, Excel, PowerPoint, Project), Communication skills (verbal and written), Problem solving and decision making skills, Planning and organizing skills, Facilitation and presentation skills, Report writing skills and Interpersonal relations skills. A valid driver's licence and willingness to travel.
<b><u>DUTIES</u></b>	: Manage compliance with land management system and support to the District. Facilitate the capturing of newly acquired state properties on the State Land Leasing System (SLLS). Development of lease schedule for all state properties. Administer the signing of land and caretaker agreements. Finalize and facilitate signing of leases and caretaker agreements. Keeping records of original contract and inspection reports. Manage records of original contract and inspection reports. Coordinate and conduct verification of state land. Coordinate and conduct inspection of state properties. Barcoding of assets. Secure, protect the state asset against vandalism. Monitor lessee or caretaker performance and duties as contractually specified. Provide secretariat services to beneficiary selection committee. Administer the signing of land and caretaker agreements. Ensure proper usage and maintenance of warehoused and leased assets. Barcoding of assets. Secure and protect the state asset against vandalism. Monitor lessee or caretaker performance and duties as contractually specified. Manage compliance with land management system and support to the District. Ensure proper usage and maintenance of warehoused and leased assets.
<b><u>ENQUIRIES</u></b>	: Mr M Shai Tel No: (015) 284 6303
<b><u>APPLICATIONS</u></b>	: 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 African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 21/05</u></b>	: <b><u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 3/2/1/2022/294</u></b> Directorate: Organisational Development and Service Delivery Improvement
<b><u>SALARY</u></b>	: R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	: Pretoria
<b><u>REQUIREMENTS</u></b>	: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Management Services / Organisational and Work Study / Operations Management / Production Management plus a certificate in Job Evaluation. 3 years of experience at junior management level in the Organisational Design environment. Job related knowledge: People and Project management, Business process, Management process, Job Evaluation Process, Change management process, Strategic planning / management, Total quality management, Financial management and Operations management. Job related skills: Computer literacy, Client orientation, Problem solving skills, Communication skills (verbal and written), Interpersonal skills, Organisational design skills, Report writing skills, Presentation and Facilitation skills, Influencing / negotiating skills, Analytical skills, Project management skills and Operational planning skills. A valid driver's licence.
<b><u>DUTIES</u></b>	: Provide business process management services. Identify and update current processes. Develop new business processes. Identify and update current Standard Operating Procedures (SOPS). Develop new SOPS. Workshop new processes and SOPS. Provide organisation design and establishment services. Review, align and develop structure based on Departmental strategic objectives and mandates. Facilitate process of obtaining sign-off reviewed / aligned or developed structure. Provide job description services. Identify job description to be developed and reviewed. Facilitate the development and review of the identified job descriptions. Obtain sign-off. Maintain job descriptions database. Provide job evaluation services. Identify and prioritise jobs to be evaluated. Conduct job evaluation on identified and prioritized jobs. Preliminary quality assures evaluation results. Panel job evaluation results. Update job evaluation register in line with approved job evaluation results.
<b><u>ENQUIRIES</u></b>	: Ms K Swanepoel Tel No: (012) 312 8358
<b><u>APPLICATIONS</u></b>	: 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 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

<b><u>NOTE</u></b>	:	African, Coloured and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 21/06</u></b>	:	<b><u>DEPUTY DIRECTOR: PROVINCIAL COORDINATION AND SPECIAL EVENTS REF NO: 3/2/1/2022/303</u></b> Directorate: Corporate Services
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Limpopo (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Security Management. 3 years' experience at junior management level. Job related knowledge: A broad knowledge of Minimum Information Security Standards (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 relations skills, Analytical skills, Problem solving skills and Language skills. Ability to work under pressure as well as the willingness to work irregular hours. A valid driver's licence. Willingness to travel extensively and ability to work in a team.
<b><u>DUTIES</u></b>	:	Manage compliance with safety and security policies and procedures. Conduct physical security audits / assessments on all offices, border posts, Farmer Production Support Unit (FPSU) and specified projects upon request in the Province. Submit Threat Risk Assessment (TRA) report. Monitor key control, management of key registers and key custodians and adherence to Standard Operating Procedure (SOP). Conduct physical inspections of all offices, border post, FPSU and specified project / sites in the Province. Conduct monthly inspections on the electronic security systems (x-ray machines and metal detectors) in the Province. Report all defects to the service provider. Liaise with security agencies. Manage compliance with security service level agreements / contracts. Ensure the implementation of standardized physical security measures by holding monthly meetings with security guarding services, service providers to ensure contract compliance. Submit minutes of monthly meeting to National Office. Conduct monthly inspection of all offices in the Province. Draft Terms of Reference for all new variations in the Province. Manage compliance with Occupational Health and Safety (OHS) Act. Facilitate the appointment, establishment and functioning of OHS Committees in the Province. Facilitate OHS audit at all DALRRD offices and projects upon request in the Province. Investigate on all OHS related incidents. Ensure that evacuation plans, signage and contact details are inspected and updated once a quarter. Conduct evacuation drill in the province provided that all OHS issues are up to standard. Conduct preliminary investigations on security matters. Conduct preliminary investigations of all security breach cases in the Province. Submit preliminary report for all breaches to National Office. Liaise with security agencies. Manage event security in line with Security at Sport and Recreational Events Act (SASREA). Attend all plenary meetings. Conduct site visits. Compile operational plan and site layout. Attend security cluster meeting. Provide event security. Submit feedback report. Promotion of Minimum Information Security Standards in the Province (MISS). Ensure that Z204 forms are issued within 7 days of new employees assuming duty. Attend to all screening requests.
<b><u>ENQUIRIES</u></b>	:	Mr M Shai Tel No: (015) 284 6303
<b><u>APPLICATIONS</u></b>	:	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 African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 21/07</u></b>	:	<b><u>SCIENTIST PRODUCTION (GRADE A – C) REF NO: 3/2/1/2022/296</u></b> Directorate: Food Safety and Quality Assurance
<b><u>SALARY</u></b>	:	R628 014 – R953 715 per annum, (Salary will be in accordance with the OSD requirements)
<b><u>CENTRE</u></b>	:	Stellenbosch
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and BSc Honours Degree in Food Science / Chemistry / Oenology / Botany / Viticulture / Microbiology or relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a

Professional Scientist. 3-years relevant experience in the field of liquor products and the use of the Wine Online certification system. Job related knowledge: Public Service Regulations, Liquor Products Act of 1989 (Act No. 60 of 1989). Knowledge of liquor products norms and standards, national and international, Knowledge of wine cultivars and different types of liquor as defined in the Liquor Products Act, Knowledge of export and import procedures, compositional and labelling requirements of the Liquor Products Act, Knowledge of Wine Online export certification / information system, Knowledge of consignee country requirements for-example European Union, World Wine Trade Group, ASIA etc to evaluate logging of additional analyses samples and compliance of lab request submission. Knowledge of the comparison and validation of Wine of Origin Scheme certification information. Knowledge and experience in the evaluation of analytical profiles, labels and composition of liquor products. Knowledge on international agreements, conventions, bilateral agreements and experience in national and international liaison. Knowledge and experience in development of norms and standards and drafting of legislation. Knowledge of and experience in interpretation of national and international standards. Knowledge of and experience in the drafting of technical correspondence regarding compliance with specific requirements of the Liquor Products Act. Knowledge in the operation of the following computer software packages: Microsoft Word, Excel, Microsoft Office and WOL. Knowledge of client liaison and handling of telephonic enquiries. Knowledge of legal compliance. Knowledge of wine cultivars and different type of liquor. Job related skills: Programme and project management skills, Scientific methodologies skills, Research and development skills, Legal compliance skills, Data analysis skills, Computer-aided scientific applications skills, Technical report writing skills, Creating a high-performance culture, Professional judgement, Presentation skills, Mentoring skills, Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Financial management skills, Customer focus and responsiveness skills, Computer literacy skills, People management, Planning and organising skills, Conflict management skills, Change management skills, Problem solving and analysis skills, Wine Online help desk support and client liaison skills. A valid driver's licence and the ability to drive. Sensorial evaluation skills. Preparation of samples for sensorial evaluation skills (liquor products) by compilation of the tasting list. Presentation of samples for sensorial evaluation by acting as chairperson, convener and presenter at the tasting panel. Liaison skills (national and international), Technical skills, Efficient communication skills (drafting in languages).

## **DUTIES**

: Develop and implement methodologies, policies, systems and procedures for liquor products. Identify gaps / shortfalls and develop appropriate interventions. Draft norms and standards, legislation, regulations, policies and guidelines for liquor products in terms of the Liquor Products Act. Maintain export and import procedures. Provide scientific advice and support. Develop working relations with client base. Provide scientific data, information and advice to ensure appropriate intervention. Review scientific publications. Identify and consolidate needs for methodologies, policies, systems and procedures. Identify need for new analysis methods / wine making techniques, additives and updates information management system i.e. Laboratory Information Management System (LIMS), Wine Online. To perform scientific analysis and regulatory functions. Conduct scientific analysis of liquor products. Gather and interpret data, evaluate results and disseminate information. Coordinate the routine testing of liquor products. Develop and customize scientific techniques. Perform sensorial evaluation of liquor products. Evaluate and interpret analytical results. Preparation of data and routine interpretation / analysis of scientific data. Database and data management. Compile and issue reports. Coordinate waste management and discarding of samples. Perform health and safety audits and compliance checks. Research and development. Continuous professional development to keep up with new technologies and procedures (Attendance of seminars, workshops, training, external or internal presentations / articles). Research / literature studies to improve expertise. Present research findings (method development, activities, oenological practices, etc). Liaise with relevant bodies / councils on science-related matters. Conduct basic and applied research (linking with the findings of the literature review, proceed as follows): Identify resource needs - equipment, consumables, personnel, lab space. Coordinate setting up the methods, validation of methods and validation reports. Training of personnel. Implement

		method for routine application. Human capital development. Mentor, train and develop staff in order to promote skills / knowledge transfer and adherence to sound scientific principles and code of practices. Supervise scientific work and processes. Manage the performance and development of staff.
<b><u>ENQUIRIES</u></b>	:	Ms WJ Hanekom Tel No: (021) 809 0374
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 21/08</u></b>	:	<b><u>SCIENTIST PRODUCTION (GRADE A – C) REF NO: 3/21/2022/297 (X2 POSTS)</u></b> Directorate: Plant Health
<b><u>SALARY</u></b>	:	R628 014 – R953 715 per annum, (Salary will be in accordance with the OSD requirements)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and BSc Degree or BSc (Honours) with Plant Pathology or Plant / Crop Protection as a major. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist (submit proof of registration of application for registration). 3 years relevant experience in conducting pest risk analysis or in a related field to the area of studies. Job related knowledge: Extensive knowledge and understanding of viral, viroid, bacterial, phytoplasmic and fungal pests taxonomy, epidemiology, biology, pest mitigation / control programmes. Departmental structures and management processes and administration processes. International agreements, conventions, bilateral agreements. "Batho Pele" principles. Phytosanitary legislation and regulations. Legislation interpretation and drafting. National and international trade. Relevant industry structures (clients). Applicable phytosanitary norms and standards, national and international. Scientific methodology. Import, export requirements and programs. Work related policies and procedures. Financial legislation, policies, procedures and the provisioning administrative system. Personnel management, disciplinary code and personnel evaluation system. Good ability to work with standard computer software. Meeting procedures and negotiating skills. Strong problem-solving techniques. Job related skills: Excellent communication skills (written and verbal), Excellent insight into the drafting and application of legislation, Excellent scientific interpretation capabilities, Excellent planning and organisational abilities, Good interpersonal relations skills, Strong ability to take own initiative, Strong scientific interpretation abilities. Accuracy, thoroughness and timeousness, Excellent driving skills, Strong problem solving and decision-making abilities. Excellent administrative and organisation abilities. Strong strategic planning and resource utilization abilities as well as evaluation abilities. Integrity and discretion. Excellent typing abilities. Excellent ability to conduct scientific interpretations. Excellent ability to conduct scientific decision making. Strong foresight and initiative. Effective communication. Strong ability to work in a team. Strong ability to work under pressure. Excellent record keeping ability. Must be very creative. Must have strong research capabilities. Strong scientific compilation and editing ability. A valid code EB driver's licence.
<b><u>DUTIES</u></b>	:	To perform scientific analysis and regulatory functions. Develop a pest list. Pest risk assessment. Identification and selection of appropriate risk management options. Draft phytosanitary import requirements / phytosanitary workplans. Evaluate technical information related to pest lists and phytosanitary import requirements / phytosanitary workplans and finalize them. Evaluate and finalize outsourced Pest Risk Assessments. Develop and implement methodologies, policies, systems and procedures. Monitor and evaluate existing import requirements. Manage / process interceptions and Notices of Noncompliance (NONC). Communication with stakeholders, clients, research institutes, relevant experts, etc. on technical issues. Participation in information sessions / workshops / conferences / meetings with regard to phytosanitary matters. Bilateral / Multilateral engagement attended / inputs provided. Perform scientific functions that requires interpretation in the absence of an established framework. Human capital development. Supervise scientific work and processes. Mentor, train and develop others to promote skills / knowledge transfer and adherence of sound scientific principles. Research and

	development. Conduct literature review for pest risk analysis. Professional development to keep up with new technology and procedures. Liaise with relevant bodies / councils on science-related matters. Publish and present research findings.
<b><u>ENQUIRIES</u></b>	: Mr R Mahlakoana Tel No: (012) 319 6325
<b><u>APPLICATIONS</u></b>	: Applications can be submitted by post 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 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<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 21/09</u></b>	: <b><u>SCIENTIST PRODUCTION (GRADE A – C) REF NO: 3/2/1/2022/298</u></b> Directorate: Plant Health
<b><u>SALARY</u></b>	: R628 014 – R953 715 per annum, (Salary will be in accordance with the OSD requirements)
<b><u>CENTRE</u></b>	: Pretoria
<b><u>REQUIREMENTS</u></b>	: Applicants must be in possession of a Grade 12 Certificate and BSc Degree or BSc (Honours) with Entomology or Nematology or Plant / Crop Protection as a major. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist (submit proof of registration of application for registration). 3 years relevant experience in conducting pest risk analysis or in a related field to the area of studies. Job related knowledge: Extensive knowledge and understanding of invertebrate pests taxonomy, epidemiology, Biology and mitigation / control programmes. Job related knowledge: Departmental structures and management processes and administration processes. International agreements, conventions, bilateral agreements. "Batho Pele" principles. Phytosanitary legislation and regulations. Legislation interpretation and drafting. National and international trade. Relevant industry structures (clients). Applicable phytosanitary norms and standards, National and international. Scientific methodology. Import, export requirements and programs. Work related policies and procedures. Financial legislation, policies, procedures and the provisioning administrative system. Personnel management, disciplinary code and personnel evaluation system. Good ability to work with standard computer software. Meeting procedures and negotiating skills. Strong problem-solving techniques. Job related skills: Excellent communication skills (written and verbal), Excellent insight into the drafting and application of legislation, Excellent scientific interpretation capabilities, Excellent planning and organisational abilities, Good interpersonal relations skills, Strong ability to take own initiative, Strong scientific interpretation abilities. Accuracy, thoroughness and timeousness, Excellent driving skills, Strong problem solving and decision-making abilities. Excellent administrative and organisation abilities. Strong strategic planning and resource utilization abilities as well as evaluation abilities. Integrity and discretion. Excellent typing abilities. Excellent ability to conduct scientific interpretations. Excellent ability to conduct scientific decision making. Strong foresight and initiative. Effective communication. Strong ability to work in a team. Strong ability to work under pressure. Excellent record keeping ability. Must be very creative. Must have strong research capabilities. Strong scientific compilation and editing ability. A valid code EB driver's licence.
<b><u>DUTIES</u></b>	: To perform scientific analysis and regulatory functions. Develop a pest list. Pest risk assessment. Identification and selection of appropriate risk management options. Draft phytosanitary import requirements / phytosanitary workplans. Evaluate technical information related to pest lists and phytosanitary import requirements / phytosanitary workplans and finalize them. Evaluate and finalize outsourced Pest Risk Assessments. Develop and implement methodologies, policies, systems and procedures. Monitor and evaluate existing import requirements. Manage / process interceptions and Notices of Noncompliance (NONC). Communication with stakeholders, clients, research institutes, relevant experts, etc. on technical issues. Participation in information sessions / workshops / conferences / meetings with regard to phytosanitary matters. Bilateral / Multilateral engagement attended / inputs provided. Perform scientific functions that requires interpretation in the absence of an established framework. Human capital development. Supervise scientific work and processes. Mentor, train and develop others to promote skills / knowledge transfer and adherence of sound scientific principles. Research and

		development. Conduct literature review for pest risk analysis. Professional development to keep up with new technology and procedures. Liaise with relevant bodies / councils on science-related matters. Publish and present research findings.
<b><u>ENQUIRIES</u></b>	:	Ms R Mahlakoana Tel No: (012) 319 6325
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post 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 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<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 21/10</u></b>	:	<b><u>SCIENTIST PRODUCTION (GRADE A – C) REF NO: 3/2/1/2022/300 (X2 POSTS)</u></b> Directorate: Plant Health
<b><u>SALARY</u></b>	:	R628 014 – R953 715 per annum, (Salary will be in accordance with the OSD requirements)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and BSc Agric in Plant Pathology, Nematology, Entomology, Crop protection, Horticulture or related field of study (related Honours Degree) RVQ 13. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist (submit proof of registration of application for registration). 3 years of experience working in the agricultural / crop protection scientific environment. Job related knowledge: Prescripts within the International Plant Protection convention and the World Trade Organisation Agreement on the Application of Sanitary and Phytosanitary Measures. Plant health legislation and related phytosanitary policy. Statutory and legislative activities in field of application. Relevant industry structures (clients). Applicable phytosanitary norms and standards, national and international. Scientific methodology. Usage of appropriate computer software. Departmental structures and management processes. Computer literacy. Administration and Human Resource Management processes. "Batho Pele" principles. Knowledge of legal compliances. Job related skills: Scientific methodologies and models, Scientific interpretation, Computer skills, Legal compliances skills, Scientific writing skills, Policy development analysis skills, Presentation skills, Mentoring skills, Creating high performance culture, Programme and project management skills, Competence in technical field of application and Procedural application. A valid code EB driver's licence. Travelling.
<b><u>DUTIES</u></b>	:	Develop and implement methodologies, policies, systems and procedures in order to maintain and improve an effective plant health regulatory system (Import, national and export control). Identify, analyse, evaluate and consolidate scientific and technical information to develop plant health policies and legislation in accordance with national and international prescripts. Identify, analyse, evaluate and consolidate all technical and / or scientific Standard Operating Procedures within specific Division in accordance with International Standards for Phytosanitary Measures as well as other science-based information. To identify gaps in the existing policies legislation and propose appropriate amendments which are based on science (surveillance and pest risk assessment). Establish and maintain effective scientific communication and channels regarding legislation, policy, norms and standards and other relevant information. Monitor and evaluate the effectiveness of the implementation of phytosanitary measures and / or conduct policy audits to ensure that pest management is in compliance with plant health measures and international standards and to evaluate current running systems. Develop and provide scientific awareness on the phytosanitary measures. Prepare scientific presentations (oral or poster). To perform scientific analysis and regulatory functions. Analyse and evaluate scientific information and any other proposals in relation to phytosanitary measures. Interpret scientific information (phytosanitary measures) and provide scientific, technical and / or legal advice to the relevant stakeholders. Represent the Directorate and Division in various scientific forums. Research and development. Conduct scientific literature search including other scientific measures from other country and provide scientific proposals or recommendation on the existing phytosanitary measures. Draft audit report

		with regard to the implementation of the phytosanitary measures to ensure effective. Human capital development. Provide effective mentorship and training of junior official within the division. Developed training manual regarding the phytosanitary measures.
<b><u>ENQUIRIES</u></b>	:	Mr M Rambauli Tel No: (012) 319 6164
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post 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 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<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 21/11</u></b>	:	<b><u>ASSISTANT DIRECTOR: WATER MANAGEMENT REF NO: 3/2/1/2022/266</u></b> Directorate: Water Use and Irrigation Development
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Silverton
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Agriculture / Hydrology / Environmental Management or Water Resources Management. 3 years relevant technical experience. Job related knowledge: Public Service Regulations, Procurement process, Planning and organising, Project management, Human Resource matters and Understanding relevant legislation and guiding the work of the sub-directorate, National Water Act (Act 36 of 1998), Conservation of Agricultural Resources Act (Act No. 43 of 1983), National Water resources Strategy, first edition, September 2004, National Environmental Management Act (Act 107 of 1998), Irrigation Strategy of South Africa, Irrigation, Water Use Efficiency in Agriculture, Water management in agriculture, including water quality, Water resources management, Tools and technologies for improvement water management (South African Procedure for Estimating Irrigation Water requirements (SAPWAT), Decision support systems / Irrigation scheduling, etc) and Crop water requirements calculation. Job related skills: Ability to communicate well with people at different levels, Planning and organising skills, Report writing skills, Communication skills (presentation and writing), Conduct and manage research skills, Data collection, analysis and interpretations skills, Facilitation, coordination and chairing skills, Coaching and mentoring skills, Interpersonal skills, Problem solving skills, Conflict management skills, People management, supervision and leadership skills, Computer literacy and ability to drive. Willingness to work extended hours and travel. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Develop guidelines / Plans for the safe use and management of water within the Agricultural Sector. Conduct literature and collate information for the development of guidelines / plans / norms and standards for the management of water within the agricultural sector. Conduct literature review on new issues of concern to the Department in relation to irrigation or agricultural water use. Development of Terms of Reference / Concept Notes / Proposal for the new identified water / irrigation related project. Promote adoption of best practices for the agricultural water management. Co-ordinate the development popular articles as water use efficiency pamphlets. Ensure distribution / circulation of updated / newly generated information to relevant stakeholders within the sector. Facilitate the development of a trial / demonstration plot for the testing of newly developed water saving innovation. Facilitate the adoption of updated research findings by Provinces through summaries and distribution of completed research reports. Participate in national exhibitions. Support the initiatives aimed at improving water use efficiency. Provide technical inputs / comments on legislative framework or other documents that affect agricultural water. Review research proposal from partners and other Departments. Provide technical advice on water and irrigation related matters / research initiatives. Undertake necessary site visits to investigate water / irrigation related reported enquiries. Participate in Departmental working groups to address water related issues. Support partnerships with other Departments and organisations. Participate in water / irrigation related forums. Liaise and consult with relevant stakeholders. Support and provide guidance to Provincial Departments in ensuring effective use and water management. Undertake quarterly site visits to support the monitoring of irrigation projects funded through Comprehensive Agricultural Support Programme / Ilima Letsema. Management of Technicians within the sub-directorate. Schedule and allocate

		work to subordinates. Manage work of the subordinates. Ensure capacity and development of staff. Ensure proper utilisation, monitoring and reporting expenditure. Evaluate and monitor performance and appraisal of employees. Manage and supervise staff. Coordinate monthly reports.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms N Mjadu Tel No: (012) 846 8597
	:	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 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<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 21/12</u></b>	:	<b><u>ASSISTANT DIRECTOR: REVITALISATION OF IRRIGATION SCHEMES</u></b> <b><u>REF NO: 3/2/1/2022/268</u></b> Directorate: Water Use and Irrigation Development
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R477 090 per annum (Level 10)
	:	Silverton
	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma / Bachelor's Degree in Agriculture. 3 years relevant technical experience. Supervisory experience. Job related knowledge: National Water Act (Act 36 of 1998), Conservation of Agricultural Resources Act (Act No.43 of 1983), National Water Resources Strategy (first edition, September 2004), Understanding of relevant legislation guiding the work of the Sub-Directorate, Integrated soil and water infrastructure management, Irrigation systems planning, design and management Drainage systems planning and design, Crop water requirements, Computer skills (Microsoft Office / Software used for irrigation design, South African Procedure for Estimating Irrigation Water requirements (SAPWAT) etc.). Job related skills: Chairing and facilitation skills, Communication (presentation and writing) skills, Planning and organising skills, Research and analytical skills, Good interpersonal relations skills, Problem solving skills, People management and leadership skills, Project management skills, Computer literacy and Report writing. Willing to work extended hours and travel.
<b><u>DUTIES</u></b>	:	Develop guidelines, norms and standards for the revitalization of irrigation schemes. Review and update guidelines, norms and standards for the revitalization of irrigation schemes as required. Collect inputs and comments from stakeholders. Integrate inputs and comments in the guidelines, norms and standards for the revitalization of irrigation schemes. Promote and support initiatives aimed at improved revitalisation schemes. Review business plans for revitalisation of irrigation schemes. Provide input on the business plans. Summarize business plans for allocation of funds to irrigation related projects. Monitor the implementation of revitalization of irrigation schemes and compile quarterly progress reports. Stakeholder engagement. Participate in Provincial Technical Steering Committee meetings. Participate in the Climate Change Adaptation for Water meetings. Attend to request from stakeholders. Attend and participate constructively in sub-directorate and Directorate meetings as required. Management of Technicians within the sub-directorate (Supervise staff). Manage work of staff within the division. Schedule and allocate work to subordinates. Manage subordinates leave and attendance registers. Consolidate monthly reports.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr J Potgieter Tel No: (012) 846 8579
	:	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 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<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 21/13</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2022/288</u></b> Directorate: District Office
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum (Level 09)
	:	Eastern Cape (Chris Hani)
	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Management. 3 years of experience at supervisory level in administration



environment. Job related knowledge: Knowledge of Supply Chain Management process. Knowledge of government systems and structure. Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA) and Preferential Procurement Policy Framework Act (PPPFA). Knowledge on Department transversal systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS). Job related skills: Planning and organising skills, Analytical skills, Documents management skills, Office management skills, Financial management skills, Interpersonal skills, Computer skills, Resources planning skills, Time management skills, Communication skills, Problem solving and decision-making skills. A valid driver's licence. Willing to travel and / or work irregular hours. Ability to work under pressure.

<b><u>DUTIES</u></b>	:	Facilitate the coordination of financial management services. Ensure sufficient budget for expenditure incurred. Verify correctness of invoices. Compile budget inputs. Ensure Medium-Term Expenditure Framework (MTEF) processes are adhered to. Verify that expenditure is within the correct allocation. Take precaution of unauthorised, wasted or fruitless irregular expenditure. Provide administrative support services. Coordinate the development / reviewal of operational / strategic plan. Manage logistical arrangements. Render office accommodation services. Administer registry services. Compile reports. Attend to queries from Internal Audit. Provide secretariat support services. Edit minutes drafted. Coordinate procurement of goods and services. Coordinate the compilation of Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Manage the safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Handle queries from internal and external clients relating to supply chain matters. Monitor compliance with regards to the implementation, interpretation and application of administrative policies. Promote adherence to policies such as PFMA. Procurement, Human Resource, Transport and Record management policies. Develop administrative policy procedures and provide inputs for policy development. Administer the coordination of human resources support services. Coordinate all training requirement and activities. Coordinate the component equity plan and ensure vacancies are filled accordingly. Coordinate recruitment process. Coordinate leave record. Ensure that quarterly and annual Employee Performance Management and Development System (EPMDS) evaluations for the component are done.
<b><u>ENQUIRIES</u></b>	:	Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8135
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: P.O.Box 1716, East London, 5201 or hand delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.
<b><u>NOTE</u></b>	:	African, Coloured, Indian, White males and African, Coloured, Indian, White females and Persons with disabilities are encouraged to apply.
<b><u>POST 21/14</u></b>	:	<b><u>SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2022/316</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds (Vryburg)
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Supply Chain Management / Public Management / Public Administration / Logistics / Purchasing Management. Driver's license. 2 years' experience in Supply Chain Management environment. Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). Preferential Procurement Regulations. Supply Chain Management Framework. Black Broad-Based Economic Empowerment Act. Computer Literacy. Interpersonal skills. Written and verbal communication skills. Presentation skills. Supervisory skills. Time Management.
<b><u>DUTIES</u></b>	:	Administer procurement of goods and services. Consolidate inputs and compile DMP. Review specifications/terms of reference for goods and services. Evaluate / Review quotations and submit for adjudication. Review receipting of goods and services rendered. Review payment batch on the system. Verify invoices with purchase order and liaise with service provider with regards to discrepancies on invoices. Verify / provide comments on the outstanding requisition, purchase order and accrual report. Administer the stores. Conduct spot check to determine deficits / surpluses and redundant items and compile disposal / write-off memorandum. Verify and recommend stocks issuing and replenishment of stock. Oversee the stocktaking process and provide

		comments on the variances. Supervise the administration of contracts. Facilitate signing and acceptance of contracts. Monitor performance of contractors. Oversee expiry and renewal of contracts and advise. Check the updating of contract register. Administer the verification of assets. Provide assets inputs during compilation and reviewing of DMP. Provide inputs on the drafting of asset specifications / TOR. Verify quantity and quality against purchase order and countersign delivery note. Authorize updated inventory list. Compile maintenance and warranty register. Draft asset verification plan and submit. Draft asset verification plan and submit. Reconcile asset verification report with asset register. Investigate and provide comments on verification reports and R1 value asset. Compile disposal / write-offs register and draft memorandum. Control physical disposal of assets. Reconcile asset disposal / write-offs report with asset register. Draft report on the loss of assets. Manage government-owned vehicle. Facilitate issuing of vehicle and trip authorization. Conduct inspection of vehicles. Arrange vehicle service maintenance and repairs. Compile report of utilisation of vehicle. Submit report for accidents and loss of fuel cards / keys on vehicle.
<b><u>ENQUIRIES</u></b>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 21/15</u></b>	:	<b><u>SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2022/321</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds (Bloemfontein)
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Supply Chain Management / Public Management / Public Administration / Logistics / Purchasing Management. Driver's license. 2 years' experience in Supply Chain Management environment. Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). Preferential Procurement Regulations. Supply Chain Management Framework. Black Broad-Based Economic Empowerment Act. Computer Literacy. Interpersonal skills. Written and verbal communication skills. Presentation skills. Supervisory skills. Time Management.
<b><u>DUTIES</u></b>	:	Administer procurement of goods and services. Consolidate inputs and compile DMP. Review specifications / terms of reference for goods and services. Evaluate / Review quotations and submit for adjudication. Review receipting of goods and services rendered. Review payment batch on the system. Verify invoices with purchase order and liaise with service provider with regards to discrepancies on invoices. Verify / provide comments on the outstanding requisition, purchase order and accrual report. Administer the stores. Conduct spot check to determine deficits / surpluses and redundant items and compile disposal / write-off memorandum. Verify and recommend stocks issuing and replenishment of stock. Oversee the stocktaking process and provide comments on the variances. Supervise the administration of contracts. Facilitate signing and acceptance of contracts. Monitor performance of contractors. Oversee expiry and renewal of contracts and advise. Check the updating of contract register. Administer the verification of assets. Provide assets inputs during compilation and reviewing of DMP. Provide inputs on the drafting of asset specifications / TOR. Verify quantity and quality against purchase order and countersign delivery note. Authorize updated inventory list. Compile maintenance and warranty register. Draft asset verification plan and submit. Draft asset verification plan and submit. Reconcile asset verification report with asset register. Investigate and provide comments on verification reports and R1 value asset. Compile disposal / write-offs register and draft memorandum. Control physical disposal of assets. Reconcile asset disposal / write-offs report with asset register. Draft report on the loss of assets. Manage government-owned vehicle. Facilitate issuing of vehicle and trip authorization. Conduct inspection of vehicles. Arrange vehicle service maintenance. Compile report of utilisation. Submit report for accidents and loss of fuel cards / keys on vehicle.
<b><u>ENQUIRIES</u></b>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376

<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
<b><u>POST 21/16</u></b>	:	<b><u>PROJECT OFFICER: PROPERTY MANAGEMENT REF NO: 3/2/1/2022/307</u></b> Directorate: Property Management This is a re-advertisement, applicants who applied previously must reapply.
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Western Cape (Cape Winelands)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Real Estate / Property Management / Law (property law). 1-year experience in property management field or environment. Job related knowledge: Knowledge of Public Finance Management Act (PFMA), Understanding of the value-added development of communities. Knowledge of project management. Knowledge of Land Reform prescripts, policies and Public Service Regulations. Job related skills: Report writing skills, Presentation skills, Communication skills, Facilitation skills, Project management skills, People management skills, Research skills, Analytical skills and Interpersonal skills. A valid driver's licence. An initiative self-driven individual, willing to travel work and / or work irregular hours.
<b><u>DUTIES</u></b>	:	Administer and provide property leases and administration support. Receive request for conversion. Facilitate the signing of the contract by the leasee / caretaker. Prepare and finalise leases and caretaker agreement. Administer and provide property holdings and disposals. Identify and facilitate assets for disposals. Provide supporting documents for the disposal of assets. Render support services to district regarding contract administrations. Notify the leasee of the expiry of the lease. Obtain written confirmation from the leasee of intention to renew or terminate contract. Upload approved lease / caretaker agreement on Land Administration Web (LAW). Safeguard contracts and inspection reports. Conduct site inspections and verify movable and immovable assets. Compile report on loss and damage within 5 days. File documents at Provincial registry within 3 days of receipt. Administer electronic lease management and information system. Capture beneficiary detail on LAW. Upload approval documents on the system. Generates contracts and reports on systems.
<b><u>ENQUIRIES</u></b>	:	Mr P Simelela Tel No: (021) 409 0300
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and Indian and White females and people with disabilities are encouraged to apply.
<b><u>POST 21/17</u></b>	:	<b><u>JUNIOR EXAMINER REF NO: 3/2/1/2022/310 (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Law / National Diploma Deeds Registration Law / Buris/ B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
<b><u>DUTIES</u></b>	:	Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form/caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and

		ensure that appropriate title conditions/servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
<b><u>ENQUIRIES</u></b>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males, Coloured and White Females and Persons with disabilities are encouraged to apply.
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
<b><u>POST 21/18</u></b>	:	<b><u>CONTROL DEEDS REGISTRATION CLERK: REGISTRATION REF NO: 3/2/1/2022/314 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate. 5 years' experience at a level of Chief Deeds Registration clerk. Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Computer literacy. Filing skills. Archiving skills. Verbal and written communication skills. Good Interpersonal skills. Liaison skills. Ability to supervise and manage people. Time management skills. Strong prioritization skills.
<b><u>DUTIES</u></b>	:	Supervise the lodgement of deeds and preparations of deeds for registration / execution. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check completed lodgement and execution form and statistics register. Submit inputs for updating of procedure manual. Report malfunctioning of system and faulty equipment. Supervise the numbering / registration of deeds. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check completed numbering register and control form. Report malfunctioning of system and faulty equipment. Supervise final checking of deeds and delivery of deeds. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Keep a register of all errors and submit. Report malfunctioning of system and faulty equipment. Opening of sectional schemes files. Complete the information of the scheme on the prescribed file and complete register. Complete the notification letters to SGO and local authorities. File documents / plans in the scheme file. Supervise the recording of permanently filed titles. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check the register of all permanently filed titles. Check the list of permanently filed titles annually for billing. Supervise the recording of interdicts. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check correspondence related to withdrawals and receipt of interdicts. Check office notes regarding purging of interdicts.
<b><u>ENQUIRIES</u></b>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males, African, and Indian Females and Persons with disabilities are encouraged to apply.
<b><u>POST 21/19</u></b>	:	<b><u>JUNIOR EXAMINER REF NO: 3/2/1/2022/315 (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and

		procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
<b><u>DUTIES</u></b>	:	Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
<b><u>ENQUIRIES</u></b>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males, African, and Indian Females and Persons with disabilities are encouraged to apply.
<b><u>POST 21/20</u></b>	:	<b><u>JUNIOR EXAMINER REF NO: 3/2/1/2022/317</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds (Limpopo)
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
<b><u>DUTIES</u></b>	:	Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
<b><u>ENQUIRIES</u></b>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr

		Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 21/21</u></b>	:	<b><u>JUNIOR EXAMINER REF NO: 3/2/1/2022/319</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds (Mpumalanga)
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
<b><u>DUTIES</u></b>	:	Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
<b><u>ENQUIRIES</u></b>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Coloured, Indian and White Males, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 21/22</u></b>	:	<b><u>JUNIOR EXAMINER REF NO: 3/2/1/2022/323 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds (Pietermaritzburg)
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
<b><u>DUTIES</u></b>	:	Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form/caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward.

		Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
<b><u>ENQUIRIES</u></b>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	African, Coloured and Indian Males, Coloured Females and Persons with disabilities are encouraged to apply.
<b><u>POST 21/23</u></b>	:	<b><u>JUNIOR EXAMINER REF NO: 3/2/1/2022/325</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds (Kimberley)
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
<b><u>DUTIES</u></b>	:	Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
<b><u>ENQUIRIES</u></b>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males, Coloured and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 21/24</u></b>	:	<b><u>CONTROL DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2022/328</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds (Cape Town)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 / National Senior Certificate. 5 years experience at a level of Chief Deeds Registration clerk (data section). Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Computer literacy. Filing skills. Archiving skills. Verbal and written communication skills. Good Interpersonal skills. Liaison skills. Ability to supervise and manage people. Time management skills. Strong prioritization skills.

<b><u>DUTIES</u></b>	:	Control workflow in data section. Distribute the work, allocate duties and control workflow. Generate report for non-verified transactions and non-captured deeds. Compile quality assurance reports on daily basis. Compile production statistics and take corrective measure. Report on sections performance. Handle DRS related queries. Issue the forms for resets and revokes DRS to the user IDs in the deeds office. Compile system change request. Report malfunctioning of system (DRS) and equipment (Heavy duty Printer, Computers). Monitor system (DRS) response times and report the delays. Update conveyancers, register in terms of Regulation 16. Handle data related queries. Compile credit and debit notes and keep register. Attend overnight searches (long searches). Attend to rectification of data errors. Supervise the functioning of the data section. Provide inputs for ICT governance. Submit the inputs of the procedure manual on annual basis. Compile production stats and take corrective measures.
<b><u>ENQUIRIES</u></b>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	African, Coloured and White Males and African Females and Persons with disabilities are encouraged to apply.
<b><u>POST 21/25</u></b>	:	<b><u>JUNIOR EXAMINER REF NO: 3/2/1/2022/329 (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds (Cape Town)
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
<b><u>DUTIES</u></b>	:	Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
<b><u>ENQUIRIES</u></b>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	African, and Indian Males and Females and Persons with disabilities are encouraged to apply.
<b><u>POST 21/26</u></b>	:	<b><u>CHIEF DEEDS REGISTRATION CLERK: ARCHIVING REF NO: 3/2/1/2022/312 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds (Johannesburg)



<b><u>REQUIREMENTS</u></b>	:	Grade 12 / National Senior Certificate. 2 years of experience in the Deeds Registry or administrative experience. Extensive knowledge of Deeds Registry registration procedures. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration System (DRS). Computer Literacy (Typing). Communication skills (Written and Verbal). Good judgement and assertiveness skills. Organising and problem solving abilities.
<b><u>DUTIES</u></b>	:	Prepare deeds and documents. Count and balance the deeds and report discrepancies. Record the number of deeds on the recording register. Remove staples on the deeds and documents. Check if all the endorsements are signed, dated, sealed and numbered. Check for broken batches. Scan Deeds and documents. Scan deeds / documents daily. Capture the title deeds / document and pack number on the Deeds Scan System. Preview the scanned images and delete blank pages. Save the document on deeds scan. Verify the scanned Deeds / Documents. Captures the scanned pack number on deeds verify system. Compare the scanned deeds against the source documents. Check if the scanned documents are scanned correctly and complete. Scan the documents out of micro. Quality assurance of deeds and documents. Identify errors and report to supervisor. Check if the title deeds are indexed correctly and insert in the correct covers.
<b><u>ENQUIRIES</u></b>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Cnr Von Wielligh St &, Rahima Moosa St, Johannesburg, 2001 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	White Males, African Females and Persons with disabilities are encouraged to apply.
<b><u>POST 21/27</u></b>	:	<b><u>CHIEF DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2022/313 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum (Level O6)
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 / National Senior Certificate. 2 years of experience in the Deeds Registry or administrative experience. Extensive knowledge of Deeds Registry registration procedures. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration System (DRS). Computer Literacy (Typing) 45 words per minute. Communication skills (Written and Verbal). Good judgement and assertiveness skills. Organising and problem-solving abilities.
<b><u>DUTIES</u></b>	:	Prepare deeds and documents. Scan, count deeds and documents. Link bar code to property and owners and generate printouts. Capture deeds and document on DRS. Scan and count title deeds in to the DRS. Capture the registration information in respect of Deeds and documents. Endorse captured deeds and stamp on deed and sign. Capture interdicts and withdrawal of interdicts / caveats. Verify deeds and documents. Compare information captured against source documents. Record incorrectly captured information and refer for rectification. Endorse verification stamp, sign and scan deeds out of data. Compare captured interdict and withdrawal of interdicts / caveats. Conduct final black booking. Count, scan deeds and documents for black-booking. Check deeds and documents for interdicts. Endorse the final black-booking stamp. Verify prepared information and capture fees.
<b><u>ENQUIRIES</u></b>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Cnr Von Wielligh St &, Rahima Moosa St, Johannesburg, 2001 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	White Males, African Females and Persons with disabilities are encouraged to apply.
<b><u>POST 21/28</u></b>	:	<b><u>CHIEF DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2022/324</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum (Level O6)
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds (Kimberley)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 / National Senior Certificate. 2 years of experience in the Deeds Registry or administrative experience. Extensive knowledge of Deeds Registry registration procedures. Knowledge of Document Tracking Systems (DOTS).

		Knowledge of Deeds Registration System (DRS). Computer Literacy (Typing) 45 words per minute. Communication skills (Written and Verbal). Good judgement and assertiveness skills. Organising and problem-solving abilities.
<b><u>DUTIES</u></b>	:	Prepare deeds and documents. Scan, count deeds and documents. Link bar code to property and owners and generate printouts. Capture deeds and document on DRS. Scan and count title deeds in to the DRS. Capture the registration information in respect of Deeds and documents. Endorse captured deeds and stamp on deed and sign. Capture interdicts and withdrawal of interdicts / caveats. Verify deeds and documents. Compare information captured against source documents. Record incorrectly captured information and refer for rectification. Endorse verification stamp, sign and scan deeds out of data. Compare captured interdict and withdrawal of interdicts / caveats. Conduct final black booking. Count, scan deeds and documents for black-booking. Check deeds and documents for interdicts. Endorse the final black-booking. Verify prepared information and capture fees.
<b><u>ENQUIRIES</u></b>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Kimberley at New Public Building: Floors 9-10, c/o Knight & Stead Str, Kimberley, 8301 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	African and Indian Females, African, Indian and White Males and Persons with disabilities are encouraged to apply.
<b><u>POST 21/29</u></b>	:	<b><u>CHIEF DEEDS REGISTRATION CLERK: ARCHIVING REF NO: 3/2/1/2022/326</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds (Cape Town)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 / National Senior Certificate. 2 years of experience in the Deeds Registry or administrative experience. Extensive knowledge of Deeds Registry registration procedures. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration System (DRS). Computer Literacy (Typing). Communication skills (Written and Verbal). Good judgement and assertiveness skills. Organising and problem solving abilities.
<b><u>DUTIES</u></b>	:	Prepare deeds and documents. Count and balance the deeds and report discrepancies. Record the number of deeds on the recording register. Remove staples on the deeds and documents. Check if all the endorsements are signed, dated, sealed and numbered. Check for broken batches. Scan Deeds and documents. Scan deeds / documents daily. Capture the title deeds / document and pack number on the Deeds Scan System. Preview the scanned images and delete blank pages. Save the document on deeds scan. Verify the scanned Deeds / Documents. Captures the scanned pack number on deeds verify system. Compare the scanned deeds against the source documents. Check if the scanned documents are scanned correctly and complete. Scan the documents out of micro. Quality assurance of deeds and documents. Identify errors and report to supervisor. Check if the title deeds are indexed correctly and insert in the correct covers.
<b><u>ENQUIRIES</u></b>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag X9073, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein St, Cape Town City Centre, Cape Town, 8001 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	African Females, African, Indian and White Males and Persons with disabilities are encouraged to apply.
<b><u>POST 21/30</u></b>	:	<b><u>CHIEF DEES REGISTRATION CLERK: DATA REF NO: 3/2/1/2022/327 (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds (Cape Town)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 / National Senior Certificate. 2 years of experience in the Deeds Registry or administrative experience. Extensive knowledge of Deeds Registry registration procedures. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration System (DRS). Computer Literacy (Typing) 45 words per minute. Communication skills (Written and Verbal). Good

		judgement and assertiveness skills. Organising and problem-solving abilities. Team work.
<b><u>DUTIES</u></b>	:	Prepare deeds and documents. Scan, count deeds and documents. Link bar code to property and owners and generate printouts. Capture deeds and document on DRS. Scan and count title deeds in to the DRS. Capture the registration information in respect of Deeds and documents. Endorse captured deeds and stamp on deed and sign. Capture interdicts and withdrawal of interdicts / caveats. Verify deeds and documents. Compare information captured against source documents. Record incorrectly captured information and refer for rectification. Endorse verification stamp, sign and scan deeds out of data. Compare captured interdict and withdrawal of interdicts / caveats. Conduct final black booking. Count, scan deeds and documents for black-booking. Check deeds and documents for interdicts. Endorse the final black-booking stamp. Verify prepared information and capture fees.
<b><u>ENQUIRIES</u></b>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag X9073, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein St, Cape Town City Centre, Cape Town, 8001 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	African Females, African, Indian and White Males and Persons with disabilities are encouraged to apply.
<b><u>POST 21/31</u></b>	:	<b><u>CHIEF DEEDS REGISTRATION CLERK: ARCHIVING REF NO: 3/2/1/2022/331 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 / National Senior Certificate. 2 years of experience in the Deeds Registry or administrative experience. Extensive knowledge of Deeds Registry registration procedures. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration System (DRS). Computer Literacy (Typing). Communication skills (Written and Verbal). Good judgement and assertiveness skills. Organising and problem solving abilities.
<b><u>DUTIES</u></b>	:	Prepare deeds and documents. Count and balance the deeds and report discrepancies. Record the number of deeds on the recording register. Remove staples on the deeds and documents. Check if all the endorsements are signed, dated, sealed and numbered. Check for broken batches. Scan Deeds and documents. Scan deeds / documents daily. Capture the title deeds / document and pack number on the Deeds Scan System. Preview the scanned images and delete blank pages. Save the document on deeds scan. Verify the scanned Deeds / Documents. Captures the scanned pack number on deeds verify system. Compare the scanned deeds against the source documents. Check if the scanned documents are scanned correctly and complete. Scan the documents out of micro. Quality assurance of deeds and documents. Identify errors and report to supervisor. Check if the title deeds are indexed correctly and insert in the correct covers.
<b><u>ENQUIRIES</u></b>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Coloured and Indian Females, African, Coloured, Indian and White Males and people with disabilities are encouraged to apply.
<b><u>POST 21/32</u></b>	:	<b><u>CHIEF DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2022/330</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 / National Senior Certificate. 2 years of experience in the Deeds Registry or administrative experience. Extensive knowledge of Deeds Registry registration procedures. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration System (DRS). Computer Literacy (Typing) 45 words per minute. Communication Skills (Written and Verbal). Good judgement and assertiveness skills. Organising and problem-solving abilities. Team work.

<b><u>DUTIES</u></b>	:	Prepare deeds and documents. Scan, count deeds and documents. Link bar code to property and owners and generate printouts. Capture deeds and document on DRS. Scan and count title deeds in to the DRS. Capture the registration information in respect of Deeds and documents. Endorse captured deeds and stamp on deed and sign. Capture interdicts and withdrawal of interdicts / caveats. Verify deeds and documents. Compare information captured against source documents. Record incorrectly captured information and refer for rectification. Endorse verification stamp, sign and scan deeds out of data. Compare captured interdict and withdrawal of interdicts / caveats. Conduct final black booking. Count, scan deeds and documents for black-booking. Check deeds and documents for interdicts. Endorse the final black-booking. Verify prepared information and capture fees.
<b><u>ENQUIRIES</u></b>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Coloured and Indian Females, African, Coloured, Indian and White Males and people with disabilities are encouraged to apply.
<b><u>POST 21/33</u></b>	:	<b><u>FINANCE CLERK REF NO: 3/2/1/2022/309 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Grade 12. No experience required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, FINANCIAL Manual). Planning and organise skills. Computer literacy skills. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills.
<b><u>DUTIES</u></b>	:	Render Financial Accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.
<b><u>ENQUIRIES</u></b>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
<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.

## DEPARTMENT OF DEFENCE

- CLOSING DATE** : 01 July 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 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). 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). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. 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 21/34** : **SENIOR SECRETARY GRADE II REF NO: DIA/27/21/22**  
Directorate: Multilateral Affairs
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Defence International Affairs Division
- REQUIREMENTS** : NQF 4(Grade 12). Previous Secretarial experience will be an added to advantage. Special requirements (skills needed): Ability to communicate effectively (Written and Verbal). Innovative thinking ability as well as problem solving skills, excellent interpersonal skills, good telephone etiquette, Knowledge of Ms Computer packages (Word, Excel and PowerPoint). High level of reliability and must be able to obtain confidential security clearance within a year.
- DUTIES** : Manage the diary of the Director, records appointments, meeting and other events. Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Type documents for the Director. Operate office equipment like fax machine and photocopies. Receive visitors for the Director and provide refreshments. Arrange meetings and events for the Director. Identify venues and invites the role players. Records minutes/decisions and communicate to relevant role players. Liaise with travel agencies to make travel and accommodation arrangements. Do filing of documents for the Director as and when required. Receives, records and distributes all incoming and outgoing documents. Handle the procurement of standard office items such as stationery, refreshment etc. Collect all relevant document to enable the Director to prepare for the meeting.
- ENQUIRIES** : Mr K. Davhana Tel No: (012) 355 5859/Mr T.E. Bogopane Tel No: (012) 335 5435.

<b><u>APPLICATIONS</u></b>	:	Department of Defence, Defence International Affairs Division, Private Bag X910, Pretoria, 0001 or hand delivered to: ARMSCOR Building CNR Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001
<b><u>POST 21/35</u></b>	:	<b><u>CHAIRPERSON OF THE DEPARTMENT OF DEFENCE STRATEGIC RISK MANAGEMENT COMMITTEE REF NO: CRMC/28/21/2022</u></b> Defence Policy, Strategy and Planning (Risk Management Directorate) (Two Year Contract), Appointment: It will be for a period of 2 years, subject to performance and renewal at the discretion of the department.
<b><u>SALARY</u></b>	:	Remuneration will be in accordance with applicable statutory rates and guidelines as prescribed by National Treasury.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	In accordance with the above provisions, the Department of Defence (DOD) seeks to appoint a suitably qualified professional to serve as the Chairperson of the Strategic Risk Management Committee for the department and assist the Accounting Officer in discharging his/her mandated risk management responsibilities. Minimum qualifications: CA/MBA/MBL/CIA and any relevant degree (Legal, Accounting, Risk Management, Audit and Financial Management). Prospective candidates should have at least 10 years' managerial experience and exposure in Risk Management, Auditing, Finance or Strategic Management. Furthermore, previous experience of serving on oversight committees, e.g. the Risk Management and/or Audit Committees, preferably in the Public Service, will be an added advantage. Candidates must further be registered with a relevant professional body. Special requirements (Skills needed): Knowledge: A good understanding of the Risk Management; Ethical Leadership and Corporate Governance principles, Public Finance Management Act and Treasury Regulations, EWRM, ISO 31000: Risk Management COSO model and Public Sector Risk Management Framework.
<b><u>DUTIES</u></b>	:	The ideal candidate will provide leadership, oversight and strategic advice to the Secretary for Defence in fulfilling or discharging his legislative mandate in relation to risk management. Candidate will chair the Strategic Risk Management Committee (SRMC). Review and monitor the roll-out of the promulgated Risk Management Policy, Strategy and annual Risk Management Implementation Plan across the department. Providing guidance on setting the Department of Defence's Risk Appetite Framework including tolerance levels across the department. Advising on the effective integration of risk management into strategy, planning, budgeting, performance, reporting and evaluation processes; and direct recommendations to the Accounting Officer for her consideration and final approval. Ensure timely reporting to the Accounting Officer and the Audit Committee in terms of section 77 of the PFMA. Ensuring that risk management activities in the department are consistently conducted in accordance with the PFMA, Treasury Regulations, Public Sector Risk Management Framework, DOD Risk Management Committee Charter and DOD Risk Management Policy and prescripts for the department. Review appropriateness and timeline of risk mitigation by management. Oversee the implementation of the risk maturity model; as well as performing any other associated duties of the Strategic Risk Management Committee as specified in the terms of reference (Charter) of the Committee.
<b><u>ENQUIRIES</u></b>	:	Ms Y.N. Mokoke Tel No: (012) 355 5784
<b><u>APPLICATIONS</u></b>	:	Department of Defence Head Quarters, Private Bag X910, Pretoria or you may hand deliver to Armscor Building, Corner of Nossob and Rigel Avenue, Erasmuskloof, Pretoria, or email to Yolanda.Mokoke@dod.mil.za

## 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.*

<b><u>CLOSING DATE</u></b>	:	27 June 2022 at 16:00
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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 fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by 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 email or 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . 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)

## OTHER POSTS

<b><u>POST 21/36</u></b>	:	<b><u>EMPLOYER SERVICE COORDINATOR REF NO: HR4/4/6/100</u></b>
<b><u>SALARY</u></b>	:	R477 090 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Limpopo
<b><u>REQUIREMENTS</u></b>	:	Three (3) years relevant tertiary qualification in Social Science (Psychology), Public Administration/ Business Administration. Two (2) years management experience and two (2) years functional experience in Public Employment/ Public Administration/ Management Services. Knowledge: Relevant ILO Conventions, Financial Management, Human Resources Management, Recruitment and Selection Process, Relevant government strategies. Skills: Planning and Organizing, Verbal and written communication, Analytical, Computer Literacy, Presentation, Interpersonal, Report writing, Leadership, Networking, Information Management.
<b><u>DUTIES</u></b>	:	Coordinate International Cross Boarder Labour Migration and the PEA / TES functions. Coordinate the provision of services to distress companies. Facilitate

		stakeholder relations for acquisition of placement opportunities. Provide operational and technical support to Labour Centres for the delivery of effective employer services. Facilitate the provision of IT infrastructure and implementation of innovations to render effective employer services. Facilitate the training of ESSA end users (internal and external) on employer services.
<b><u>ENQUIRIES</u></b>	:	Ms. MS Lebogo Tel No: 015 290 1662
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Limpopo
<b><u>POST 21/37</u></b>	:	<b><u>ASSISTANT DIRECTOR: POLICY RESEARCH AND MONITORING REF NO: HR 4/22/06/11HO</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Human Resources Management. Four (4) years' experience of which two (2) years at Supervisory level (Senior Admin Officer/ Practitioner) and two (2) years functional experience in Human Resources Management Policy Research and Monitoring. Driver's Licence. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, All Labour Legislations, Public Financial Management Act. Skills: Communication (both verbal and writing), Project Management, Financial Management, Leadership, Ability to convert policy into action, Strategic Management, Decision making, Interpersonal, Computer literacy, Facilitation.
<b><u>DUTIES</u></b>	:	Co-ordinate the development and revision of Human Resources Policies. Provide support and advice on Human Resources policies and practices to clients. Supervise and ensure that the staff establishment is monitored as well as updated through the relevant systems in the department. Monitor and ensure implementation of the Employment Equity Plan. Co-ordinate the implementation of the Departmental Mid Term Expenditure Framework, Human Resource Plan.
<b><u>ENQUIRIES</u></b>	:	Ms L Rudah Tel No: (012) 309 4659
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 21/38</u></b>	:	<b><u>ASSISTANT DIRECTOR COID STATUTORY SERVICES REF NO: HR HR 4/4/8/39</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Northern Cape
<b><u>REQUIREMENTS</u></b>	:	BPROC/ LLB. Admission as an Attorney or Advocate. A valid driving licence. Two (2) year functional experience in compliance or legal services environment. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate Governance, Skills Development Act, Public service Regulations, SDLA. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Verbal and written communication.
<b><u>DUTIES</u></b>	:	Appear in court for enforcement of COID and OHS. Manage the implementation of the COIDA and OHS enforcement processes. Manage the advocacy strategy for COIDA and OHS in IES. Manage and facilitate the implementation of capacity development programme for inspectors in the Province. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement.
<b><u>ENQUIRIES</u></b>	:	Mr IS Vass Tel No: (053) 838 1616
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
<b><u>FOR ATTENTION</u></b>	:	Human Resources Operations, Provincial Office Kimberley
<b><u>POST 21/39</u></b>	:	<b><u>ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: 4/4/8/41</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum



<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office: Northern Cape
	:	LLB degree / Four (4) year legal qualification, Valid driver's license. Two (2) years functional experience in legal environment. Admission as an Attorney or Advocate. Knowledge: Public service transformation and management issues, Public Service Act, Ability to convert policy into action, Treasury Regulations, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Corporate governance, Enforcement Manual, Batho Pele Principles. Skills: Computer literacy, Verbal and written communication, Good interpersonal relations, Computer literacy, Problem solving, Facilitating, Presenting, Conflict management, Research, Litigation.
<b><u>DUTIES</u></b>	:	Implement statutory processes with respect to all Labour Legislation and IES Policies (Daily), Implement advocacy Programmes on compliance and enforcement (Daily), Develop and implement a Labour Centre Monitoring program for enforcement files (Daily), Oversee administration for statutory services in the province (Daily), Manage the resources within the Unit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr IS Vass Tel No: (053) 838 1702
	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
<b><u>FOR ATTENTION</u></b>	:	Human Resources Operations, Provincial Office Kimberley
<b><u>POST 21/40</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: BENEFICIARY SERVICES REF NO: HR4/4/6/102</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum
	:	Provincial Office: Limpopo
	:	Three years' tertiary qualification in Public Administration/Human Resource Development, Two – three years' functional experience in Operations/ Training and development. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Batho Pele Principles, Employment Services, Assessment, Operations system e.g. Siyaya Systems, Skills Development Act, Public Service Regulations, Public Service Act. Skills: Communication, Computer literacy, Training, Interpersonal, Presentation, Basic Conditions of Employment.
<b><u>DUTIES</u></b>	:	Verify the list of training needs that adhere with Workplace Skills Plan. Provide training of processing staff and Client Service Officers on procedures, processes and the relevant computer programmes. Verify monthly statistics for sections within the Operations Divisions and Labour Centres. Coordinate stakeholder communications in the business unit and Labour Centres e.g. campaigns/briefing sessions. Provide administration services to the business unit. Manage resources (Human, Financial, Equipments/Assets) in the section.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. TE Maluleke Tel No: 015 290 1768
	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Limpopo
<b><u>POST 21/41</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT REF NO: HR4/4/4/11/13</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum
	:	Provincial Office, Gauteng
	:	Three (3) year tertiary qualification or equivalent qualification in Finance/Accounting. Two (2) years functional experience in Financial Management Services. Knowledge: Departmental policies and procedures, Public Finance Management Act (PFMA), Batho Pele Principles, Treasury Regulations, Financial prescripts and manuals, Conflict resolution. Skills: Planning and Organizing, Communication, Computer literacy, Interpersonal, Problem Solving, Supervisory skills, Accounting, Innovative, Analytical, Presentation skills, Analysis, Assertiveness, Attention to detail, Client focused, Organizational goal-driven, Punctuality, Self-motivated, Disciplined, Honesty.
<b><u>DUTIES</u></b>	:	Authorize all financial transactions for the whole province on financial transversal system e.g. BAS, LOGIS, PERSAL, and safety-net (daily). Verify information to ensure proper financial documents management (daily), Monitor budget processes for the province. Proper control of petty cash daily. Clear suspense accounts and unallocated accounts before month-end closure (monthly). Manage the resource of the section.
<b><u>ENQUIRIES</u></b>	:	Mr T Makgafela Tel No: (011) 853 0500

<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<b><u>POST 21/42</u></b>	:	<b><u>TEAM LEADER REF NO: HR4/4/7/85</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Emalahleni
<b><u>REQUIREMENTS</u></b>	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Labour Relations/ Labour Law/ LLB/ BCOM LAW. A Valid driver's licence. Two (2) years functional experience in Inspection and enforcement services. Knowledge: Departmental policies and procedures, Labour Relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, Employment Equity Act, Immigration Act. Skills: Facilitation Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Evaluation, Performance Management, Communication.
<b><u>DUTIES</u></b>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with the of ensuring compliance with some of Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness, Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Conduct advocacy campaigns on all labour legislation regularly, Manage the finalisation of files of cases received and investigations conducted by the Inspectors, Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<b><u>ENQUIRIES</u></b>	:	Ms GK Malatsi Tel No: 013 653 3800
<b><u>APPLICATIONS</u></b>	:	Deputy Director Labour Centre Operations: Private Bag X7293, Emalahleni, 1035 or hand deliver at 38 Mandela Ave, or Corner Escombe & Mandela Ave, Emalahleni.
<b><u>POST 21/43</u></b>	:	<b><u>SENIOR FRAUD INVESTIGATOR REF NO: HR4/4/4/05/07</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Gauteng Provincial Office
<b><u>REQUIREMENTS</u></b>	:	Three years' relevant tertiary qualification in Risk Management/ Internal Audit/ Risk and Security Management. Two years' functional experience in anti-fraud and corruption environment. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contribution Act, Basic Knowledge of all Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and Organizing skills, Time Management, Conflict Management, Analytical, Investigation skills, Communication, Computer Literacy, Presentation skills, Communication skills.
<b><u>DUTIES</u></b>	:	Implement Fraud and Corruption Prevention Strategies, Conduct Investigations on reported Fraud and Corruption, analyse system capabilities to anti-fraud management programmes, Liaise with appropriate sections within the Department of Labour and external stakeholders on Fraud Prevention measures.
<b><u>ENQUIRIES</u></b>	:	Ms SI Tyantsi Tel No: (011) 853 0899
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<b><u>POST 21/44</u></b>	:	<b><u>INSPECTOR (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum
<b><u>CENTRE</u></b>	:	Pretoria Labour Centre Ref No: HR 4/4/4/05/06 (X1 Post) Johannesburg Labour Centre Ref No: HR 4/4/4/05/12 (X2 Posts)

<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant tertiary qualification in Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. Valid drivers licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Planning and Organizing Conflict Management, Interpersonal Relations, Organizing Goal driven, Disciplined and ability to meet deadlines, Assertiveness.
<b><u>DUTIES</u></b>	:	Plan and independently conduct inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA), Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation, Conduct advocacy campaign on all Labour Legislation independently, Draft and maintain inspection plans and reports including analysing and compilation of consolidated statistical reports on only allocated cases.
<b><u>ENQUIRIES</u></b>	:	Ms M A Phasha Tel No: (012) 309 5000 (Pretoria) Ms F S Tshabalala Tel No: (011) 853 0300 (Johannesburg)
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 hand deliver at 77 de Korte Street, Braamfontein
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resource Management, Provincial Office: Gauteng
<b><u>POST 21/45</u></b>	:	<b><u>EMPLOYER AUDIT OFFICER REF NO: HR4/4/5/23</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum
<b><u>CENTRE</u></b>	:	Provincial Office, KZN
<b><u>REQUIREMENTS</u></b>	:	Three (3) year qualification in Financial Accounting/ BCOM Accounting/ Accounting/ LLB/ BCOM Law/ BCOM in Commerce/ Auditing. Valid driver's Licence. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contributions Act, Skills Development Act and Employment Equity Act. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem Solving, interviewing skills, Communication: Written and Verbal, Innovative and creative, Analytical, and Research.
<b><u>DUTIES</u></b>	:	Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA and COIDA matters. Coordinate the process that monitors and evaluate impact of UIA and COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI and COIDA regularly and when there are amendments.
<b><u>ENQUIRIES</u></b>	:	Mr EM Khambula Tel No: 031 366 2201
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Provincial Office: KZN
<b><u>POST 21/46</u></b>	:	<b><u>COID EMPLOYER AUDIT OFFICER REF NO: HR4/4/5/24</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum
<b><u>CENTRE</u></b>	:	Provincial Office, KZN
<b><u>REQUIREMENTS</u></b>	:	Three (3) year qualification in Financial Accounting/ BCOM Accounting/ Accounting/ BCOM Law/ BCOM in Commerce. Valid driver's Licence. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Service Act and Regulations, Compensation of Occupational and Injury Disease Act, OHS Act and Regulations, UIA & UICA, Public Service Act, Public Service Regulations, Public Financial Management Act (PFMA). Skills: Facilitation, Planning and organising, Communication Written and Verbal, Computer literacy, Interpersonal, Problem Solving, Interpersonal, Innovative and creative.
<b><u>DUTIES</u></b>	:	Conduct payroll audit on employers in terms of COIDA. Investigate complaints made on non-compliance with COIDA within prescribed time frames. Issue enforcement notices on non-compliant employers within the prescribed time frames. Prepare documents for prosecution of non-compliant employers within the prescribed time frames. Prepare statistics on a weekly basis to report performance.
<b><u>ENQUIRIES</u></b>	:	Mr EM Khambula Tel No: 031 366 2201

<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Provincial Office: KZN
<b><u>POST 21/47</u></b>	:	<b><u>CHIEF SECURITY OFFICER REF NO: HR4/4/5/21</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum
<b><u>CENTRE</u></b>	:	Durban Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Three (3) years relevant tertiary qualification in Security/Risk Management. One (1) year functional experience in the Security Services. (PSIRA). Knowledge: Promotion of Access to Information Act, Access to Public Premises and Vehicle Act, Knowledge of Physical security, Personnel and Document Security, Communication Security, IT Security, Security investigation.
<b><u>DUTIES</u></b>	:	Monitor access control within designated buildings, Implement Physical Security Plan, Implement Information and Personnel Security Plan. Manage contingency plan. Supervise security staff.
<b><u>ENQUIRIES</u></b>	:	Mr S Biyase Tel No: (031) 336 1500
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Durban Labour Centre: PO Box 10074, Marine Parade, 4056 or hand deliver at Government Buildings, Masonic Grove, Durban.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Durban: KZN
<b><u>POST 21/48</u></b>	:	<b><u>CLIENT SERVICE OFFICER REF NO: HR4/4/6/105</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Modimolle
<b><u>REQUIREMENTS</u></b>	:	Grade twelve. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines. Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication skills, Ability to interpret legislation, Problem solving skills.
<b><u>DUTIES</u></b>	:	Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<b><u>ENQUIRIES</u></b>	:	Ms JM Fope Tel No: 015 290 1699
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Limpopo
<b><u>POST 21/49</u></b>	:	<b><u>INSPECTOR (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum
<b><u>CENTRE</u></b>	:	Emalahleni Labour Centre Ref No: HR4/4/7/82 (X1 Post) Middleburg Labour Centre Ref No: HR4/4/7/83 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. A valid drivers licence. Zero experience. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheet, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<b><u>DUTIES</u></b>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<b><u>ENQUIRIES</u></b>	:	Ms GK Malatsi Tel No: 013 653 3800 Mr T Milanzi Tel No: 013 283 3600 (Middleburg Labour Centre)

<b><u>APPLICATIONS</u></b>	:	Deputy Director Labour Centre Operations: Private Bag X7293, Emalahleni, 1035 or hand deliver at 38 Mandela Ave, or Corner Escombe & Mandela Ave, Emalahleni. Deputy Director Labour Centre Operations: Private Bag X251833, Middleburg, 1050 or hand deliver at Emily Hobhouse Building, 175 Cowen Nthuli Street, Middleburg.
<b><u>POST 21/50</u></b>	:	<b><u>RECORDS ADMINISTRATOR: UI REF NO: HR 4/4/4/05/08 (X3 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R211 713 per annum Gauteng Provincial Office Grade 12/ Senior Certificate or equivalent with zero experience. Knowledge: National Archives Act, Batho Pele Principles, Record Management, Departmental Policies and Procedures. Skills: Communication, Listening, Computer literacy, Planning and Organizing.
<b><u>DUTIES</u></b>	:	Maintain the filling system as per the directives of the archives and records management prescripts, Sort and prepare documents for disposal process as in line with the relevant prescripts, perform administrative duties within the Section as and when the need arises.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr PP Godongwana Tel No: (011) 853 0300 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 hand deliver at 77 de Korte Street, Braamfontein
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resource Management, Provincial Office: Gauteng
<b><u>POST 21/51</u></b>	:	<b><u>CLAIMS CREDIT OFFICER (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R211 713 per annum Gauteng Provincial Office but stationed at Ga-Rankuwa L/C Ref No: HR 4/4/4/05/09 (X1 Post) Gauteng Provincial Office but stationed at Sebokeng L/C Ref No: HR 4/4/4/05/10 (X1 Post) Germiston Labour Centre Ref No: HR 4/4/4/05/04 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ Senior Certificate or equivalent. 0 to 6 months' experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial System, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Process and Procedures.
<b><u>DUTIES</u></b>	:	Collect outstanding Overpayments balance, keep all overpayment Debtors Records manually and electronically, Monitor the payments of benefits of clients.
<b><u>ENQUIRIES</u></b>	:	Mr PL Ranwashe Tel No: (012) 700 0290 Mr PH Mtolo Tel No: (016) 430 0000 Ms SH Ceasar Tel No: (011) 898 3349
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 hand deliver at 77 de Korte Street, Braamfontein
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resource Management, Provincial Office: Gauteng
<b><u>POST 21/52</u></b>	:	<b><u>MSS ADMINISTRATION CLERK REF NO: HR 4/4/4/05/03</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 per annum Carletonville Labour Centre Matriculation/Grade 12/Senior Certificate. No experience required. Knowledge: Batho Pele Principles. Departmental Policies and Procedures. Treasury Regulations. Skills: Verbal and written communication. Interpersonal Relations. Problem Solving. Computer Literacy. Analytical. Planning and Organising.
<b><u>DUTIES</u></b>	:	To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and Office Management service to the Labour Centre Daily. Render a Human Resource Management service. Responsible for Training and Performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr B P Mosoeu Tel No: (018) 788 3281 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 hand deliver at 77 de Korte Street, Braamfontein
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resource Management, Provincial Office: Gauteng

<b><u>POST 21/53</u></b>	:	<b><u>PERSONNEL OFFICER REF NO: HR 4/4/4/05/11</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Gauteng
<b><u>REQUIREMENTS</u></b>	:	Matriculation/Grade 12 / Senior Certificate plus Certificate in Human Resource Management Field. Knowledge: Departmental policies and procedures, HR related systems (PERSAL) Batho Pele Principles, Employment Equity Act, Public Service Regulations. Skills: Computer Literacy, Analytical, Communication, Planning and Organizing.
<b><u>DUTIES</u></b>	:	Facilitate and provide administrative support for service benefits of employees. Provide support to the recruitment and selection processes. Capture and update all personal data on PERSAL system. Attend to client's enquiries.
<b><u>ENQUIRIES</u></b>	:	Ms M H Rampou Tel No: (011) 853 0300
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 hand deliver at 77 de Korte Street, Braamfontein
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resource Management, Provincial Office: Gauteng
<b><u>POST 21/54</u></b>	:	<b><u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR 4/4/4/05/11</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Nigel Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12/ Senior Certificate with Zero (0) experience. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, problem solving, computer Literacy, Analytical, Planning and Organizing.
<b><u>DUTIES</u></b>	:	To render Supply Chain Management Function in a Labour Centre daily, provide a Finance and office management service to the Labour Centre daily, Render a Human Resource management, Responsible for training and performance activities in a Labour Centre daily, Responsible for the records management in a Labour Centre daily.
<b><u>ENQUIRIES</u></b>	:	Mr R Madonsela Tel No: 011 814 7096
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 hand deliver at 77 de Korte Street, Braamfontein
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resource Management, Provincial Office: Gauteng
<b><u>POST 21/55</u></b>	:	<b><u>OFFICE AID (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R124 434 per annum
<b><u>CENTRE</u></b>	:	Krugersdorp Labour Centre Ref No: HR 4/4/4/05/02 (X1 Post) Petrusburg Labour Centre Ref No: HR 4/4/8/671 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Standard 8/ Grade 10. Knowledge: Cleaning Practices. Catering. Office Practice. Skills: Interpersonal. Verbal Communication and Listening.
<b><u>DUTIES</u></b>	:	Ensure a clean office environment at all times. Provide food services aid. Assist in distributing stock. Assist with messenger functions.
<b><u>ENQUIRIES</u></b>	:	Mr DA Mc Donald Tel No: (011) 955 4420 Mr D Namane Tel No: (053) 574 0980
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 de Korte Street, Braamfontein. For Attention: Sub-directorate: Human Resource Management, Provincial Office: Gauteng Chief Director: Provincial Operations Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. For Attention: Sub-directorate: Human Resources Operations, Free State

## DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

**APPLICATIONS**

: Must be forwarded 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, marked for the attention: Human Resources Management.

**Cape Town centre** applications may be forwarded to: The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X4390, Cape Town 8000 or hand-deliver to: 14th Loop Street, Cape Town. Marked for the attention: Human Resources Management.

**Pietermaritzburg:** May be forwarded to the Director-General, Department of Forestry, Fisheries & the Environment: Private Bag X 9029, Pietermaritzburg, 3200 or hand-delivered to 185 Langalibalele Street, Old Mutual Building, 5th floor, Pietermaritzburg, marked for the attention: Human Resources Management.

**NOTE**

: Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae 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 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. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). 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 a performance agreement and an 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 post of Assistant Director: Global Environment Facility 7 – Pilla 2 (Financial Management) (5-Year Contract) with Ref No: BC06/2022 as well as the post of Assistant Director: Global Environment Facility 7 – Pilla 2 (Procurement) (5-Year Contract) with Ref No: BC07/2022 which were advertised on PSVC circular 19 dated 27 May 2022 have been withdrawn. And Kindly note that the three posts of State Veterinarian: Aquatic Organisms (Ref No: Fim 17 /2022), Scientific Technician Control Grade A: Finfish (Ref No: Fim18/2022) And Engineering Technician Control: Grade A (Ref No: Fim19/2022) which were advertised on PSVC circular 17 dated 13 May 2022 with a closing date of 06 June 2022, their closing dates have been extended to Monday, 27 June 2022 and Kindly take note of the following amendments for the post of Provisioning Administration Clerk, Ref No: OC09/2022, post17/26 advertised in the Public Service Vacancy Circular 17 dated 13 May 2022 with a closing date of 06 June 2022: At the Requirements, please note the amended Grade 12 with no experience required; and candidates need not be in possession of a drivers license. New Closing Date is 27 June 2022. The post of Deputy Director: Vessel Management, Ref No:

OC10/2022, post 17/20 advertised in the Public Service Vacancy Circular 17 dated 13 May 2022 with a closing date of 06 June 2022. At the Requirements, please note the amendment Degree or National Diploma (NQF6) in Project Management or relevant equivalent qualification. The incumbent to have at least 3 years' experience at junior management level (ASD). New Closing Date is 27 June 2022.

#### **MANAGEMENT ECHELON**

<b><u>POST 21/56</u></b>	:	<b><u>CHIEF DIRECTOR: ENVIRONMENTAL PROGRAMMES (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 269 951 per annum, (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
<b><u>CENTRE</u></b>	:	Pretoria Ref No: EP02/2022 Cape Town Ref No: EP03/2022
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in Natural or Environmental Sciences /Developmental Studies or relevant qualification on NQF 7 within the related field as recognized by SAQA. A Project Management qualification will be an added advantage. Five (5) years of experience at a senior managerial level within the relevant field. Extensive experience in Environmental Programmes. Extensive experience in Programme and Project Management. Knowledge of strategic coordination and planning. Strategic capability and leadership; people management and empowerment. Understanding of risk management and audit procedures. Knowledge of policy development and business process management. Understanding of change management and financial management. Programme and Project Management skills. Ability to lead a multidisciplinary team. Knowledge of research methodologies and research presentation. Sound organising, planning and excellent communication skills, analytical, innovative, problem solving, and interpersonal skills. Ability to work under pressure and long hours. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
<b><u>DUTIES</u></b>	:	Provide overall leadership by ensuring the strategic management and co-ordination as well as the successful functioning of the Chief Directorate. Oversee the implementation of Environmental Programmes portfolio. Manage the Environmental Programmes projects within the provinces. Ensure alignment of programmes and projects with the Departmental strategy, policy, and priorities. Oversee contract administration and project management in line with applicable practices/legislation. Ensure operational efficiencies for Environmental Programmes. Ensure that operational planning and implementation is responsive to the district development model and local government priorities. Ensure capacity and contractor development for Environmental Programmes.
<b><u>ENQUIRIES</u></b>	:	Ms N Mkhize Tel No: 012 399 9510
<b><u>CLOSING DATE</u></b>	:	11 July 2022
<b><u>POST 21/57</u></b>	:	<b><u>CHIEF DIRECTOR: GOVERNANCE AND EXECUTIVE SUPPORT REF NO: ODG06/2022</u></b>
<b><u>SALARY</u></b>	:	R1 269 951 per annum, (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in Public Management or relevant qualification on NQF 7 within the related field as recognized by SAQA. Five (5) years of experience at a senior managerial level within the relevant field. Extensive experience in business management and administration procedures. Knowledge of strategic coordination and planning. Knowledge and understanding of Public Service administration and Departmental procedures. Strategic capability and leadership; people management and empowerment. Understanding of Hierarchy and management structure of the department. Knowledge of policy development and business process management. Understanding of change management and financial management. Programme and Project Management skills. Ability to lead a multidisciplinary



	team. Knowledge of research methodologies and research presentation. Sound organising, planning and excellent communication skills, analytical, innovative, problem solving, and interpersonal skills. Ability to work under pressure and long hours. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
<b><u>DUTIES</u></b>	: Provide overall leadership by ensuring the strategic management and co-ordination as well as the successful functioning of the Chief Directorate. Oversee and manage the provision of strategic support to the office of the Director-General. Oversee and manage the provision of executive support and secretarial services for management and intergovernmental meetings. Ensure efficient and aligned policy development for subject matters and projects in the Department. Manage and provide content for executive engagements in the Cabinet processes to ensure efficiency in High-Level Government Decision Making engagements and processes. Oversee the provision of strategic & annual performance planning support to the Public Entities of the Department. Ensure the submission and compliance of Public Entities with corporate governance requirements and manage governance projects and related engagements undertaken with Public Entities.
<b><u>ENQUIRIES</u></b>	: Mr Gerald Ntshane Tel No: 012 399 8628
<b><u>CLOSING DATE</u></b>	: 11 July 2022
<b><u>POST 21/58</u></b>	: <b><u>DIRECTOR: SUPPLY CHAIN MANAGEMENT AND ASSETS REF NO: FIM20/2022</u></b>
<b><u>SALARY</u></b>	: R1 073 187 per annum, (an all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
<b><u>CENTRE</u></b>	: Cape Town
<b><u>REQUIREMENTS</u></b>	: Bachelor's Degree in commerce majoring in Supply Chain Management or accounting (NQF level 7) as recognized by SAQA. Applicants must have 5 years of experience at middle management level in an accounting (finance) or supply chain environment. The incumbent must have knowledge and experience in Supply Chain and Asset Management. Applicants must have an in depth knowledge of all applicable financial legislation and regulations, including exposure to the Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, Treasury Regulations, Broad-Based Black Economic Empowerment Act (BBBEEA), Standards of Generally Recognised Accounting Practice (GRAP) and the Public Finance Management Act (PFMA). Knowledge of relevant legislation, policies and procedures relating to property and facilities management. Knowledge and understanding of Government imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). Proven experience in Supply Chain and Asset Management) at a strategic and operational level, including resolving complex reconciling items, reviewing work, monthly and quarterly statutory reporting as well as preparing disclosure notes for annual financial statements and year-end audit schedules. Proven leadership, management, project management, communication, interpersonal, conflict resolution, analytical and financial management skills. Must be computer literate and be able to work under pressure.
<b><u>DUTIES</u></b>	: Provide strategic direction, leadership and management with regard to the Supply Chain Management (and Asset Management functions of the Marine Living Resources Fund (MLRF). Develop, manage and execute the key strategic objectives and business plan of the Supply Chain and Asset Management unit of the MLRF. Ensure the necessary organizational capacity is created and managed for delivery on core operational requirements. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management. Interpret, understand and implement Supply Chain Management and asset management as contained in relevant legislation, regulations and GRAP standards. Develop and implement relevant policies and procedures with respect to Supply Chain and Asset Management for the MLRF. Develop and implement internal control procedures to ensure the effective functioning of the unit and management of risk. Ensure sound contract management for the MLRF. Manage and control MLRF assets (including disposal management). Management of procurement risk arising from contracts and

asset disposals. Provide advisory service in determining the Bid evaluation criteria, compilation of Bid documents, evaluation of Bids and recommendations to the MLRF Bid Committee. Provide a support service to the Chief Director: Financial Management MLRF and other Senior Managers in the execution of their functions (reporting and other) in terms of the Marine Living Resources Act, Public Finance Management Act and Treasury Regulations. Liaise with relevant role-players in the Branch Fisheries Management and MLRF environment regarding specific and transversal procurement matters.

**ENQUIRIES** : Mr. W Rooifontein Tel No: (082) 822 2882  
**CLOSING DATE** : 27 June 2022

#### OTHER POSTS

**POST 21/59** : **DEPUTY DIRECTOR: PROCLAIMED FISHING HARBOURS MANAGEMENT REF NO: FIM21/2022**

**SALARY** : R744 255 per annum, (an all-inclusive annual remuneration package)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : A Bachelor's Degree or National Diploma (NQF6) in Maritime Studies/ Public Administration or relevant qualification. 3-5 years' experience in harbour management and administration of which three (3) of them should be at an entry/junior managerial level (Assistant Director Level or equivalent). Knowledge and understanding of harbour regulations and Marine Living Resources Act. Knowledge of project planning and management principles. Extensive experience in administration. Ability to develop and apply policies, guidelines, and programmes. Ability to lead, plan and implement monitoring and surveillance programmes. Good interpersonal relations skills. Ability to work under extreme pressure and manage and resolve conflict. Skills: Good communication skills.

**DUTIES** : Ensure overall support to the operational day to day management of the proclaimed fishing harbours. Develop policies and systems for effective harbour management. Develop and implement management tools such as Standard Operating procedures (SOP) for harbour regulated functions. Manage procurement and distribution of assets and consumables for the fishing harbours and allocate budget efficiently. Prepare submissions and reports as applicable. Draft and manage contracts for service providers such as Transnet etc. Manage maintenance and minor repairs on all harbour's infrastructure. Acquire and manage full and complete inventory of all harbour equipment as well as harbour infrastructure i.e. (quays, fenders, slipways) at proclaimed fishing harbours. Negotiate comprehensive repair and maintenance program with National Department of Public Works and infrastructure in respect of complete and total harbour infrastructure at all the listed fishing harbours. Provide integrated platform for fisheries development and transformation. Improve communication with all relevant stakeholders through the appropriate structures such as the Harbour User Committees. Participate in activities that promotes the Oceans Economy such as Operation Phakisa or any other similar initiatives.

**ENQUIRIES** : Mr L. Williams Tel No: (082) 806 3806 / Mr. B.P. Semoli Tel No: (082) 457 0477  
**CLOSING DATE** : 27 June 2022

**POST 21/60** : **CONTROL BIODIVERSITY OFFICER GRADE A: BIODIVERSITY COMPLIANCE REF NO: RCSM05/2022**

**SALARY** : R502 647 per annum, (OSD)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Four-year degree or equivalent qualification (NQF8) in Natural or Environmental Sciences. Six (6) years' post qualification experience in a related field. Environmental Management Inspector certificate/training/experience will be an added advantage. Knowledge of biodiversity compliance and enforcement experience or knowledge of the provisions of the National Environmental Management Act (NEMA), the National Environmental Management Biodiversity Act (NEMBA), the National Environmental Management Protected Areas Act (NEMPAA) and associated regulations and norms and standards. Government's environmental quality and protection related legislation and regulations and good understanding of environmental legislation and knowledge of government standard

administrative procedures and policies will be essential. Applicants must have the following skills: good communications skills (written and oral), good report writing skills, project management, conflict management skills, good interpersonal relations, good organization and planning management. A valid Driver's License.

**DUTIES** : Plan and conduct compliance inspections to ensure compliance with the National Environmental Management Act, National Environmental Management: Biodiversity Act, the National Environmental Management: Protected Areas Act, its associated regulations and norms and standards. Plan and coordinate national activities/ joint operations on compliance monitoring at Ports of Entry/Exit. Maintain and administer compliance monitoring information management and reporting system pertaining to import and export requirements/ control. Participate in the implementation of compliance and enforcement measures to protect biodiversity. Work closely with other organs of state and conservation agencies. Provide technical support to the Sub-directorate. Provide technical support to all the Compliance and Enforcement projects. Perform administrative related functions.

**ENQUIRIES** : Mr W Rikhotso Tel No: 012 399 8803  
**CLOSING DATE** : 27 June 2022

**POST 21/61** : **ASSISTANT DIRECTOR: FORESTRY DEVELOPMENT REF NO: FOM19/2022**

**SALARY** : R477 090 per annum  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : Bachelor's Degree or Diploma (NQF level 6) in Forestry / Development studies or relevant equivalent qualification coupled a minimum of three (3) years relevant experience in forestry. Knowledge and understanding of the state Forest Act, the National Forest Act (NFA) and the National Veld and Forest Fire Act (NVFFA). Knowledge of PFMA and other related environmental legislations. Knowledge of the functions of different departments and levels of government Knowledge of Operations Management. Knowledge of Performance Management Systems. Project Management and strategic planning. Relationship Management Stakeholders engagement. Public Relations. Financial Management Change Management. Service Delivery Innovation (SDI). Problem Solving. Good presentation, excellent verbal and written communication, analytical, programme and project management, good interpersonal relations, and negotiation skills. Computer skills in MS Office Software a valid driver's license and must be willing to travel.

**DUTIES** : The incumbent will be responsible of implementation of 10 million tree programme. Provide and support other stakeholders Tree initiatives. Manage and implement Arbor Month / Arbor city award plan. Support to small growers and Forest Enterprise Development Projects. Conduct needs analysis for existing and new projects. Contribute to the implementation of Forest Master Plan. Facilitate the establishment of new afforestation. Identify suitable land for forestry development programmes. Assist the communities with regard to the licensing of legal entities. Assist in Conduct scoping for potential for forestry to contribute to poverty alleviation Ensuring the integration of Forestry Development into Local, Provincial and National Developments sphere. Participate in the Comprehensive Rural Development and Urban Renewal Programme. Implement government objectives on community developments. Development on Administration and Staff management. Compile and submits staff EPMDS documents. Consolidate staff reports for submission to Deputy Director Forestry Development.

**ENQUIRIES** : Ms WG Kutshwa Tel No: 033 3927700  
**CLOSING DATE** : 27 June 2022

**POST 21/62** : **ASSISTANT DIRECTOR: ADMINISTRATION AND COORDINATION REF NO: EP9015/2022**

**SALARY** : R382 245 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor's degree/National Diploma (NQF6) in Public Administration or equivalent qualification within related field. A project management qualification will be an added advantage. 3-5 Years' experience in administration/management and coordination. A project management qualification will be an added advantage. 3-5 Years' experience in

		administration/management and coordination. Knowledge of Departmental or government policies and practices (Knowledge of PFMA and other Financial Management and associated prescripts). Understanding of Inter-governmental relations. Sound organising and planning skills. Analytical thinking. Attention to detail. Advanced level of computer literacy- skilled and confident user in office applications such as MS Word, Excel, PowerPoint. Excellent communication, interpersonal and writing skills, Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels. Problem solving. Ability to stay focused and work under extreme pressure. Proactive approach to meeting deadlines and delivering results with limited supervision.
<b><u>DUTIES</u></b>	:	Provide administration and co-ordination support services to the Office of the DDG for the effective and efficient management of the Branch: Environmental Programmes. Such include the following: Render procurement and budgeting services for the ODDG. Coordinate, consolidate and analyse inputs for the Branch Procurement and Budget, in compliance with applicable deadlines; Coordinate financial administration functions for the Office of the DDG. Monitor and analyse the implementation and coordinate the reporting of the Branch APP and expenditure. This includes coordinating the planning, monitoring and analysis of ODDG and EP Branch APP, procurement plan, finance and risk management reports; Analysis of branch expenditure reports. Quality assurance of submissions and documents submitted to the DDG. Monitor and analyse implementation of audit reports, recommendations of risk and quality assurance reports. Render secretariat functions for relevant Branch-related meetings and liaise with relevant stakeholders. Identify and direct important and key requests, both from internal and external stakeholders to relevant officials for attention. Coordinate timely responses of Branch's and compliance with enquiries, questions, requests and dates (including and not limited Cabinet, Portfolio Committees, Public, Internal and external audits and others). Provide document management services for the Office of the DDG. Provide support to the DDG as may be needed, as well as provide point of interaction with the DG's offices.
<b><u>ENQUIRIES</u></b>	:	Mr R Scott at 082 789 4136
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/63</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER (MR5): LAW REFORM REF NO: RCSM06/2022</u></b>
<b><u>SALARY</u></b>	:	R378 990 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An LLB degree (NQF8) coupled with at least 8 years post qualification experience in the provision of legal services. Knowledge of Environmental Law, Mining Law, Constitutional Law, Promotion of Access to Information Act and Administrative Law. An ability to provide legal opinions and advice, interpret legislation, good analytical and legal research skills, good verbal and written communication skills in English, good drafting skills, report and professional writing skills, computer literacy, an ability to work in a team, a pro-active, problem-solving, and positive attitude, and an ability to adhere to deadlines are essential. Proven experience in the drafting or vetting of draft primary or subordinate legislation. Must be able to travel and must have a driver's license and be able to work after hours or over weekends when necessary.
<b><u>DUTIES</u></b>	:	Draft, vet and comment on Bills, policies, and subordinate legislation. Provide assistance in taking Bills through Parliament and assist in Cabinet and Parliamentary processes. Provide legal opinions, advice and research on legislation administered by the department. Comment or vet submissions, letters, exemptions, authorizations, licenses or permits submitted to the Minister/ DG. Draft or provide input on Ministerial submissions and briefings, draft responses to media queries and Parliamentary queries. Provide legal support in meetings. Provide inputs or comments on legislation or policies received from other national departments. Manage delegation register for the Department. Coordinate law reform and policies. Provide legal support when environmental legislation is taken on review.
<b><u>ENQUIRIES</u></b>	:	Mr S Kobese Tel No: 012 399 9351
<b><u>CLOSING DATE</u></b>	:	27 June 2022

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaateam@fempower.co.za quoting the reference number in the subject heading of the email.
- CLOSING DATE** : 27 June 2022 before 12h00 noon. No late applications will be considered.
- NOTE** : Take note of the Disclaimer mentioned on each advert. It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form will be effective and if the old Z83 is used, it will be deemed a regret. Should an individual wish to apply for a post 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) or <http://www.gpaa.gov.za> Requirements: Applications must be submitted on the new form Z83 as indicated above (signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 (refer to Circular No 19 of 2022 in this regard). Failure to submit the above documents will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and/or other methods of verification and proof. The certification of all supporting documents will be expected of the shortlisted candidates only. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For applications on salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments 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 GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

## OTHER POST

<b><u>POST 21/64</u></b>	:	<b><u>PERSONAL ASSISTANT: OFFICE OF THE CEO REF NO: PA/CEO/2022/04-1C</u></b> Office of the CEO 12 months contract
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07), plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year National Diploma/Degree or equivalent three year qualification (at least 360 credits) coupled with three (3) years' experience in rendering support services to senior management. Proven experience in compiling memos and minute taking. Knowledge and experience of the MS Office package, specifically relating to word processing, Outlook, PowerPoint and Excel. Knowledge of Office Administration. Knowledge of Public Service and departmental Prescripts and Legislations. Knowledge of Financial Administration (budgeting). Ability to conduct research and analyze documents and situations. Keep abreast with procedures and processes within the Office of the CEO. Excellent verbal and written communication skills. Ability to communicate at all levels. Good telephone etiquette. Ability to act with tact and discretion. High level of reliability. Good interpersonal relations. Adhering to business ethics. Above average organising skills. Good grooming and presentable. Self-management and motivation skills.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following functions and include, but not limited to: Renders administrative support services: Ensures the effective flow of information and documents to and from the office of the CEO; Ensures the safekeeping of all documentation in the office of the CEO in line with relevant legislation and policies; Obtains inputs, collates and compiles reports such as progress reports, monthly reports and management reports; Scrutinizes routine submissions/reports and make notes and/or recommendations for the CEO; Responds to enquiries received from internal and external stakeholders; Drafts documents as required; Does filing of documents for the CEO where required; Collects, analyses and collates information requested by the CEO; Clarifies instructions and notes on behalf of the CEO; Ensures that travel arrangements are well coordinated; Prioritizes issues in the office of the CEO; Manages the leave forms, leave register and telephone accounts for the unit; Handles procurement of standard items like stationery, refreshments etc. for the activities of the CEO; Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides a secretarial/receptionist support service to the CEO: Receives telephone calls and refers the calls to the correct role players if not meant for the CEO; Performs advanced typing work; Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order; Records the engagements of the CEO; Utilizes discretion regarding meeting requests - to decide whether to accept/decline or refer to other employees based on the assessed importance and urgency of the matter; Coordinates with and sensitizes/advises the CEO regarding engagements; Compiles realistic schedules of appointments. Provides support to CEO regarding meetings: Scrutinizes documents to determine actions/information/other documents required for meetings; Collects and compiles all necessary documents for the CEO to inform him/her on the contents; Records minutes/decisions and communicates to relevant role-players. Follow-up on the progress made; Prepares briefing notes for the CEO as required; Coordinates logistical arrangements for meetings when required. Support the CEO with the administration of the Accounting Officer/ CEO's budget: Collects and coordinates all documents that relate to CEO's budget; Assists CEO in determining funding requirements for purposes of MTEF submissions; Keeps record of expenditure commitments, monitors expenditure and alerts CEO of possible over and underspending; Checks and correlates BAS reports to ensure that expenditure is allocated correctly; Identifies the need to move funds between items, consults with the CEO and compiles draft memos for this purpose; Compares the MTEF allocation with the requested budget and informs the CEO of changes. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remains up to date with regard to

**ENQUIRIES**  
**NOTE**

- : prescripts/policies and procedures applicable to his/her work terrain; Remains abreast with the procedures and processes that apply in the office of the CEO.
- : Geraldine Turner on 084 093 5765
- : Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Note: The purpose of the role is to render a secretarial support service to the CEO in GPAA. One contract position for Personal Assistant is currently available at the Government Pensions Administration Agency: Office of the CEO on a 12 months' contract. Take note that it may be expected of the shortlisted applicants to undergo competency assessments related to the position.

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

*The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible for people with disabilities.*

<b><u>APPLICATIONS</u></b>	:	Potential candidates may apply online on the GTAC website at <a href="https://www.gtac.gov.za/careers">https://www.gtac.gov.za/careers</a> . Please visit the GTAC website at <a href="http://www.gtac.gov.za">www.gtac.gov.za</a> for more information. NB only online applications will be acceptable.
<b><u>CLOSING DATE</u></b>	:	27 June 2022 at 12pm
<b><u>NOTE</u></b>	:	Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will only be limited to shortlisted candidates which will be submitted to HR on or before the day of the interview. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo the SMS Competency Assessment and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effective date of 01 April 2020. According to the directive requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a>

**MANAGEMENT ECHELON**

<b><u>POST 21/65</u></b>	:	<b><u>RESEARCH ANALYST: JOBS FUND REF NO: G08/2022</u></b> Term: 24 Months Fixed Term Contract
<b><u>SALARY</u></b>	:	R1 073 187 - R1 264 176 per annum (Level 13), (all – inclusive package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A degree (NQF level 7 qualification) or equivalent qualification in Economics, Development Economics or related/relevant field. A postgraduate qualification in Economics, Development Economics will be an advantage. The Jobs Fund is looking for a motivated individual with a passion for analytics, social development, and creating an impact. This individual will be driving analytics and is expected to: 1) Hit the ground running and quickly develop a comprehensive understanding of the organisation, its strategy, its projects and where it is located within South Africa's development landscape; 2) Immerse themselves in the Jobs Fund performance data and extract useful insights for the Fund; 3) Use their knowledge of South Africa's economy and political climate in their interpretation of job creation and social impact results; 4) Use their creativity to produce hard-hitting and insightful feedback reports and articles that are tailored to different audiences; and 5) Be comfortable working largely independently and ensuring analytics targets are reached. Minimum 6 years' experience working as an Economist/Analyst with experience in conducting empirical research using contemporary research methodologies and conducting in-depth analysis on large and multiple datasets. Must also have experience in high-level analyses of the labour market; economic sectors and financial modelling. Must have preferably published research work. The following further experience will give applicants an advantage: familiarity with and use of the Donor Committee for Enterprise Development Standard (the DCED Standard) in research; experience working with donor funded



development programmes; and experience working in the private sector. Competencies Required: Data Analysis – Expertise in the management and analysis of large and multiple datasets. Summarize data for the production of tables, charts, and graphs. Project Management - Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. General Management - Process of planning, directing, organising and controlling people and resources within a unit or a sub-unit in order to achieve organisational goals. Economics and/or Finance - Science that studies the allocation of resources to satisfy unlimited wants for capital. Database management - Knowledge of the principles, procedures, and tools of data management, such as modelling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal, and data standardization processes. Computer Literacy - Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (SPSS, STATA, Advanced Excel and MSOffice general). Problem Solving and Analysis - Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Information Seeking & Sharing - Driven by an underlying desire to know more about things, people or issues, beyond that required in the job. This competency may include searching extensively for exact information, solving problems by asking a series of questions, or stockpiling information that may be of future use. Client Orientation - Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients.

## **DUTIES**

: Conducting Research & Large Database Management and Analysis - Plan for and conduct research and provide strategic inputs on the design of the Jobs Fund funding initiatives. Draft Terms of Reference for and manage research studies to be conducted by external researchers/evaluators. Analyse the portfolio through the review of available data, as well as planning for additional data collection to align with strategic research objectives of the Jobs Fund (JF). Develop metrics for assessing performance trends across job creation models/ sectors in the JF portfolio and how these relate to the wider labour market and economic environment. Develop a detailed understanding of the project models that drive job creation, social impact and economic development. Develop innovative and alternative models of assessing the Fund's value for money (including social innovation) to stakeholders. Distil research findings into concise reports and policy recommendations for dissemination to the JF team and external stakeholders. Aligning Portfolio & Business Strategy - Use research findings to inform the JF's business strategy and design by ensuring alignment between the portfolio and the Fund's investment strategy. Learning & Knowledge Management – Work closely with different JF business units and Jobs Fund Partners in identifying key lessons during and post project implementation; ensuring that relevant and up to date content is available for advocacy purposes. Analyse study results and produce insightful feedback reports. Develop Knowledge Management directories and repositories. Develop a knowledge culture (including promoting open communication, collaboration and knowledge sharing) between business units through methods such as knowledge forums and workshops. Networking - Identify strategic audiences through stakeholder mapping and develop targeted knowledge material. Ensure a detailed understanding of the current socio-economic and political climate through stakeholder engagement and assessment. Form research partnerships with credible and key players in the market. Participate in both internal and external discussions/presentations and work through implications, and recommendations based on the data.

## **ENQUIRIES**

: Kaizer Malakoane Tel No: 012 315 5442 or kaizer.malakoane@gtac.gov.za

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**(ELANGENI TECHNICAL VOCATION EDUCATION AND TRAINING)**  
*Elangeni Technical Vocation Education and Training is an Equal opportunity employer inviting applications from suitable experienced applicants for these permanent posts.*

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032 Pinetown 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
- CLOSING DATE** : 30 June 2022
- NOTE** : Applications must be submitted on a new prescribed Z83 form obtainable from any Public Service Department. Applicants must ensure that they signed, initial and dated Z83 Form, even if they are attaching a CV. Such copies need not to 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. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETRET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**OTHER POSTS**

- POST 21/66** : **SENIOR MARKETING & COMMUNICATION OFFICER REF NO: HRM 30/2022**
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Elangeni TVET College, Central Office
- REQUIREMENTS** : Recognised National Diploma (NQF Level 6) in Communication/ Marketing/ Public Relations or equivalent qualification. 3-5 years' experience in Marketing and Communication environment. Knowledge of social media practice and channels. Understanding of the importance of brand guidelines, graphic design and applying across a range of channels. Knowledge and understanding of stakeholder management. Knowledge of events management. Knowledge and understanding of digital marketing. Knowledge and understanding of website maintenance. Knowledge and understating of the application of Public Service legislative framework. Must have valid driver's licence.
- DUTIES** : Ensure overall supervision and provisioning of marketing, promotions and branding services. Ensure overall supervision and provisioning of public relations and media liaison services. Ensure overall supervision and provision of photographic services and articles. Ensure overall supervision and provision of communication services at all college events. Ensure overall supervision and regularly maintenance of the content, design and layout of the college website. Supervise human, physical, financial and other resources.
- ENQUIRIES** : Mr NE Mkhize Tel No: 031 492 4363
- POST 21/67** : **SENIOR IT TECHNICIAN REF NO: HRM 31/2022**
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Elangeni TVET College, Central Office
- REQUIREMENTS** : Recognized National Diploma in IT (NQF 6) or equivalent. Minimum of 2-3 years in IT Environment. Software and hardware experience. IT Hardware and Software. Server administration. Understanding of Desktop, Networking and Voice communication infrastructure. Program Installations. Understanding of Help Desk operation. Full comprehension of IT second and third line of IT

		support. A+, C+, Apple Mac Lion Support Essentials ITIL v3 Foundation will be and added advantage. Must have a valid driver's licence.
<b><u>DUTIES</u></b>	:	Oversee the provision of technical support of the configuration, installation, repair and replacement of computers, printers and telephones. Ensure the rendering of IT information management services: Plan, develop and improve computer based information systems. Server Administration, security of all Technology and Network Configuration. Support, Maintain and Repair ICT Assets (Hardware and Software) and advice ICT Manager. Ensure Liaison with Service Providers in terms of software licensing upgrading and related procurement. Facilitate ICT Training, support IT-related projects and any related task as maybe required. Management of Human, financial and other resources.
<b><u>ENQUIRIES</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
<b><u>POST 21/68</u></b>	:	<b><u>SENIOR HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: HRM 32/2022</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Elangeni TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Recognized National Diploma in Human Resource Management/ Development (NQF level 6) or relevant qualification, PERSAL Certificates. A Certificate in facilitation/ Assessor/ Moderator will be an added advantage. 3-5 years' relevant experience in Human Resource development environment. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Must have a valid driver's licence.
<b><u>DUTIES</u></b>	:	Develop Training plan and co-ordinate training. Prepare and submit WSP/ATR. Manage and co-ordinate performance management. Prepare and submit employment equity. Knowledge and understanding of coordination and facilitation of training. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS. Coordination and facilitation of training programmes.
<b><u>ENQUIRIES</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
<b><u>POST 21/69</u></b>	:	<b><u>SENIOR BURSARY OFFICER REF NO: HRM 33/2022</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Elangeni TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Recognized three (3) year National Diploma in Financial Management/Accounting (NQF level 6). 3-5 years' experience in bursary / financial aid services. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (ITS etc.). Must have a valid driver's licence.
<b><u>DUTIES</u></b>	:	Ensure overall supervision and coordination of student bursary schemes and financial aid administrative support services for the entire college. Administer application processes for the entire college in line with NSFAS guidelines, funder MOU/SLA and policies. Ensure overall supervision and authorization of disbursement of funds. Ensure overall supervision and facilitation of other financial aid schemes i.e. WRSETA, HWSETA etc. Ensure overall supervision, monitoring, evaluation and maintenance of database of all student applications in terms of Department of Higher Education and Training and NSFAS requirements. Ensure overall supervision and consolidate reports on all bursary and financial aid allocations for the entire college. Supervise Human, physical and financial resources.
<b><u>ENQUIRIES</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
<b><u>POST 21/70</u></b>	:	<b><u>SENIOR EXAMINATION OFFICER REF NO: HRM 34/2022</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Elangeni TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12, A recognised Degree/National Diploma in Education/ Administration or equivalent qualification. 3-5 years' experience in the examination environment. Knowledge of White Paper on PSET. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding

		of COLTECH system, TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Must have a valid driver's licence.
<b><u>DUTIES</u></b>	:	Ensure the overall supervision and coordination of internal and external examination services. Ensure the overall supervision and coordinate training of Invigilators, Markers and Data Capturers. Ensure overall supervision and establishment of the function of Irregularity Committee. Ensure the overall supervision and management of issuing the certificates. Ensure overall supervision and proper administration of the examination services. Supervisor human, physical and financial resources.
<b><u>ENQUIRIES</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
<b><u>POST 21/71</u></b>	:	<b><u>EXAMINATION OFFICER (X8 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Elangeni TVET College: Mpumalanga Ref No: HRM 35/2022 Pinetown Ref No: HRM 36/2022 Ntuzuma Ref No: HRM 37/2022 KwaDabeka Ref No: HRM 38/2022 KwaMashu Ref No: HRM 39/2022 Inanda Ref No: HRM 40/2022 Qadi Ref No: HRM 41/2022 Ndwedwe Ref No: HRM 42/2022
<b><u>REQUIREMENTS</u></b>	:	Grade 12, Recognised Degree/Diploma in Education/ Administration or equivalent qualification, 2-3 years in the examination services / Teaching and Learning environment/ related field. Knowledge of White Paper on PSET, Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of COLTECH system, TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Must have a valid driver's licence.
<b><u>DUTIES</u></b>	:	Coordinate internal and external examination assessment services. Coordinate and conduct training of Invigilators, Markers and Data Capturers. Facilitate examination and Irregularity Committee for the campus and serve as a Secretariat. Process application and issuing of certificates services. Provide administration support for the examination unit. Supervise staff.
<b><u>ENQUIRIES</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
<b><u>POST 21/72</u></b>	:	<b><u>EMPLOYEE HEALTH &amp; WELLNESS PRACTITIONER REF NO: HRM 43/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Elangeni TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Appropriate Bachelor's Degree (NQF 7) in Psychology or BA. Social Work (Major in Psychology) or equivalent qualification. 2-3 years in Employee Health and Wellness environment or related field. Knowledge of integrated Employee Health and Wellness strategic framework. Understanding of Wellness Management including psychosocial, physical, financial and organisational wellness. Understanding of HIV/AIDS and TB Management. Understanding Health and Productivity, including PILLIR Understanding Safety Health Environment Risk Quality Management including processes of COIDA. In-depth knowledge in conducting counselling Understanding of special programmes such as Gender and Disability. Knowledge and understanding of research methods. Knowledge of PERSAL. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, LRA, PSR etc.). Knowledge and understanding of bargaining process and dispute resolutions.
<b><u>DUTIES</u></b>	:	Assist with the implementation of health and wellness policy for the college. Assist with conducting Health and wellness surveys. Coordinate Health and Wellness programmer based on the Health Wellness survey. Assist in the Implementation of initiatives arising from the survey. Coordinate all logistical arrangements for workshops on Health and Wellness programmers to create awareness and support. Promote psycho-social wellness of employees in the college Provide counselling. Promote physical wellness of employees in the college through sport. Provide interventions to mitigate absenteeism. Provide awareness and education on the Health and Wellness issues. Monitor

		programmes to manage lifestyle diseases and Health risks. Interact with and monitor service providers.
<b><u>ENQUIRIES</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
<b><u>POST 21/73</u></b>	:	<b><u>TRANSPORT OFFICER REF NO: HRM 44/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Elangeni TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Recognized National Diploma in Transport Management / Logistics/ Public Management (NQF level 6) or equivalent qualification. 2-3 years' experience in fleet management / transport / logistics services or relevant experience. Knowledge of Treasury and PFMA Regulations. Knowledge of vehicle maintenance and services procedures. Knowledge of fleet disposal procedure. Knowledge and understating of legislative framework governing the Public Services. Knowledge of traffic law Monitoring and evaluation. Knowledge of Department of Higher Education mandate. Must have a valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure that college vehicles are kept in good working condition. Conduct monthly inspections of vehicles at all campuses to identify any non-compliant matters. Ensure that log books are always up to date. Ensure licensing and registration of College vehicles. Ensure that all college vehicles are insured with the insurance brokers. Ensure the fitment of tracking devices to all college vehicles. Ensure that petrol cards are renewed timeously. Ensure proper recording of petrol cards upon issuing. Ensure proper record keeping of petrol slips.
<b><u>ENQUIRIES</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
<b><u>POST 21/74</u></b>	:	<b><u>SPORTS, ART &amp; CULTURE OFFICER REF NO: HRM45/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Elangeni TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Recognized National Diploma/Degree in Sports Management/Administration or equivalent qualification. 3-5 Years' experience in sports management/ co-ordination environment. Knowledge of sport administration. Knowledge of cultural administration. Knowledge of procedures in terms of working environment. Knowledge of the South African Legislative frame work. Must have a valid driver's licence.
<b><u>DUTIES</u></b>	:	Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas in conjunction with stakeholders. Facilitate sustainable capacity development programs in sport within schools, wards, local areas and districts. Implement sport and recreation programs in the schools, wards and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programs that are implemented.
<b><u>ENQUIRIES</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
<b><u>POST 21/75</u></b>	:	<b><u>LEANERSHIP/ PLACEMENT OFFICER REF NO: HRM 46/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Elangeni TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12, Degree/National Diploma (NQF 6) in Business Administration, Public Management, Marketing, Public Relations or equivalent qualification. 2-3 years' relevant experience in employment services /Administration environment/ student placement. Must have a valid driver's license.
<b><u>DUTIES</u></b>	:	Facilitate the placement of students. Conduct job readiness training programmes. Liaison with commerce, industry and other relevant stakeholders. Maintain the student tracking system. Maintain and update employer and student placement database. Develop quality electronic report and statistics. Monitoring and evaluation of work placement practices. Conduct work based assessment for students.
<b><u>ENQUIRIES</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
<b><u>POST 21/76</u></b>	:	<b><u>RECEPTIONIST (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R147 459 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Elangeni TVET College: Central Office Ref No: HRM 47/2022

		Mpumalanga Ref No: HRM 48/2022
		Kwamashu Ref No: HRM 49/2022
		KwaDabeka Ref No: HRM 50/2022
		Qadi Ref No: HRM 51/2022
		Ndwedwe Ref No: HRM 52/2022
		Pinetown Ref No: HRM 53/2022
<b><u>REQUIREMENTS</u></b>	:	NQF Level 4 or 5 (Grade 12 certificate or equivalent). Minimum of 1 year experience. Must be computer literacy. Knowledge of Department of Higher Education mandate (TVET, CET and Skill Development). Knowledge of DHET policies and business units. Knowledge of relevant legislation, prescripts, policies and procedures.
<b><u>DUTIES</u></b>	:	Receive telephonic calls, messages and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment such as a fax machines and photocopiers. Liaise with internal and external personnel. Maintain telephone directory. Maintain and control visitors register at reception.
<b><u>ENQUIRIES</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
<b><u>POST 21/77</u></b>	:	<b><u>SUPERVISOR CLEANING SERVICES (X9 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R147 459 per annum (Level 04)
	:	Elangeni TVET College:
		Central Office Ref No: HRM 54/2022
		Mpumalanga Ref No: HRM 55/2022
		Kwamashu Ref No: HRM 56/2022
		KwaDabeka Ref No: HRM 57/2022
		Qadi Ref No: HRM 58/2022
		Ndwedwe Ref No: HRM 59/2022
		Pinetown Ref No: HRM 60/2022
		Ntuzuma Ref No: HRM 61/2022
		Inanda Ref No: HRM 62/2022
<b><u>REQUIREMENTS</u></b>	:	ABET Level 4/ Standard 8/ grade 10. 1-2 Years' experience in cleaning Services environment. Knowledge of facilities policies. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of hygiene. Storage requirement. Must be computer literacy.
<b><u>DUTIES</u></b>	:	Oversee Cleaning Services of offices, corridors, general kitchens, restrooms, elevators and boardroom. Manage and ensure the maintenance of cleaning materials and equipment: Ensure maintenance and replacement of cleaning machines and equipment's. Make requisition and issue cleaning materials. Supervise Cleaners: Perform Administrative and related functions. Provide guidance and advice to cleaners. Develop and update the cleaning roster.
<b><u>ENQUIRIES</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
<b><u>POST 21/78</u></b>	:	<b><u>HANDYMAN REF NO: HRM 63/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R124 434 per annum (Level 03)
	:	Elangeni TVET College, Central office
<b><u>REQUIREMENTS</u></b>	:	0-6 Months experience Semi Skilled Manual. Knowledge of infrastructure maintenance. Knowledge of infrastructure policies. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of building laws. Safe keeping of tools. Storage requirement.
<b><u>DUTIES</u></b>	:	Maintenance of office buildings. Conduct regular building inspections. Attend to minor electrical, plumbing and carpentry problems. Maintenance of office equipment and furniture. Repair broken furniture and equipment. Report defects. Safekeeping of maintenance tools and supplies.
<b><u>ENQUIRIES</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
<b><u>POST 21/79</u></b>	:	<b><u>CLEANER (X9 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R104 073 per annum (Level 02)
	:	Elangeni TVET College:
		Mpumalanga Ref No: HRM 64/2022
		Ntuzuma Ref No: HRM 65/2022
		Ntuzuma Ref No: HRM 66/2022
		Ntuzuma Ref No: HRM 67/2022
		Inanda Ref No: HRM 68/2022
		Inanda Ref No: HRM 69/2022

		KwaDabeka Ref No: HRM 70/2022
		Qadi Ref No: HRM 71/2022
		Ndwedwe Ref No: HRM 72/2022
<b><u>REQUIREMENTS</u></b>	:	A Minimum of Grade 10/Standard 8 or equivalent. Must have good communication skills.
<b><u>DUTIES</u></b>	:	Provide cleaning services and support to the campus.
<b><u>ENQUIRIES</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
<b><u>POST 21/80</u></b>	:	<b><u>GROUNDSMAN</u></b>
<b><u>SALARY</u></b>	:	R104 073 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Elangeni TVET College:
		Mpumalanga Ref No: HRM 73/2022
		Ntuzuma Ref No: HRM 74/2022
		KwaMashu Ref No: HRM 75/2022
		KwaMashu Ref No: HRM 76/2022
		KwaDabeka Ref No: HRM 77/2022
		Qadi Ref No: HRM 78/2022
<b><u>REQUIREMENTS</u></b>	:	A Minimum of Grade 10/Standard 8 or equivalent. Must have good communication skills.
<b><u>DUTIES</u></b>	:	Provide cleaning services and support to the campus.
<b><u>ENQUIRIES</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363

## DEPARTMENT OF HOME AFFAIRS



**CLOSING DATE** : 27 June 2022

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

## MANAGEMENT ECHELON

**POST 21/81** : **CHIEF DIRECTOR: INTER-SECTORAL COLLABORATION AND INTERNATIONAL SERVICES REF NO: HRMC 36/22/1**  
Branch: Institutional Planning and Support  
Chief Directorate: Inter-Sectoral Collaboration and International Services

**SALARY** : R1 269 951 - R1 518 396 per annum (Level 14), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification in Political Science / International Relations / Public Administration at NQF level 7 as recognized by SAQA. 5 years' experience at Senior Managerial level in International Relations or Political Science environment. Pre-entry Certificate to Senior Management Services endorsed by National School of Government. Knowledge of Public Service Regulatory Framework. Sound knowledge and understanding of Government Structures. Knowledge of the Medium Term Strategic Framework (MTSF), Government Planning Framework. Knowledge of South African Foreign Policy. Knowledge of the Departmental Legislations and Prescripts. All relevant Departmental, Human Resources Frameworks and other Public Service Acts, Regulations and prescripts. Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management



## **DUTIES**

and empowerment. Financial management, honesty and integrity. Programme and project management. Change management, communication, knowledge and information management. Deciding and initiating action. Problem solving and analysis. Business report writing, influencing and networking. Planning organising and time management. Presentation skills. Coaching and facilitating. Conflict management, delivering results, policy development and diplomacy. Business acumen, Research Methodology and Analysis. A valid driver's license, willingness to travel and working extended hours.

: The successful candidate will be responsible for, amongst others, the following specific tasks: To manage and coordinate international participation and engagements. Ensure the effective execution and rendering of support for all international engagements relating to multilateral and bilateral matters. Ensure the effective rendering of protocol services for Minister, Deputy Minister, Director-General and foreign travels and dignitaries to and from South Africa in matters relating to the Department. Manage DHA alignment to South African foreign policy objectives. Ensure maintenance and good diplomatic relations. Provide strategic leadership and direction in terms of policies and procedures. Participate in the development of the strategy of the Department. Provide expert advice and guidance to the Chief Directorate and the Department in terms of cluster issues, parliamentary matters and international relations. Responsible for strategic guidance and expert advice. Coordinate Parliamentary questions, selected / cluster committees and cabinet matters. Manage support services related to parliamentary matters, portfolio selected / cluster committees and cabinet matters. Manage stakeholder relations. Ensure effective coordination and compliance in terms of the implementation of cluster priorities, cluster decisions, government programme of action. Ensure coordination of the execution of all inputs resulting from the Department's participation in inter-governmental structures on different governmental spheres. Ensure consolidation of responses and submission of comprehensive progress reports on cluster matters. Ensure the effective coordination and provision of support to the Ministry regarding parliamentary issues and cabinet memorandums. Ensure the provision of support to selected portfolio committees in terms of the collation and submission of required information. Ensure implementation of the business plans of the Unit. Monitor and report on the performance of the Unit against the objectives of the DHA Strategic Plan and Government Imperatives. Ensure the development and implementation of governance processes, frameworks and procedures within the Chief Directorate. Ensure compliance with all audit requirements, quality and risk management framework, standards and procedures within the Chief Directorate. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures within the Chief Directorate. Manage physical, financial and human resource. Ensure that budget spending is maximised in line with strategic objective. Monitor and report on the utilization of equipment. Ensure that the preparations of the budget are in line with strategic plans and Department objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting on expenditure. Coordinate memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Ensure that the Division is adequately staffed. Evaluate and monitor performance and appraisal of employees.

## **ENQUIRIES APPLICATIONS**

: Mr BT Mavuso Tel No: (012) 406 2871  
: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date to: [ipsrecruitment@dha.gov.za](mailto:ipsrecruitment@dha.gov.za)

## **POST 21/82**

: **DIRECTOR: MONITORING AND EVALUATION REF NO: HRMC 36/22/2**  
Branch: Institutional Planning and Support  
Directorate: Monitoring and Evaluation

## **SALARY**

: R1 073 187 - R1 264 176 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE  
REQUIREMENTS**

- : Head Office, Pretoria
- : An undergraduate qualification in Social Science / Public Administration / Management or related field at NQF level 7 as recognized by SAQA. 5 years' experience at middle / senior managerial level in the related field. Pre-entry Certificate to Senior Management Services endorsed by National School of Government. Knowledge and understanding of Public Service legislations and prescripts. Knowledge of all departmental legislations and prescripts. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial management, honesty and integrity. Programme and project management. Change management, communication, knowledge management. Decision making. Problem solving and analysis. Business report writing, influencing and networking. Planning and organising. Presentation, interpersonal and commercial skills. Computer literacy. Negotiation skills. A valid driver's license, willingness to travel and working extended hours.

**DUTIES**

- : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the monitoring and reporting on organisational performance. Manage the development of monitoring framework and the Departmental Monitoring and Evaluation guidelines. Ensure the coordination and support of Monitoring process and cycle according to approved policies and guidelines. Provide guidance and contribute to building Monitoring capacity. Monitor and create awareness of the value of Monitoring in the Department. Manage the reporting system, including quarterly reviews, in order to comply with external reporting requirements related to performance. Establish and maintain effective relationships and stakeholders with the view to enhance the Monitoring function. Ensure the evaluation of Organisation Performance. Coordinate the development and implementation of a three year evaluation plan in line with the National Evaluation Policy and guidelines. Liaise with programme managers in the Branches and Provinces to identify the policies, programmes or projects which should be evaluated, and ensure these are budgeted for. Obtain technical support as needed from DPME on evaluation in the Departmental evaluation plan. Maintain information where all evaluations conducted are accessible (unless there are security concerns), including data and materials. Manage the development of Evaluation Framework and the Departmental Monitoring & evaluation Guidelines. Provide guidance and contribute to building Evaluation capacity in the Department. Monitor and create awareness of the value Evaluation in the Department. Establish and maintain effective relationships with stakeholders with the view to enhance the Evaluation function. Provide strategic leadership and direction in terms of policies and procedures. Participate in the development of the strategy for the Department. Provide expert advice and guidance to the Chief Directorate and the Department in terms of monitoring, evaluation and reporting and reporting of organisational performance. Responsible for strategic guidance and expert advice. Ensure implementation of the business plans of the Unit. Monitor and report on the performance of the Unit against the objectives of the Departmental Strategic Plan and Governmental Imperatives. Ensure the development and implementation of governance processes, frameworks and procedures within the Directorate. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures within the Directorate. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures within the Directorate. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures within the Directorate. Establish and maintain effective relationships with key Department Units such as Internal Audit, Planning, Research so as to collaborate, share relevant information and find synergies. Manage the reporting system, including quarterly reviews, in order to comply with external reporting requirements related to performance. Analyse results and lessons learned and provide strategies for improvement of performance. Manage human, physical and financial resources. Ensure that budget spending is maximised in line with strategic objective. Monitor and report on the utilization of equipment. Ensure that the preparations of the budget are in line with strategic plans and department objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting on expenditure. Coordinate memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees.

**ENQUIRIES**  
**APPLICATIONS**

- : Mr S Mthiyane Tel No: (012) 406 4353
- : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date to: [ipsrecruitment@dha.gov.za](mailto:ipsrecruitment@dha.gov.za)

**INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE**

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

<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialized 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 a fully completed initialized a new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.

**OTHER POSTS**

<b><u>POST 21/83</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: Q9/2022/34</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Pretoria National Office
<b><u>REQUIREMENTS</u></b>	:	An undergraduate degree (NQF Level 7 as recognized by SAQA) in Finance/Accounting. 3 to 5 years 'functional experience in a Finance environment on Assistant Director level, of which 2 years must be supervisory experience. A valid Driver's license and the ability to drive. Knowledge Requirements: Relevant stakeholders. Batho Pele Principles. Data and records management. Treasury Models, Tools, Processes and Techniques. Public Service Act 1994, as amended. PFMA and Treasury Regulations. Public Service Regulations. Competencies: Analytical thinking, Client focus, Assertiveness, Goal driven, Innovative/Creative, Ability to work under pressure, Self-motivated. Skills: Business writing skills.
<b><u>DUTIES</u></b>	:	Manage financial misconduct, losses and claims: Maintain and coordinate the development to finance policies, procedures, processes and circulars. Facilitate the development and review of finance delegations of authority. Assess and recommend the segregation of duties. Develop financial misconduct policy and related losses. Develop standard operating procedure manual on dealing with financial misconduct. Manage the maintenance of the financial misconduct register. Identify financial related misconduct. Monitor the implementation of recommendations regarding financial misconduct and related damages/losses. Advice management and other structures on the recovery of losses relating to financial misconduct. Manage the provision of secretariat services and presentation of financial misconduct investigation reports to the Financial Misconduct and Advisory Committee. Manage entity oversight and financial performance: Monitor financial performance and

compliance. Manage the governance structures and necessary instruments governing entities reporting to the Minister, including other institutions, where relevant. Provide support to the CFO to perform financial oversight. Prepare inputs into the disclosure note on material losses to the financial system. Develop financial compliance monitoring tool. Manage effective audit coordination, corporate governance and financial regulatory framework within the Department: Conduct pre-audit assessments to ensure readiness for external audit purposes. Assess and recommend internal controls in processes, procedures to improve of control environment. Manage the coordination of external and internal audits. Develop management action audit plans to address audit findings. Review and analyse reports from the Office on the Auditor General. Internal Audit Unit, analyzing audit findings related to internal control systems. Manage the implementation of resolution(s) taken by oversight bodies relating to internal control. Present status of audit committee and other relevant structures. Facilitate the establishment of financial delegation's framework. Conduct research and regulatory update of internal control framework based on the developments and acceptable good business practise. Manage all resource in the sub-directorate: Manage human, financial and physical resources of the sub-directorate. Compile a section budget and monitor project and report expenditure. Develop the operational plan. Manage the performance and development of staff in terms of PDP's, Performance, Agreement, Performance Assessments and advice o career path.

**ENQUIRIES** : Ms M Legodi Tel No: 012 399 0000  
**APPLICATIONS** : Independent Police Investigative Directorate, Private Bag X941 Pretoria, 0001 or hand deliver to 473 Stanza Bopape Street, Benstra Building, Arcadia, Pretoria.  
**FOR ATTENTION** : Ms E Lethole

#### **OTHER POSTS**

**POST 21/84** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: Q9/2022/35**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Pretoria National Office  
**REQUIREMENTS** : An undergraduate degree (NQF Level 7 as recognized by SAQA) in Human Resource Management or Human Resource Development. 3 to 5 years' relevant experience in the human resource development/training field. A valid driver's license and ability to drive. Knowledge requirements: Knowledge and understanding of legislative frameworks within the human resource development area. Ability to implement projects and understanding of PFMA and procurement processes. Public Service Code of Conduct. South African Qualification Authority (SAQA) and related legislation. Understanding of government priorities governing skills programme(s). Skills Development Legislation. Skills required: Competencies: Applied Strategic Thinking, Customer Focus and Responsiveness, Impact and influence, managing interpersonal conflict and resolving problems and Networking and building relationships.

**DUTIES** : Compile and submit the Quarterly Monitoring Report, Workplace Skills Plan/Annual Training Report: Administer the process to perform skills audit and need analysis. Implement the Workplace Skills Plan and training programmes. Identify training intervention in line with the skills audit/need analysis undertaken. Administer the Quarterly Monitoring Report, Work Place Skills Plan & Annual Training Report. Liaise with relevant SETA's. Serve as a secretary to the Departmental Training Committee. Administer and implement departmental unemployed youth development programmes: Administer and coordinate WIL programme and internship. Facilitate the appointment of WIL learners and interns. Identify, train and support mentors. Monitor learners and interns and compile progress report(s). Draft project implementation plan to SETA's and submit to supervisor. Coordinate, facilitate and monitor training intervention in the Department: Facilitate compulsory induction programme and departmental induction to employees. Coordinate management development programme. Develop and submit training specifications to Supply Chain Management. Compile submission for approval of training interventions. Administer and maintain effective database for training plans and reports. Administer Departmental Bursary scheme: Draft and advertise departmental bursary programme internally. Facilitate bursary briefing

		session(s)/workshop(s) to newly awarded bursary prior to signing of contracts. Prepare institution and textbook payments for bursary holders. Conduct bursary audits. Facilitate the amendment/development of Human Resource Development Policies and procedures: Gather relevant information. Identify policy gaps and incorporate inputs/amendments. Consult with relevant stakeholders. Analyze policy directives and draft HR Development Circulars. Provide inputs in the development of policies and procedures. Assist in the drafting of departmental HRD Strategy and Implementation Plan(s).
<b><u>ENQUIRIES</u></b>	:	Mr V Maphalala Tel No: 012 399 0000
<b><u>APPLICATIONS</u></b>	:	Independent Police Investigative Directorate, Private Bag X941 Pretoria, 0001 or hand deliver to 473 Stanza Bopape Street, Benstra Building, Arcadia, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms E Lethole
<b><u>POST 21/85</u></b>	:	<b><u>ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: Q9/2022/36</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria National Office
<b><u>REQUIREMENTS</u></b>	:	An NQF level 7 as recognized by SAQA in Public Administration/Management or equivalent qualifications. 3-5 years at supervisory level in strategic management and planning environment. Skills and Competencies: Communication, Planning and organizing, Analytical thinking, Interpersonal relationships, Problem solving, Conflict management, Presentation, Report writing, Ability to work under pressure. Knowledge requirement: Sound knowledge of strategic planning process and system within the government framework for Managing Programme Performance Information. Sound knowledge of PFMA, Treasury Regulations, Policy framework for Government-wide M&E system, Framework for Strategic Plan and Annual Performance Plan, Public Service Regulations, Operational Management Framework, National Development Plan, Medium Term Strategic Framework (MTSF), Estimate of National Expenditure (ENE).
<b><u>DUTIES</u></b>	:	Develop/review planning policies, departmental planning processes and systems in line with relevant prescripts. Manage the departmental Strategic Plan, Annual Performance Plan and Operational Plan. Coordinate development and implementation of Service Delivery Implementation Plan and relevant documents in line with Operation Management Framework, Public Service Regulations, Directives and other relevant prescripts. Assist with audit matters related to planning function. Supervise subordinates.
<b><u>ENQUIRIES</u></b>	:	Ms I Hlalele Tel No: 012 27) 399 0068
<b><u>APPLICATIONS</u></b>	:	Independent Police Investigative Directorate, Private Bag X941 Pretoria, 0001 or hand deliver to 473 Stanza Bopape Street, Benstra Building, Arcadia, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms E Lethole/ MS S Letlape
<b><u>POST 21/86</u></b>	:	<b><u>ADMINISTRATION CLERK: TRANSPORT CLERK REF NO: Q9/2022/37</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Pretoria National Office
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate or equivalent. No experience required. Computer Literacy. A valid driver's license. Skills and competencies Report writing, Knowledge of Transport related policy, Understanding of Fleet Management, PFMA, Good communications skills, Problem solving skills, Interpersonal relations, Computer literacy, Conflict resolution, Communication skills, Typing skills, Integrity and honesty.
<b><u>DUTIES</u></b>	:	Administer the allocation and issuing Government departmental transport: Receive requisition for government of vehicle. Issue trip authorisation. Verify the requisition and documentation are complemented correctly. Update a database of vehicles, service intervals and history. Perform physical Inspection of the vehicle before and after allocation. Ensure safekeeping of logbook, petrol card and keys. Report utilization and mileage of vehicles. Maintain and repair Government and departmental transport: Regular inspect the government vehicles. Ensure the maintenance of vehicles and report for repairs. Report the loss of vehicle equipment such as jacks wheel spanner etc. On a regular basis keep the vehicles clean. General office administration support: Maintenance of duty register, Processing of miscellaneous personnel information pertaining to staff within the sub-directorate, obtaining quotations, Exercise inventory control, Requisitioning of supplies.

<b><u>ENQUIRIES</u></b>	:	Mr L Matshele Tel No: 012 399 0000
<b><u>APPLICATIONS</u></b>	:	Independent Police Investigative Directorate, Private Bag X941 Pretoria, 0001 or hand deliver to 473 Stanza Bopape Street, Benstra Building, Arcadia, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms E Lethole
<b><u>POST 21/87</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: Q9/2022/38</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	National Office
<b><u>REQUIREMENTS</u></b>	:	A grade 12 certificate. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge and understanding of the legislative framework governing the Public service knowledge of working procedures in terms of the working environment. Skills and competencies: Good verbal and written communication skills, Computer, Interpersonal relations, flexibility, teamwork, planning and organizing.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organize, store, capture and retrieve correspondence and date (line function) Update registers and statistics. Handle routine enquiries Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component, type letters and /or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholder in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchased of standard offices items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	Ms. I Hlalele Tel No: 012 399 0068
<b><u>APPLICATIONS</u></b>	:	Independent Police Investigative Directorate, Private Bag X941 Pretoria, 0001 or hand deliver to 473 Stanza Bopape Street, Benstra Building, Arcadia, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms E Lethole
<b><u>POST 21/88</u></b>	:	<b><u>DATABASE CLERK (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Free State Ref No: Q9/2022/39
<b><u>REQUIREMENTS</u></b>	:	Western Cape Ref No: Q9/2022/40
	:	Grade 12 with typing as a subject. One (1) to two (2) years clerical/administrative experience. A valid driver's license. Skills and Competencies: Job knowledge, Communication, Interpersonal relations, flexibility and teamwork. Computer skills, language skills, Planning and organizing skills, Good verbal and written Communication skills. Knowledge of clerical duties and practices as well as the ability to capture data, operating a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Update case files on the Case Management System. Update case developments on the Case Management System. Typing of documents, memoranda and reports. Follow-up on case developments/ handle routine enquiries with investigators. Update manual registers. Record keeping/filing of documents.
<b><u>ENQUIRIES</u></b>	:	Mr T Komphela Tel No: 051 406 6800/ Ms N Matintela Tel No: 021 941 4800
<b><u>APPLICATIONS</u></b>	:	<b>Free State:</b> Independent Police Investigative Directorate, Private Bag X20708 Bloemfontein, 9301 or hand deliver to 15 Cnr Andrew & Wesburger street, ground floor, standard Bank Building, Bloemfontein 9300. <b>Western Cape:</b> Independent Police Investigative Directorate, Private Bag X43 Bellville 7535 or hand deliver to Fintrust Building, 1st Floor Corner Petrusa & Mazzur Street, Bellville, 7530.

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>NOTE</u></b>	:	Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. 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 these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## OTHER POSTS

<b><u>POST 21/89</u></b>	:	<b><u>DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 2022/99/GP</u></b>
<b><u>SALARY</u></b>	:	R744 255 - R876 705 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Regional Office: Gauteng A Bachelor's Degree or National Diploma Labour Law/Relations, Human Resources Management or equivalent qualification; A minimum of 3 years' experience in Labour Relations of which at 3 years should be on managerial (Assistant Director) level. Knowledge and understanding of Public Service Legal Framework, Public Service Regulations, Labour legislation, government policies and procedures; A valid driver's license; Skills and Competencies: Financial management skills; Computer literacy (MS Word, Powerpoint, Outlook, Excel, etc); Negotiation skills; Research and analytical skills; Communication (verbal and written); Managerial and project management skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage and coordinate the handling of grievances, disputes, misconduct, disciplinary matters and arbitration matters; Manage the provisioning of labour relations system and support; Facilitate capacity building programmes in the labour relations fields; Facilitate the handling of appeals in the Region; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms B Mbanga Tel No: (011) 332 9000 Quoting the relevant reference number, direct your application to: Regional Office, Gauteng, Private Bag X 6, Johannesburg, 2000 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg
<b><u>POST 21/90</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 22/74/KZN</u></b>
<b><u>SALARY</u></b>	:	R744 255 – R876 705 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Regional Office, Durban



<b><u>REQUIREMENTS</u></b>	:	A recognized and appropriate three-year tertiary qualification in Human Resources Management (NQF6) or equivalent qualification; A minimum of 3 years' experience in Human Resource of which 3 years should be on managerial (Assistant Director) level; Knowledge and understanding of HR related prescripts; In depth knowledge in all aspects of Human Resource Management; A valid driver's license, Skills and Competencies: Strategic management abilities; Communication (verbal and written); Project and financial management; Planning and organizing (including time management); Presentation and facilitation skills; Diversity management; Computer literacy (MS Office); Ability to work under pressure and meet deadlines; Accuracy and attention to details.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage and coordinate the recruitment and selection processes; Manage human resource processes such as appointments and transfers; Manage service benefits and organizational performance ; Provide effective people management within the sub-directorate; Provide advice to EXCO on pertinent issues relating to area of specialty.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M.P. Khoza Tel No: (031) 372 3000
	:	Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
<b><u>POST 21/91</u></b>	:	<b><u>COURT MANAGER REF NO: 88/22EC</u></b>
<b><u>SALARY</u></b>	:	R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate, Tsolo
	:	A three (3) year qualification in Public Administration/Management /or a National Diploma/ Degree/ NQF level 6 in Service Management (NQF Level 5) plus module in Case Flow Management or equivalent qualification; Three (3) years managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's licence. Skills and Competencies: Computer literacy; Communication skills; Motivation skills; Planning and organizing skills; Presentation skills; Financial management skills; Decision making skills; Loyalty and honesty; ability to work under pressure; Team leadership; Management of interpersonal conflict and problems solving; Customer focus and responsive.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements ; Manage service level agreements.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms N Nghona Tel No: (043) 702 7000 / 7138
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
<b><u>POST 21/92</u></b>	:	<b><u>ASSISTANT DIRECTOR: THIRD PARTY FUNDS REF NO: 22/VA49/NW</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Regional Office - NW
	:	An appropriate Degree/Diploma in Financial Management or equivalent qualification, with Accounting as a major subject; A minimum of 3 (three) years working experience in a finance environment, of which 3 years should be at supervisory level; A valid driver's license. Knowledge of Public Financial Act and National Treasury Regulations, Knowledge of Justice Administered Act, Regulations; GRAP, Financial Instruction and Directives, Knowledge of Departmental TPF system. Skills and Competencies: Planning, organizing, Controlling, Interpersonal relations, Ability to implement internal systems and controls; Problem solving skills and analysis, Listening skills, Team work, Communication skills, Computer literacy, Customer focus and responsiveness,

		Ability to work under pressure, Ability to work in a team and independently, Creative and Innovation skills, Financial management skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage sound financial management of the Third – Party Funds (TPF), Provide financial support and advice to Regional Office and Magistrate Offices in the Region, Provide effect people management.
<b><u>ENQUIRIES</u></b>	:	Ms. L Shoi Tel No: (018) 397 7054
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.
<b><u>POST 21/93</u></b>	:	<b><u>PERSONAL ASSISTANT: OFFICE OF THE CHIEF FINANCIAL OFFICER</u></b> <b><u>REF NO: 22/121/CFO</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Secretarial Diploma or equivalent qualification at (NQF level 5); A minimum of 3 years' experience in rendering a support services to Senior Management; Knowledge of relevant Public Service and Departmental legislation/ prescripts/ policies and procedures; Knowledge of financial, provisioning and Human Resource administration procedures and processes; Skills and Competencies: Communication skills (verbal and written); Interpersonal and organizational skills; Computer literacy; Numerical skills; Writing skills; Presentation skills; Problem solving; Creative and analytical thinking; Ability to work under pressure and meet deadlines; Ability to do research and analyse documents.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide secretarial/ receptionist support services to the Chief Financial Officer; Provide clerical support services; Render administrative support services; Provide support to manager regarding meetings; Support manager with the administration of the manager's budget; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager.
<b><u>ENQUIRIES</u></b>	:	Mr. J Maluleke Tel No: (012) 315 1090
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.

**DEPARTMENT OF MINERAL RESOURCES AND ENERGY**

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

<b><u>APPLICATIONS</u></b>	:	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
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>NOTE</u></b>	:	Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of the Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from <a href="http://www.gov.za">www.gov.za</a> and <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> . All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application, failure to do so, will result in the job application being disqualified. Job applicant for SMS positions should note that all shortlisted candidates for SMS posts will be expected to prepare themselves for a technical exercise(s) as part of the Interviews. After the interviews the selection panel will recommend candidates to attend a generic managerial competency assessment. If an invitation for 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, criteria for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. With regard to SMS posts, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <a href="https://www.thensg.gov.za">https://www.thensg.gov.za</a> . 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 any advertised post at any stage of the recruitment process.

**MANAGEMENT ECHELON****POST 21/94****DIRECTOR: MINE SAFETY REF NO: DMRE/2085**

Re-advert, candidates who are applied previously are encourage to re-apply.

**SALARY  
CENTRE  
REQUIREMENTS**

R1 073 187 per annum (Level 13), (all-inclusive package)  
Head Office, Pretoria  
Bachelor Degree (Mining Engineering, Electrical/Mechanical Engineering or relevant) (NQF Level 7) Plus, Certificate for Mine Environment; or Mine Manager's Certificate of Competency/or Mine Surveyor's Certificate of Competency PLUS Certificate for entry into the SMS Plus the following

	competencies Knowledge of: In depth understanding and knowledge of the Mine Health and Safety, Knowledge of the policy regime affecting the minerals and mining industry; Government policy and legislations Skills: Problem solving, Communication (Verbal, written, liaison), Influencing skills, Negotiation skills, Proven management skills, Management & Organisation skills, Advanced analytical skills, Good interpersonal relations at all levels, Conflict management skills, Creativity and innovation, Numerical, Organising and coordinating, Facilitation and implementation, Financial management, Negotiation and consultation skills, Problem solving and analysis, Strategic capability and leadership, Change management; Thinking Demands: Creative/Innovative thinker, Logical, Objective, Accurate, Diplomatic.
<b><u>DUTIES</u></b>	: Ensure/provide specialist advice/information in respect of occupational safety related matters as well as the status of occupational safety in the mining industry. Ensure research and benchmarking of the status of occupational safety in the mining industry with international counterparts/countries in order to identify training and policy needs. Ensure quality assurance of the Mine Health and Safety Inspectorate processes and outputs (e.g. inspections, audits, investigations and enquiries). Ensure /Assist with the technical aspects of standards, legislation and specifications. Manage the collection, storage and dissemination of information. Chair/participate in various statutory and other commitments/forums. Manage Directorate. Recommendation/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <a href="https://www.thensg.gov.za">https://www.thensg.gov.za</a> . Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.
<b><u>ENQUIRIES</u></b>	: Mr X Mbonambi Tel No: 082 787 3369

#### **OTHER POSTS**

<b><u>POST 21/95</u></b>	: <b><u>DEPUTY DIRECTOR: GAS POLICY REF NO: DMRE 2086</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R882 042 per annum (Level 12), (all-inclusive package) : Head Office, Pretoria : B-Tech or Degree in Chemical/ Metallurgical /Process Engineering; Natural Science; Economics; Environmental Science/ Management; Geology Management Science; LLB (NQF Level 7) with minimum of 3 years' experience at a junior management level in the gas sector PLUS the following competencies Knowledge of Policy Development Process, Detailed knowledge of Energy Sector, Process management, Financial Management, Departmental policies and procedures, Other government department policies (especially economic cluster) Skills: Planning and organising, Project Management, Communication (verbal & written) Policy Analysis and Development, Computer, Presentation skills, Interpersonal skills, Language skills, Thinking Demands: Analytical, Creativity, Decision reasoning/making.
<b><u>DUTIES</u></b>	: Plan and develop policy initiatives relating to gas sector. Analyse and evaluate existing gas policy and formulate future policy options and initiatives. Interact and consult appropriate government and non-government agencies and key industry or sector stakeholders on the process of developing/proposing gas policies. Conduct policy presentations and represent the department at various forums or workshops on gas sector policy related matter. Monitor, analyse and report on the effectiveness of policy initiatives as implemented and applied within the gas sector. Draft and amend legislation and/or develop and review regulations in relation to energy efficiency and electricity industry. Provide managerial activities. Recommendation/Note
<b><u>ENQUIRIES</u></b>	: Mr L Themba Tel No: (012) 406 7844
<b><u>POST 21/96</u></b>	: <b><u>INSPECTOR: OCCUPATIONAL HYGIENE REF NO: DMRE/2087</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R744 255 per annum (Level 11), (all-inclusive package) : Kwa-Zulu Natal Region, Durban : National Diploma in Occupational Hygiene/ Environmental Health/ Environmental Management (NQF level 6) PLUS Certificate on Mine Environmental Control, coupled with 3 years' experience in occupational hygiene. Driver's license. 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.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	: Ms M Sebitloane Tel No: (031) 335 9626
<b><u>POST 21/97</u></b>	: <b><u>INSPECTOR: OCCUPATIONAL HYGIENE REF NO: DMRE/2088</u></b>
<b><u>SALARY</u></b>	: R744 255 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	: North -West Region, Klerksdorp
<b><u>REQUIREMENTS</u></b>	: National Diploma in Occupational Hygiene/ Environmental Health/ Environmental Management (NQF level 6) PLUS Certificate on Mine Environmental Control, coupled with 3 years' 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.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	: Mr J Melembe Tel No: (018) 487-4300
<b><u>POST 21/98</u></b>	: <b><u>INSPECTOR: OCCUPATIONAL HYGIENE REF NO: DMRE/2089</u></b>
<b><u>SALARY</u></b>	: R744 255 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	: Northern Cape Region, Kimberley
<b><u>REQUIREMENTS</u></b>	: National Diploma in Occupational Hygiene/ Environmental Health/ Environmental Management (NQF level 6) PLUS Certificate on Mine Environmental Control, coupled with 3 years' 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.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	: Mr T Mateta Tel No: 079 983 2024
<b><u>POST 21/99</u></b>	: <b><u>INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2090</u></b>
<b><u>SALARY</u></b>	: R744 255 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	: Northern Cape Region, Kimberley
<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>	: Mr T Mateta Tel No: 079 983 2024
<b><u>POST 21/100</u></b>	: <b><u>ASSISTANT DIRECTOR: PETROLEUM POLICY REF NO: DMRE/2091</u></b>
<b><u>SALARY</u></b>	: R477 090 per annum (Level 10)
<b><u>CENTRE</u></b>	: Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	: 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.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	:	Ms V Mahotas Tel No: 012 406 7442
<b><u>POST 21/101</u></b>	:	<b><u>ASSISTANT DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: DMRE/2092</u></b>
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Northern Cape Region, Kimberley
<b><u>REQUIREMENTS</u></b>	:	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>	:	M E Leqheku Tel No: (053) 807 1700
<b><u>POST 21/102</u></b>	:	<b><u>ASSISTANT DIRECTOR: SYSTEMS APPLICATIONS REF NO: DMRE/2093</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.
<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 Tel No: (071) 475 8433
<b><u>NOTE</u></b>	:	Candidates will be required to write competency test
<b><u>POST 21/103</u></b>	:	<b><u>SOCIAL AND LABOUR PLAN OFFICER REF NO: DMRE/2094</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Eastern Cape Regional Office, Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	An appropriate bachelor's degree, B-Tech degree or Advanced Diploma in development economics, social science, industrial science with 1-2 years relevant experience and a valid 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.
<b><u>DUTIES</u></b>	:	Register 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.
<b><u>ENQUIRIES</u></b>	:	Ms A Fetsha Tel No: (041) 403 6611
<b><u>POST 21/104</u></b>	:	<b><u>ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: DMRE/2095</u></b> Re-advert, applicants who applied previously are encouraged to re-apply.
<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 Management Services/ Operations Management/ Production Management/ Bachelor's degree in Industrial Organisational Psychology / Behavioural Science (NQF 6). Certificate in Job Evaluation Analysis will be added advantage with minimum of 1 year experience in work study and organisational development environment Knowledge: Basic knowledge and understanding of Policies, prescripts regulations, withe papers, public admin. Work study and work technique: information gathering and analysis, effective procedure and method, basic research, problem solving, design/ redesign of processes forms etc. Organisational development and job descriptions and specifications. Organisational development and job descriptions and specifications. Development of organisational structures.
<b><u>DUTIES</u></b>	:	Undertake organisational and post establishment investigations and advice management in this regard. Conduct job analysis and job evaluation (JE). Facilitated the implement of operations management framework. Administer post establishment. Facilitate/ coordinate change management interventions. Design forms for the DMRE.
<b><u>ENQUIRIES</u></b>	:	Mr C Ramoshaba Tel No: 012 444 3724
<b><u>POST 21/105</u></b>	:	<b><u>ADMINISTRATION CLERK: TRAVEL MANAGEMENT REF NO: DMRE/2096</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (NQF 4) PLUS the following competencies: Knowledge of: Public Finance Management Act, Treasury Regulation. Basic Condition of Employment Acts, Basic Accounting System, PERSAL Skills: Computer literacy, good and written communication skills. Numerical /financial skills Thinking Demands: Problem solving, creativity, ability to negotiate, report writing.
<b><u>DUTIES</u></b>	:	Receive and analyse request for travelling and accommodation for compliance. Maintain proper filling system for the section. Render general clerical support services. Follow-up on documentation after emergency bookings and check the completeness of document received from travel agencies /according to travel agency's records. Process request into orders for both local and international travelling. Identify incidences for non- compliance, irregularity, fruitless and wasteful expenditure and follow up with officials and report to the relevant authority.
<b><u>ENQUIRIES</u></b>	:	Mr C Matseba Tel No: 012 406 7729
<b><u>POST 21/106</u></b>	:	<b><u>ACCOUNTING CLERK: CASHIER REF NO: DMRE/2097</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (NQF 4) PLUS the following competencies: Knowledge of: Public Finance Management Act, Treasury Regulations. DoRA, Basic Accounting System, Grap L Skills: Computer literacy, good and written communication skills. Numerical /financial skills, Public Finance Management Act. Thinking



**DUTIES**

Demands: Innovative thinker. Self-driven. Customer oriented. Ability to perform well under pressure. Team player.

: Issuing of petty cash. Receiving of Revenue. Capturing of Head Office and assisting Regional Office's. Follow up on unreturned requests. Reconciliation of revenue received. Replenishment of petty cash, Bookkeeping and safeguarding of documents.

**ENQUIRIES**

: Mr E Gilana Tel No: 012 444 3018

**MUNICIPAL INFRASTRUCTURE SUPPORT AGENT**

*The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations and maintenance.*

**NOTE**

- : For All Applications: All applicants must be SA citizens/ permanent residents. Applications must be submitted on new Z83 form obtainable from any public service department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom>. Applicants are NOT required to submit copies of qualifications and other relevant documents on application BUT must submit new Z83 application form and must be accompanied by a recently updated comprehensive CV with contactable references. Communication by HR 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 the communication from HR. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign new Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender and disability will receive preference. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Note: all shortlisted candidates for Senior Management Service posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to competency assessment and security clearance and one of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. NB: MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria and other provinces. Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates could be expected to complete management competency assessments.

**MANAGEMENT ECHELON****POST 21/107**

- : **CHIEF DIRECTOR: PROJECT MANAGEMENT REF NO: MISA/CD-PM/01**

**SALARY  
CENTRE  
REQUIREMENTS**

- : R1 269 951 – R1 518 396 per annum, total cost package  
: MISA Head Office  
: An appropriate Degree in Built Environment or equivalent qualification at NQF level 7. Pre-entry SMS certificate, for further details on course visit: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Post graduate qualification as added advantage, with six (6) to ten (10) years' experience in project and programme management at a senior management level. Core Competencies: Strategic Capacity and Leadership. People management and Empowerment. Expert-level knowledge in Programme, Project Management and Change Management. Financial Management (Budget, cost, and profitability management skills). Resilience and resourcefulness. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical competencies: In depth knowledge and understanding of: Engineering and professional judgement. Contract Management. Engineering, legal, and operational compliance. Engineering operational communication. Government systems and structures. Co-operative governance systems and legislation. Local government transformation. Knowledge of local socio-economic infrastructure.

**DUTIES**

- : The successful candidate will perform the following duties: Establish institutional project and programme management capabilities for enhanced

and effective municipal infrastructure development support. Oversee institutional project, programme and portfolio management in line with the approved standards, procedures and methodologies. Coordinate Inter-Governmental Relations programmes and initiatives as well as guide multiple-stakeholder relations on municipal infrastructure development. Oversee, guide, and monitor institutional Project management governance. Oversee Project Portfolio tracking, monitoring & reporting. Oversee and guide MISA's interventions and project/programme prioritization in relation to municipal infrastructure development. Key Responsibility Areas Managing Project and Programme Delivery. Managing Project and Programme Governance. Managing Programme Communications and Change Management. Managing Internal & external Stakeholders within the Inter-Governmental Programmes and initiatives. Project Management Team Leadership. Project Tracking & Monitoring. Project Prioritization. Knowledge Management.

**ENQUIRIES** : Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379  
**APPLICATIONS** : Please forward your application, quoting the relevant reference number, to [MISA-CD-PM-01@misa.gov.za](mailto:MISA-CD-PM-01@misa.gov.za)  
**CLOSING DATE** : 27 June 2022

#### **OTHER POSTS**

**POST 21/108** : **SPECIALIST ENGINEER: WATER AND SANITATION REF NO: MISA/SEWS/09**

**SALARY** : R1 558 839 – R2 228 358 per annum, total cost package, (OSD)  
**CENTRE** : Misa Head Office, Centurion  
**REQUIREMENTS** : An appropriate Master's degree in Civil Engineering, Specializing in Water and Sanitation or equivalent relevant qualification with Ten (10) years post-qualification experience in Civil Engineering and registered as Professional Engineer/Technologist with ECSA. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge, Engineering and professional judgement, Contract Management, Knowledge of local socio-economic infrastructure, Engineering, legal and operational compliance and Engineering operational communication.

**DUTIES** : The successful candidate will perform the following duties: Provide support on specialized water and sanitation engineering services in accordance with South African Policies, Act, Regulations, and Industry Guidelines following MISA and Municipal Norms and Practices, Design new systems to solve complex engineering challenges and improve efficiency and enhance safety, Lead and coordinate advance research or knowledge application, provide expert advice on specialized engineering field, Develop and review municipal sector master plans.

**ENQUIRIES** : Ms Nommiselo Mtini/Ms Fulufhelo Museisi Tel No: 012 848 5305/5379  
**APPLICATIONS** : Please forward your application, quoting the relevant reference number, to [MISA-SEWS-09@misa.gov.za](mailto:MISA-SEWS-09@misa.gov.za)

**POST 21/109** : **PROFESSIONAL ENGINEER (CIVIL) REF NO: MISA/NW-MP/02 (X2 POSTS)**

**SALARY** : R744 255 – R876 705 per annum, total cost package  
**CENTRE** : North-West, Mpumalanga  
**REQUIREMENTS** : An appropriate Degree in Civil Engineering (B Eng/ BTech Eng) or relevant qualification at NQF 7, with Three (3) years post-qualification experience in Civil Engineering and registered as professional Engineer/ Technologist with ECSA. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge. Engineering and professional judgement. Contract

<b><u>DUTIES</u></b>	:	management. Knowledge of local socio-economic infrastructure. Engineering, legal, and operational compliance. Engineering operational compliance.
	:	The successful candidate will perform the following duties: Provide support on Civil Engineering services in accordance with South African Policies, Acts, Regulations, and industry guidelines following MISA and Municipal Norms and Practices. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation, and operation & Maintenance requirement of municipalities. Support municipalities on infrastructure life cycle covering Pre-feasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including procurement, programme/ project, and contract management. Support in the development, review, and the implementation of municipal sector master plans.
<b><u>ENQUIRIES</u></b>	:	Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, MISA-NW-MP-02@misa.gov.za
<b><u>POST 21/110</u></b>	:	<b><u>DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: MISA/DD/RM/03</u></b>
<b><u>SALARY</u></b>	:	R744 255 – R876 705 per annum, total cost package
<b><u>CENTRE</u></b>	:	MISA Head Office, Centurion
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma or Degree in Risk Management/ Internal Audit or equivalent relevant qualification at NQF level 6 with 3-5 years' relevant experience in Risk Management. Process Competencies: Applied strategic thinking. Problem Solving and decision making. Project Management. Developing others. Team leadership. Diversity Management. Communication & Information Management. Technical Competencies: Treasury Audits. Risk assessment. Risk Management and Auditing practices. The Public Finance Management Act. Laws, regulations, legislation effecting public sector. Corporate Governance guidelines. Development of policies and strategies.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Provide strategic guidance on the development, implementation and maintenance of risk management frameworks, strategies, and policies, include Fraud Prevention Plan. Manage a gap analysis of the Organisation Enterprise Risk Management process and perform reviews of the risk management process to improve the existing department processes. Compile a risk register on an annual basis and develop systems to facilitate risk monitoring and risk improvements. Align the risk management process to strategic objectives and business plans of the Organisation. Monitor, evaluate and report on the status of risk management and adherence to risk management processes within the Organisation. Provide guidance on the implementation of Business Continuity Management. Provide guidance on the Development and implementation of ethics management strategy. Coordinate Remuneration work outside the Public Service processes and systems. Facilitate and provide guidance on disclosure of financial interest. Manage and monitor the gift register.
<b><u>ENQUIRIES</u></b>	:	Ms Fulufhelo Museisi / Nommiselo Mtini Tel No: 012 848 5379/ 5305
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to MISA-DD-RM-03@misa.gov.za
<b><u>POST 21/111</u></b>	:	<b><u>SOFTWARE ENGINEER REF NO: MISA/SOF/MIPMIS/04 (X2 POSTS)</u></b> (12 Months Fixed Contract)
<b><u>SALARY</u></b>	:	R744 255 – R876 705 per annum, total cost package
<b><u>CENTRE</u></b>	:	MISA Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma, Bachelor's Degree in Computer Science, Software Engineering, or equivalent relevant qualifications at NQF level 6 holding Microsoft Certified Solutions Expert (MCSE), Microsoft Certified Solutions Developer (MCSD) and Hyper V qualification, and full technical proficiency in HTML5 and PHP with 3 – 5 years' experience in development and customization, and operation and maintenance of ICT based Software Engineering. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management. Technical competencies: In depth knowledge and understanding of: ICT system

	designing/developing with minimum 2 years' experience. ICT system customisation with minimum 2 years' experience. ICT project operation and maintenance position for minimum 2 years. C-sharp and ASP.net and QlikView. HTML% and PHP.
<b><u>DUTIES</u></b>	: The successful candidate will perform the following duties: maintenance and optimization of the MIPMIS front end (website). Maintenance and optimization of the MIPMIS modules: a) Infrastructure Module; b) Project module; c) Reporting modules; d) Back to basics module; e) Incident reporting module; f) Administration module. System and end-user support. System interface. System enhancement and development. Development of modules for Management of MISA businesses as and when required and operate and maintain the same. Database management. System training and advocacy.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379 : Please forward your application, quoting the relevant reference number, to: <a href="mailto:MISA-SOF-04@misa.gov.za">MISA-SOF-04@misa.gov.za</a>
<b><u>POST 21/112</u></b>	: <b><u>SYSTEM ENGINEER REF NO: MISA/SE/MIPMIS/05</u></b> (12 Months Fixed Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R744 255 – R876 705 per annum, total cost package : MISA Head Office, Centurion : An appropriate National Diploma, Bachelor's Degree in Information Technology and Communication (ICT) or equivalent relevant qualifications at NQF level 6 holding Microsoft Certified Solutions Expert (MCSE), and VMware and Hyper V certification equivalent relevant qualification with 3 – 5 years' experience in development and customization, and operation and maintenance MS Windows server 2002 SP 2 environment or higher associated ancillaries. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management. Technical competencies: In depth knowledge and understanding of: Knowledge ICT system designing/developing with minimum 2 years' experience. ICT system customisation with minimum 2 years' experience. ICT project operation and maintenance position for minimum 2 years. Managed a senior ICT position for minimum 2 years. Image deployment and data recovery.
<b><u>DUTIES</u></b>	: The successful candidate will perform the following duties: Installation, operation and maintenance of Windows server and security system. Installation, operation and maintenance of Microsoft SQL server and Hyper V. Configuration and maintenance of active directory and domain services. Management of system users (adding, removing and maintenance of system users). Server support, maintenance and hosting (primary and Back-up servers). Systems and end-user support. Systems interface (remote access). Systems enhancement and development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379 : Please forward your application, quoting the relevant reference number, to: <a href="mailto:MISA-SE-05@misa.gov.za">MISA-SE-05@misa.gov.za</a>
<b><u>POST 21/113</u></b>	: <b><u>ASSISTANT DIRECTOR: DATABASE MANAGER REF NO: MISA/DM/06 (X2 POSTS)</u></b> (12 Months Fixed Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R382 245 – R450 255 per annum, plus 37% in lieu of benefits : MISA Head Office, Centurion : An appropriate National Diploma, bachelor's degree in any Science Subject or equivalent relevant qualifications at NQF level 6 with 3 – 5 years' experience in the field of Infrastructure data management using web enabled system. Any ICT relevant qualification will be an added advantage. Core Competencies: Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Facilitation and Communication. Honesty and Integrity. Technical Competencies: In depth knowledge and understanding of: Data management using MS Excel minimum 2 years' experience. Data operator/management using web-based system minimum 2 years' experience.
<b><u>DUTIES</u></b>	: The successful candidate will perform the following duties: Coordinate Assist in managing the MIPMIS data management on day-to-day basis. Quality checking of the data submitted by municipalities and/ or end users and

		uploading the same, in applicable cases in the system for further use. End Users Support in using the system.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379
	:	Please forward your application, quoting the relevant reference number, to: <a href="mailto:MISA-DM-06@misa.gov.za">MISA-DM-06@misa.gov.za</a>
<b><u>POST 21/114</u></b>	:	<b><u>SUPPLY CHAIN PRACTITIONER REF NO: MISA/SCP/07</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 – R378 765 per annum
	:	MISA Head Office, Centurion
	:	An appropriate 3 year's National Diploma or Degree or equivalent qualification NQF Level 6 in Supply Chain Management/ Finance/ Commerce/ Public Management with 2-3 years' working experience in Supply Chain Management/ Procurement. Process, Client Orientation and Customer Focus, Communication (Verbal & Written), Reliability, Time Management, Interpersonal Relations, Planning and Organising and Teamwork. Technical competencies: In depth knowledge and understanding of: Supply Chain Management processes, Treasury Regulations, PFMA, PPPFA and BBBEE, Tender and Contract Administration.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Implement Supply Chain Management policy and ensure that all procurement of goods or services is in accordance with delegations and directives, Review Specifications and Terms of Reference received, Verify quotations batch for correctness, Perform Bid Administration functions including compiling of bid documents, advertising of bids, organising briefing sessions, administer opening of bid box, accurate recording of bids received and render secretariat services to the Bid Committees Maintain electronic and manual filling of bid documents, Maintain a requisitions, Purchase Orders and Bid Registers, Implement effective utilisation of Central Supplier Database, invite tenders and update the tender register, ensure compliance with SCM legislation and policies, Prepare management information and statistics and report as required, Monitor and follow up on outstanding requests and documents, Supervise and develop subordinates.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379
	:	Please forward your application, quoting the relevant reference number to: <a href="mailto:MISA-SCP-07-@misa.gov.za">MISA-SCP-07-@misa.gov.za</a>
<b><u>POST 21/115</u></b>	:	<b><u>SECRETARY REF NO: MISA/SEC02/08</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 – 207 681 per annum
	:	MISA Head Office, Centurion
	:	An appropriate Matric certificate and any other computer training course or qualification that will enable the person to perform the work satisfactorily. Core Competencies: Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Technical Competencies: Understanding of Public Service Regulations. Computer literacy.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Provides a secretarial support service to the Chief Financial Officer: Records appointments and events in the diary of the Chief Financial Officer; Type documents for the Chief Financial Officer: and other staff within the Chief Financial Officer: Operates office equipment like photocopiers. Provides Clerical support service to Chief Financial Officer: Liaise with travel agencies to make travel arrangements; Arrange meetings and events for the Chief Financial Officer: and staff in the Chief Financial Officer, Identifies venues, invites roles players, organize refreshments and sets up schedules for meetings and events; Processes the travel and subsistence claims for the Chief Financial Officer; Processes all invoices that emanate from the activities of the work of the Chief Financial Officer; Records basic minutes of the meetings of the Chief Financial Officer: where required; Drafts routine correspondence and reports; Does filling of documents for the Chief Financial Officer: and the Chief Financial Officer: where required; Administer matters like

the leave register and the telephone account; Receives, records and distributes all incoming and outgoing documents; Handles the procurement of standard items like stationery, refreshments, etc. Collects all relevant documents to enable Chief Financial Officer: to prepare for meeting. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Chief Financial Officer: Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly; Remains abreast with the procedures and processes that apply in the office of the Chief Financial Officer.

**ENQUIRIES**  
**APPLICATIONS**

- : Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379
- : Please forward your application, quoting the relevant reference number, to [MISA-SEC02-08@misa.za](mailto:MISA-SEC02-08@misa.za)

**NATIONAL PROSECUTING AUTHORITY**

*The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.*

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 28 June 2022
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant 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. Handwritten Z83 must be completed in BLOCK LETTERS. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.

**OTHER POSTS**

- POST 21/116** : **SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2022/240**  
National Prosecutions Service
- SALARY** : R997 764 per annum (total cost package) to R1 559 616 per annum (total cost package) (Level CM-1)
- CENTRE** : Head Office: Pretoria
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
- DUTIES** : Assist with the coordination of training and related duties in the NPS; provide strategic advice to the Co-ordinator for training, assist with the implementation of training initiatives in the NPS, tutor, train, mentor and manage Aspirant Prosecutors. Institute and conduct criminal proceedings on behalf of the state.



Perform any act incident thereto and carry out the duties and functions assigned to the prosecution under any Act and/or the policy manual and/or directives. Study case dockets. Decide on the institution of and conduct criminal proceedings. Attend to maintenance matters and inquest in the lower courts. Oversee the preparation of cases for court. Guide investigations. Consult with witnesses where applicable. Oversee the drafting of charge sheets or present State's case in court. Present evidence, cross examine and address the court inter alia, conviction and sentence. Perform all duties including administrative duties assigned by the Deputy Director of Public Prosecutions: Training sub-unit and/or the Deputy National Director: NPS in accordance with the code of conduct, policy and directives of the NPA. Manage performance of Aspirant Prosecutors. Guide and assist trainers of Aspirant Prosecutors towards achieving strategic objectives of the NPA. Deal with representations and complaints. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.

**ENQUIRIES** : Gija Maswanganyi Tel No: 012 845 6944  
**APPLICATIONS** : e mail Recruit2022240@npa.gov.za

**POST 21/117** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/241**  
Specialised Commercial Crime Unit  
(Re-advert)

**SALARY** : R997 764 per annum (total cost package) to R1 559 616 per annum (total cost package) (Level LP-9)

**CENTRE** : Mpumalanga  
**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation, of which 5 years must be as prosecutor/attorney in the Regional court/High court. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law, money laundering and corruption/bribery including the relevant legislations. The ability to act independently. Strong computer skills will be required.

**DUTIES** : Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State. Ensure that accurate stats and governance is complied with at all times. Building and maintaining relationship with stakeholders.

**ENQUIRIES** : Tebogo Mashile Tel No: 013 045 0686  
**APPLICATIONS** : e mail Recruit2022241@npa.gov.za

**POST 21/118** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/242**  
National Prosecutions Service

**SALARY** : R997 764 per annum (total cost package) – R1 559 616 per annum (total cost package) (LP-9)

**CENTRE** : DPP: Mmabatho (OCC)  
**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and

		communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required.
<b><u>DUTIES</u></b>	:	Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State. Participate in the performance assessment of staff being mentored.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Flora Kalakgosi Tel No: 018 381 9041
	:	e mail <a href="mailto:Recruit2022242@npa.gov.za">Recruit2022242@npa.gov.za</a>
<b><u>POST 21/119</u></b>	:	<b><u>DEPUTY DIRECTOR: COURT PREPARATION REF NO: RECRUIT 2022/244</u></b> National Prosecutions Service
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R882 042 per annum (MMS Level 12), (total cost package)
	:	Pretoria: Head Office
	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science/ Behavioural Studies or equivalent. At least five years working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<b><u>DUTIES</u></b>	:	Oversee the Ke Bona Lesedi Court Preparation programme provided by Court Preparation Managers/Coordinators and Court preparation officers within the NPA. To mentor, coach, ensure effective transfer of skills to the Court Preparation Component. Give guidance to the DPP/Governance Coordinators/DPP/Chief Prosecutors/SPP/Court Preparation Managers and Court Preparation Officers where required. Ensure compliance with legislation, case law, standards and guidelines for the establishment, roll out and management of court preparation services for the prevention of secondary traumatised and enhanced prosecution. Ensure policy and guidelines are implemented for good governance and quality assurance of the component. Oversee implementation of the PEACE model and Victim Impact Statements facilitated by Court Preparation Officers for Court Preparation in all courts. Lead staff towards achieving the strategic goals of the NPA. Ensure the equipping of Court Preparation Officers with professional tools for quality age appropriate services. Deal with representations and complaints. Oversee the training component of the Court Preparation Programme. Contribute towards the management and implementation of the Victim's Charter and Victim Impact Statements. Promote partner integration, community involvement and customer satisfaction in conjunction with partners within the criminal justice system. Liaise with internal and external stakeholders. Act as an ambassador for the Ke Bona Lesedi Court Preparation Component. Perform all duties related thereto and duties assigned by the DDPP.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Gija Maswanganyi Tel No: 012 845 6944
	:	e mail <a href="mailto:Recruit2022244@npa.gov.za">Recruit2022244@npa.gov.za</a>
<b><u>POST 21/120</u></b>	:	<b><u>REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2022/246</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R859 752 per annum (total cost package) to R1 405 245 per annum (total cost package) (Level SU-3)
<b><u>CENTRE REQUIREMENTS</u></b>	:	CPP: Polokwane (Mankweng)
	:	An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills.

<b><u>DUTIES</u></b>	:	Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Thuba Thubakgale Tel No: 015 045 0285
	:	e mail <a href="mailto:Recruit2022246@npa.gov.za">Recruit2022246@npa.gov.za</a>
<b><u>POST 21/121</u></b>	:	<b><u>STATE ADVOCATE REF NO: RECRUIT 2022/243</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)
<b><u>CENTRE REQUIREMENTS</u></b>	:	CPP: Durban (Umlazi)
	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.
<b><u>DUTIES</u></b>	:	Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Sibongiseni Ngcamu Tel No: 031 334 5068
	:	e mail <a href="mailto:Recruit2022243@npa.gov.za">Recruit2022243@npa.gov.za</a>
<b><u>POST 21/122</u></b>	:	<b><u>STATE ADVOCATE REF NO: RECRUIT 2022/245 (X3 POSTS)</u></b> Specialised Commercial Crime Unit
<b><u>SALARY</u></b>	:	R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Kimberley
	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently.
<b><u>DUTIES</u></b>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue

cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES** : Nicholas Mogongwa Tel No: 53 807 4539  
**APPLICATIONS** : e mail [Recruit2022245@npa.gov.za](mailto:Recruit2022245@npa.gov.za)

**POST 21/123** : **BUSINESS INTELLIGENCE ANALYST REF NO: RECRUIT 2022/247**  
 Information Systems Management- System Development and Maintenance

**SALARY** : R477 090 per annum (Level 10), (excluding benefits)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in IT or equivalent. Minimum five years' relevant experience in Business Intelligence. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Knowledge of ITIL (Information Technology International Library) framework. Computer programming/coding skills in C#. NET, ASP.NET and NET. JavaScript, HTML5, CSS, XML, jQuery, SQL Server, and Web Services. Project Management skills. Research, presentation and facilitation. Strategic planning skills. Knowledge management. Ability to formulate targets and indicators. Service delivery and innovation skills. Valid driver's licence.

**DUTIES** : Provide Business Intelligence reports and tools. Perform SQL queries, design, code, test, and aggregate the results to create useful information. Provide technical documents on database content. Map various databases used in the organization. Develop, design, and analyse data architecture and data warehouses. Collaborate with IT department in deploying software and hardware upgrades to leverage big data use. Create or discover new data procurement and processing programs. Oversee the deployment of data to the data warehouse. Review and validate customer data as and when collected. Review customer files to ensure integrity of data collection and utilization. Monitor analytics and metrics results. Implement new data analysis methodologies. Perform data profiling to identify and understand anomalies.

**ENQUIRIES** : Obert Masango Tel No: 012 845 7058  
**APPLICATIONS** : e mail [Recruit2022247@npa.gov.za](mailto:Recruit2022247@npa.gov.za)

**POST 21/124** : **SYSTEM DEVELOPER: CRM DYNAMICS REF NO: RECRUIT 2022/248**  
 Information Systems Management- System Development and Maintenance

**SALARY** : R321 543 per annum (Level 08), (excluding benefits)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in IT or equivalent. Minimum three years' relevant experience in Microsoft Sharepoint development. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Knowledge of ITIL (Information Technology International Library) framework. Computer programming/coding skills in C#. NET, ASP.NET and NET. JavaScript, HTML5, CSS, XML, jQuery, SQL Server, and Web Services. Project Management skills. Research, presentation and facilitation. Strategic planning skills. Knowledge management. Ability to formulate targets and indicators. Service delivery and innovation skills. MS Office suite, MS Word, Excel, Outlook, PowerPoint, MS Project. Valid driver's licence.

**DUTIES** : Collaborate with software developers, business analysts and IT professionals. Implement Microsoft Dynamics CRM solutions. Develop and maintain a platform roadmap. Customize the system to meet the business needs. Integrate existing systems and services into the CRM architecture. Assist with the deployment and implementation of new software / hardware. Design solutions based on business requirements and end user input. Present design ideas to project sponsors. Develop user documentation for new functions. Provide training to users on the use of new functions. Advise on the use of Microsoft Stack to enable business capabilities. Build and Test Solutions and Customizations to MS Dynamics CRM. Build and Test JavaScript to enhance user experience. Build and Test Plug-ins to enable specific user functions.

<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Obert Masango Tel No: 012 845 7058
	:	e mail <a href="mailto:Recruit2022248@npa.gov.za">Recruit2022248@npa.gov.za</a>
<b><u>POST 21/125</u></b>	:	<b><u>WEB DEVELOPER REF NO: RECRUIT 2022/249</u></b>
		Information Systems Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum (Level 08), (excluding benefits)
	:	Pretoria Head Office
	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in IT or equivalent. Minimum three years' relevant experience in Microsoft Sharepoint development. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Knowledge of ITIL (Information Technology International Library) framework. Computer programming/coding skills in C#. NET, ASP.NET and NET. JavaScript, HTML5, CSS, XML, jQuery, SQL Server, and Web Services. Project Management skills. Research, presentation and facilitation. Strategic planning skills. Knowledge management. Ability to formulate targets and indicators. Service delivery and innovation skills. MS Office suite, MS Word, Excel, Outlook, PowerPoint, MS Project. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Design, build and maintain website and web applications. Develop and validate test routines and schedules to ensure test cases mimic external interfaces and address all browser and device types. Conduct website updates. Design website content and guide the content producer on the development of the website. Provide maintenance on the latest Web applications and programming practices. Back up files from Web sites to local directories for recovery. Identify problems through customer feedback and refer identified problem to appropriate personnel for correction. Determining user needs by analyzing technical requirements. Evaluate codes to ensure browsers, devices and operating systems are properly structured and compatible with industry standards.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Obert Masango Tel No: 012 845 7058
	:	e mail <a href="mailto:Recruit2022249@npa.gov.za">Recruit2022249@npa.gov.za</a>
<b><u>POST 21/126</u></b>	:	<b><u>SYSTEM DEVELOPER: MICROSOFT SHAREPOINT REF NO: RECRUIT 2022/250</u></b>
		Information Systems Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum (Level 08), (excluding benefits)
	:	Pretoria Head Office
	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in IT or equivalent. Minimum three years' relevant experience in Microsoft Sharepoint development. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Knowledge of ITIL (Information Technology International Library) framework. Computer programming/coding skills in C#. NET, ASP.NET and NET. JavaScript, HTML5, CSS, XML, jQuery, SQL Server, and Web Services. Project Management skills. Research, presentation and facilitation. Strategic planning skills. Knowledge management. Ability to formulate targets and indicators. Service delivery and innovation skills. MS Office suite, MS Word, Excel, Outlook, PowerPoint, MS Project. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Collaborate with software developers, business analysts and IT professionals to implement Microsoft SharePoint solutions. Configure NPA's SharePoint systems to specified requirements. Meet with the design team to review website and application requirements. Maintain and update SharePoint applications. Provide systems training to staff and customers. Develop new web components using XML, .NET, SQL, C# and various programming languages. Design, code, and implement scalable applications. Testing and debugging code. Extend SharePoint functionality by developing forms, web parts and application technologies. Review website interface and software stability. Troubleshoot software issues.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Obert Masango Tel No: 012 845 7058
	:	e mail <a href="mailto:Recruit2022250@npa.gov.za">Recruit2022250@npa.gov.za</a>

<b><u>POST 21/127</u></b>	:	<b><u>COURT PREPARATION OFFICER REF NO: RECRUIT 2022/251</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07), (excluding benefits)
<b><u>CENTRE</u></b>	:	DPP: Mmabatho
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Social Science/Behavioural Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.
<b><u>DUTIES</u></b>	:	Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
<b><u>ENQUIRIES</u></b>	:	Flora Kalakgosi Tel No: 018 381 9041
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022251@npa.gov.za">Recruit2022251@npa.gov.za</a>

## OFFICE OF THE CHIEF JUSTICE

**APPLICATIONS**

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

**Kimberley:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300. Applications can also be hand delivered to: The High Court, Sol Plaatje Drive, Room.

**CLOSING DATE**

: 28 June 2022

**NOTE**

: All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (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 committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

**ERRATUM:** Kindly note that 2 posts of Judge's Secretary , Ref no: 2022/83/OCJ: Mpumalanga Division of the High Court: Middelburg, advertised in the Public Service Vacancy Circular no. 20 of 2022, dated 03 June 2022 with the closing date of 20 June 2022 are permanent posts. We apologise for any inconvenience caused.

## OTHER POSTS

<b><u>POST 21/128</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE REF NO: 2022/94/OCJ</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R461 745 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Northern Cape Provincial Service Centre: Kimberley
<b><u>REQUIREMENTS</u></b>	:	Matric certificate and a three year National Diploma or Degree in Finance/Accounting. A valid Driver's License. Three years relevant supervisory experience. Knowledge and thorough understanding of the public service, PFMA, Treasury Regulations and guidelines. Understanding and experience of Supply Chain Management policies and procedures in the public sector. Relevant experience in Asset Management. Skills and Competencies: Knowledge of government financial systems; Knowledge of contract management; Financial Management skills; Knowledge of Delegations Authority; Knowledge of Asset Management policies and procedures; Analytical skills; Report writing and presentation skills, Interpersonal relations; Planning and organizing; Computer literacy; Good communication (written and verbal) skills; Problem Solving; Team work; Attention to detail; Accountability and ethical conduct.
<b><u>DUTIES</u></b>	:	Develop and implement internal control measures for procurement. Ensure that quotations and bids are managed effectively and efficiently according to National treasury prescripts and Departmental Supply Chain Management Policy. Advice and support end users with timeous development of the specification/terms of reference for the sourcing of quotations and bids. Evaluate documentation/requisitions for approval by delegated officials. Verify invoices, purchase orders on the procurement system and ensure timeous payment of invoices. Advice and administer the function of the Provincial Control Committee, Bid Specification Committee/s relating to Supply Chain Management. Draft Circulars and Communicate SCM policies and procedures to all officials in the Province. Ensure that documents are fully compliant with prescripts. Manage all transversal and departmental contracts. Monthly reporting of procurement, irregular, fruitless, wasteful, and unauthorized expenditure incurred. Ensure implementation of Departmental Asset Management Policy in the province. Maintain and manage the updating of asset register on approved systems for the province. Manage asset verification process and adhere to verification plan timelines. Update and reconcile all leased assets against the Departmental Asset Register and the supporting documentation. Verify and assist in compiling the notes to the annual financial statements for assets and leases. Establish and manage an electronic database of all obsolete and redundant assets. Advise and administer the function of the Provincial Disposal Committee and any other committee/s within the unit. Any other duties that may be requested by management from time to time.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms S Kayuma Tel No: 053 807 2720/27 HR related enquiries: Ms M Seithamo Tel No: 053 807 2735/27
<b><u>POST 21/129</u></b>	:	<b><u>PERSONAL ASSISTANT REF NO: 2022/95/OCJ</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a Performance Agreement.
<b><u>CENTRE</u></b>	:	National Office: Midrand
<b><u>REQUIREMENTS</u></b>	:	Secretarial Diploma or equivalent qualification. Minimum of Three (3) years' experience in rendering a support service to Senior Managers. Secretarial qualification on NQF Level 6 will serve as an added advantage. Knowledge and understanding of the relevant legislation/policies/prescripts and procedures governing the Public Service. Basic knowledge on financial administration. Skills and Competencies: Good communication. Planning and organising skills. Good telephone etiquette. Sound organisational skills. Good people skills. High level of reliability. Be able to pay attention to detail and work within deadlines. Proven Computer Literacy, including MS Word & MS Excel. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.
<b><u>DUTIES</u></b>	:	Provide a secretarial/receptionist support service to the Chief Director. Render administrative support services. Provides support to the Chief Director regarding meetings. Supports the Chief Director with the administration of the



**ENQUIRIES**

Chief Director's budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

Technical enquiries: Mr R Mabunda Tel no: (010) 493 2500/2519

HR related enquiries: Ms S Tshidino Tel no: (010) 493 2500/2635

## OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza or you can email your application to [recruitment@opsc.gov.za](mailto:recruitment@opsc.gov.za)
- CLOSING DATE** : 01 July 2022, 15h45
- NOTE** : Applications must consist of: Only a fully completed and signed Z83 form (which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies)) and a recent comprehensive with contactable referees (telephone numbers and email addresses must be indicated. Only shortlisted candidates' will be required to bring certified copies of ID, license and qualification on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applications. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and 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 incorrect applications for employment (Z83) form, it will not be considered.

## MANAGEMENT ECHELON

- POST 21/130** : **CHIEF DIRECTOR: EXECUTIVE SUPPORT, STAKEHOLDER RELATIONS AND PROVINCIAL COORDINATION REF NO: CD/ESSRPC/05/2022**
- SALARY** : R1 269 951 per annum, (all inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Public Service Commission House, Pretoria
- REQUIREMENTS** : Ideal candidate's profile: An experienced person with an appropriate recognized Bachelor's degree or equivalent qualification (New NQF Level 7) in Public Administration/ social science or related fields. Added Advantage: NQF Level 8 and above - Post graduate qualification with courses relevant to the area of public administration/ social science, and other related fields. 5 years' experience at a Senior Management level in the fields of providing support to the Executive Support, Stakeholder Relations, Planning, Monitoring and Evaluation, Reporting and Risk Management. Proven experience in applied

monitoring and evaluation. Experience in project management. Organisational skills. Report writing skills. Proven experience in and knowledge of handling administrative and ethical practices, corporate governance and financial management. Sufficient computer skills and experience in the Microsoft Office Suite, e.g. Excel, Word and PowerPoint. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. A Valid Driver's License (with exception of disabled applicants).

**DUTIES** : Support the Director-General in ensuring that administrative, including secretarial, liaison and logistical support is provided towards the effective functioning of the Public Service Commission. Oversee strategic and operational planning, and reporting on institutional performance. Oversee parliamentary and related structures liaison and International Relations. Provide risk and fraud management. Coordinate the work of the Provincial Offices. Manage human and financial resources within the Chief Directorate.

**ENQUIRIES** : Ms Dianne Micheal Tel No: (012) 352 1241

**POST 21/131** : **CHIEF DIRECTOR: PROFESSIONAL ETHICS REF NO: CD/PE/05/2022**

**SALARY** : R1 269 951 per annum, (all inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE REQUIREMENTS** : Public Service Commission House, Pretoria  
: Ideal candidate's profile: An experienced person with an appropriate recognized Bachelor's degree or equivalent qualification (New NQF Level 7) in Public Management, Social Sciences or related field. A Postgraduate qualification (New NQF Level 8 and above) with courses relevant to the area of Workplace Ethics and Certification as Ethics Officer will be an added advantage. 5 years' experience at a Senior Management level in the field of Professional Ethics. Proven experience in applied research, monitoring and evaluation. Experience in project management. Organisational skills. Report writing skills. Proven experience in and knowledge of handling legal, administrative and ethical practices, corporate governance and financial management. Knowledge of the latest trends and initiatives in ethics. Sufficient computer skills and experience in the Microsoft Office Suite, e.g. Excel, Word and PowerPoint. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. A Valid Driver's License (with exception of disabled applicants).

**DUTIES** : Manage the Office's support to the Commission to perform its oversight function as it relates to the promotion of a high standard or professional ethics in the Public Service. Manage and strategically advise the Commission on ethics research and ethical infrastructure of the Public Service. Manage and strategically advise the Commission on Financial Disclosure Framework and Public Service Integrity Management Framework. Manage and strategically address the ethics research agenda of the Commission. Manage and Strategically advise the Commission on the overall management of the National Anti-Corruption Hotline and Case Management System. Manage and provide strategic leadership to the Chief Directorate. Manage and strategically assess compliance issues and identify trends in the public service to advise the Commission.

**ENQUIRIES** : Mr Matome Malatsi Tel No: (012) 352 1073

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications quoting reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 27 June 2022
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp). "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance within one month of appointment.
- OTHER POSTS**
- POST 21/132** : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT AND SERVICE DELIVERY IMPROVEMENT REF NO: DPSA 18/2022**
- SALARY** : R744 255 per annum (Level 11), (an all-inclusive remuneration package) Annual progression up to a maximum salary of R876 705 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Pretoria  
An appropriate Bachelor Degree in Industrial Psychology / Management Services / Operations Management or related equivalent qualification at NQF level 7. Minimum of 3 years' experience at an Assistant Director level (ASD). Minimum 3 years appropriate experience in the field of Organisational Development and Operations Management. Must have the following competencies: Constitution of the Republic of South Africa , Government legislative framework, Public Service legislative ,Managerial Skills: Decision making, Written and Verbal Communication, Stakeholder management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal relations, Team work, confidentiality, Financial management, Human Resource Management, Research, Change Management, Project and program management, Generic Skills: Diversity management, Communication and information management, Facilitation, Negotiation, Presentation, Computer literacy, Conflict management, Technical (specialisation) skills: Policy Development, Organisational development, Job Evaluation & post provisioning, Operations Management framework, Service delivery planning , Monitoring and Evaluation.
- DUTIES** : Implement Organisational Development prescripts, policies, frameworks and guidelines. Provide Organisational Design and Job Evaluation Services.

		Conduct Work Study and Workload Analysis. Conduct and facilitate Business Process Improvement initiatives (processes mapping, work methods improvement and standard operating procedures). Conduct Organisational Functionality Assessments (OFA) of department's internal systems and processes. Render employee engagement and change management services that will contribute to the organisational culture that is aligned to the vision and values of the department. Conduct on-boarding and exit interviews to contribute towards employee engagement and organisational behaviour interventions. Facilitate the development and implementation of the Service Delivery Model (SDM) and the Service Delivery Improvement Plan (SDIP), Facilitate the development of the Departmental Service Standards and Complaints /Compliments Policy and Procedure. Facilitate the development of Departmental Batho Pele Norms & Standards.
<b><u>ENQUIRIES</u></b>	:	Mr. Mpho Leshabane Tel No: (012) 336 1372
<b><u>POST 21/133</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL KNOWLEDGE MANAGEMENT REF NO: 19/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09). Annual progression up to a maximum salary of R450 255 is possible, subject to satisfactory performance.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A National Diploma/degree in Information Science or Knowledge Management at NQF level 6. Minimum of three (03) years' experience in the area of knowledge and information management practices, electronic document management, change management and report writing. Managerial skills: Strategic planning processes, financial management skills, people management and Empowerment policy analysis and development Leadership skills. Knowledge: Knowledge of knowledge management frameworks, policies, practices, and procedures. Competencies: Promotes the vision, mission, and strategic goals of DPSA. Demonstrated capacity to promote knowledge sharing and knowledge products and systems. Skills: Knowledge of operating library's management applications (inmagic, Lexis Nexis and SABINET). Problem-solving, client orientation and customer focus, written and oral communication skills, excellent facilitation, computer literacy Ability to work under stress during peak workload periods.
<b><u>DUTIES</u></b>	:	To define, establish and develop knowledge management frameworks, knowledge management strategy and knowledge management policy. To promote and facilitate knowledge sharing in the department, To plan and coordinate regular knowledge management activities To ensure the alignment of knowledge management activities with the Departmental strategic goals. To supervise the administration and marketing of the library, Provision of an information service.
<b><u>ENQUIRIES</u></b>	:	Ms. Tandile Stuurman Tel No: (012) 336 1227
<b><u>POST 21/134</u></b>	:	<b><u>OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: DPSA 20/2022</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08). Annual progression up to a maximum salary of R378 765 is possible, subject to satisfactory performance.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate 03 year recognised tertiary qualification on NQF level 6/7 in Occupational Safety, Health and Environment Management. Minimum 3 years functional experience within OHS environment. Knowledge: Public Service regulatory framework, potentially hazardous materials or practices, Occupational Health and Safety Act and Regulations, Compensation for Occupational Injuries and Diseases Act (COIDA and Regulations, National Environmental Management Act (NEMA), Service delivery best practice/initiatives. Skills: People management, project management, diversity management, Assessment/ diagnostic, well-developed (Verbal and written) communication, programme marketing, problem solving, computer literacy, facilitation, presentation, coordination and monitoring, report writing, organisational, research. Attributes: Flexible & reliable, quality orientated, innovative, assertive, integrity, professionalism, conflict management, team building, and honesty.
<b><u>DUTIES</u></b>	:	Coordinate Health and Safety Management Systems in the Department, manage SHERQ duties, manage and coordinate SHE Representatives activities, manage Injury on duty and occupational disease. These include but

is not limited to: Drafting/reviewing departmental policies and standard operational procedures to guide the implementation of OHS Act & Regulations; Implementing the EHW Strategic Framework (on SHERQ matters); Interpreting and monitoring legislation, Initiatives and trends, determining relevance and impact on the DPSA and its clients; Conducting and reporting on safety inspections (as per regulations and procedure) and as directed; Identifying hazards and assessing risk to health and safety, and putting appropriate safety controls in place; filing and retrieving safety documents, reports and records, Coordinating and controlling, in conjunction with Facilities sub-directorate (including Total Facilities Management Company) the implications of policies and procedures to ensure compliance to legislation; Coordinating and managing emergency evacuation preparation drills and meetings. Investigating environmentally and SHERQ related incidents and developing re-occurrence prevention plans. Maintaining professional standards through interaction with professional institute and external occupational Safety, Health and Environmental Management fraternities (i.e. Department of Labour & Employment, SANS, SAIOSH, Safety specialists and Institute Management). Facilitating the compliance with the ISO 14001.

**ENQUIRIES**

: Ms. Monica Phalane Tel No: 012) 336 1291

**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**

: 01 July 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, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from 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 3 months, please regard your application as unsuccessful.

**OTHER POSTS**

**POST 21/135** : **ASSISTANT DIRECTOR: SCM ACQUISITIONS MANAGEMENT REF NO: 2022/206**

**SALARY** : R382 245 per annum

**CENTRE** : Kimberly Regional Office

**REQUIREMENTS** : A three year tertiary qualification in Supply Chain Management or related qualification (NQF level 6) as recognised by SAQA, Finance or Procurement. Relevant supply chain experience and supervisory experience. Thorough knowledge and understanding of government procurement systems and relevant legislation, supply chain management, management of databases, built environment industry, monitoring and evaluation theory and methodology. Monitoring and evaluation systems good verbal and written communication

**DUTIES**

skills, basic numeracy, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills, numeracy, statistical skills. Analytical thinking, innovative, creative, resourceful, ability to work under stressful situations, ability to communicate at all levels, people orientated, able to establish and maintain networks, trustworthy, assertive, hard-working, self-motivated, ability to work independently.

: Coordinate (synergise), review and execute the bidding process ensure that SCM prescripts, processes are compiled in line with the procurement strategy. Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval); Compile bid documents. Publish tender invitations. Receiving and opening of bid documents. Render advice during the tender/bid briefing sessions. Keep records of all minutes and monitor validity of closed tenders. Compile monthly reports on tenders evaluated. Checking of the prohibition of status of the recommended company and its directors with National Treasury. Check company status on CIPRO website (trading status & ownership). Coordinate, review, and compile the list of prospective providers for Quotations. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate the expressions of interest. Compile a database of approved suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

**ENQUIRIES  
APPLICATIONS**

: Ms W Khumalo Tel No: (053) 838 5359  
: Kimberly Regional Office: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

**FOR ATTENTION**

: Ms NJL Hlongwane

**POST 21/136**

: **ADMINISTRATION OFFICER: PROJECT MANAGEMENT REF NO: 2022/207**

**SALARY  
CENTRE  
REQUIREMENTS**

: R261 372 per annum  
: Johannesburg Regional Office  
: A three year tertiary qualification (NQF Level 6) in Public/Project Administration or related qualification. Appropriate experience in Office Administration/ Project Administration field. Personal attitudes: Office management and administration, Reporting procedures, Project administration, Project principles and methodologies, Public Finance Management Act (PFMA), Supply Chain Management a National Treasury regulations (NTR). Skills: Analytical skills, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organizing, Problem solving and analysis Innovation.

**DUTIES**

: Monitor and administer construction projects claims and payments. Collect/ receive invoices from registry services. Capture invoice on Re-a-Patala system. Forward the invoice to the relevant stakeholders. Identify discrepancies related to payment certificates. Update payments on WCS. Keep the Project Manager(s) abreast with the budget adjustments as required. Attend, respond and redirect enquiries related to the project invoices and payments. Provide projects administrative support services to the Chief/Construction Project Managers. Administer office correspondence, documents and reports. Monitor, update and maintain the WCS and Re-a-patala database. Disseminate status reports on the development of the project. Handle queries from consultants and contractors. Liaise with stakeholders relevant to the office. Attend to audit queries. Render general clerical support services to the component. Provide supply chain clerical support services. Monitor the communication and administer the flow of information and documents in the office. Maintain the filing system and records for projects documents and the unit where required. Maintain a leave register for the component. Provide financial administration support services. Capture and



update component expenditure. Handle telephone accounts and petty cash for the component. Render secretariat and logistical support service to the committees and internal and external meetings. Arrange meetings and workshops for the unit with internal and external stakeholders. Prepare and type documents presentations and reports. Draft agenda and record minutes/decisions. Communicate to relevant role-players and follow-up on progress made. Compile submissions and reports. Ensures that travel arrangements are well coordinated. Complete and submit S&Ts forms.

<b><u>ENQUIRIES</u></b>	:	Mr J Mahloko Tel No: (011) 713 6136
<b><u>APPLICATIONS</u></b>	:	Johannesburg Regional: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.
<b><u>FOR ATTENTION</u></b>	:	Mr M Mudau
<b><u>POST 21/137</u></b>	:	<b><u>PHOTOCOPIER OPERATOR: REGISTRY REF NO: 2022/208</u></b>
<b><u>SALARY</u></b>	:	R104 073 per annum
<b><u>CENTRE</u></b>	:	Cape Town Regional Office
<b><u>REQUIREMENTS</u></b>	:	Senior certificate/Grade 12 with relevant working experience in central Registry. Knowledge of Operation of machinery and tools. Departments procurement processes and the Occupational health and safety Act. Knowledge of records/ documents and invoice management. Operation of heavy duty photocopying machine. Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Customer care and Client orientation skills. Computer literacy. Liaison skills, Interpersonal Skills. Telephone etiquette. Operation of heavy duty photocopying machinery Safety conscious, hardworking, trustworthy, punctuality, accuracy.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the provision of management support service with regards to document request of heavy duty bulk photocopying and binding, shredding and laminating documents as requested. Ensure that all documents have been neatly bonded, stamped accordingly. Provide bulk shredding and messenger services. Perform any other administrative tasks as per instruction of the supervisor.
<b><u>ENQUIRIES</u></b>	:	N Ntunja Tel No: (021) 402 2095
<b><u>APPLICATIONS</u></b>	:	Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.
<b><u>FOR ATTENTION</u></b>	:	Ms. C Rossouw

**DEPARTMENT OF TRANSPORT**

***Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.***

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za quoting the name of the post on the subject line.
- CLOSING DATE** : 27 June 2022
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)). Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

**OTHER POSTS**

- POST 21/138** : **DEPUTY DIRECTOR: RURAL TRANSPORT STRATEGY REF NO: DOT/HRM/2022/51**  
Branch: Public Transport  
Chief Directorate: Rural and Scholar Transport Implementation  
Directorate: Rural Transport Implementation
- SALARY CENTRE REQUIREMENTS** : R882 042 per annum (Level 12), (all-inclusive salary package)  
Pretoria (Head Office)  
Applicants must be in possession of a recognised NQF level 6/7 qualification as recognized by SAQA in Transport Economics/ Transport planning/ Transport Management or Public Management coupled with at least 5 years relevant experience of which 3 years should be at middle management / Assistant Director Level. Knowledge and Skills Required: Knowledge of Rural Transport Strategy and public transport environment. Sound knowledge of National Land Transport Act. Development and implementation of Rural Transport Strategy. Stakeholder management with understanding of Intergovernmental Relation Frameworks and processes. Strategic and leadership capabilities, financial and project management skills. Analytical and problem solving skills. Excellent computer skills, verbal and written communication skills, Possession of a valid driver's license and must be willing to travel and work irregular hours.

<b><u>DUTIES</u></b>	:	Facilitate the development and review of rural transport strategy, policy and guidelines. Develop and implement rural transport programmes. Develop intervention strategies for the effective implementation of programme transport programme. Facilitate the development and implementation of rural transport framework. Conduct project feasibility studies and assessments. Manage and monitor the implementation of rural transport projects. Facilitate the integration of various forms of Non-Motorised Transport (NMT). Provide inputs into compilation of the strategic, annual performance plan and reports for the sub directorate.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms. Joyce Moabi Tel No: (012) 309 3236
	:	Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director: Rural Transport Strategy"
<b><u>POST 21/139</u></b>	:	<b><u>ASSISTANT DIRECTOR: CIVIL AVIATION FREIGHT LOGISTICS REF NO: DOT/HRM/2022/52</u></b> Branch: Civil Aviation Chief Directorate: Aviation Economics and Industry Development Directorate: Industry Development and Airfreight Sub- Directorate: Civil Aviation Freight Logistics
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R477 090 per annum (Level 10), (all-inclusive salary package)
	:	Pretoria (Head Office)
	:	A recognised NQF 6/7 Level in Public Service Administration / Management, BCom Aviation Management, Transport Economics, or Transport Planning with minimum of 3 years' work experience in the Aviation field. Recommendations: Knowledge of the aviation sector and airfreight sub-sector. Good understanding of how the public sector operates. Be willing to travel and work beyond normal working hours and have at least a valid Code B driver's license. Minimum skills required are communication skills, report writing skills, planning and organising skills, stakeholder management skills, computer skills, analytical skills, risk management, project management skills, change management, strategic capability and leadership, people management and financial management.
<b><u>DUTIES</u></b>	:	Develop and implement frameworks for civil aviation freight logistics system that are coherent with transport, civil aviation, and other relevant government policies. Develop and implement strategic frameworks to set minimum guidelines for development and promotion of airfreight operation in South Africa. Provide strategic support to programmes within the Branch: Civil Aviation, as well as the Department of Transport, relevant aviation and freight forums at national, regional and international levels. Participate in relevant industry structure at national, regional, and international levels. Work closely with the Department of Transport aviation entities to ensure good coordination of airfreight matters. Coordinate and integrate of civil aviation freight logistics system with other transport infrastructure planning and broader planning. Render support to the management of projects.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr Muvo Nkosi Tel No: (012) 309 3460
	:	Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Assistant Director: Civil Aviation Freight Logistics"
<b><u>POST 21/140</u></b>	:	<b><u>SENIOR VEHICLE TESTING OFFICER REF NO: DOT/HRM/2022/53</u></b> Branch: Road Transport Chief Directorate: Road Regulation Directorate: Compliance Sub-directorate: Vehicle Testing
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum (Level 08), (all-inclusive salary package)
	:	Pretoria
	:	A recognised NQF level 6/7 National Diploma or Degree in Road Traffic Management / Transport Management / Public Administration with at least two (2) years' experience. Examiner of motor vehicle Diploma and a valid unendorsed code B or EB driving licence and must be willing to be further

		trained in the field of vehicle testing. Note: The following competencies and attribute are essential: Extensive knowledge of the National Road Traffic Act, Act 93 of 1996 and its Regulations. Extensive knowledge of South African National Standards (SANS) codes and all relevant legislation pertaining to Vehicle Testing. Extensive knowledge of the role and duties of the Inspectorate Vehicle Testing Stations. Computer literacy. Advanced communication skills (written and presentation). Operational, planning and facilitation skills. Proven office administration skills. Willing ness to travel and work irregular hours.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to: Assist in evaluations and Inspections of standards at vehicle testing stations by the Inspectorate (SABS). Assist in evaluations of examiners of vehicles by the Inspectorate. Arrange information sessions in the nine provinces. Follow up on the implementation of corrective measures in response to the recommendations by the inspectorate. Perform office management duties including responding to queries, writing reports and submissions, updating of records. Manage and attend to all queries and correspondence directed to the Sub-directorate. Provide general administrative support to the sub-directorate. Prepare monthly reports for the Deputy Director.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms K Salomane Tel No: 012 309 3582
	:	Preference will be given to African Male, Coloured Male /Female, White Male, Indian Male /Female and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Senior Vehicle Testing Officer"
<b><u>POST 21/141</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK: EXPENDITURE REF NO: DOT/HRM/2022/57 (X2 POSTS)</u></b> Branch: Administration Office of the Chief Financial Officer Chief Directorate: Financial Administration & Supply Chain Management Directorate: Financial Administration Sub-directorate: Income and Expenditure
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R211 713 per annum (Level 06), (all-inclusive salary package)
	:	Pretoria (Head Office)
	:	An appropriate recognized tertiary NQF level 6/7 qualification in accounting with at least one year working experience on the Basic Accounting System (BAS) and Financial Management in Government. Good knowledge and experience in Expenditure management, Basic MS Excel skills, Good interpersonal and communication skills (verbal and written), Sound mathematical and accounting skills, planning and organising skills.
<b><u>DUTIES</u></b>	:	The successful candidate will: Check and verify BAS payments before capturing. Processing of payments. Ensure payments are correctly classified and supported by appropriate source documents. Ensure that supplier payments are processed within 30 days. Ensure compliance to PFMA, Treasury Regulations, effective control measures and adherence to all policies as well as Financial Delegations. Safekeeping of documents and ensure the reconciliation of payments are complete. Ensure that Batches are submitted to Internal Control section. Clearing of suspense accounts. Resolve BAS interface exceptions.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr Johan Nel Tel No: (012) 309 3627
	:	Preference will be given to African Male, Coloured Male /Female, White Male /Female, Indian Male /Female and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Chief Accounting Clerk"

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE**  
**NOTE**

- : 27 June 2022
- : 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. All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. 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 three (3) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

**MANAGEMENT ECHELON****POST 21/142**

- : **DIRECTOR: MEDIA LIAISON REF NO: 270622/01**  
Branch: Corporate Support Services Cd: Communication Services

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

- : R1 073 187 per annum (Level 13), (all-inclusive salary package)
- : Pretoria Head Office
- : A Degree in Communications, Media Studies, Public Relations or Journalism at NQF 7 and any relevant undergraduate qualification or equivalent. A post graduate degree will be an added advantage. Five (5) years' experience at middle /senior management level. Knowledge and experience in Communications and Mass Media. Relevant exposure to political activities. Knowledge and experience of Ministry operations. Broad knowledge and understanding of the functional areas covered by the executive authority's operations. Working knowledge of the political and parliamentary processes. Knowledge and skilled in the communication space. Ability to communicate with different stakeholders including the media houses. Knowledge and understanding of the applicable prescripts, policies, and procedures. Strategic capability and leadership. Financial, change and knowledge management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus.

<b><u>DUTIES</u></b>	:	Excellent communication skills (both verbal and written). Competent in speech writing skills. Accountability and ethical conduct.
	:	Handle administrative support and enquiries on communication matters in the Department, Office of the Minister and the Office the Deputy Ministers. Handle priority enquiries and those on emergency basis concerning the water sector. Management of all communication services and enquiries on time. Liaise with the different media houses on behalf of the Department, Minister and Deputy Ministers. Establish and maintain good working relations with the media. The management of media events. Liaise with different stakeholders on ministerial matters. To be vigilant and abreast with political dynamics in the water sector and in the country as a whole. Ensure that the media component strategic objectives are aligned with the GCIS strategic plans and are updated regularly. Oversee that the Ministry support services components handle correspondence accordingly. Departmental Media Liaison to work relatively closely with the Minister's Media Liaison Officer. The drafting of speeches, media statements, articles and other documents as directed. Development and implementation of media communication and media liaison strategies. Media monitoring and coordinate media events and other public engagements.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr M Mathebula Tel No: (012) 336 8012
	:	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.
<b><u>FOR ATTENTION</u></b>	:	Planning, Recruitment and Selection unit

#### OTHER POSTS

<b><u>POST 21/143</u></b>	:	<b><u>DEPUTY DIRECTOR: SANITATION CO-ORDINATION REF NO: 270622/03</u></b> Branch: Provincial Coordination and International Cooperation: Eastern Cape
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R882 042 per annum (Level 12), (all-inclusive salary package)
	:	King Williams Town
	:	A National Diploma or Degree (NQF level 6/7) in Built Environment. Three (3) to five (5) years relevant experience. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Project Management. Problem solving and analysis. Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Valid driver's License.
<b><u>DUTIES</u></b>	:	The implementation of provincial sanitation programmes. Ensure development of strategic objectives for provincial sanitation programme. Development of provincial programmes in line with strategic objectives. Roll out provincial programmes that are in line with sanitation regulations, norms, and standards. Co-ordinate and oversee sanitation programmes implementation in all sectors. Regular reporting on programme achievements. Ensure that inputs, buy-in and collaboration by all stakeholders into sanitation programmes are made. Strategic objectives developed. Sanitation programmes formulated and implement. Regular reports compiled. Establish and maintain provincial relations with all stakeholders. The development of provincial and district level sanitation policies, strategies in line with national strategic objectives. Coordinates stakeholder inputs into provincial sanitation strategies and policies. Develop provincial inputs into National Policy and Strategies. Establish and maintain sanitation forums. Promote a culture of learning and exchange of information (Sector Advocacy). Stakeholder policy and strategic inputs. Provincial policies and strategies. Inputs into National Policy and Strategies. Sanitation forums established. Sector Advocacy. The co-ordination of sanitation planning in the province. Coordinate provincial sanitation programme planning. Provide inputs into provincial sanitation funding requirements. Ensure inputs into water services and integrated development plans. Ensure alignment of National and Provincial priorities within individual WSDP's and IDP's. Co-ordinated provincial sanitation programme plan. Inputs into WSDP's and IDP's. Provincial priorities aligned within WSDP's and IDP's.
<b><u>ENQUIRIES</u></b>	:	Ms A Sizani Tel No: 043 604 5404

<b><u>APPLICATIONS</u></b>	:	Eastern Cape (King Williams Town): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag x 7485 King William's Town, 5600 or hand deliver at the No 2 Hargreaves Avenue, OLD SABC Building, King William's Town 5600.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms LT Malan Gabi Tel No: (043) 604 5476
	:	This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016, i.e. provision of the candidate's current salary advice.
<b><u>POST 21/144</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCES REF NO: 270622/04</u></b> Branch: Provincial Coordination and International Cooperation: North-West
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum (Level 09)
	:	Mmabatho
	:	A National Diploma or Degree in Human Resources or relevant qualification. Three (3) year's supervisory experience in HR Administration at Senior HR Practitioner level. Proof of PERSAL training. Extensive knowledge of and ability to operate the PERSAL system. In-depth knowledge of recruitment and selection processes. In-depth knowledge of the Public Service Regulatory Framework. Proof of Emerging Management Development Programme/Training. Excellent communication (verbal and written) skills. Supervisory skills. Computer literacy. Good interpersonal skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage and co-ordinate the Human Resource functions in Region within the Department to contribute to the rendering of a professional human resource management service. HR provisioning (recruitment and selection, appointments, transfers, qualifications verification, secretarial functions at interviews, absorptions, probationary periods, etc.). Management of leave of absence (annual/vacation leave, sick leave, departmental special leave, PILIR and IOD leave) , terminations of service, transfers and allowances in line with National policies and directives in the Region• Ensure the successful implementation of Departmental/Public Service policies on matters related to human resource management in order to adhere to the relevant prescripts/legislation. Inform, guide and advice line managers or employees on human resource policies and directives. Authorise transactions on PERSAL according to delegations. Hold workshops advising line managers/employees on key HR policy issues.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M.J Ntwe Tel No: (018) 387 9531/ (082)6574685
	:	North-West (Mmabatho): Please forward your application quoting the relevant reference number to the Regional Head: North-West, Department of Water and Sanitation, Private Bag X5, Mmabatho, 2735 and/or deliver at Mega City Shopping Centre, Corner Dr James Moroka Drive and Sekame Road, Unit 99 Ground Floor.
<b><u>FOR ATTENTION</u></b>	:	Mr MJ Ntwe
<b><u>POST 21/145</u></b>	:	<b><u>SENIOR HUMAN RESOURCE PRACTITIONER: CONDITIONS OF SERVICE REF NO: 270622/05</u></b> Branch: Provincial Coordination and International Cooperation: North-West
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum (Level 08)
	:	Mmabatho
	:	A National Diploma or Degree in Human Resources or relevant qualification. Three (3) to five (5) years' experience in Human Resource Management matters. PERSAL certificates in Leave Administration and PERSAL Administration. A valid driver's licence. In depth knowledge of PERSAL system. Extensive knowledge of employee benefits. Knowledge of administrative procedures. Disciplinary knowledge of labour law. Knowledge. Knowledge of dispute resolution process. Knowledge of labour relation policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Knowledge Management. Problem solving Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Self-efficacy.
<b><u>DUTIES</u></b>	:	Maintenance of data base and raw relevant reports in relation to implementation of Human Resources Management policies. Facilitate implementation of Human Resource of Human Resource policies, strategies,

procedures and practices on Administration of leave absence of in the public Service, Leave Auditing, Termination of Service (Pension Case Management System), Housing allowance, Long Service Recognition, Records Management (HR Registry), Recruitment and Selection. Provide Human Resource information and knowledge management services. Management and Supervision of own supervisees.

**ENQUIRIES**  
**APPLICATIONS**

: MJ Ntwe Tel No: (082) 657 4685  
: North-West (Mmabatho): Please forward your application quoting the relevant reference number to the Regional Head: North-West, Department of Water and Sanitation, Private Bag X5, Mmabatho, 2735 and/or deliver at Mega City Shopping Centre, Corner Dr James Moroka Drive and Sekame Road, Unit 99 Ground Floor

**FOR ATTENTION**

: Mr MJ Ntwe



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

**APPLICATIONS**

- : Applications directed to the addresses as indicated below or Hand Delivery as indicated below:
- Elliot Hospital** - P.O. Box 523. Elliot, 5460 or Hand deliver to Elliot Hospital, Maclear Road, Elliot, 5460. Enquiries: Ms NB Puza - Tel No: 045-9311321.
- Lilitha Nursing College (Gqeberha Campus)** - Post to: Human Resource Section, Lilitha College of Nursing, Private Bag X0028, Bisho 5605 or Hand Deliver to: Lilitha College of Nursing, Human Resource Office East London Room 41/42. Enquiries: Ms P Mene 043 700 9717/26.
- Frere Tertiary Hospital** - Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.
- Orsmond TB Hospital** - Post to: Human Resource Office, Orsmond TB Hospital, P.O. Box 246, Uitenhage, 6320 or hand delivered to Human Resource Office, 1 John Dissel Drive, Allanridge, Uitenhage. Enquiries: Ms C Bekker Tel: 041-988 1111
- Empilisweni Hospital** - Post to: Human Resource Office, Empilisweni Hospital, P/bag X5029, Sterkspruit, 9762 or Hand delivery: HR Office, Empilisweni Hospital, Umlamli Road, Sterkspruit, 9762. Enquiries: Mr S.L Bosholo – Tel no: 051 611 0037.
- Maclear Hospital** - Post to: Human Resource Office, Maclear Hospital, PO Box 93, Maclear, 5480 or Hand delivery: HR Office, No 1 Fourie Street, Maclear Hospital. Enquiries: Ms N Zuza Tel no: 045 932 1028.
- Fort England Psychiatric Hospital** – Post to: HR Office, Fort England Psychiatric Hospital, Private Bag x1002, Grahamstown, 6140 or hand delivery to: HR Office, Fort England Psychiatric Hospital, York Street, Grahamstown, 6140. Enquiries: Ms S Share Tel no 046 602 2300.
- Aberdeen Hospital** - Post to: The Human Resource Office, Aberdeen Hospital, P.O. Box 172, Aberdeen, 6270. Or Hand deliver to: Human Resource Office, Aberdeen Hospital, Aberdeen. Enquiries: Mr S.M. Magxiva Tel: 049 846 0391.
- Midlands Hospital** - Post to: The Human Resource Office, Midlands Hospital, P/ Bag X 696, Graaf-Reinet, 6280. or Hand Deliver at: Human Resource Office, Midlands Hospital, Graaf-Reinet. Enquiries: Ms M. Human Tel no 049 807 7739
- Margery Parkes TB Hospital** - Post to: The Human Resource Office, Margery Parkes Hospital, P.O. Box 13, Graaff Reinet 6280. Or Hand deliver at: Human Resource Office, Margery Parkes Hospital, Graaf Reinet. Enquiries: Mr MT Buyelo Tel no 049 893 0031.

**CLOSING DATE**

: 27 June 2022

**NOTE**

: Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV. 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 (copies of Qualifications, Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: [nolungalungisa.nelani@ecotp.gov.za](mailto:nolungalungisa.nelani@ecotp.gov.za) (NB: FOR technical glitches only – No CVs). Email with your ID Number, your profile email address, details of the

issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: [nolungalungisa.nelani@ecotp.gov.za](mailto:nolungalungisa.nelani@ecotp.gov.za) and not as specified – your application will be regarded as lost and will not be considered. Refer all application related enquiries to the specified contact person.

#### OTHER POSTS

**POST 21/146** : **HEAD CLINICAL UNIT (PSYCHIARTY) REF NO: ECHEALTH/HCU/CMH/APL/01/06/2022**

**SALARY** : R1 754 739– R1 862 412 per annum, (OSD)  
**CENTRE** : Buffalo City Metro, Cecilia Makiwane Regional Hospital  
**REQUIREMENTS** : An Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 5 years' appropriate experience after registration experience with HPCSA as a Medical Specialist. Outstanding clinical skills in the field of Ophthalmology preferably in the public service environment. Ability and practical experience to setup and provide training program for undergraduate and post graduates. Candidates with published research will be an added advantage. Ability to work as a team. Knowledge of relevant health & labour legislation. Proven leadership skills. Proven ability to perform ophthalmic surgery in order to provide a comprehensive eye care service to the catchment population.

**DUTIES** : Provision of a quality, cost effective and efficient 24-hour ophthalmic service in keeping with Batho Pele Principles. Responsible for training & guidance of Registrars, Medical Officers, Medical Interns, Community Service Medical Officers, Medical Students & other categories in the department including running of an academic/in service program for doctors and optometrists. Ensure that the department is compliant with the National Core Standards \* Ideal Hospital Realisation Framework. Coordinate and compile Medico-legal reports & attend to all legal issues pertaining to the department. Development operational plans, quarterly & annual reports. Oversee performance of Clinical audits & departmental mortality & morbidity meetings. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.

**ENQUIRIES** : Ms N. Matshaya Tel No: 043 708 2121

**POST 21/147** : **HEAD CLINICAL UNIT (ORTHOPEADIC) REF NO: ECHEALTH/HCU/FTH/ARP/01/06/2022**

**SALARY** : R1 754 739 – R1 862 412 per annum, (OSD)  
**CENTRE** : Buffalo City Metro, Frere Tertiary Hospital  
**REQUIREMENTS** : An Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 5 years' appropriate experience after registration experience with HPCSA as a Medical Specialist. Outstanding clinical skills in the field preferably in the public service environment. Ability and practical experience to setup and provide training program for undergraduate and post graduates. Candidates with published research will be an added advantage. Ability to work as a team. Knowledge of relevant health & labour legislation. Proven leadership skills. Proven ability to perform ophthalmic surgery in order to provide a comprehensive eye care service to the catchment population.

**DUTIES** : Provision of a quality, cost effective and efficient 24-hour ophthalmic service in keeping with Batho Pele Principles. Responsible for training & guidance of Registrars, Medical Officers, Medical Interns, Community Service Medical Officers, Medical Students & other categories in the department including running of an academic/in service program for doctors and optometrists. Ensure that the department is compliant with the National Core Standards, Ideal Hospital Realisation Framework. Coordinate and compile Medico-legal reports & attend to all legal issues pertaining to the department. Development operational plans, quarterly & annual reports. Oversee performance of Clinical audits & departmental mortality & morbidity meetings. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to

		ensure optimal care for patients. Lead and supervise departmental research activities.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mthitshana Tel No: 043 709 2487/ 2532
<b><u>POST 21/148</u></b>	:	<b><u>HEAD CLINICAL UNIT (ONCOLOGY) REF NO: ECHEALTH/HCU/CMH/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R1 754 739 – R1 862 412 per annum, (OSD)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	An Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 5 years' appropriate experience after registration experience with HPCSA as a Medical Specialist. Outstanding clinical skills in the field preferably in the public service environment. Ability and practical experience to setup and provide training program for undergraduate and post graduates. Candidates with published research will be an added advantage. Ability to work as a team. Knowledge of relevant health & labour legislation. Proven leadership skills. Proven ability to perform ophthalmic surgery in order to provide a comprehensive eye care service to the catchment population.
<b><u>DUTIES</u></b>	:	Provision of a quality, cost effective and efficient 24-hour ophthalmic service in keeping with Batho Pele Principles. Responsible for training & guidance of Registrars, Medical Officers, Medical Interns, Community Service Medical Officers, Medical Students & other categories in the department including running of an academic/in service program for doctors and optometrists. Ensure that the department is compliant with the National Core Standards Ideal Hospital Realisation Framework. Coordinate and compile Medico-legal reports & attend to all legal issues pertaining to the department. Development operational plans, quarterly & annual reports. Oversee performance of Clinical audits & departmental mortality & morbidity meetings. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 21/149</u></b>	:	<b><u>CLINICAL MANAGER REF NO: ECHEALTH/CM/TAYB/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R1 191 510 – R1 322 391 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals actively participate in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programmes. Ensure that cost effective service delivery is maintained within the respective department. Attend to administrative matters as required. Perform commuted overtime.
<b><u>ENQUIRIES</u></b>	:	Mr J.S Ndzinde Tel No: 051 633 9631
<b><u>POST 21/150</u></b>	:	<b><u>CLINICAL MANAGER REF NO: ECHEALTH/CM/BH/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R1 191 510 – R1 322 391 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Amathole District, Butterworth Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of

		current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.
<b><u>DUTIES</u></b>		Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals actively participate in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programmes. Ensure that cost effective service delivery is maintained within the respective department. Attend to administrative matters as required. Perform commuted overtime.
<b><u>ENQUIRIES</u></b>	:	Ms P Mtshemla Tel No: 047 401 9000
<b><u>POST 21/151</u></b>	:	<b><u>CLINICAL MANAGER REF NO: ECHEALTH/CM/ORSTBH/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R1 191 510 – R1 322 391 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management.
<b><u>ENQUIRIES</u></b>	:	Ms L Mabanga Tel No: 041 605 2348
<b><u>POST 21/152</u></b>	:	<b><u>CLINICAL MANAGER REF NO: ECHEALTH/CM/ORSTBH/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R1 191 510 – R1 322 391 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Orsmond TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.

<b><u>DUTIES</u></b>	:	To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management.
<b><u>ENQUIRIES</u></b>	:	Ms C Bekker Tel No: 041-988 1111
<b><u>POST 21/153</u></b>	:	<b><u>CLINICAL MANAGER REF NO: ECHEALTH/CM/EH/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R1 191 510 – R1 322 391 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Chris Hani District, Elliot Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management.
<b><u>ENQUIRIES</u></b>	:	Ms NB Puza Tel No: 045-9311321
<b><u>POST 21/154</u></b>	:	<b><u>PRINCIPAL OF NURSING COLLEGE REF NO: ECHEALTH/PNS/LNG/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R1 191 510 – R1 322 391 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Lilitha Nursing College, Port Elizabeth Campus
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. Registration with the SANC as Professional Nurse in Nursing Education. A minimum of 11 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the 1 year post basic qualification in Nursing Education. Experience in management at a Nursing education institution with sound research capabilities and understanding new qualifications. Knowledge of Public Service Administration Act and Legislation such as Health Act, SAQA, CHE, NQF, Nursing Act (SANC), Rules and Regulations and College Policies Computer literacy and a valid driver's licence.
<b><u>DUTIES</u></b>	:	Transformation leadership skills with the ability to engage in transformation and respond to the political imperative of government as it relates to nursing

education and training. Must be able to contribute to the paradigm shift in nursing education for health service delivery and facilitate universal access to health care through responsive education program development and implementation. Manage all nursing education programmes in the main Campus and Sub –Campuses. Liaises with SANC and CHE on all Campus academic matters. Coordinate and monitor functioning of both the Sub-main and Main Campuses. Manage and co-ordinate all administrative and financial matters of campus as an institution. Provide a strategic direction at institution level and be primarily responsible for establishing and maintaining a positive learning and working environment, for students and staff. Ensure effective collaboration with both internal and external shareholders. Ensure campus good governance and participate in all the collage governance matters including policy formulation.

**ENQUIRIES** : Ms P Mene Tel No: 043 700 9717/26

**POST 21/155** : **MEDICAL SPECIALIST GRADE 1 – 3 REF NO: ECHEALTH/MS-M/NMAH/ARP/01/06/2022 (X17 POSTS)**

Domains: Emergency Medicine, Cardiothoracic, Radiology, Neurosurgery, Internal Medicine, Obstetrics and Gynaecology, Maxillo Facial, Paediatrics Psychiatry, Ophthalmology, Medical and Radiation Oncology, Trauma, Urology, Obstetrics and Gynaecology, ENT, Anaesthesia, Plastic Surgery, Paediatric Surgery, General Surgery, Orthopaedics, Pulmonology, Radiology, Neurology and Nephrology.

**SALARY** : Grade 1: R1 122 630 – R1 191 510 per annum, (OSD)

Grade 2: R1 283 592 – R1 362 363 per annum, (OSD)

Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)

**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital

**REQUIREMENTS** : An appropriate qualification that allows registration with HPCSA as a Medical Specialist in a normal specialty. Registration with HPCSA as Medical Specialist in a normal specialty. Proof of current registration with the Health Professions Council of South Africa (HPCSA). **Grade 1:** None after registration with the HPCSA as Medical Specialist a normal specialty. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with HPSCSA as Medical Specialist in a normal specialty/sub-specialty. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with HPSCSA as Medical Specialist in a normal specialty. Having experience of working in recognised public institutions as a specialist in the specified discipline is an added advantage. Postgraduate qualification such as Fellowship and Masters (MMed) or a recognised equivalent university qualification in the specified field will an added advantage. Candidate must have also worked in the hospital environment with knowledge in primary, secondary, tertiary and quaternary levels care. Be willing to work in teaching environment working with Registrars and undergraduate students. Knowledge of and experience in leading a team. A good knowledge of prescripts governing the practice of medicine in South Africa. Willingness to work and deliver services in rural settings. Service delivery innovation in line with Batho Pele principles. Good verbal and written communication skills, including report writing, preferably in languages spoken in the region (IsiXhosa and English). Preparedness to work under pressure and for extended hours. Computer literacy. Disposition to travel to referring health facilities for outreach purposes. A valid driver's licence.

**DUTIES** : Provide strategic leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics, wards, operating theatres and Accident and Emergency in the relevant discipline. Provide expert advice and guidance when necessary and perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.

**ENQUIRIES** : Dr. M. Nodikida Tel No: 047 502 4469

**POST 21/156** : **MEDICAL SPECIALIST GRADE 1 -3 (GENERAL SURGERY) REF NO: ECHEALTH/MS-GRS/LTH/APL/01/01/06/2022**

**SALARY** : Grade 1: R1 122 630 – R1 191 510 per annum, (OSD)  
Grade 2: R1 283 592 – R1 362 363 per annum, (OSD)  
Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)

**CENTRE REQUIREMENTS** : Nelson Mandela Metro, Livingstone Tertiary Hospital  
: An appropriate qualification that allows registration with HPCSA as a Medical Specialist in General Surgery. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Evidence of research capability. Experience in lecturing students.

**DUTIES** : Provide strategic leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics, wards, operating theatres and Accident and Emergency in the relevant discipline. Provide expert advice and guidance when necessary and perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.

**ENQUIRIES** : Ms L Mabanga Tel No: 041 605 2348

**POST 21/157** : **MEDICAL SPECIALIST (PSYCHIATRY) GRADE 1 – 3 REF NO: ECHEALTH/MS-AP/ FEPH/ARP/01/06/2022 (X3 POSTS)**

**SALARY** : Grade 1: R1 122 630 – R1 191 510 per annum, (OSD)  
Grade 2: R1 283 592 – R1 362 363 per annum, (OSD)  
Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)

**CENTRE REQUIREMENTS** : Sarah Baartman District, Fort England Psychiatric Hospital  
: An appropriate qualification that allows registration with HPCSA as a Psychiatrist. Current registration with the HPCSA as a Psychiatrist. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. **Grade 1:** No experience needed after registration. **Grade 2:** Minimum of 5 years' appropriate experience as a Psychiatrist after registration with the HPCSA as Psychiatrist. **Grade 3:** Minimum of 10 years' appropriate experience as Psychiatrist after registration with the HPCSA as Psychiatrist. Sound knowledge of clinical concepts within the specific domain. Good verbal and written communication skills and interpersonal skills. Ability to work in a multi-disciplinary team. Teaching and supervisory skills. Awareness of cross-culture differences. Knowledge of all Public Service Legislation, Policies and Procedures. Medical Ethics, epidemiology and statistics. Conflict management skills. Innovation, drive and stress tolerance. Middle management skills.

**DUTIES** : Active participation in quality improvement programmes including clinical audits and continuous professional development activities. Attend to administrative matters as pertains to the unit. The candidate will under the direction of the head of the Department of Psychiatric Services. Undertake regular ward rounds, maintain and develop specialist services according to clinical services demands. Attend to patients requiring Medical Services. Attend to patients in medical outpatient clinics, forensic ward. Conduct specialist ward rounds provide after hour cover in Internal Medicine and clinical support to junior staff. Provide advice to district level hospitals. Manage / supervise allocated human resources. Ensure equipment is maintained. Undertake administration of medical unit and have input into the unit's administration. Undertake undergraduate and postgraduate training and support relevant clinical research and clinical trials. Assist with the setting of protocols for management for Internal Medicine. Develop measures to ensure quality assurance for the Psychiatric patients. Attend to meetings and workshops as directed. Comply with all legal prescripts Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital

		organogram. Maintain clinical, professional and ethical standards. Train of undergraduate and post graduate medical students.
<b><u>ENQUIRIES</u></b>	:	Ms S Share Tel No: 046 602 2300
<b><u>POST 21/158</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 -3 (FAMILY MEDICINE) REF NO: ECHEALTH/MS-FM/APL/01/01/06/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 122 630 – R1 191 510 per annum, (OSD) Grade 2: R1 283 592 – R1 362 363 per annum, (OSD) Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Family Medicine. 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 normal specialty. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Evidence of research capability. Experience in lecturing students.
<b><u>DUTIES</u></b>	:	Provide strategic leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics, wards, operating theatres and Accident and Emergency in the relevant discipline. Provide expert advice and guidance when necessary and perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.
<b><u>ENQUIRIES</u></b>	:	Ms N. Matshaya Tel No: 043 708 2121
<b><u>POST 21/159</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 -3 (PSYCHIATRY) REF NO: ECHEALTH/MS-PSY/ EDH /APL/01/01/05/2022</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 122 630 – R1 191 510 per annum, (OSD) Grade 2: R1 283 592 – R1 362 363 per annum, (OSD) Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Psychiatry. 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 normal specialty. <b>Grade 3:</b> A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Evidence of research capability. Experience in lecturing students.
<b><u>DUTIES</u></b>	:	Provide clinical leadership and supervision to District and Primary Health Teams. Work with MDT to assess patients with mental emotional and behavioural disorders, including substance related mental health problems and develop intervention plans with MDT. Review and managing of State Patients who are on LOA or conditional discharged. Support the MDT to develop and implement strategies and interventions targeted towards mental health promotion and prevention. Training and upskilling of colleagues and other staff in mental health with focus on primary care interventions. Liaise with colleagues and stakeholders within health system and multisectorally to advance primary health strategies of mental health delivery and refer on cases that need further intervention. Develop and manage a referral system between the District Mental Health Team, primary care mental health clinics, secondary care and other health institutions that offer a higher level of care systems. Supporting mental health clinics in the District by providing multidisciplinary guidance for complicated cases. Support the District Team in conjunction with MDT to analyse mental health service and usage statistics and project resource needs to ensure services meet the community needs. Establishing and maintaining effective Teaching & learning, research supervision of both undergraduate and post graduate programs in the Department of Psychiatry and Faculty of Health Sciences at the WSU in line with the professional bodies.
<b><u>ENQUIRIES</u></b>	:	Mr E Felkers Tel No: 041 585 2323.



<b><u>POST 21/160</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 -3 (PEADIATRICS) REF NO: ECHEALTH/MS-PEADS/MRH/APL/01/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 122 630 – R1 191 510 per annum, (OSD) Grade 2: R1 283 592 – R1 362 363 per annum, (OSD) Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	OR Tambo District, Mthatha Regional Hospital An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Pediatrics. 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 normal specialty. <b>Grade 3:</b> A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Evidence of research capability. Experience in lecturing students.
<b><u>DUTIES</u></b>	:	Provide strategic leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics, wards, operating theatres and Accident and Emergency in the relevant discipline. Provide expert advice and guidance when necessary and perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.
<b><u>ENQUIRIES</u></b>	:	Ms Mkhosi Tel No: 047 502 4143/4008
<b><u>POST 21/161</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 -3 (PEADIATRICS) REF NO: ECHEALTH/MS-PEADS/FH/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 122 630 – R1 191 510 per annum, (OSD) Grade 2: R1 283 592 – R1 362 363 per annum, (OSD) Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Chris Hani District, Frontier Regional Hospital An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Pediatrics. 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 normal specialty. <b>Grade 3:</b> A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Evidence of research capability. Experience in lecturing students.
<b><u>DUTIES</u></b>	:	Provide strategic leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics, wards, operating theatres and Accident and Emergency in the relevant discipline. Provide expert advice and guidance when necessary and perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.
<b><u>ENQUIRIES</u></b>	:	Ms P Marongo Tel No: 045 808 4272
<b><u>POST 21/162</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 -3 (OBSTETRICS &amp; GYNAE) REF NO: ECHEALTH/MS-O&amp;G/FH/01/FH/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 122 630 – R1 191 510 per annum, (OSD) Grade 2: R1 283 592 – R1 362 363 per annum, (OSD) Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Chris Hani District, Frontier Regional Hospital An appropriate qualification that allows registration with HPCSA as a Medical Specialist. 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 normal specialty. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently under pressure beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team Evidence of research capability. Experience in lecturing students.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible the investigation, diagnosis and overseeing of patient treatment of patients. Improve quality of care by providing appropriate clinical supervision of junior medial staff. Willing to do commuted overtime rendering of after-hours (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like morbidity and mortality meetings, near miss meetings and completing MEDICO legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOU to monitor, implement and adhere to the compliance to National Core Standards within the department. Participate in departmental outreach programs. Preparing and writing of reports. Assist the HOU with Administration responsibilities. To assist in teaching programme of interns and medical officers. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
<b><u>ENQUIRIES</u></b>	:	Ms P Marongo Tel No: 045 808 4272
<b><u>POST 21/163</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 -3 REF NO: ECHEALTH/MS-MS/UPH/01/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 122 630 – R1 191 510 per annum, (OSD) Grade 2: R1 283 592 – R1 362 363 per annum, (OSD) Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Nelson Mandela Metro, Uitenhage Provincial Hospital
	:	An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Medical Services. 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 normal specialty. <b>Grade 3:</b> A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Evidence of research capability. Experience in lecturing students.
<b><u>DUTIES</u></b>	:	Provide strategic leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics and other areas in the discipline. Provide expert advice and guidance when necessary and perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.
<b><u>ENQUIRIES</u></b>	:	Mr P Oosthuizen Tel No: 041 995 1129.
<b><u>POST 21/164</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 -3 (INTERNAL MEDICINE) REF NO: ECHEALTH/MS-IM/DRH/01/APL/01/05/2022</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 122 630 – R1 191 510 per annum, (OSD) Grade 2: R1 283 592 – R1 362 363 per annum, (OSD) Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
	:	An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Internal Medicine. 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 normal specialty. <b>Grade 3:</b> A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Evidence of research capability. Experience in lecturing students.
<b><u>DUTIES</u></b>	:	Provide strategic leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics and other areas in the discipline. Provide expert advice and guidance when necessary and perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.
<b><u>ENQUIRIES</u></b>	:	Ms B Bomela Tel No: 041 406 4421
<b><u>POST 21/165</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 -3 (OTORHINOLARYNGOLOGY) REF NO: ECHEALTH/MS-OTO/FTH/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 122 630 – R1 191 510 per annum, (OSD) Grade 2: R1 283 592 – R1 362 363 per annum, (OSD) Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
	:	An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Otorhinolaryngology. 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 normal specialty. <b>Grade 3:</b> A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Evidence of research capability. Experience in lecturing students.
<b><u>DUTIES</u></b>	:	Provide strategic leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics and other areas in the discipline. Provide expert advice and guidance when necessary and perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.
<b><u>ENQUIRIES</u></b>	:	M N Mthitshana Tel No: 043 709 2487/2532.
<b><u>POST 21/166</u></b>	:	<b><u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: ECHEALTH/AM-PS/BH/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R897 936 – R1 042 095 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Amathole District, Butterworth Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a pharmacist. A minimum of 5 years' appropriate experience after registration as a pharmacist with the SAPC. Relevant hospital pharmacist experience. Knowledge of Good Pharmacy Practice, National Drug Policy, Pharmacy regulations and act 101. An understanding of the relevant employment acts including the PFMA. Good communication skills, report writing and presentation skills. Computer literacy. Willing to tutor both pharmacist assistants and pharmacist interns.
<b><u>DUTIES</u></b>	:	Ensure efficient drug supply management. Ensure overall quality management of all pharmaceutical services. Assist in the development of SOPs, policies and health systems. Innovative in the improvement of pharmaceutical care services. Establish operational systems. Plan and organize own work and work of subordinates to allow smooth flow of pharmaceutical services.
<b><u>ENQUIRIES</u></b>	:	Ms P Mtshemla Tel No: 047 401 9000

**POST 21/167** : **CHIEF EXECUTIVE OFFICER (CEO) REF NO:**  
**ECHEALTH/CEO/BUTTHAPL/01/06/2022**

**SALARY** : R882 042 – R1 038 999 per annum (Level 12)  
**CENTRE** : Amathole District, Butterworth Hospital  
**REQUIREMENTS** : A Degree/Advanced Diploma in Health related field plus a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years' experience in the Health Sector at middle management. Experience as a Health Service Manager. Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.

**DUTIES** : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

**ENQUIRIES** : Ms P Mtshemla Tel No: 047 401 9000

**POST 21/168** : **CHIEF EXECUTIVE OFFICER (CEO) REF NO:**  
**ECHEALTH/CEO/CH/APL/01/06/2022**

**SALARY** : R882 042 – R1 038 999 per annum (Level 12)  
**CENTRE** : Chris Hani District, Cofimvaba Hospital  
**REQUIREMENTS** : A Degree/Advanced Diploma in Health related field plus a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years' experience in the Health Sector at middle management. Experience as a Health Service Manager. Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.

**DUTIES** : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

**ENQUIRIES** : Mr S Tshabalala Tel No: 045 807 1110/11

**POST 21/169** : **CHIEF EXECUTIVE OFFICER (CEO)** REF NO:  
**ECHEALTH/CEO/UPH/APL/01/06/2022**

**SALARY** : R882 042 – R1 038 999 per annum (Level 12)  
**CENTRE** : Nelson Mandela Metro, Uitenhage Provincial Hospital  
**REQUIREMENTS** : A Degree/Advanced Diploma in Health related field plus a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years' experience in the Health Sector at middle management. Experience as a Health Service Manager. Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.

**DUTIES** : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

**ENQUIRIES** : Mr P Oosthuizen Tel No: 041 995 1129.

**POST 21/170** : **DEPUTY MANAGER NURSING** REF NO:  
**ECHEALTH/DMN/EMPH/APL/01/06/2022**

**SALARY** : R856 272 – R963 723 per annum, (OSD)  
**CENTRE** : Joe Gqabi District, Empilweni Hospital  
**REQUIREMENTS** : Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.

**DUTIES** : To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

**ENQUIRIES** : Mr S.L Bosholo Tel No: 051 611 0037

<b><u>POST 21/171</u></b>	:	<b><u>DEPUTY DIRECTOR: EMS COMMUNICATIONS</u></b>	<b><u>REF NO:</u></b>
		<b><u>ECHEALTH/DEEMSC/HO/ARP/01/06/2022</u></b>	
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R744 255 – R876 705 per annum (Level 11)	
	:	Bhisho, Head Office	
	:	National Senior Certificate, Bachelor's Degree (Level 7) in Communications / Marketing or Emergency Medical Care with 5 years' experience of progressively responsible in management of Emergency Medical Services including Project Management. Registration as Paramedic / Emergency Care Practitioner with the Health Professions Council of South Africa would be an advantage. Good communication and interpersonal skills. Good knowledge of relevant government prescripts and/or policies to the operations of EMS. Must be computer literate. Knowledge and Understanding of Radio Networks and EMS Communications Network will be an added advantage. A valid driver's license with a Valid Professional Driving Permit.	
<b><u>DUTIES</u></b>	:	Lead the EMS directorate efforts in communication and media liaison. Maintain strong working relations with the broader departmental communications team. Coordinate all campaigns and programmes of the department relating to EMS. Ensure the District Communications Centres are fully functional and provide technical advice to District Managers on EMS communication services. Conduct monthly analysis of EMS service trends and workload analysis. Ensure systems are in place for the continuous maintenance and repair for radios, push-to-talk, servers, telephone systems and network connectivity. Ensure that the District Communication Centres are fully functional on a twenty-four basis. Ensure that the DHIS team is correctly capturing and submitting DHIS EMS statistics. Make recommendations and submission to enhance service delivery in the province with the use of technology. Ensure policy compliance with all the relevant legislation. Available to be on standby on a twenty-four-hour basis. Contribute to provincial effort to achieve compliance with EMS Regulations. Manage all resources within the EMSC communication.	
<b><u>ENQUIRIES NOTE</u></b>	:	Mr AK Munilal Tel No: 040 608 1104	
	:	Applicants are encouraged to apply for this post using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>	
<b><u>POST 21/172</u></b>	:	<b><u>OFFICE MANAGER: OFFICE OF DDG HUMAN RESOURCE &amp; CORPORATE SERVICES</u></b>	<b><u>REF NO:</u></b>
		<b><u>ECHEALTH/OMDDGHRCS/HO/ARP/02/06/2022</u></b>	
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R744 255 – R876 705 per annum (Level 11)	
	:	Bhisho, Head Office	
	:	National Senior Certificate, B. Degree (NQF Level 7) in Human Resources, Public Administration or Office Management qualification with three (3) to five (5) years' experience in the related field. Excellent understanding of records management. Knowledge of interpreting and implementing government Acts, Legislative framework, Policies and Regulations. Ability of practical approach and of working independently. Understanding of the Mandate of the Branch: Human Resources and Corporate Services Management. Coordination, organizing and Project Management skills. Good people relations or public relations skills. Good understanding of the Human Resources Management Regulations, Public Service Regulations, Corporate Services processes and Transformation related processes. Good communication skills, Ability to write reports and keep records, computer skills. A valid driver's license.	
<b><u>DUTIES</u></b>	:	Provide strategic leadership and plays an oversight role in the activities of the DDG HR & CS's Office. Manage and coordinate administrative activities or tasks. Provide Human Resources guidance and ensure uniform application of all regulations and delegations relating to submissions to the DDG HR & CS's Office. Manage the Executive and Branch diary and year planner. Manage, organize, distribute and track correspondence of the DDG HR & CS's Office. Organize the DDG HR & CS's office environment. Coordinate annual stakeholder meeting schedule of the DDG HR & CS's Office. Maintain Executive's filing system. Ensure safe and secure confidential documentation. Respond to and manage correspondence/invitations on behalf of the Executive. Monitor effective utilization of human, financial and physical resource in the DDG HR & CS's office. Manage and Coordinate procurement, tracking of payments, budgetary processes and consolidation of the IYM variance reporting of the branch. Coordinate Planning process, leave	

		management and general office administration of the DDG HR & CS. Coordinate and consolidate all reporting requirements of the branch. Participation and assist in the organization of the Executive's events, meetings and other statutory bodies' gatherings. Any other duties as may be assigned from time to time by the DDG HR & CS.
<b><u>ENQUIRIES</u></b>	:	Ms N Mavuso Tel No: 040 608 1217
<b><u>NOTE</u></b>	:	Applicants are encouraged to apply for this post using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 21/173</u></b>	:	<b><u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: ECHEALTH/DD-SCM/HO/ARP/03/06/2022</u></b>
<b><u>SALARY</u></b>	:	R744 255 – R876 705 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Bhisho, Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Purchasing and Supply Chain Management/Public Management/ Commerce/ Accounting coupled with five (5) years relevant experience, of which 3 years must have been at the level of Assistant Director in Supply Chain Management. Ability to interact at strategic and operational level. Sound knowledge of government prescripts relevant to SCM and Finance. Traceable working experience in Procurement, Inventory and LOGIS. Good organizing & facilitation skills, Verbal and written communication skills, Good interpersonal, negotiation, people management and empowerment skills. Computer literacy. A valid drivers' license.
<b><u>DUTIES</u></b>	:	Ensure the effective and efficient implementation of supply chain management policies and systems in the Head Office. Manage the provisioning of logistical services and Inventory Management Ensure the implementation of appropriate internal control measures. Advise Management on SCM best practices Generate management reports related to SCM for Senior Management and other relevant organs of state Manage the effective, economical and efficient utilization of the physical, financial and human resources. Ensure the effective and efficient implementation of supply chain management policies and systems.
<b><u>ENQUIRIES</u></b>	:	Ms Z Mnukwana Tel No: 040 608 9763
<b><u>NOTE</u></b>	:	Applicants are encouraged to apply for this post using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 21/174</u></b>	:	<b><u>DEPUTY DIRECTOR: CONTRACTS MANAGEMENT REF NO: ECHEALTH/DD-CM/HO/ARP/04/06/2022</u></b>
<b><u>SALARY</u></b>	:	R744 255 – R876 705 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Bhisho, Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6)/ B. Degree (NQF level 7) as recognized by SAQA) in LLB/BJURIS/BPROC/Bachelor of Laws. 3-5 years' relevant contract management experience at Assistant Director Level. Knowledge: Public Finance Management Act (PFMA), 1999. Treasury Regulations Public Service Act, 1994. Supply Chain Management Delegations. Treasury regulations. SCM Policies. Public Service Act, 1994. Public Service Regulations 2001. Preferential Procurement Policy Framework Act, 5 of 2000. Performance management principles. Stakeholder and customer relationship management principles. Good organizing & facilitation skills, Verbal and written communication skills, Good interpersonal, negotiation, people management and empowerment skills. Computer literacy. A valid drivers' license.
<b><u>DUTIES</u></b>	:	Manage the functional operation of the Sub directorate: Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Manage the coordination, review and monitoring of contract compliance by determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Manage the Sub Directorate: Contracts Management and undertake all administrative functions required with regard to financial and HR administration. Manage the allocated resources

of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**  
**NOTE**

: Mr Mashumi Tel No: 040 608 9763  
: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

**POST 21/175**

: **DEPUTY DIRECTOR: BUDGET PLANNING REF NO: ECHEALTH/DD-BPP/HO/ARP/05/06/2022**

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

: R744 255 – R876 705 per annum (Level 11)  
: Bhisho, Head Office  
: National Senior Certificate, National Diploma/Degree in Financial Management/Economics coupled with 5 years' experience in Management Accounting and of which three (3) years must be at Assistant Director Level. Knowledge: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, Good understanding of Public Finance Management Act (PFMA), Treasury Regulations and DORA, Programme/Project and Financial management, Departmental SCM policies 124 and regulations, Occupational Health and Safety Act (OHS). Skills: Ability to manage multiple projects, Excellent interpersonal & communication skills (written & verbal), A sound knowledge of Microsoft Office applications (Excel and Access are essential), Report writing skills, Presentation and report writing. 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 the ability to maintain high levels of confidentiality. A valid driver's license.

**DUTIES**

: Manage the departmental management accounting. Develop, review and implement financial management systems, Procedures on planning, Budgeting and reporting. This entails managing the functions of financial planning, budgeting and Reporting, Analyses and quality assure the budget preparation process, Manage Infrastructure grants budget, Manage cash flow management. Provide advice and guidance to role players on the use of forecasting methods and tools, Undertake financial planning, budgeting and reporting work as required, Manage the roll-over, Adjustment estimates and virement processes, Prepare Appropriation statements. Compile monthly, quarterly and annual reports. Manage human resource and financial resource. Supervision of employees to ensure effective financial management service.

**ENQUIRIES**  
**NOTE**

: Mr S Vika Tel No: 040 608 1386  
: Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

**POST 21/176**

: **ASSISTANT MANAGER NURSING SPECIALTY (PSYCHIATRY) REF NO: ECHEALTH/AMN-S/ FEPH/ARP/01/06/2022**

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

: R624 216– R702 549 per annum, (OSD)  
: Sarah Baartman District, Fort England Psychiatric Hospital  
: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of Government Notice No R212 in Advanced Midwifery and Neonatal Nursing Science. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at



		management level. Knowledge of the nursing care procedures, Good communication skills.
<b><u>DUTIES</u></b>	:	To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain a constructive working relations with nurses & other stake – holders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & procedures. Monitor & ensure proper utilization of financial & physical resources. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Advocate and ensure the promotion of nursing ethos and professionalism.
<b><u>ENQUIRIES</u></b>	:	Ms S Share Tel No: 046 602 2300
<b><u>POST 21/177</u></b>	:	<b><u>ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO: ECHEALTH/AMN-PHC/KCHC/APL/01/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R624 216 – R702 549 per annum, (OSD)
	:	Nelson Mandela Metro, Kwazakhele CHC
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
<b><u>DUTIES</u></b>	:	Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.
<b><u>ENQUIRIES</u></b>	:	Ms P Makuluma Tel No: 041 391 8164
<b><u>POST 21/178</u></b>	:	<b><u>ASSISTANT MANAGER SPECIALTY (ORTHOPAEDICS) REF NO: ECHEALTH/AMN/NMAH/APL/01/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R624 216 – R702 549 per annum, (OSD)
	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year in Orthopaedics Nursing Science accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level.
<b><u>DUTIES</u></b>	:	Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislatives framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered 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 professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 21/179</u></b>	:	<b><u>ASSISTANT MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/AMN-M/FH/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R624 216 – R702 549 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level.
<b><u>DUTIES</u></b>	:	Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislatives framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered 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 professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.
<b><u>ENQUIRIES</u></b>	:	Ms P Marongo Tel No: 045 808 4272
<b><u>POST 21/180</u></b>	:	<b><u>ASSISTANT MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/AMN-M/MDH/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R624 216 – R702 549 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Midlands Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level.
<b><u>DUTIES</u></b>	:	Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislatives framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered 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 professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.

<b><u>ENQUIRIES</u></b>	:	Ms M. Human Tel No: 049 807 7739
<b><u>POST 21/181</u></b>	:	<b><u>ASSISTANT MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/AMN-M/CH/APL/01/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R624 216 – R702 549 per annum, (OSD) Chris Hani District, Cradock Hospital Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant speciality. At least 3 years of
<b><u>DUTIES</u></b>	:	Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislatives framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered 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 professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.
<b><u>ENQUIRIES</u></b>	:	Ms Danster Tel No: 048 881 2123
<b><u>POST 21/182</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (AREA) – NIGHT SUPERVISOR REF NO: ECHEALTH/AMN/MRH/APL/01/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R571 242 – R642 933 per annum, (OSD) OR Tambo District, Mthatha Regional Hospital Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<b><u>DUTIES</u></b>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
<b><u>ENQUIRIES</u></b>	:	Ms Mkhosi Tel No: 047 502 4143/4008
<b><u>POST 21/183</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/LTH/APL/01/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R571 242 – R642 933 per annum, (OSD) Nelson Mandela Metro, Livingstone Tertiary Hospital Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-

		disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<b><u>DUTIES</u></b>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
<b><u>ENQUIRIES</u></b>	:	Ms L Mabanga Tel No: 041 605 2348
<b><u>POST 21/184</u></b>	:	<b><u>ASSISTANT      MANAGER      NURSING      (AREA)      REF      NO:</u></b> <b><u>ECHEALTH/AMN/MACH/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R571 242 – R642 933 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Joe Gqabi District, Maclear Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<b><u>DUTIES</u></b>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
<b><u>ENQUIRIES</u></b>	:	Ms N Zuza Tel No: 045 932 1028
<b><u>POST 21/185</u></b>	:	<b><u>ASSISTANT      MANAGER      NURSING      (AREA)      REF      NO:</u></b> <b><u>ECHEALTH/AMN/MTBH/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R571 242 – R642 933 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Margery Parkes TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<b><u>DUTIES</u></b>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in

health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.  
Mr MT Buyelo Tel No: 049 893 0031

**ENQUIRIES**

**POST 21/186** : **OPERATIONAL MANAGER SPECIALTY (PAEDIATRICS) REF NO: ECHEALTH/OPMS/NMAH/APL/01/06/2022**

**SALARY** : R571 242 – R642 933 per annum, (OSD)  
**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Advanced Pediatric and Neonatal Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

**DUTIES** : While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.

**ENQUIRIES** : Ms Calaza Tel No: 047 502 4469

**POST 21/187** : **OPERATIONAL MANAGER SPECIALITY (ORTHOPAEDICS MALE WARD) REF NO: ECHEALTH/OPMS/NMAH/APL/01/06/2022**

**SALARY** : R571 242 – R642 933 per annum, (OSD)  
**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Orthopedic Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

**DUTIES** : While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.

<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 21/188</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY (ORTHOPAEDICS FEMALE WARD) REF NO: ECHEALTH/OPMS/NMAH/APL/01/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R571 242 – R642 933 per annum, (OSD)
	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Orthopedic Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.
<b><u>DUTIES</u></b>	:	While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 21/189</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY (POST NATAL) REF NO: ECHEALTH/OPMS/MRH/APL/01/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R571 242 – R642 933 per annum, (OSD)
	:	OR Tambo District, Mthatha Regional Hospital
	:	Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.
<b><u>DUTIES</u></b>	:	While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.
<b><u>ENQUIRIES</u></b>	:	Ms Mkhosi Tel No: 047 502 4143/4008

**POST 21/190** : **OPERATIONAL MANAGER SPECIALTY (POST NATAL WARD) REF NO: EC HEALTH/OPMS/TH/APL/01/06/2022**

**SALARY** : R571 242 - R642 933 per annum, (OSD)  
**CENTRE** : Amathole District, Tafalofefe Hospital  
**REQUIREMENTS** : Basic R425 qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty.

**DUTIES** : To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.

**ENQUIRIES** : Ms V. Motebele Tel No: 047 498 0026.

**POST 21/191** : **OPERATIONAL MANAGER SPECIALTY (THEATRE) REF NO: ECHEALTH/OPMS/MKZH/APL/01/06/2022**

**SALARY** : R571 242 – R642 933 per annum, (OSD)  
**CENTRE** : Alfred Nzo District, Madzikane Ka Zulu Hospital  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Operating Theatre Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

**DUTIES** : While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.

**ENQUIRIES** : Mr Sigola Tel No: 039 255 8200/11/12

**POST 21/192** : **OPERATIONAL MANAGER SPECIALTY (HIGH CARE) REF NO: ECHEALTH/OPMS/MKZH/APL/01/06/2022**

**SALARY** : R571 242 – R642 933 per annum, (OSD)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Alfred Nzo District, Madzikane Ka Zulu Hospital
	:	Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Critical Care Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.
<b><u>DUTIES</u></b>	:	While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.
<b><u>ENQUIRIES</u></b>	:	Mr Sigola Tel No: 039 255 8200/11/12
<b><u>POST 21/193</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY (OUTREACH) REF NO: ECHEALTH/OPMS/TCHC/APL/01/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R571 242 – R642 933 per annum, (OSD)
	:	Nyandeni Sub-District, Tombo CHC
	:	Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Community Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.
<b><u>DUTIES</u></b>	:	While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.
<b><u>ENQUIRIES</u></b>	:	Mr L Phokolo Tel No: 047 555 0151
<b><u>POST 21/194</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY (SURGICAL) REF NO: ECHEALTH/OPMS/FTH/APL/01/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R571 242 – R642 933 per annum, (OSD)
	:	Buffalo City Metro, Frere Tertiary Hospital
	:	Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows



		<p>registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Intensive Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.</p>
<b><u>DUTIES</u></b>	:	<p>While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.</p>
<b><u>ENQUIRIES</u></b>	:	Ms N Mthitshana Tel No: 043 709 2487/2532
<b><u>POST 21/195</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY (OUTREACH) REF NO: ECHEALTH/OPMS/TNCHC/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R571 242 – R642 933 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Inxuba Yethemba Sub-District, Thornhill CHC
<b><u>REQUIREMENTS</u></b>	:	<p>Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Community Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.</p>
<b><u>DUTIES</u></b>	:	<p>While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.</p>
<b><u>ENQUIRIES</u></b>	:	Ms GO Van Heerden Tel No: 048 881 2921
<b><u>POST 21/196</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY (MOU) REF NO: ECHEALTH/OPMS/KCHC/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R571 242 – R642 933 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Kwazakhele CHC
<b><u>REQUIREMENTS</u></b>	:	<p>Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification</p>

		with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.
<b><u>DUTIES</u></b>	:	While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.
<b><u>ENQUIRIES</u></b>	:	Ms P Makuluma Tel No: 041 391 8164
<b><u>POST 21/197</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/ HCHS/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R571 242- R642 933 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Qaukeni Sub-District, Holy Cross CHS
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<b><u>ENQUIRIES</u></b>	:	Ms N Hlobo Tel No: 039 253 1541
<b><u>POST 21/198</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/ MBC/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R571 242- R642 933 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Kouga Sub-District, Moses Mabhida Clinic
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other

		stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<b><u>ENQUIRIES</u></b>	:	Mrs Phillips Tel No: 0422004214
<b><u>POST 21/199</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R571 242 - R642 933 per annum, (OSD)
	:	Raymond Mhlaba Sub-District:
		Seymour Clinic Ref No: ECHEALTH/OMPHC/SC/APL/01/06/2022 (X1 Post)
		Healdtown Clinic Ref No: ECHEALTH/OMPHC/HC/APL/01/06/2022 (X1 Post)
		Mgwalana Clinic Ref No: ECHEALTH/OMPHC/MGC/APL/01/06/2022 (X1 Post)
		Sheshegu Clinic Ref No: ECHEALTH/OMPHC/SHC/APL/01/06/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<b><u>ENQUIRIES</u></b>	:	Mr Dyomfana Tel No: 046 645 1892
<b><u>POST 21/200</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/HPC/APL/01/06/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R571 242- R642 933 per annum, (OSD)
<b><u>REQUIREMENTS</u></b>	:	Emalahleni Sub-District, Hlala Uphilele Clinic
	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<b><u>ENQUIRIES</u></b>	:	Ms NP Mtshabe Tel No: 047 878 4300
<b><u>POST 21/201</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/LTWC/ APL/01/06/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R571 242 – R642 933 per annum, (OSD)
<b><u>REQUIREMENTS</u></b>	:	Kouga Sub-District, Louterwater Clinic
	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent

		qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<b><u>ENQUIRIES</u></b>	:	Mrs Phillips Tel No: 0422004214
<b><u>POST 21/202</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R562 800 – R633 432 per annum (OSD)
	:	Nyandeni Sub District:
		Nqanda Clinic Ref No: ECHEALTH/OMPHC/NC/APL/01/06/2022 (X1 Post)
		Nontsikelelo Biko Clinic Ref No: ECHEALTH/OMPHC/NBC/APL/01/06/2022 (X1 Post)
		Nkumandeni Clinic Ref No: ECHEALTH/OMPHC/NKC/APL/01/06/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<b><u>ENQUIRIES</u></b>	:	Mr L Phokolo Tel No: 047 555 0151
<b><u>POST 21/203</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/ZC/APL/01/06/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R571 242- R642 933 per annum, (OSD)
	:	Buffalo City Metro District, Zanempilo Clinic
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team.

Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.  
Ms H Hlulani Tel No: 043 7433 006/057

**ENQUIRIES**

**POST 21/204** : **OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/MBTC/ APL/01/06/2022**

**SALARY** : R571 242 – R642 933 per annum, (OSD)  
**CENTRE** : Qaukeni Sub District, Mbotyi Clinic  
**REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES** : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.  
**ENQUIRIES** : Ms N Hlobo Tel No: 039 253 1541

**POST 21/205** : **OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/MTHC/APL/01/06/2022**

**SALARY** : R571 242 – R642 933 per annum, (OSD)  
**CENTRE** : Maluti Sub-District, Mt Hargreaves Clinic  
**REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES** : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES** : R Kok Tel No: 039 256 0518

**POST 21/206** : **OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/NTSI/APL/01/06/2022**

**SALARY** : R571 242 – R642 933 per annum, (OSD)  
**CENTRE** : Umzimvubu Sub-District, Ntsizwa Clinic  
**REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a

		Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<b><u>ENQUIRIES</u></b>	:	Mr Magadla Tel No: 039 727 2090.
<b><u>POST 21/207</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R571 242 – R642 933 per annum (OSD)
<b><u>CENTRE</u></b>	:	Buffalo City Metro: Tshatshu Clinic Ref No: ECHEALTH/OMPHC/TSHC/APL/01/06/2022 (X1 Post) St Thomas Clinic Ref No: ECHEALTH/OMPHC/STTC/APL/01/06/2022 (X1 Post) Eluxolweni                      NU                      12                      Clinic                      Ref                      No: ECHEALTH/OMPHC/ENU12/APL/01/06/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<b><u>ENQUIRIES</u></b>	:	Ms H Hlulani Tel No: 043 7433 006/057
<b><u>POST 21/208</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/GCHC/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R571 242 – R642 933 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro District, Gqebera CHC
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<b><u>ENQUIRIES</u></b>	:	Ms P Makuluma Tel No: 041 391 8164

**POST 21/209** : **OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/MCHC/01/06/2022**

**SALARY** : R571 242 – R642 933 per annum, (OSD)  
**CENTRE** : Maluti Sub District, Maluti CHC  
**REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES** : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES** : Mr Praim Tel No: 0397976070

**POST 21/210** : **OPERATIONAL MANAGER PRIMARY HEALTH CARE (X2 POSTS)**

**SALARY** : R571 242 – R642 933 per annum (OSD)  
**CENTRE** : Chris Hani District:  
 Kleinbulkhoek Clinic Ref No: ECHEALTH/OMPHC/KLC/APL/01/06/2022 (X1 Post)  
 Mawusheni Clinic Ref No: ECHEALTH/OMPHC/MAWU/APL/01/06/2022 (X1 Post)

**REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES** : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES** : Ms Nyoka Tel No: 045 807 1110/1101

**POST 21/211** : **OPERATIONAL MANAGER SPECIALTY (PSYCHIARTY) REF NO: ECHEALTH/OPMS/EDH/APL/01/06/2022 (X2 POSTS)**

**SALARY** : R571 242 – R642 933 per annum, (OSD)  
**CENTRE** : Nelson Mandela Metro District, Elizabeth Donkin Psychiatric Hospital  
**REQUIREMENTS** : Basic R425 qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Advanced Psychiatric Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period

		referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver's license.
<b><u>DUTIES</u></b>	:	To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.
<b><u>ENQUIRIES</u></b>	:	Mr E Felkers Tel No: 041 585 2323
<b><u>POST 21/212</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL (FEMALE SURGICAL) REF NO: ECHEALTH/OPMS/VICH/ APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R450 939 – R507 531 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Amathole District, Victoria Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<b><u>ENQUIRIES</u></b>	:	Ms L Mangesi Tel No: 040 653 1141
<b><u>POST 21/213</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OPMS/NMAH/ARP/01/06/2022 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R450 939 – R507 531 per annum, (OSD)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 21/214</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/ABH/ARP/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R450 939 – R507 531 per annum, (OSD)



<b><u>CENTRE REQUIREMENTS</u></b>	:	Sarah Baartman District, Aberdeen Hospital
	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<b><u>ENQUIRIES</u></b>	:	Mr S.M. Magxiva Tel No: 049 846 0391
<b><u>POST 21/215</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/NGCHC/ARP/01/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R450 939 – R507 531 per annum, (OSD)
	:	Mnquma Sub-District, Ngqamakwe CHC
	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<b><u>ENQUIRIES</u></b>	:	Ms N Tengwa Tel No: 047 491 0740
<b><u>POST 21/216</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/FTH/ARP/01/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R450 939 – R507 531 per annum, (OSD)
	:	Buffalo City Metro, Frere Tertiary Hospital
	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<b><u>ENQUIRIES</u></b>	:	Ms N Mthitshana Tel No: 043 709 2487/2532

<b><u>POST 21/217</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/LTH/ARP/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R450 939 – R507 531 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<b><u>ENQUIRIES</u></b>	:	Ms L Mabanga Tel No: 041 605 2348
<b><u>POST 21/218</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL (FEMALE SURGICAL) REF NO: ECHEALTH/OM-G/MTAH/ APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R450 939 – R507 531 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Alfred Nzo District, Mt Ayliff Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<b><u>ENQUIRIES</u></b>	:	Mrs O Mjoka Tel No: 039 254 0236
<b><u>POST 21/219</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL (GYNAE) REF NO: ECHEALTH/OM-G/MRH/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R450 939 – R507 531 per annum, (OSD)
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

<b><u>ENQUIRIES</u></b>	:	Ms Mkhosi Tel No: 047 502 4143/4008
<b><u>POST 21/220</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL (MALE GENERAL &amp; UROLOGY)</u></b> <b><u>REF NO: ECHEALTH/OM-G/NMAH/ APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R450 939 – R507 531 per annum, (OSD)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 21/221</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL (OBSERVATION WARD) REF NO:</u></b> <b><u>ECHEALTH/OM-G/QMCHC/ APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R450 939 – R507 531 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Mhlontlo Sub District, Qumbu CHC
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<b><u>ENQUIRIES</u></b>	:	Ms Ntlabi Tel No: 047 553 0585
<b><u>POST 21/222</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL (OBSERVATION WARD) REF NO:</u></b> <b><u>ECHEALTH/OM-G/NQACHC/ APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R450 939 – R507 531 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Mnquma Sub District, Ngqamakwe CHC
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients,

		supervisors, other health professionals and junior colleagues including more complex report writing when required.
<b><u>ENQUIRIES</u></b>	:	Ms N Tengwa Tel No: 047 491 0740
<b><u>POST 21/223</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL (OBSERVATION WARD) REF NO: ECHEALTH/OM-G/KWAZCHC/ APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R450 939 – R507 531 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Kwazakhele CHC
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<b><u>ENQUIRIES</u></b>	:	Ms P Makuluma Tel No: 041 391 8164
<b><u>POST 21/224</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/ZH/ARP/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R450 939 – R507 531 per annum, (OSD)
<b><u>CENTRE</u></b>	:	OR Tambo District, Zithulele Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<b><u>ENQUIRIES</u></b>	:	Mr Sobethwa Tel No: 047 573 8953/6/7
<b><u>POST 21/225</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/KCHC/APL/01/06/2022</u></b>
<b><u>SALARY</u></b>	:	R450 939 – R507 531 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Kwazakhele CHC
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies,

nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRIES** : Ms P Makuluma Tel No: 041 391 8164

**POST 21/226** : **ASSISTANT DIRECTOR: REGIONAL COORDINATOR (FORENSIC PATHOLOGY SERVICES)** REF NO: **ECHEALTH/ASDRC-BCM/ARP/0106/2022**

**SALARY CENTRE REQUIREMENTS** : R382 245 – R450 255 per annum (Level 09)  
: Buffalo City Metro, East London Forensic Pathology Services  
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Management coupled with 3 years' experience in public management. Knowledge of Forensic Pathology Service operations and exposure in the SAPS legal framework aligned functions as an added advantage. Must have above average computer literacy. Ability to communicate (verbal and written) at a high level. Must have ability to think analytically, plan and solve problems. Ability to communicate clearly and discreetly in person and in writing. Ability to achieve and maintain good interpersonal and working relations with Staff and clients, with knowledge of Batho Pele. Ability to interpret and apply policies. Must have supervision and planning skills. Ability to work under pressure day/night. Ability to work with corpses, (mutilated, decomposed, infectious viruses, obese etc.) visit and give support to mortuary/laboratory facilities. Knowledge and experience of Forensic Mortuary procedures and administration. Good working knowledge of relevant legislation, Regulations and Policies governing Forensic Mortuary procedures and investigations. A valid South African Driving License.

**DUTIES** : To render an effective and efficient Forensic Pathology Services in the region and will assist in other regions when requested. Ensure proper conduction of post mortems and timeous issue of post mortem reports in all forensic pathology laboratories under his management. Ensure annual operational plan for all facilities within the service area is compiled and implemented. Effective and efficient drafting of operational plans and present performance on monthly and quarterly basis. Management and allocation of all human, physical and financial resources. To properly control and manage budget allocated for the region and maintain discipline. To conduct visitation and inspection of Forensic Pathology Mortuaries. Be responsible for coordination of all activities of the region and report timeously to Head Office/District Manager. Ensure submission of monthly/quarterly and annual statistics report. Ensure ongoing monitoring and evaluation of services thereby improving the quality of the service. Ensure effective information utilization, facility reporting and information management. Ensure the establishment and maintenance of health infrastructure and technology to support service delivery. Compliance with the financial reporting framework thereby ensuring a clean audit. Ensure sound management of assets & stores. Improve infection prevention and control by ensuring that safety measures are in place at each facility. Improve clinical risk and case file management through focused case file audits. Ensure adequate infrastructure, resources and facilities for training and teaching to take place. Ensure and maintain organizational strategic capacity and synergy by improving service delivery and quality of documentation to external stakeholders as well as improving the management of unidentified deceased persons. Ensure effective communication at both strategic and operational level whilst maintaining the required confidentiality. Oversee the geographical service area within the available resource allocation aligned with the values & objectives of the department and FPS.

**ENQUIRIES** : Mr L Bebola Tel No: 040 608 1930  
**NOTE** : Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

**POST 21/227** : **ASSISTANT DIRECTOR: REGIONAL COORDINATOR (FORENSIC PATHOLOGY SERVICES)** REF NO. **ECHEALTH/ASDRC-ORT/ARP/0106/2022**

**SALARY CENTRE** : R382 245 – R450 255 per annum (Level 09)  
: OR Tambo District, Mthatha Forensic Pathology Services

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Management coupled with 3 years' experience in public management. Knowledge of Forensic Pathology Service operations and exposure in the SAPS legal framework aligned functions as an added advantage. Must have above average computer literacy. Ability to communicate (verbal and written) at a high level. Must have ability to think analytically, plan and solve problems. Ability to communicate clearly and discreetly in person and in writing. Ability to achieve and maintain good interpersonal and working relations with Staff and clients, with knowledge of Batho Pele. Ability to interpret and apply policies. Must have supervision and planning skills. Ability to work under pressure day/night. Ability to work with corpses, (mutilated, decomposed, infectious viruses, obese etc.) visit and give support to mortuary/laboratory facilities. Knowledge and experience of Forensic Mortuary procedures and administration. Good working knowledge of relevant legislation, Regulations and Policies governing Forensic Mortuary procedures and investigations. A valid South African Driving License.
<b><u>DUTIES</u></b>	:	To render an effective and efficient Forensic Pathology Services in the region and will assist in other regions when requested. Ensure proper conduction of post mortems and timeous issue of post mortem reports in all forensic pathology laboratories under his management. Ensure annual operational plan for all facilities within the service area is compiled and implemented. Effective and efficient drafting of operational plans and present performance on monthly and quarterly basis. Management and allocation of all human, physical and financial resources. To properly control and manage budget allocated for the region and maintain discipline. To conduct visitation and inspection of Forensic Pathology Mortuaries. Be responsible for coordination of all activities of the region and report timeously to Head Office/District Manager. Ensure submission of monthly/quarterly and annual statistics report. Ensure ongoing monitoring and evaluation of services thereby improving the quality of the service. Ensure effective information utilization, facility reporting and information management. Ensure the establishment and maintenance of health infrastructure and technology to support service delivery. Compliance with the financial reporting framework thereby ensuring a clean audit. Ensure sound management of assets & stores. Improve infection prevention and control by ensuring that safety measures are in place at each facility. Improve clinical risk and case file management through focused case file audits. Ensure adequate infrastructure, resources and facilities for training and teaching to take place. Ensure and maintain organizational strategic capacity and synergy by improving service delivery and quality of documentation to external stakeholders as well as improving the management of unidentified deceased persons. Ensure effective communication at both strategic and operational level whilst maintaining the required confidentiality. Oversee the geographical service area within the available resource allocation aligned with the values & objectives of the department and FPS.
<b><u>ENQUIRIES</u></b>	:	Mr L Bebula Tel No: 040 608 1930
<b><u>NOTE</u></b>	:	Applicants are encouraged to apply for this post using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 21/228</u></b>	:	<b><u>MORTUARY MANAGER REF NO: ECHEALTH/MM-MFPS/ARP/06/06/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum (Level 09)
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Forensic Pathology Services
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration / Management or equivalent qualification plus 3-5 years' relevant experience in administration of which three (3) years must be of supervisory level. Ability to work in a Forensic Pathology Service (Medico Legal Laboratory) environment. Computer literacy with ability to use the MS Office package. An in depth knowledge of the relevant legislations, regulations and policies governing medico-legal procedures and investigations. Knowledge of the Public Service Act, Regulation and the related HR policies and practices. An understanding of forensic pathology services including the operations, procedures and documentation in medico-legal laboratories. Knowledge and interest in transforming the service which can lead to improvements of existing methods techniques and procedures. Ability to work independently. Planning and organizing skills. Leadership skills. Preparedness and the ability to work under real pressure in order to meet deadlines. Strong interpersonal, written verbal communication skills. Valid driver's licence.

<b><u>DUTIES</u></b>	:	Successful candidate will Render support to the District Coordinator. Execute the management function of the Medico-Legal Laboratory in order to achieve its objective. Manage all the key resources effectively. Effective management of waste disposal. Implement health and safety measures according to the OHSA and related regulations. Ensure continued support to the Forensic Pathologist or Medical Officer. Assist with post mortem where necessary. Attend at court when necessary. Compile and implement effective and efficient disaster plans. Compile monthly report, statistics and other relevant data as per prescripts.
<b><u>ENQUIRIES</u></b>	:	Ms F Mkhize Tel No: 047 531 0081
<b><u>POST 21/229</u></b>	:	<b><u>ASSISTANT DIRECTOR: PATIENT ADMINISTRATION REF NO: ECHEALTH/ASD-PA-FEPH/ARP//07/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 – R450 255 per annum (Level 09) Sarah Baartman District, Fort England Psychiatric Hospital National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration/Administration or equivalent qualification with 3 years' experience at supervisory level 7/8. Practical experience in Patient Administration processing. In-depth and practical knowledge of Mental Health Care Act. Ability to interact with all aspects of Management and Employees. Knowledge of staff development. Excellent written and verbal communication. Ability to plan and organize word and staff effectively. Ability to work under pressure and adhere to deadlines. Knowledge of Strategic Planning. Sound knowledge of all applicable Legislation and Public Service Collective Agreements. Computer Literacy. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage all Patient Administration Services. Ensure that all Human Resources operates optimally and are administered in accordance with Policies and Procedures. Manage Registry, mail and filing services, provide office automation and production services. Manage accommodation & Transport Services. Provide ward administration, telecommunication, patient registration and administration services. Compile all required reports and memorandums and performance management. Maintain discipline / Conflict management, attend meetings and briefings, service on various committees and maintain all relevant registers. Travel and attend out of office meetings. Report directly to the Administration Manager. Promote sound relations, administer all sections under your control and ensure efficient and effective control of resources.
<b><u>ENQUIRIES</u></b>	:	Ms S Share Tel No: 046 602 2300
<b><u>POST 21/230</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE REF NO: ECHEALTH/ASD-FIN/FEPH/ARP/08/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 – R450 255 per annum (Level 09) Sarah Baartman District, Fort England Psychiatric Hospital National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with 3 years' experience must be in a supervisory level (Level 7/8). Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures as well as Financial Management services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office package, Integrated Procurement System, Basic Accounting System (BAS) and LOGIS). Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing. Ability to work under pressure. Valid (Code B/EB) driver's license.
<b><u>DUTIES</u></b>	:	Oversee and manage the overall performance of the Finance Section (Budget, Accounts payments, revenue collection, internal financial control) and Supply Chain Management (procurement, inventory & asset management). Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on Finance and Supply Chain Management. Accurate and timeous preparation of reports (e.g. needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual as well as Interim Financial Statements and AFS. Monitor overall budget and expenditure

		patterns and projections. Manage all people management (effective leadership) related functions within the component.
<b><u>ENQUIRIES</u></b>	:	Ms S Share Tel No: 046 602 2300
<b><u>POST 21/231</u></b>	:	<b><u>ASSISTANT DIRECTOR: BAS CONTROL REF NO: ECHEALTH/ASD-BAS/HO/ARP/09/06/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Bhisho, Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management / Public Finance coupled with 3 years' experience must be in a supervisory level (level 7/8). Computer literacy. Knowledge: In depth knowledge of SCOA and BAS. Knowledge of other Financial Management Systems such as PERSAL, LOGIS. Knowledge of relevant legislation such (PFMA), DORA, Treasury Regulations, Treasury Practise notes, General Accounting principles. Proof of BAS System Controller certificate. Competencies: Project Management, Financial Management, Communication, Client Orientation and Customer focus. Valid driver's licence.
<b><u>DUTIES</u></b>	:	To ensure effective utilization of the BAS functions. To promote effective BAS user account and security Management. Interface monitoring and reporting. Provision of support and guidance to financial practitioners. To provide BAS and SCOA training to new and existing BAS users. Co-ordinate Month end and Financial Year end book closures.
<b><u>ENQUIRIES</u></b>	:	Mr P Ntete Tel No: 040 608 1123
<b><u>NOTE</u></b>	:	Applicants are encouraged to apply for this post using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 21/232</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: ECHEALTH/ASD-DMT/HO/ARP/10/06/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Bhisho, Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management or Accounting coupled with 3 years' experience must be a supervisory level (level 7/8). Advanced debt management models and accounting processes and techniques, financial management, Treasury regulations, PFMA, and all prescripts and practice notes. BAS and PERSAL systems. Debt analysis and interpretation of debtor's information. Skills: Accounting, debt management, communication, presentation skills and reporting skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Oversee the identification and accurate recording of debts owed to the department. Review debt take on's journals and debt recovery letters, prepare reconciliation of Debt Account. Follow up on bad debtors. Prepare submission for writing off bad debts. Authorize debt entities. Clear debt suspense account. Liaise with debtors in the most complex and problematic cases to determine payback conditions, time span and liaise with internal debt collectors. Perform any other duties within the finance management scope. Management of staff and submission of weekly diaries and monthly diaries.
<b><u>ENQUIRIES</u></b>	:	Ms L Jack Tel No: 040 608 1001
<b><u>NOTE</u></b>	:	Applicants are encouraged to apply for this post using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 21/233</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/ADHRM/ FEPH/ARP/11/06/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Fort England Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/ Public Administration of which 3 years' experience must be at supervisory level (level 7/8). Extensive knowledge of PERSAL. Proof of PERSAL Certificate(s) (PERSAL Introduction, Leave Administration and Personnel Administration). Ability to do presentations, interpretation of reports and policies. Knowledge of Public Financial Management Act, Public Service Act, Public Service Regulations and other legal prescripts applicable to the field. Computer literacy. Valid driver's license.



<b><u>DUTIES</u></b>	:	Manage the Human Resource planning and implementation functions for the institution. Manage the implementation of HR policies, systems and procedures. Development of departmental HR policies. Manage the recruitment and provision of employees in line with Annual Recruitment Plan. Manage the timeous processing of employee benefits and allowance. Manage the conditions of service and termination of exiting employees. Perform PERSAL control functions and supervise all users within the institution. Liaise with Head Office regarding matters of staff establishment, allocation of PERSAL functions, and drawing exception reports. Facilitate the internal, risk register and the auditing process in the institution.
<b><u>ENQUIRIES</u></b>	:	Ms S Share Tel No: 046 602 2300
<b><u>POST 21/234</u></b>	:	<b><u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO: ECHEALTH/ASD-IM/ARP/12/06/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Technology coupled with 3 years' experience must be at supervisory level (7/8). Extensive computer software and systems experience. Appropriate comprehensive training, working experience, and knowledge of Electronic Content Management Systems. Appropriate management experience would be an advantage. Good communication skills. Strong interpersonal skills. Good meeting and presentation skills and the ability to liaise between different parties at management level. Management and leadership skills. Module training and experience will be an added advantage. Competency in desktop support. High-level computer competency in Microsoft Office Suite. Must also have research and report writing skills, on site and online training provision skills and analytical skills. A valid (Code B/EB) drivers' licence.
<b><u>DUTIES</u></b>	:	Design and presentation of software and systems training. Develop training manuals. Develop training plans and strategies for the Department. Management of training resources. Ensure accreditation of all training. 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 Department of Health and the institution.
<b><u>ENQUIRIES</u></b>	:	Ms L Mabanga Tel No: 041 405 2348
<b><u>POST 21/235</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER: RECRUITMENT &amp; SELECTION REF NO: ECHEALTH/HRP/ FEPH/ARP/13/06/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Fort England Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/ Public Administration coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Facilitate the advertisement of approved funded posts. Advertise approved funded posts. Obtain selection panel approval from the delegated authority concurrently while advertising. Render secretariat support during the recruitment process. Ensure that shortlist for posts are approved within 10 working days after closing date of advert. Interview for posts within 10 working days after shortlist is finalised. Complete background checks (references, pre-employment screening, and competency assessment reports for SMS posts). Submit selection committee's recommendations for approval within 10 working days of receiving prescribed documents. Manage the recruitment process to

ensure that 70% of advertised posts are filled within 120 days. Obtain reference checks, submit request for pre-employment screening and SAQA verification of qualifications. Provide expert advice to line managers on the applicable regulatory framework. Ensure adherence to the recruitment policy and associate prescripts and procedures. Implement the recruitment plan. Administer appointment, promotion and transfers on PERSAL system. Ensure that all the appointments, promotions and transfers are accurately implemented on PERSAL system. Update the establishment and report discrepancies. Provide monthly statistics.

**ENQUIRIES** : Ms S Share Tel No: 046 602 2300

**POST 21/236** : **HUMAN RESOURCE PRACTITIONER REF NO:**  
**ECHEALTH/SERH/APL/14/06/2022 (X2 POSTS)**

**SALARY** : R261 372 – R307 890 per annum (Level 07)  
**CENTRE** : OR Tambo District, St Elizabeth Regional Hospital  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence will be an added advantage.

**DUTIES** : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES** : Mr M Nozaza Tel No: 039 253 5012

**POST 21/237** : **HUMAN RESOURCE PRACTITIONER REF NO:**  
**ECHEALTH/BH/APL/15/06/2022**

**SALARY** : R261 372 – R307 890 per annum (Level 07)  
**CENTRE** : Buffalo City Metro, Bhisho Hospital  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence will be an added advantage.

**DUTIES** : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES** : Mrs T. Awlyn Tel no Qegu Tel No: 040 635 2950/5

<b><u>POST 21/238</u></b>	:	<b><u>PERSONAL ASSISTANT: OFFICE OF THE CHIEF FINANCIAL OFFICER</u></b> <b><u>REF NO: ECHEALTH/PA-CFO/HO/ARP/16/06/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho, Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 1- 2 years' experience in Office Administration in an Executive Secretarial role. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.
<b><u>DUTIES</u></b>	:	To provide professional and efficient secretarial and administrative support to the Chief Financial Officer in the execution of the duties of the office, thereby uploading the image of the Office of the CFO. Coordinate logistical arrangements for the Chief Financial Officer in line with the procurement process, Manages the diary with guidance from the CFO and Office Manager by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Chief Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the CFO. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.
<b><u>ENQUIRIES</u></b>	:	Mr L Jim Tel No: 040 608 1228
<b><u>NOTE</u></b>	:	Applicants are encouraged to apply for this post using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 21/239</u></b>	:	<b><u>PERSONAL ASSISTANT: OFFICE OF GENERAL MANAGER –</u></b> <b><u>CORPORATE SERVICES REF NO: ECHEALTH/PA-</u></b> <b><u>FM/HO/ARP/17/06/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho, Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 1-2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.
<b><u>DUTIES</u></b>	:	To provide professional and efficient secretarial and administrative support to the General Manager in the execution of the duties of the office, thereby uploading the image of the Office of the General Manager. Coordinate logistical arrangements for the General Manager in line with the procurement process, Manages the diary with guidance from the General Manager and Office Manager by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the General Manager. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.
<b><u>ENQUIRIES</u></b>	:	Ms N Maseko Tel No: 040 608 1141
<b><u>NOTE</u></b>	:	Applicants are encouraged to apply for this post using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>

<b><u>POST 21/240</u></b>	:	<b><u>PERSONAL ASSISTANT: OFFICE OF GENERAL MANAGER – INTERGRATED BUDGET PLANNING REF NO. ECHEALTH/PA- IBP/HO/ARP/18/06/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho, Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 1-2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.
<b><u>DUTIES</u></b>	:	To provide professional and efficient secretarial and administrative support to the General Manager in the execution of the duties of the office, thereby uploading the image of the Office of the General Manager. Coordinate logistical arrangements for the General Manager in line with the procurement process, Manages the diary with guidance from the General Manager and Office Manager by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the General Manager. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.
<b><u>ENQUIRIES</u></b>	:	Mr L Jim Tel No: 040 608 1228
<b><u>NOTE</u></b>	:	Applicants are encouraged to apply for this post using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 21/241</u></b>	:	<b><u>PERSONAL ASSISTANT: OFFICE OF THE GENERAL MANAGER FINANCIAL MANAGEMENT REF NO: ECHEALTH/PA- FM/HO/ARP/19/06/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho, Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 1-2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.
<b><u>DUTIES</u></b>	:	To provide professional and efficient secretarial and administrative support to the General Manager in the execution of the duties of the office, thereby uploading the image of the Office of the General Manager. Coordinate logistical arrangements for the General Manager in line with the procurement process, Manages the diary with guidance from the General Manager and Office Manager by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the General Manager. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.
<b><u>ENQUIRIES</u></b>	:	Mr GG Mhlanga Tel No: 040 608 1241

<b><u>NOTE</u></b>	:	Applicants are encouraged to apply for this post using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 21/242</u></b>	:	<b><u>PERSONAL ASSISTANT: OFFICE OF THE GENERAL MANAGER HEALTH PROGRAMMES REF NO: ECHEALTH/PA-HPS/HO/ARP/20/06/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho, Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 1-2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.
<b><u>DUTIES</u></b>	:	To provide professional and efficient secretarial and administrative support to the General Manager in the execution of the duties of the office, thereby uploading the image of the Office of the General Manager. Coordinate logistical arrangements for the General Manager in line with the procurement process, Manages the diary with guidance from the General Manager and Office Manager by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the General Manager. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.
<b><u>ENQUIRIES</u></b>	:	Ms N Nokwe Tel No: 040 608 1223
<b><u>NOTE</u></b>	:	Applicants are encouraged to apply for this post using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 21/243</u></b>	:	<b><u>PERSONAL ASSISTANT: OFFICE OF THE SENIOR MANAGER – TB REF NO: ECHEALTH/PA-TB/ARP/HO/ARP/21/06/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho, Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 1-2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.
<b><u>DUTIES</u></b>	:	To provide professional and efficient secretarial and administrative support to the Senior Manager in the execution of the duties of the office, thereby uploading the image of the Office of the Senior Manager. Coordinate logistical arrangements for the Senior Manager in line with the procurement process, Manages the diary with guidance from the Senior Manager by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the Senior Manager. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.
<b><u>ENQUIRIES</u></b>	:	Ms Sodlula Tel No: 040 608 1761

<b><u>NOTE</u></b>	:	Applicants are encouraged to apply for this post using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 21/244</u></b>	:	<b><u>PERSONAL ASSISTANT: OFFICE OF THE SENIOR MANAGER – HIV &amp; AIDS REF NO: ECHEALTH/PA-HIVAIDS/ARP/HO/ARP/22/06/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho, Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.
<b><u>DUTIES</u></b>	:	To provide professional and efficient secretarial and administrative support to the Senior Manager in the execution of the duties of the office, thereby uploading the image of the Office of the Senior Manager. Coordinate logistical arrangements for the Senior Manager in line with the procurement process, Manages the diary with guidance from the Senior Manager by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the Senior Manager. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.
<b><u>ENQUIRIES</u></b>	:	Mr X Somahela Tel No: 040 608 1761
<b><u>NOTE</u></b>	:	Applicants are encouraged to apply for this post using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 21/245</u></b>	:	<b><u>PERSONAL ASSISTANT: OFFICE OF THE SENIOR MANAGER – BUDGET PLANNING &amp; EXPENDITURE REVIEWS REF NO: ECHEALTH/PA-BPE/HO/ARP/23/06/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho, Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 1-2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.
<b><u>DUTIES</u></b>	:	To provide professional and efficient secretarial and administrative support to the Senior Manager in the execution of the duties of the office, thereby uploading the image of the Office of the Senior Manager. Coordinate logistical arrangements for the Senior Manager in line with the procurement process, Manages the diary with guidance from the Senior Manager by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the Senior Manager. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.
<b><u>ENQUIRIES</u></b>	:	Mr L Jim Tel No: 040 608 1228



**NOTE** : Applicants are encouraged to apply for this post using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

**POST 21/246** : **LABOUR RELATIONS OFFICER REF NO: ECHEALTH/LRO-CDDO/ARP/24/06/2022**

**SALARY** : R261 372 – R307 890 per annum (Level 07)  
**CENTRE** : Chris Hani District Office  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Industrial Psychology, HRM, Labour Relations, Labour Law coupled with 1 -2 years' experience. Good knowledge of legislation and prescripts, policies and procedures. Knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act and relevant collective agreements. Ability to show analytical, negotiation, interviewing and conflict resolution skills. Ability to demonstrate practical experience in the Employment Relations or labour law environment. Evident knowledge of computer literacy (MS Word, MS Excel and MS Power Point) and course on Introduction to the PERSAL System will serve as an advantage. Ability to demonstrate good interpersonal relations, effective communication, planning & organisation, presentation & facilitation and business report writing skills. Must possess a valid driving license (Code B) and be willing to travel extensively.

**DUTIES** : To provide administrative and logistical arrangements for the component; Capture labour relations cases on the PERSAL system. Maintain a database of all labour relations matters. Conduct investigations into allegations of misconduct as well as grievances and formulate investigation reports with clear findings and recommendations. To assist with advisory and training provision on employment relations matters to all stakeholders; To assist with the facilitation and maintenance of management and labour forum in the district; To assist in maintenance of labour peace and stability through effective discipline management throughout the district; To assist in ensuring understanding and adherence to the Grievance procedure; To assist in the administration of the Dispute resolution mechanism with the relevant statutory bodies and unions; To assist with the compilation of all reports and their timely submissions; To effectively manage all the resources allocated to oneself and comply to all related policy requirements.

**ENQUIRIES** : Ms Nyoka Tel No: 045 8071110/1101

**POST 21/247** : **CHIEF REGISTRY CLERK REF NO: ECHEALTH/CRC-FEPH/ARP/25/06/2022**

**SALARY** : R261 372 – R307 890 per annum (Level 07)  
**CENTRE** : Sarah Baartman District, Fort England Psychiatric Hospital  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Archives Management/Records/Document Management with extensive and proper training on all records management and registry procedures coupled with 1-2 years working experience within the Records Management/Registry field. Competencies: sound knowledge of registry/records management practices; knowledge of National Archives Act and MIS prescripts; knowledge of Service Level Agreements (SLA's); Understanding of expectations of customers; computer literacy; good verbal and communication skills, ability to work under pressure, customer care skills and telephone etiquette. Ability to hold on confidential information; organisational skills; analytical and problem solving skills; personal & interpersonal skills; effective time management; organisational skills; document and content management will be an added advantage.

**DUTIES** : Coordinate and supervise activities in registry; Provide registry services to the Department such as file enquiries, posting and updates on general procedures and functions of the unit; manage own performance and develop others; maintain and amend the file plan on a regular basis; implement the policies and procedures for records management as per the prescribed requirements by archives; Scan, distribute files and documents; maintain an accurate register of all archived files; assist in uploading of documents on the electronic content and records management system (ECDMS) including intranet and website; Register records and correspondences (both incoming and outgoing) apply the National Archives and Records Management Act and other related legislations.

**ENQUIRIES** : Ms S Share Tel No: 046 602 2300

<b><u>POST 21/248</u></b>	:	<b><u>FOOD SERVICE MANAGER REF NO: ECHEALTH/FSM/FEPH/ARP/26/06/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372– R307 890 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Fort England Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Food Service Management or relevant field with 1 -2 years' experience. Current registration with the relevant professional council, knowledge and understanding of nursing Code of Ethics and Professional Practice. Communication Interpersonal. Knowledge of food service processes and procedures and other relevant legal framework such as: Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.
<b><u>DUTIES</u></b>	:	Manage food services. Facilitate and monitor implementation of policies and guidelines. Supervise human and physical resources. Ensure healthy and hygienic environment. Compile cycle menus and recipes monitor stock levels, order stores. Manage and maintain safety standards, adapt legislations and capacitate relevant role players. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews and identify training needs.
<b><u>ENQUIRIES</u></b>	:	Ms S Share Tel No: 046 602 2300
<b><u>POST 21/249</u></b>	:	<b><u>ADMINISTRATION OFFICER (HOSPITAL &amp; PATIENT ADMIN) REF NO: ECHEALTH/AO-PA/ FEPH/ARP/27/06/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372– R307 890 per annum (Level 07)
<b><u>CENTRE</u></b>	:	OR Tambo District, Dr Malizo Mpehle Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration/Office Administration coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills and problem solving. A valid driver's license.
<b><u>DUTIES</u></b>	:	To provide an efficient and comprehensive ward administration, mortuary and pottering services, switchboard, patient registration and administration. Management and delivery of the patient administration service in terms of providing comprehensive patient registration services for outpatients and admission. Ensure that acceptable quality assurance and clients service levels achieved. Provide advice on procedural and policy matters to staff and public. Maintain information system that support the working environment to improve information flow and effective communication and budget control of staff.
<b><u>ENQUIRIES</u></b>	:	Ms Makalima Tel No: 047 542 6300
<b><u>POST 21/250</u></b>	:	<b><u>INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/IT/ FEPH/ARP/28/06/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Fort England Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and



		application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.
<b><u>ENQUIRIES</u></b>	:	Ms S Share Tel No: 046 602 2300
<b><u>POST 21/251</u></b>	:	<b><u>INFORMATION TECHNOLOGY PRACTITIONER REF NO:</u></b> <b><u>ECHEALTH/ITP/CDDO/ARP/29/06/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Chris Hani District Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.
<b><u>ENQUIRIES</u></b>	:	Ms Nyoka Tel No: 045 8071110/1101
<b><u>POST 21/252</u></b>	:	<b><u>INFORMATION TECHNOLOGY PRACTITIONER REF NO:</u></b> <b><u>ECHEALTH/ITP/ARP/FTH/30/06/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under

		pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mthitshana Tel No: 043 709 2487/ 2532.
<b><u>POST 21/253</u></b>	:	<b><u>LAUNDRY SUPERVISOR REF NO: ECHEALTH/LAUNSUP/NMAH/ARP/31/06/2022 (X4 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R211 713 – R249 378 per annum (Level 06)
	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	National Senior Certificate with 3 -5 years. Computer literate. Ability to communicate and interpret policies to staff members and clients.
<b><u>DUTIES</u></b>	:	Conduct stock counts and keep records. Compile monthly reports and submit to Laundry manager. Compile duty rosters for night and day shifts for laundry staff. Keep accurate records of soiled linen, laundered linen, patient clothing and circulation. Supervise attendance registers and leaves. Responsible for stock control of laundry consumables. Supervise day to day operation of laundry services. Attend to operational meetings.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 21/254</u></b>	:	<b><u>WARD CLERK REF NO: ECHEALTH/DC/FEPH/ARP/32/06/2022 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 – R207 681 per annum (Level 05)
	:	Sarah Baartman District, Fort England Psychiatric Hospital
	:	National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. This position is ward based in a psychiatric hospital. Knowledge of policies and prescripts. A good understanding of general administration. Knowledge of Mental Care Act and all appropriate Public Service Legislation. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suit especial Word & Excel. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photo copies. Compile duty rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.
<b><u>ENQUIRIES</u></b>	:	Ms S Share Tel No: 046 602 2300.
<b><u>POST 21/255</u></b>	:	<b><u>ADMINISTRATION CLERK: OFFICE OF THE CEO REF NO: ECHEALTH/DC/FEPH/ARP/33/06/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 – R207 681 per annum (Level 05)
	:	Sarah Baartman District, Fort England Psychiatric Hospital

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	To provide professional and efficient secretarial and administrative support to the Chief Executive Officer in the execution of the duties of the office, thereby uploading the image of the Chief Executive Officer. Coordinate logistical arrangements for the Chief Executive Officer in line with the procurement process, Manages the diary with guidance from the Chief Executive Officer by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the Chief Executive Officer. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.
<b><u>ENQUIRIES</u></b>	:	Ms S Share Tel No: 046 602 2300
<b><u>POST 21/256</u></b>	:	<b><u>FINANCE CLERK REF NO: ECHEALTH/DC/ FEPH/ARP/34/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 – R207 681 per annum (Level 05) Sarah Baartman District, Fort England Psychiatric Hospital National Senior Certificate, / NQF level 4 with no experience. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal). One (1) year Public service internship programme experience will be given preference. Knowledge of LOGIS.
<b><u>DUTIES</u></b>	:	Implementation of supply chain management policies and ensure that all procurement are in accordance with delegation and directives. Provides effective and efficient logistics management services. Comply with all policy procedures and update on PFMA, PPPFA Treasury regulations. Verification of acquisition on LOGIS, verify segment allocation details. Compiling of all supporting document. Filing of all SCM documents for ease of retrieval. Attend to any other related KPA's as deemed necessary by management.
<b><u>ENQUIRIES</u></b>	:	Ms S Share Tel No: 046 602 2300
<b><u>POST 21/257</u></b>	:	<b><u>SUPPLY CHAIN CLERK REF NO: ECHEALTH/DC/ FEPH/ARP/35/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 – R207 681 per annum (Level 05) Sarah Baartman District, Fort England Psychiatric Hospital Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on LOGIS. Create and print orders on LOGIS system. Saucing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system. Prepare and Compile quotes. Capturing of awarded contracts on National Treasury Contracts registration application (CRA).
<b><u>ENQUIRIES</u></b>	:	Ms S Share Tel No: 046 602 2300
<b><u>POST 21/258</u></b>	:	<b><u>HUMAN RESOURCE CLERK REF NO: ECHEALTH/DC/FEPH/ARP/36/06/2022 (X4 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 – R207 681 per annum (Level 05) Sarah Baartman District, Fort England Psychiatric Hospital National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added an advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and

<b><u>DUTIES</u></b>	:	standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.
	:	Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.
<b><u>ENQUIRIES</u></b>	:	Ms S Share Tel No: 046 602 2300
<b><u>POST 21/259</u></b>	:	<b><u>HUMAN RESOURCE CLERK REF NO: ECHEALTH/JGDO/APL/37/06/2022</u></b>
<b><u>SALARY</u></b>	:	R176 310 – R207 681 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Joe Gqabi District Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.
<b><u>ENQUIRIES</u></b>	:	Mr J.S Ndzinde Tel No: 051 633 9631
<b><u>POST 21/260</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: ECHEALTH/FPAC-BIZAFPS/ARP/38/06/2022</u></b>
<b><u>SALARY</u></b>	:	R176 310 – R207 681 per annum (Level 05)
<b><u>CENTRE</u></b>	:	OR Tambo District, Bizana Forensic Pathology Services
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate and or equivalent qualification with no experience. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability. Knowledge on capturing systems which includes EPWP System, programme information and performance of evidence. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Provide supply chain clerical support services within the District. Provide personnel administration clerical support services within the District. Provide financial administration support services in the District. Capture and maintain data base on Victim Empowerment Programme.
<b><u>ENQUIRIES</u></b>	:	Ms F Mkhize Tel No: 047 531 0081
<b><u>POST 21/261</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: ECHEALTH/FPAC-MTFFPS/ARP/39/06/2022</u></b>
<b><u>SALARY</u></b>	:	R176 310 – R207 681 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Joe Gqabi District, Mt Fletcher Forensic Pathology Services
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate and or equivalent qualification with no experience. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability. Knowledge on capturing systems which includes EPWP System, programme information and performance of evidence. One (1) year Public service internship programme experience will be given preference.

<b><u>DUTIES</u></b>	:	Render general clerical support services. Provide supply chain clerical support services within the District. Provide personnel administration clerical support services within the District. Provide financial administration support services in the District. Capture and maintain data base on Victim Empowerment Programme.
<b><u>ENQUIRIES</u></b>	:	M Mathiso Tel No: 045 858 8112
<b><u>POST 21/262</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: ECHEALTH/FPAC-NBTNFPS/ARP/40/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 – R207 681 per annum (Level 05) Nelson Mandela Metro, New Brighton Forensic Pathology Services National Senior Certificate and or equivalent qualification with no experience. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability. Knowledge on capturing systems which includes EPWP System, programme information and performance of evidence. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Provide supply chain clerical support services within the District. Provide personnel administration clerical support services within the District. Provide financial administration support services in the District. Capture and maintain data base on Victim Empowerment Programme.
<b><u>ENQUIRIES</u></b>	:	Mr J Jenniker Tel No: 041 373 1525
<b><u>POST 21/263</u></b>	:	<b><u>HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC-STE/41/06/2022 (X4 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 – R207 681 per annum (Level 05) OR Tambo District, St Elizabeth Regional Hospital National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/ PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.
<b><u>ENQUIRIES</u></b>	:	Mr M Nozaza Tel No: 039 253 5012
<b><u>POST 21/264</u></b>	:	<b><u>FINANCE CLERK REF NO: ECHEALTH/FC/STE/42/06/2022 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 – R207 681 per annum (Level 05) OR Tambo District, St Elizabeth Regional Hospital National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue

		receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.
<b><u>ENQUIRIES</u></b>	:	Mr M Nozaza Tel No: 039 253 5012
<b><u>POST 21/265</u></b>	:	<b><u>FINANCE CLERK REF NO: ECHEALTH/FC/CMH/APL/43/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 – R207 681 per annum (Level 05) Buffalo City Metro, Cecilia Makiwane Regional Hospital National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.
<b><u>ENQUIRIES</u></b>	:	Ms N. Matshaya Tel No: 043 708 2121
<b><u>POST 21/266</u></b>	:	<b><u>ADMINISTRATION CLERK (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 – R207 681 per annum (Level 05) Maluti Sub District, Afsondering Clinic Ref No: ECHEALTH/AC/AFSC-ARP/44/06/2022 (X1 Post) Pabalong Clinic Ref No: ECHEALTH/AC/AFSC-ARP/45/06/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	R Kok Tel No: 039 2560518/0519
<b><u>POST 21/267</u></b>	:	<b><u>ADMINISTRATION CLERK (X10 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 – R207 681 per annum (Level 05) Umzimvubu Sub District, Qobo Clinic Ref No: ECHEALTH/AC/QOBC-ARP/46/06/2022 (X1 Post) Meje Clinic Ref No: ECHEALTH/AC/MEJC-ARP/47/06/2022 (X1 Post) Amadiba Clinic Ref No: ECHEALTH/AC/AMADC-ARP/48/06/2022 (X1 Post) Ntabankulu CHC Ref No: ECHEALTH/AC/NTACHC-ARP/49/06/2022 (X1 Post) Sebeni Clinic Ref No: ECHEALTH/AC/SEBC-ARP/50/06/2022 (X1 Post) Sigidi Clinic Ref No: ECHEALTH/AC/SIGC-ARP/51/06/2022 (X1 Post) Mhlotsheni Clinic Ref No: ECHEALTH/AC/MHLC-ARP/52/06/2022 (X1 Post) Mpoza Clinic Ref No: ECHEALTH/AC/MPOC-ARP/53/06/2022 (X1 Post) Ntlabeni Clinic Ref No: ECHEALTH/AC/NTLABC-ARP/54/06/2022 (X1 Post)

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Mr Magadla Tel No: 039 727 2090
<b><u>POST 21/268</u></b>	:	<b><u>ADMINISTRATION CLERK (X10 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 – R207 681 per annum (Level 05)
	:	Amahlathi District, Cumakala Clinic Ref No: ECHEALTH/AC/CUMAKC-ARP/55/06/2022 (X1 Post)
	:	Hamburg Clinic Ref No: ECHEALTH/AC/HAMBC-ARP/56/06/2022 (X1 Post)
	:	Horton Clinic Ref No: ECHEALTH/AC/HORTC-ARP/57/06/2022 (X1 Post)
	:	Masincedane Clinic Ref No: ECHEALTH/AC/MASIC-ARP/58/06/2022 (X1 Post)
	:	Matomela Clinic Ref No: ECHEALTH/AC/MATOC-ARP/59/06/2022 (X1 Post)
	:	Mgwali Clinic Ref No: ECHEALTH/AC/MGWAC-ARP/60/06/2022 (X1 Post)
	:	Ndwayana Clinic Ref No: ECHEALTH/AC/NDWAC-ARP/61/06/2022 (X1 Post)
	:	Tyatya Clinic Ref No: ECHEALTH/AC/TYAC-ARP/62/06/2022 (X1 Post)
	:	Wesley Clinic Ref No: ECHEALTH/AC/WESC-ARP/63/06/2022 (X1 Post)
	:	Zalara Clinic Ref No: ECHEALTH/AC/ZALC-ARP/64/06/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms B Mngxe Tel No: 043 643 4775/6
<b><u>POST 21/269</u></b>	:	<b><u>ADMINISTRATION CLERK (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 – R207 681 per annum (Level 05)
	:	Mbhashe District, Hobeni Clinic Ref No: ECHEALTH/AC/HOBEC-ARP/65/06/2022 (X1 Post)
	:	Keti Clinic Ref No: ECHEALTH/AC/KETIC-ARP/66/06/2022 (X1 Post)
	:	Mahasana Clinic Ref No: ECHEALTH/AC/MAHASC-ARP/67/06/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update

		and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms Mkhwetha Tel No: 047 489 2417/16
<b><u>POST 21/270</u></b>	:	<b><u>ADMINISTRATION CLERK (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 – R207 681 per annum (Level 05)
	:	Mnquma District, Ngqamakwe CHC Ref No: ECHEALTH/AC/NGQACHC-ARP/68/06/2022 (X1 Post)
	:	Tafalofefe Gateway Clinic Ref No: ECHEALTH/AC/TAFGC-ARP/69/06/2022 (X1 Post)
	:	Tutura Clinic Ref No: ECHEALTH/AC/TUTC-ARP/70/06/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms N Tengwa Tel No: 047 491 0740
<b><u>POST 21/271</u></b>	:	<b><u>ADMINISTRATION CLERK (X5 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 – R207 681 per annum (Level 05)
	:	Raymond Mhlaba Sub District, Gilton Clinic Ref No: ECHEALTH/AC/GILTC-ARP/70/06/2022 (X1 Post)
	:	Gxwedera Clinic Ref No: ECHEALTH/AC/GXWEC-ARP/71/06/2022 (X1 Post)
	:	Kolomana Clinic Ref No: ECHEALTH/AC/KOLOC-ARP/72/06/2022 (X1 Post)
	:	Lower Regu Clinic Ref No: ECHEALTH/AC/LWRGC-ARP/73/06/2022 (X1 Post)
	:	Victoria Gateway Clinic Ref No: ECHEALTH/AC/VICGC-ARP/74/06/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Mr Dyomfana Tel No: 046 645 1892
<b><u>POST 21/272</u></b>	:	<b><u>ADMINISTRATION CLERK (X32 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 – R207 681 per annum (Level 05)
	:	Buffalo City Metro, Pefferville Clinic Ref No: ECHEALTH/DC/PEFC/APL/75/06/2022 (X1 Post)
	:	Amahleke Clinic Ref No: ECHEALTH/AC/AMHC-ARP/76/06/2022 (X1 Post)
	:	Bhisho Gateway Clinic Ref No: ECHEALTH/AC/BIGW-ARP/77/06/2022 (X1 Post)
	:	Tamara Clinic Ref No: ECHEALTH/AC/TAMC-ARP/78/06/2022 (X1 Post)
	:	Pirie Clinic Ref No: ECHEALTH/AC/PRC-ARP/79/06/2022 (X1 Post)
	:	Duncan Village CHC Ref No: ECHEALTH/AC/DVCHC-ARP/80/06/2022 (X1 Post)



	Dimbaza CHC Ref No: ECHEALTH/AC/DIMC-ARP/81/06/2022 (X1 Post)
	Drake Road Clinic Ref No: ECHEALTH/AC/DRRD-ARP/82/06/2022 (X1 Post)
	Ncerha Clinic Ref No: ECHEALTH/AC/NCC-ARP/83/06/2022 (X1 Post)
	Grey Gateway Clinic Ref No: ECHEALTH/AC/GGC-ARP/84/06/2022 (X1 Post)
	Central Clinic Ref No: ECHEALTH/AC/CC-ARP/85/06/2022 (X1 Post)
	Greenfields Clinic Ref No: ECHEALTH/AC/GC-ARP/86/06/2022 (X1 Post)
	Luyolo NU 9 Clinic Ref No: ECHEALTH/AC/LNU9-ARP/87/06/2022 (X1 Post)
	Philani NU 1 Clinic Ref No: ECHEALTH/AC/PNU1-ARP/88/06/2022 (X1 Post)
	Fezeka NU 3 Clinic Ref No: ECHEALTH/AC/FNU3-ARP/89/06/2022 (X1 Post)
	Eluxolweni NU 12 Clinic Ref No: ECHEALTH/AC/ECNU12-ARP/90/06/2022 (X1 Post)
	Siyaphilisa NU 13 Clinic Ref No: ECHEALTH/AC/SNU13-ARP/91/06/2022 (X1 Post)
	Ndevana Clinic Ref No: ECHEALTH/AC/NDEC-ARP/92/06/2022 (X1 Post)
	Moore St Clinic Ref No: ECHEALTH/AC/MS-ARP/93/06/2022 (X1 Post)
	Gompo C Jabavu Clinic Ref No: ECHEALTH/AC/GCJC-ARP/94/06/2022 (X1 Post)
	John Dube Clinic Ref No: ECHEALTH/AC/JDC-ARP/95/06/2022 (X1 Post)
	Frere Gateway Clinic Ref No: ECHEALTH/AC/FG-ARP/96/06/2022 (X1 Post)
	Chris Hani Clinic Ref No: ECHEALTH/AC/CHC-ARP/97/06/2022 (X1 Post)
	Litha Clinic Ref No: ECHEALTH/AC/ILC-ARP/98/06/2022 (X1 Post)
	Sweet Waters Clinic Ref No: ECHEALTH/AC/SWC-ARP/99/06/2022 (X1 Post)
	Tyutyu Clinic Ref No: ECHEALTH/AC/TYC-ARP/100/06/2022 (X1 Post)
	Zanempilo EL Clinic Ref No: ECHEALTH/AC/ZANC-ARP/101/06/2022 (X1 Post)
	Braelyn Extension Clinic Ref No: ECHEALTH/AC/BREC-ARP/102/06/2022 (X1 Post)
	Ginsberg Clinic Ref No: ECHEALTH/AC/GINS-ARP/103/06/2022 (X1 Post)
	Breidbach Clinic Ref No: ECHEALTH/AC/BRE-ARP/104/06/2022 (X1 Post)
	Zikhova Clinic Ref No: ECHEALTH/AC/ZIK-ARP/105/06/2022 (X1 Post)
	Beacon Bay Clinic Ref No: ECHEALTH/AC/BBC-ARP/106/06/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	: Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	: Ms Hlulani Tel No: 043 708 1700
<b><u>POST 21/273</u></b>	: <b><u>ADMINISTRATION CLERK (X11 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	: R176 310 – R207 681 per annum (Level 05)
	: Lukhanji Sub District, Baccles Farm Clinic Ref No: ECHEALTH/AC/BACCLC-ARP/107/06/2022 (X1 Post)
	: Yonda Clinic Ref No: ECHEALTH/AC/YONDC-ARP/108/06/2022 (X1 Post)
	: Hukuwa Clinic Ref No: ECHEALTH/AC/HUKUC-ARP/109/06/2022v (X1 Post)
	: Kleinbulhoek Clinic Ref No: ECHEALTH/AC/KBULC-ARP/110/06/2022 (X1 Post)
	: Tarkstad Clinic Ref No: ECHEALTH/AC/TARKC-ARP/111/06/2022 (X1 Post)
	: Barklesfarms Clinic Ref No: ECHEALTH/AC/BARKC-ARP/112/06/2022 (X1 Post)
	: Ndeduluntu Clinic Ref No: ECHEALTH/AC/NDEC-ARP/113/06/2022 (X1 Post)
	: Nomonde Clinic Ref No: ECHEALTH/AC/NOMOC-ARP/114/06/2022 (X1 Post)
	: Nomzamo CHC Ref No: ECHEALTH/AC/NOMCHC-ARP/115/06/2022 (X1 Post)
	: Rocklands Clinic Ref No: ECHEALTH/AC/ROCC-ARP/116/06/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	: National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal

		and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms Mtweni Tel No: 045 807 8908
<b><u>POST 21/274</u></b>	:	<b><u>ADMINISTRATION CLERK (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 – R207 681 per annum (Level 05)
	:	Sakhisizwe Sub District, Askeaton Clinic Ref No: ECHEALTH/AC/ASKEC-ARP/117/06/2022 (X1 Post)
	:	Upper Lafuta Clinic Ref No: ECHEALTH/AC/UPPLC-ARP/118/06/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms B Mtsi Tel No: 047 877 0931
<b><u>POST 21/275</u></b>	:	<b><u>ADMINISTRATION CLERK (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 – R207 681 per annum (Level 05)
	:	Ngcobo Sub District, Qebe Clinic Ref No: ECHEALTH/AC/QEBC-ARP/119/06/2022 (X1 Post)
	:	Clarkbury Clinic Ref No: ECHEALTH/AC/CLKBC-ARP/120/06/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms N. Matala Tel No: 047 548 0022/34
<b><u>POST 21/276</u></b>	:	<b><u>ADMINISTRATION CLERK (X6 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 – R207 681 per annum (Level 05)
	:	Nxuba Yethemba Sub District, Midros Clinic Ref No: ECHEALTH/AC/MIDRC-ARP/121/06/2022 (X1 Post)
	:	Middelburg Town Clinic Ref No: ECHEALTH/AC/MIDBTC-ARP/122/06/2022 (X1 Post)
	:	Fish River Clinic Ref No: ECHEALTH/AC/FISRC-ARP/123/06/2022 (X1 Post)

		Baroda Clinic Ref No: ECHEALTH/AC/BARODC-ARP/124/06/2022 (X1 Post)
		Michaursdal Clinic Ref No: ECHEALTH/AC/MICHAC-ARP/125/06/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Lingelihle Clinic Ref No: ECHEALTH/AC/LINGEC-ARP/126/06/2022(X1 Post)
		National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms GO Van Heerden Tel No: 048 881 2921
<b><u>POST 21/277</u></b>	:	<b><u>ADMINISTRATION CLERK (X11 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 – R207 681 per annum (Level 05)
	:	Ntsika Yethu Sub District, Qwiliqwili Clinic Ref No: ECHEALTH/AC/QWIIQC-ARP/127/06/2022 (X1 Post)
		Sabalele Clinic Ref No: ECHEALTH/AC/SABLC-ARP/128/06/2022 (X1 Post)
		Qitsi Clinic Ref No: ECHEALTH/AC/FQITSC-ARP/129/06/2022 (X1 Post)
		Banzi Clinic Ref No: ECHEALTH/AC/BANZIC-ARP/130/06/2022 (X1 Post)
		Ncora Clinic Ref No: ECHEALTH/AC/NCORC-ARP/131/06/2022 (X1 Post)
		Lower Seplan Clinic Ref No: ECHEALTH/AC/LWRSEC-ARP/132/06/2022 (X1 Post)
		Mtingwevu Clinic Ref No: ECHEALTH/AC/MTINGC-ARP/133/06/2022 (X1 Post)
		Khuze Clinic Ref No: ECHEALTH/AC/KHUZC-ARP/134/06/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms A Mabentsela Tel No: 047 874 0079
<b><u>POST 21/278</u></b>	:	<b><u>ADMINISTRATION CLERK (X10 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 – R207 681 per annum (Level 05)
	:	Emalahleni Sub District, Maqashu Clinic Ref No: ECHEALTH/AC/MAQUC-ARP/135/06/2022 (X1 Post)
		Mhlanga Clinic Ref No: ECHEALTH/AC/MHLAC-ARP/136/06/2022 (X1 Post)
		Swaartwater Clinic Ref No: ECHEALTH/AC/SWACC-ARP/137/06/2022 (X1 Post)
		Bengu Clinic Ref No: ECHEALTH/AC/BENGCC-ARP/138/06/2022 (X1 Post)
		Tsembeyi Clinic Ref No: ECHEALTH/AC/TSEMC-ARP/139/06/2022 (X1 Post)
		Ndonga Clinic Ref No: ECHEALTH/AC/NDONGC-ARP/140/06/2022 (X1 Post)
		Nompumelelo Clinic Ref No: ECHEALTH/AC/NOMPC-ARP/141/06/2022 (X1 Post)
		Xonxa Clinic Ref No: ECHEALTH/AC/XONXC-ARP/142/06/2022 (X1 Post)
		Boomplass Clinic Ref No: ECHEALTH/AC/BOOMPC-ARP/143/06/2022 (X1 Post)
		Agnes Rest Ref No: ECHEALTH/AC/AGNRC-ARP/144/06/2022 (X1 Post)

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms NP Mtshabe Tel No: 047 878 4300
<b><u>POST 21/279</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: ECHEALTH/AC/JG DC-ARP/145/06/2022 (X29 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R176 310 – R207 681 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Joe Gqabi District Clinics
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Mr J.S Ndzinde Tel No: 051 633 9631
<b><u>POST 21/280</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: ECHEALTH/AC/NMBM-ARP/146/06/2022 (X42 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R176 310 – R 207 681 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro Clinics
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms P Makuluma Tel No: 041 391 8164
<b><u>POST 21/281</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: ECHEALTH/AC/ORT-ARP/147/06/2022 (X15 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R176 310 – R207 681 per annum (Level 05)
<b><u>CENTRE</u></b>	:	OR Tambo District Clinics
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms Z Mtimba Tel No: 047 502 9000
<b><u>POST 21/282</u></b>	:	<b><u>ADMINISTRATION CLERK (X6 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 – R207 681 per annum (Level 05)
	:	Camdeboo Sub District, Kroonvale Clinic Ref No: ECHEALTH/AC/KROOV-ARP/148/06/2022 (X1 Post)
	:	Wongalethu Clinic Ref No: ECHEALTH/AC/WONGC-ARP/149/06/2022 (X1 Post)
	:	Maskhane Clinic (Aberdeen) Ref No: ECHEALTH/AC/MASKC-ARP/150/06/2022 (X1 Post)
	:	Willowmore Clinic Ref No: ECHEALTH/AC/WILC-ARP/151/06/2022 (X1 Post)
	:	Louterwater Clinic Ref No: ECHEALTH/AC/LWTC-ARP/152/06/2022 (X1 Post)
	:	Kareedowu Clinic Ref No: ECHEALTH/AC/KAREDC-ARP/153/06/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Mr MT Buyelo Tel No: 049 893 0031
<b><u>POST 21/283</u></b>	:	<b><u>ADMINISTRATION CLERK (X8 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 – R207 681 per annum (Level 05)
	:	Kouga Sub District, Andrieskraal Clinic Ref No: ECHEALTH/AC/ANDRC-ARP/154/06/2022 (X1 Post)
	:	Imizamo Yethu Clinic Ref No: ECHEALTH/AC/IMIZYCC-ARP/155/06/2022 (X1 Post)
	:	Pellsrus Clinic Ref No: ECHEALTH/AC/PELLSC-ARP/156/06/2022 (X1 Post)
	:	Kwanomzamo Clinic Ref No: ECHEALTH/AC/KWANC-ARP/157/06/2022 (X1 Post)
	:	Kruisfontein Clinic Ref No: ECHEALTH/AC/KRUFC-ARP/158/06/2022 (X1 Post)
	:	Masekhane Clinic (Hankey) Ref No: ECHEALTH/AC/MASEKC-ARP/159/06/2022 (X1 Post)
	:	Addo Clinic Ref No: ECHEALTH/AC/ADDCC-ARP/160/06/2022 (X1 Post)
	:	Moses Mabida Clinic Ref No: ECHEALTH/AC/MMABC-ARP/161/06/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the

	:	administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.										
<b><u>ENQUIRIES</u></b>	:	Mrs Phillips Tel No: 042 200 4214										
<b><u>POST 21/284</u></b>	:	<b><u>ADMINISTRATION CLERK (X2 POSTS)</u></b>										
<b><u>SALARY CENTRE</u></b>	:	R176 310 – R207 681 per annum (Level 05) Makana Sub District, Port Alfred Clinic Ref No: ECHEALTH/AC/PALC-ARP/162/06/2022 (X1 Post) Jozza Clinic Ref No: ECHEALTH/AC/JOZAC-ARP/163/06/2022 (X1 Post)										
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.										
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.										
<b><u>ENQUIRIES</u></b>	:	Ms. Qaleni Tel No: 046 622 4901										
<b><u>POST 21/285</u></b>	:	<table><tr><th><b><u>CLIENT</u></b></th><th><b><u>INFORMATION</u></b></th><th><b><u>CLERK</u></b></th><th><b><u>REF</u></b></th><th><b><u>NO:</u></b></th></tr><tr><td colspan="5"><b><u>ECHEALTH/CIC/FEPH/ARP/164/06/2022</u></b></td></tr></table>	<b><u>CLIENT</u></b>	<b><u>INFORMATION</u></b>	<b><u>CLERK</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>	<b><u>ECHEALTH/CIC/FEPH/ARP/164/06/2022</u></b>				
<b><u>CLIENT</u></b>	<b><u>INFORMATION</u></b>	<b><u>CLERK</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>								
<b><u>ECHEALTH/CIC/FEPH/ARP/164/06/2022</u></b>												
<b><u>SALARY CENTRE</u></b>	:	R147 459 - R173 706 per annum (Level 04) Sarah Baartman District, Fort England Psychiatric Hospital										
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with no experience. Knowledge of a limited range of work procedures and elementary clerical duties such as; Information Communication Technology procedures relating to call centre working environment including norms and standards. Skills: Planning and or organising, reporting procedures, Customer care skills, Telephone skills, Ability to handle difficult customers, be able to work under pressure, and how to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts, weekends and public holidays. Ability to operate computer (Microsoft Package) and Typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. Knowledge of Batho Pele and Six Ministerial priorities.										
<b><u>DUTIES</u></b>	:	Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service. Comply with the Performance Management and Development System.										
<b><u>ENQUIRIES</u></b>	:	Ms S Share Tel No: 046 602 2300										
<b><u>POST 21/286</u></b>	:	<b><u>CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO: ECHEALTH/CLC/EMS-BCM/ARP/165/06/2022 (X19 POSTS)</u></b>										
<b><u>SALARY CENTRE</u></b>	:	R147 459 - R173 706 per annum (Level 04) EMS Buffalo City Metro										
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with policies and principles of information management systems, flexibility, willingness and ability to work										

		under pressure. Computer Literacy and ability to draw data. Responsive person with positive attitude.
<b><u>DUTIES</u></b>	:	Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.
<b><u>ENQUIRIES</u></b>	:	Ms Hlulani Tel No: 043 708 1700
<b><u>POST 21/287</u></b>	:	<b><u>CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO: ECHEALTH/CLC/EMS-AMA/ARP/166/06/2022 (X5 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R147 459 - R173 706 per annum (Level 04)
	:	EMS Amathole
	:	National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices and principles of information management systems, flexibility, willingness and ability to work under pressure. Computer Literacy and ability to draw data. Responsive person with positive attitude.
<b><u>DUTIES</u></b>	:	Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.
<b><u>ENQUIRIES</u></b>	:	Ms N Nene Tel No: 043 707 6748
<b><u>POST 21/288</u></b>	:	<b><u>CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO: ECHEALTH/CLC/EMS-CH/ARP/167/06/2022 (X5 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R147 459 - R173 706 per annum (Level 04)
	:	EMS Chris Hani
	:	National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices and principles of information management systems, flexibility, willingness and ability to work under pressure. Computer Literacy and ability to draw data. Responsive person with positive attitude.
<b><u>DUTIES</u></b>	:	Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with

		the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.
<b><u>ENQUIRIES</u></b>	:	Ms Nyoka Tel No: 045 8071110/1101
<b><u>POST 21/289</u></b>	:	<b><u>CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO: ECHEALTH/CLC/EMS-NMM/ARP/168/06/2022 (X3 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R147 459 - R173 706 per annum (Level 04)
	:	EMS Nelson Mandela Metro
	:	National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices and principles of information management systems, flexibility, willingness and ability to work under pressure. Computer Literacy and ability to draw data. Responsive person with positive attitude.
<b><u>DUTIES</u></b>	:	Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.
<b><u>ENQUIRIES</u></b>	:	Ms P Makuluma Tel No: 041 391 8164
<b><u>POST 21/290</u></b>	:	<b><u>CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO: ECHEALTH/CLC/EMS-ORT/ARP/169/06/2022 (X3 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R147 459 - R173 706 per annum (Level 04)
	:	EMS OR Tambo
	:	National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices and principles of information management systems, flexibility, willingness and ability to work under pressure. Computer Literacy and ability to draw data. Responsive person with positive attitude.
<b><u>DUTIES</u></b>	:	Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.
<b><u>ENQUIRIES</u></b>	:	Ms Z Mtimba Tel No: 047 502 9000
<b><u>POST 21/291</u></b>	:	<b><u>CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO: ECHEALTH/CLC/EMS-ANZO/ARP/170/06/2022 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R147 459 - R173 706 per annum (Level 04)



<b><u>CENTRE REQUIREMENTS</u></b>	:	EMS Alfred Nzo
	:	National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices and principles of information management systems, flexibility, willingness and ability to work under pressure. Computer Literacy and ability to draw data. Responsive person with positive attitude.
<b><u>DUTIES</u></b>	:	Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.
<b><u>ENQUIRIES</u></b>	:	Mr Praim Tel no 039 797 6070
<b><u>POST 21/292</u></b>	:	<b><u>CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO: ECHEALTH/CLC/EMS-JG/ARP/171/06/2022 (X4 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R147 459 - R173 706 per annum (Level 04)
	:	EMS Joe Gqabi
	:	National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices and principles of information management systems, flexibility, willingness and ability to work under pressure. Computer Literacy and ability to draw data. Responsive person with positive attitude.
<b><u>DUTIES</u></b>	:	Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.
<b><u>ENQUIRIES</u></b>	:	Mr J.S Ndzinde Tel No: 051 633 9631
<b><u>POST 21/293</u></b>	:	<b><u>CLIENT INFORMATION CLERK (CALL CENTRE AGENT) REF NO: ECHEALTH/CLC/EMS-JG/ARP/172/06/2022 (X4 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R147 459 - R173 706 per annum (Level 04)
	:	EMS Sarah Baartman
	:	National Senior Certificate. Experience in the Emergency Medical Services environment will be an added advantage. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices and principles of information management systems, flexibility, willingness and ability to work under pressure. Computer Literacy and ability to draw data. Responsive person with positive attitude.
<b><u>DUTIES</u></b>	:	Promptly answers all incoming emergency calls, collects pertinent information from the caller, enters the required information into the system. Studies, maintains familiarity with major streets, roads, public buildings, industrial

plants, and the general geographic location of cities and landmarks. Ask vital questions to interpret / interrogate, analyze and anticipate the caller's situation to resolve problems. Provide information, dispatch emergency services, provide pre-arrival instructions or refer callers to other public emergency agencies. Maintain communication with dispatched units and update them on patients' condition. Maintains and projects a positive professional attitude with the public and other professionals within the medical field, ambulance personnel and others contacted during work. Creates and maintains accurate and well-organized records for documentation and retrieval purposes. Maintains confidentiality of all information. Performs other related duties as assigned by EMS Shift Leader.

<b><u>ENQUIRIES</u></b>	:	Ms T. Mpitimpiti Tel No: 041 408 8509
<b><u>POST 21/294</u></b>	:	<b><u>DATA CAPTURER REF NO: ECHEALTH/DC/NMAH/173/06/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R147 459 – R173 706 per annum (Level 04)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 21/295</u></b>	:	<b><u>DATA CAPTURER REF NO: ECHEALTH/DATC/GH-ARP/174/06/2022</u></b>
<b><u>SALARY</u></b>	:	R147 459 – R173 706 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Grey Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms Phillips Tel No: 043 643 3300
<b><u>POST 21/296</u></b>	:	<b><u>DATA CAPTURER REF NO: ECHEALTH/DATAC/BH-ARP/175/06/2022</u></b>
<b><u>SALARY</u></b>	:	R147 459 – R173 706 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Bhisho Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the

		administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Mrs T. Awlyn Tel no Qegu Tel No: 040 635 2950/5
<b><u>POST 21/297</u></b>	:	<b><u>DATA CAPTURER REF NO: ECHEALTH/DATC/HUMH-ARP/176/06/2022</u></b>
<b><u>SALARY</u></b>	:	R147 459 - R173 706 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Humansdorp Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms G Kivedo Tel No: 042 200 4279/236
<b><u>POST 21/298</u></b>	:	<b><u>DATA CAPTURER REF NO: ECHEALTH/DATC/DORAH-ARP/177/06/2022</u></b>
<b><u>SALARY</u></b>	:	R147 459 - R173 706 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms B Bomela Tel No: 041 406 4421
<b><u>POST 21/299</u></b>	:	<b><u>DATA CAPTURER REF NO: ECHEALTH/DATC/SETTLH-ARP/178/06/2022</u></b>
<b><u>SALARY</u></b>	:	R147 459 - R173 706 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Settlers Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms S Diva Tel No: 046 602 5046
<b><u>POST 21/300</u></b>	:	<b><u>DRIVER (HEAVY VEHICLE) REF NO: ECHEALTH/LTH/APL/179/06/2022</u></b>
<b><u>SALARY</u></b>	:	R147 459 – R173 706 per annum (Level 04)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
	:	Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.
<b><u>DUTIES</u></b>	:	To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality. When transporting documents.
<b><u>ENQUIRIES</u></b>	:	Ms L Mabanga Tel No: 041 405 2348
<b><u>POST 21/301</u></b>	:	<b><u>DRIVER (HEAVY DUTY) REF NO: ECHEALTH/DLV/NMAH/180/06/2022 (X3 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R147 459 – R173 706 per annum (Level 04)
	:	OR Tambo: Nelson Mandela Academic Hospital
	:	Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.
<b><u>DUTIES</u></b>	:	Provide transport services: fill log sheets before and after trips. Receive Work instructions and respond. Receive and record documents. Load and dispatch items. Transport office from point A to Point B and recollect. Render vehicle maintenance functions: check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipes, hooter, tyre condition and check vehicle licence. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum the vehicle and any other duties allocated by the Supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469.
<b><u>POST 21/302</u></b>	:	<b><u>STORES ASSISTANT: REF NO: ECHEALTH/GW/NMAH/181/06/2022 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R124 434 – R146 577 per annum (Level 03)
	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	ABET level 4 or NQF level 1 -3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post. Ability to work in a team and under pressure. Knowledge of Ordering and receiving of stock. Basic Health and safety measures. Health environment i.e. Hygiene& Bacterial contamination control measures. Basic literacy. Operation of trolleys.
<b><u>DUTIES</u></b>	:	Maintaining a clean, Hygienic and clean environment. Controlling stock levels. Counting stock quarterly during stock taking. Receiving stock from suppliers in the absence of the Supervisor. Signing invoices, count if the stock supplies corresponds with the invoice and delivery note. Removal medical waste bags from wards to temporary storage area on a daily basis. Attending Compass Waste. Updating Bin card, Tally card availability. Capturing on LOGIS.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469.
<b><u>POST 21/303</u></b>	:	<b><u>SENIOR LAUNDRY WORKER REF NO: ECHEALTH/SLW/NMAH/ARP/182/06/2022 (X4 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R124 434 – R146 577 per annum (Level 03)
	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	ABET level 4 or NQF level 1 -3 with 3-5 years' experience in Laundry. Ability to operate machines. Poses good communication skills, be able to work shifts especially night shift. Honest and reliable. Poses physical strength and to cope with physical demands of the position.
<b><u>DUTIES</u></b>	:	Rendering of Laundry services. Ensure safe and clean working environment in line with health and safety standards. Keep an accurate record of line collected and returned to relevant units, Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Monitor adherence to basic

		procedure guidelines for washed and cleaned linen. Keep linen in good state by inspecting, mending and marking laundry. Be able to operate and monitor various machines in the laundry (i.e. washing, dryer, ironing and pressers). Report any machine defaults to the manager. Maintain laundry equipment/ machines: Monitor equipment temperature. Keep laundry equipment / machines: Keep laundry machines in proper state. Report defects. Check and request equipment service.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 21/304</u></b>	:	<b><u>TRADE LABOURER REF NO: ECHEALTH/SBH/APL/183/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, St Barnabas Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Communication skills, interpersonal skills and self-propelled person with positive attitude. Ability to perform routine tasks and operates cleaning machines. Relevant experience will be an added advantage.
<b><u>DUTIES</u></b>	:	Take proper care of equipment and machinery used daily activities. Attend to institutional minor renovations such as painting, repair of cracked walls, and repair of broken windows and toilet flush systems. Unblock drains, basin and sinks to ensure effective functioning of the sewage system. Check workshop stores items such as spare parts and prepare orders. Report faults and defects on operating machinery.
<b><u>ENQUIRIES</u></b>	:	Ms Ndamase Tel No: 047 555 5300
<b><u>POST 21/305</u></b>	:	<b><u>HOUSEHOLD WORKER REF NO: ECHEALTH/SERH/APL/184/06/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, St Elizabeth Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 -3 with no experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.
<b><u>DUTIES</u></b>	:	Provide cleaning services: clean all the designated areas such as ward bed/ side, Doctors room, change room, toilets. Clean all items such as windows, wall, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general and compliance services: open windows every for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check lists in line with set hygienic standards. Request and replace toilet papers / towels and hand wash soap. Remove and store waist in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes utensils. Report safety and hazards treats in the cleaning environment. Provide routine maintenance services: clean and take proper care of cleaning equipment. Store and safe guard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.
<b><u>ENQUIRIES</u></b>	:	Mr M Nozaza Tel No: 039 253 5012
<b><u>POST 21/306</u></b>	:	<b><u>HOUSEHOLD WORKER REF NO: ECHEALTH/TBH/TBH/APL/185/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Alfred Nzo District, Tayler Bequest Hospital (Matatiele)
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 -3 with no experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.
<b><u>DUTIES</u></b>	:	Provide cleaning services: clean all the designated areas such as ward bed/ side, Doctors room, change room, toilets. Clean all items such as windows, wall, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general and compliance services: open windows every for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check lists in line with set hygienic standards. Request and replace toilet papers / towels and hand wash soap. Remove and store waist in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes utensils. Report safety and hazards treats in the cleaning

		environment. Provide routine maintenance services: clean and take proper care of cleaning equipment. Store and safe guard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.
<b><u>ENQUIRIES</u></b>	:	Mr Kholiso Tel No: 039 737 3107
<b><u>POST 21/307</u></b>	:	<b><u>LAUNDRY WORKER REF NO: ECHEALTH/PMHR/APL/186/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, PZ Meyer TB Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<b><u>DUTIES</u></b>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<b><u>ENQUIRIES</u></b>	:	Dr Mboya Majola Tel No: 042 291 2072
<b><u>POST 21/308</u></b>	:	<b><u>LAUNDRY WORKER REF NO: ECHEALTH/LAUW/NMAH/ARP/187/06/2022 (X24 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<b><u>DUTIES</u></b>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 21/309</u></b>	:	<b><u>LAUNDRY WORKER REF NO: ECHEALTH/LAUW/MRH/ARP/188/06/2022 (X24 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

<b><u>DUTIES</u></b>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<b><u>ENQUIRIES</u></b>	:	Ms Mkhosi Tel No: 047 502 4143/4008
<b><u>POST 21/310</u></b>	:	<b><u>PROPERTY CARE TAKER REF NO: ECHEALTH/FC/APL/189/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amahlati Sub District, Frankfort Clinic
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms B Mngxe Tel No: 043 643 4775/6
<b><u>POST 21/311</u></b>	:	<b><u>PROPERTY CARE TAKER REF NO: ECHEALTH/GGC//APL/190/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Umzimvubu Sub District, Greenville Gateway CHS
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr Magadla Tel No: 039 727 2090
<b><u>POST 21/312</u></b>	:	<b><u>PROPERTY CARE TAKER REF NO: ECHEALTH/FBC/APL/191/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Raymond Sub District, Fort Beaufort CHS
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery

		and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr Dyomfana Tel No: 046 645 1892
<b><u>POST 21/313</u></b>	:	<b><u>PROPERTY CARE TAKER REF NO: ECHEALTH/DNH/APL/192/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms B Bomela Tel No: 041 406 4421
<b><u>POST 21/314</u></b>	:	<b><u>PROPERTY CARE TAKER REF NO: ECHEALTH/BC/APL/193/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Senqu Sub District, Bensonvale Clinic
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr L Solomane Tel No: 051 633 9617
<b><u>POST 21/315</u></b>	:	<b><u>PROPERTY CARE TAKER REF NO: ECHEALTH/EDH/APL/194/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R 122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr E Felkers Tel No: 041 585 2323
<b><u>POST 21/316</u></b>	:	<b><u>PROPERTY CARE TAKER REF NO: ECHEALTH/GC/APL/195/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R 122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Ngcobo Sub District, Gubenxa Clinic



<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms N. Matala Tel No: 047 548 0022/34
<b><u>POST 21/317</u></b>	:	<b><u>PROPERTY CARE TAKER REF NO: ECHEALTH/IC/APL/196/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Imidange Clinic
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms Hlulani Tel No: 043 708 1700
<b><u>POST 21/318</u></b>	:	<b><u>PROPERTY CARETAKER REF NO: ECHEALTH/PCT/MRH/ARP/197/06/2022 (X19 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms Mkhosi Tel No: 047 502 4143/4008.
<b><u>POST 21/319</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/WH/APL/198/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R 122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Willowmore Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and

		lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRES</u></b>	:	Ms R Schutte Tel No: 044 923 1127
<b><u>POST 21/320</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/MPH/APL/199/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Marjorie Parish TB Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr X Ndebe Tel No: 046 624 5306.
<b><u>POST 21/321</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/HO/APL/200/06/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Bhisho, Head Office
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr Auwa Tel No: 040 608 1141/43
<b><u>NOTE</u></b>	:	Applicants are required to apply for this post by hand deliver or via postage.
<b><u>POST 21/322</u></b>	:	<b><u>GENERAL WORKER (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)

<b><u>CENTRE</u></b>	:	Mhlontlo Sub District, Malepelepe Clinic Ref No: ECHEALTH/MC/APL/201/06/2022 (X1 Post) Tsolo Clinic Ref No: ECHEALTH/ GW/TSOC/APL/202/06/2022 (X1 Post) Mdyobe Clinic Ref No: ECHEALTH/ GW/MDYC/APL/203/06/2022 (X1 Post) Gura Clinic Ref No: ECHEALTH/ GW/GURC/APL/204/06/2022 (X1 Post) Mhlakulo CHC Ref No: ECHEALTH/ GW/MHACHC/APL/205/06/2022 (X1 Post) Qumbu CHC Ref No: ECHEALTH/ GW/MHA/APL/206/06/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRES</u></b>	:	Ms Ntlabi Tel No: 047 553 0585
<b><u>POST 21/323</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/DORH/ARP/207/06/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Ngiza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms B Bomela Tel No: 041 406 4421
<b><u>POST 21/324</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/FREH/ARP/208/06/2022 (X23 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms N Mthitshana Tel No: 043 709 2487/2532
<b><u>POST 21/325</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/FREH/APL/209/06/2022 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms N Mthitshana Tel No: 043 709 2487/2532.
<b><u>POST 21/326</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/BAMH/APL/210/06/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, Bambisana Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other

		related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr S Mahlangeni Tel No: 039 253 7262
<b><u>POST 21/327</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/ISIH/APL/211/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, Isilimela Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms N Gwiji Tel No: 047 564 2805/2/3
<b><u>POST 21/328</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/CANH/APL/212/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, Canzibe Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Solwandle Tel No: 047 568 8291/2/3
<b><u>POST 21/329</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/STB/APL/213/06/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, St Barnabas Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Ndamase Tel No: 047 555 5300
<b><u>POST 21/330</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/NESH/214/06/2022 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nessie Knight Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms O.N Sotsako Tel No: 047 553 6007/8/9.
<b><u>POST 21/331</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/STLH/APL/215/06/2022 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, St Lucys Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other

related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.  
Ms Mayikana Tel No: 047 532 6259

**ENQUIRIES**

**POST 21/332** : **GENERAL WORKER REF NO: ECHEALTH/ GW/ZITH/APL/216/06/2022**

**SALARY** : R104 073 - R122 592 per annum (Level 02)  
**CENTR** : OR Tambo District, Zithulele Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Mr K Sobetwa Tel No: 047 573 8936/073 200 0217

**POST 21/333** : **GENERAL WORKER REF NO: ECHEALTH/ GW/HCH/APL/217/06/2022 (X5 POSTS)**

**SALARY** : R104 073 - R122 592 per annum (Level 02)  
**CENTRE** : OR Tambo District, Holy Cross Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Ms B Mbutye Tel No: 039 252 2026/8

**POST 21/334** : **GENERAL WORKER (X5 POSTS)**

**SALARY** : R104 073 - R122 592 per annum (Level 02)  
**CENTRE** : King Sabatha Dalindyebo Sub District, Ntlangaza Clinic Ref No: ECHEALTH/ GW/NTLC/APL/218/06/2022 (X1 Post)  
Wilo Clinic Ref No: ECHEALTH/ GW/WILC/APL/219/06/2022 (X1 Post)  
Sakhele Clinic Ref No: ECHEALTH/ GW/SAKC/APL/220/06/2022 (X1 Post)  
Mbekweni CHC Ref No: ECHEALTH/ GW/MBE/APL/221/06/2022 (X1 Post)  
Mqanduli CHC Ref No: ECHEALTH/ GW/MQA/APL/222/06/2022 (X1 Post)

<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms O Gcagca Tel No: 047 531 0823.
<b><u>POST 21/335</u></b>	:	<b><u>GENERAL WORKER (X12 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R104 073 - R122 592 per annum (Level 2)
	:	Nyandeni Sub District, Libode Mental Health Unit Ref No: ECHEALTH/ GW/LMU/APL/223/06/2022 (X1 Post)
	:	Ngcoya Clinic Ref No: ECHEALTH/ GW/NGCC/APL/224/06/2022 (X1 Post)
	:	Buntingville Clinic Ref No: ECHEALTH/ GW/BUTVC/APL/225/06/2022 (X1 Post)
	:	Makotyana CHC Ref No: ECHEALTH/ GW/MAKCHC/APL/226/06/2022 (X3 Posts)
	:	Port St Johns CHC Ref No: ECHEALTH/ GW/PSJ/227/06/2022 (X4 Posts)
	:	Tombo CHC Ref No: ECHEALTH/ GW/TOMCHC/APL/228/06/2022 (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr L Pokolo Tel No: 047 555 0151
<b><u>POST 21/336</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/NH/APL/229/06/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R104 073 – R122 592 per annum (Level 02)
	:	Amathole District, Nompumelelo Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support



		services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Mlotana Tel No: 040 673 3321
<b><u>POST 21/337</u></b>	:	<b><u>GENERAL WORKER (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R104 073 – R122 592 per annum (Level 02)
	:	Amahlathi Sub District, Keiskammahoek CHC Ref No: ECHEALTH/KC/APL/230/06/2022 (X1 Post)
	:	Stutterheim/Cathcart Community Health Services Ref No: ECHEALTH/GW/STUTTH/ARP/231/06/2022 (X1 Post)
	:	SS Gida Gateway Clinic Ref No: ECHEALTH/ GW/STGC/ARP/232/06/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms B Mngxe Tel No: 043 643 4775/6.
<b><u>POST 21/338</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/MCHS/APL/233/06/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R104 073 – R122 592 per annum (Level 02)
	:	Buffalo City Metro, Mdantsane CHS
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

<b><u>ENQUIRIES</u></b>	:	Ms Hlulani Tel No: 043 708 1700.
<b><u>POST 21/339</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/CH/APL/234/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, Canzibe Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish.
<b><u>ENQUIRIES</u></b>	:	Ms Solwandle Tel No: 047 568 8291/2/3
<b><u>POST 21/340</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/UPH/ARP/235/06/2022 (X9 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Uitenhage Provincial Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr P Oosthuizen Tel No: 041 995 1129
<b><u>POST 21/341</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/EMPH/ARP/236/06/2022 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Empilweni Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and

spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**

:

Ms K Sinyahla Tel No: 041 406 7627

**POST 21/342**

:

**GENERAL WORKER REF NO: ECHEALTH/GW/NMMDO/ARP/237/06/2022 (X7 POSTS)**

**SALARY  
CENTRE**

:

R104 073 - R122 592 per annum (Level 02)

:

Nelson Mandela Metro Clinics

**REQUIREMENTS**

:

ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES**

:

Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**

:

Ms P Makuluma Tel No: 041 391 8164.

**POST 21/343**

:

**GENERAL WORKER REF NO: ECHEALTH/GW/EDH/ARP/238/06/2022 (X4 POSTS)**

**SALARY  
CENTRE**

:

R104 073 - R122 592 per annum (Level 02)

:

Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital

**REQUIREMENTS**

:

ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES**

:

Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**

:

Mr E Felkers Tel No: 041 585 2323.

<b><u>POST 21/344</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/JOSPH/ARP/239/06/2022 (X4 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R104 073 - R122 592 per annum (Level 02) Nelson Mandela Metro, Jose Pearson TB Hospital ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Klassen Tel No: 041 372 8000.
<b><u>POST 21/345</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/MPHD/240/06/2022 (X5 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R104 073 - R122 592 per annum (Level 02) Nelson Mandela Metro, PE Pharmaceutical Depot ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms U Xwayi Tel No: 041 406 9831
<b><u>POST 21/346</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/EMS-ECC/ARP/241/06/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R104 073 - R122 592 per annum (Level 02) Nelson Mandela Metro, Eastern Cape College of Emergency Care ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support

		services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr K Plaatjie Tel No: 041 453 0911
<b><u>POST 21/347</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/BHISH/ARP/242/06/2022 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Bhisho Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mrs T. Awlyn – Qegu Tel No: 040 635 2950/5.
<b><u>POST 21/348</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/GREYH/ARP/243/06/2022 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Grey Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Phillips Tel No: 043 643 3300

<b><u>POST 21/349</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/MDIC/ARP/241/06/2022</u></b>								
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)								
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Mdingi Clinic								
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.								
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.								
<b><u>ENQUIRIES</u></b>	:	Ms Hlulani Tel No: 043 708 1700								
<b><u>POST 21/350</u></b>	:	<table><tr><td><b><u>GENERAL</u></b></td><td><b><u>WORKER</u></b></td><td><b><u>REF</u></b></td><td><b><u>NO.</u></b></td></tr><tr><td colspan="4"><b><u>ECHEALTH/GW/NONTCHC/ARP/245/06/2022 (X3 POSTS)</u></b></td></tr></table>	<b><u>GENERAL</u></b>	<b><u>WORKER</u></b>	<b><u>REF</u></b>	<b><u>NO.</u></b>	<b><u>ECHEALTH/GW/NONTCHC/ARP/245/06/2022 (X3 POSTS)</u></b>			
<b><u>GENERAL</u></b>	<b><u>WORKER</u></b>	<b><u>REF</u></b>	<b><u>NO.</u></b>							
<b><u>ECHEALTH/GW/NONTCHC/ARP/245/06/2022 (X3 POSTS)</u></b>										
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)								
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Nontyatyambo Community Health Centre (NU 2)								
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.								
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.								
<b><u>ENQUIRIES</u></b>	:	Ms Hlulani Tel No: 043 708 1700.								
<b><u>POST 21/351</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/MASEC/ARP/246/06/2022</u></b>								
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)								
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Masele Clinic								
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.								
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and								

		spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Hlulani Tel No: 043 708 1700.
<b><u>POST 21/352</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/NKQH/ARP/247/06/2022 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Nkqubela TB Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Langeni Tel no 043 761 2131.
<b><u>POST 21/353</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/CALAH/ARP/248/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Chris Hani District, Cala Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Z Sentile Tel No: 047 874 8000

<b><u>POST 21/354</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/KOMH/ARP/249/06/2022 (X16 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Chris Hani District, Komani Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mrs N Mzola Tel No: 045 858 8400
<b><u>POST 21/355</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/CRADH/ARP/250/06/2022 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Chris Hani District, Cradock Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Danster Tel No: 048 881 2123.
<b><u>POST 21/356</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/GGH/ARP/251/06/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Chris Hani District, Glen Grey Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support



		services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms N Ralushe Tel No: 047 878 2800
<b><u>POST 21/357</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/COFIH/ARP/252/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Chris Hani District, Cofimvaba Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms A Mbana Tel No: 047 874 0111
<b><u>POST 21/358</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/HEWUH/ARP/253/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Chris Hani District, Hewu Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr Mabandla Tel No: 040 841 0133

<b>POST 21/359</b>	:	<b>GENERAL WORKER</b>	<b>REF</b>	<b>NO:</b>
		<b><u>ECHEALTH/GW/SADACHC/ARP/254/06/2022</u></b>		
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)		
<b><u>CENTRE</u></b>	:	Lukhanji Sub District, Sada Community Health Centre		
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.		
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.		
<b><u>ENQUIRIES</u></b>	:	Ms Mtweni Tel No: 045 807 8908		
<b>POST 21/360</b>	:	<b><u>GENERAL WORKER (X2 POSTS)</u></b>		
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)		
<b><u>CENTRE</u></b>	:	Ngcobo Sub District, Qebe Clinic Ref No: ECHEALTH/GW/QEBEC/ARP/255/06/2022 (X1 Post)		
<b><u>REQUIREMENTS</u></b>	:	Zabasa Clinic Ref No: ECHEALTH/GW/ZABAC/ARP/256/06/2022 (X1 Post) ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.		
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.		
<b><u>ENQUIRIES</u></b>	:	Ms N. Matala Tel No: 047 548 0022/34		
<b>POST 21/361</b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/ALLSH/ARP/257/06/2022 (X5 POSTS)</u></b>		
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)		
<b><u>CENTRE</u></b>	:	Chris Hani District, All Saints Hospital		
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.		
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean		

		relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms NP Gcaza Tel No: 047 548 4104
<b><u>POST 21/362</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/MJANH/ARP/258/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Chris Hani District, Mjanyana Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms SS Naku Tel No: 047 874 8000.
<b><u>POST 21/363</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/ALN-FPS/ARP/259/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Chris Hani District, Aliwal North Forensic Pathology Services
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	M Mathiso Tel No: 045 858 8112

<b><u>POST 21/364</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/FEH/ARP/260/06/2022 (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Fort England Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms S Share Tel No: 046 602 2300
<b><u>POST 21/365</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/SETTH/ARP/261/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Settlers Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms S Diva Tel No: 046 602 5046.
<b><u>POST 21/366</u></b>	:	<b><u>GENERAL WORKER REF NO. ECHEALTH/GW/MAJTBH/ARP/262/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Majorie Parish TB Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and

lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**

:

Mr X Ndlebe Tel No: 046 624 5306.

**POST 21/367**

:

**GENERAL WORKER REF NO. ECHEALTH/GW/TEMBAH/ARP/263/06/2022 (X2 POSTS)**

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

:

R104 073 - R122 592 per annum (Level 02)

:

Sarah Baartman District, Temba TB Hospital

:

ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES**

:

Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**

:

Mr Ntsepe Tel No: 046 622 3524

**POST 21/368**

:

**GENERAL WORKER REF NO: ECHEALTH/GW/ANDVSH/ARP/264/06/2022 (X3 POSTS)**

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

:

R104 073 - R122 592 per annum (Level 02)

:

Sarah Baartman District, Andries Vosloo Hospital

:

ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES**

:

Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**

:

Ms CZ Zozo Tel No: 042 243 1313

<b><u>POST 21/369</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/WILMH/ARP/265/06/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Willowmore Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms R Schutte Tel No: 044 923 1127
<b><u>POST 21/370</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/HUMH/ARP/266/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Humansdorp Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms G Kivedo Tel No: 042 200 4279/236.
<b><u>POST 21/371</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/PZMTBH/ARP/267/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, PZ Meyer TB Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and

		lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Dr Mboya Majola Tel No: 042 291 2072
<b><u>POST 21/372</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/BJVH/ARP/268/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, BJ Vorster Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Gillian Sikiwe Tel No: 042 288 0210
<b><u>POST 21/373</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/CATHCH/ARP/269/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Cathcart Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Velaphi Tel No: 045 843 1029

<b><u>POST 21/374</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/NOMPH/ARP/270/06/2022 (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Nompumelelo Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Mlotana Tel No: 040 673 3321
<b><u>POST 21/375</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/STUTTH/ARP/271/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Stutterheim Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms P Booï Tel No: 043 683 1313
<b><u>POST 21/376</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/TOWEH/ARP/272/06/2022 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Tower Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	BET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and



		lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mrs V Whitecross Tel No: 046 645 5008
<b><u>POST 21/377</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/BUTTH/ARP/273/06/2022 (X11 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Butterworth Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms P Mtshemla Tel No: 047 401 9000.
<b><u>POST 21/378</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/TAFH/ARP/274/06/2022 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Tafalofefe Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms V. Motebele Tel No: 047 498 0026

<b><u>POST 21/379</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/TAFH/ARP/275/06/2022 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Mnquma Sub District, Nqamakwe Community Health Centre
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms N Tengwa Tel No: 047 491 0740
<b><u>POST 21/380</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/MADW/ARP/276/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Madwaleni Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr Fenguza Tel No: 047 573 8900/1/2
<b><u>POST 21/381</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/ADAH/ARP/277/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Adelaide Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and

		lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms K Marques Tel No: 046 684 0066.
<b><u>POST 21/382</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/BEDFH/ARP/278/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Bedford Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr S Matandela Tel No: 046 685 0043/0361
<b><u>POST 21/383</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/FBH/ARP/279/06/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Fort Beaufort Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr Zethu Tel No: 046 645 1111

<b><u>POST 21/384</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/VICH/ARP/280/06/2022 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Victoria Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms L Mangesi Tel No: 040 653 1141
<b><u>POST 21/385</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/VICH/ARP/281/06/2022 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Winterberg TB Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Z Maneli Tel No: 046 645 1142.
<b><u>POST 21/386</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/EMS-AMA/ARP/282/06/2022 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	EMS Amathole
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support

services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Ms N Nene Tel No: 043 707 6748.

**POST 21/387** : **GENERAL WORKER REF NO: ECHEALTH/GW/EMS-PECAM/ARP/283/06/2022 (X2 POSTS)**

**SALARY** : R104 073 - R122 592 per annum (Level 02)  
**CENTRE** : Lilitha Nursing College, Port Elizabeth Campus  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Ms PN Mene Tel No: 043 700 9717/26

**POST 21/388** : **GENERAL WORKER REF NO: ECHEALTH/GW/EMS-LUSIKICAM/ARP/284/06/2022 (X2 POSTS)**

**SALARY** : R104 073 - R122 592 per annum (Level 02)  
**CENTRE** : Lilitha Nursing College, Lusikisiki Campus  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Ms PN Mene Tel No: 043 700 9717/26

**POST 21/389** : **GENERAL WORKER REF NO: ECHEALTH/GW/EMS-NOMPSCAM/ARP/285/06/2022**

**SALARY** : R104 073 - R122 592 per annum (Level 02)  
**CENTRE** : Lilitha Nursing College, Nompumelelo Sub Campus  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Ms PN Mene Tel No: 043 700 9717/26

**POST 21/390** : **GENERAL WORKER REF NO: ECHEALTH/GW/EMS-GGSCAM/ARP/286/06/2022**

**SALARY** : R104 073 - R122 592 per annum (Level 02)  
**CENTRE** : Lilitha Nursing College, Glen Grey Sub Campus  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Ms PN Mene Tel No: 043 700 9717/26

**POST 21/391** : **GENERAL WORKER REF NO: ECHEALTH/GW/EMS-ELCAM/ARP/287/06/2022 (X2 POSTS)**

**SALARY** : R104 073 - R122 592 per annum (Level 02)  
**CENTRE** : Lilitha Nursing College, East London Campus  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean

relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Ms PN Mene Tel No: 043 700 9717/26

**POST 21/392** : **GENERAL WORKER REF NO: ECHEALTH/GW/EMS- UMLACAM/ARP/288/06/2022**

**SALARY** : R104 073 - R122 592 per annum (Level 02)  
**CENTRE** : Lilitha Nursing College, Umlamli Sub Campus  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Ms PN Mene Tel No: 043 700 9717/26

**POST 21/393** : **GENERAL WORKER REF NO: ECHEALTH/GW/EMS- STLYCAM/ARP/289/06/2022**

**SALARY** : R104 073 - R122 592 per annum (Level 02)  
**CENTRE** : Lilitha Nursing College, St Lucys Sub Campus  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

<b><u>ENQUIRIES</u></b>	:	Ms PN Mene Tel No: 043 700 9717/26
<b><u>POST 21/394</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/MAH/ARP/290/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Alfred Nzo District, Mt Ayliff Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mrs O Mjoka Tel No: 039 254 0236
<b><u>POST 21/395</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/TBH/ARP/291/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Alfred Nzo District, Taylor Bequest Hospital (Matatiele)
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr Kholiso Tel No: 039 737 3107
<b><u>POST 21/396</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/KBH/ARP/292/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Alfred Nzo District, Khotso TB Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and



spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**

: Ms. A Lebata Tel No: 039 737 3801

**POST 21/397**

: **GENERAL WORKER REF NO: ECHEALTH/ GW/MKZH/ARP/293/06/2022**

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

: R104 073 - R122 592 per annum (Level 02)  
: Alfred Nzo District, Madzikane Ka Zulu Hospital  
: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES**

: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**

: Mr. Sigola Tel No: 039 255 8200/11/12

**POST 21/398**

: **GENERAL WORKER REF NO: ECHEALTH/ GW/SPH/ARP/294/06/2022**

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

: R104 073 - R122 592 per annum (Level 02)  
: Alfred Nzo District, Sipetu Hospital  
: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES**

: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**

: Mr EF Madaka Tel No: 039 255 0077

<b><u>POST 21/399</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/STP/ARP/295/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Alfred Nzo District, St Patricks Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Gxaweni AO Tel No. 039 251 0236
<b><u>POST 21/400</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/GRE/ARP/296/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Alfred Nzo District, Greenville Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr Bango Tel No: 039 251 3009
<b><u>POST 21/401</u></b>	:	<b><u>GENERAL WORKER (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Maluti Sub District, Likhethlane Clinic Ref No: ECHEALTH/ GW/LIK/ARP/297/06/2022 (X1 Post) Paballong Clinic Ref No: ECHEALTH/ GW/PAB/ARP/298/06/2022 (X1 Post) Ntloa Clinic Ref No: ECHEALTH/ GW/NTL/ARP/299/06/2022 (X1 Post) Mt Frere Gateway Clinic Ref No: ECHEALTH/ GW/MTFC/ARP/300/06/2022 (X1 Post) Maluti CHC Ref No: ECHEALTH/ GW/MAL/ARP/301/06/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	R Kok Tel No: 039 2560518/0519.
<b><u>POST 21/402</u></b>	:	<b><u>GENERAL WORKER (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R104 073 - R122 592 per annum (Level 02)
	:	Umzimvubu Sub District, Mntwana Clinic Ref No: ECHEALTH/ GW/MZIARP//302/06/2022 (X1 Post)
	:	Rode Clinic Ref No: ECHEALTH/ GW/RODC/ARP/303/06/2022 (X1 Post)
	:	Tshungwana Clinic Ref No: ECHEALTH/ GW/TSH/ARP/304/06/2022 (X1 Post)
	:	Baleni Clinic Ref No: ECHEALTH/ GW/BALC/ARP/305/06/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr Magadla Tel No: 039 727 2090
<b><u>POST 21/403</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/NTA/CHC/ARP//306/06/2022 (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>REQUIREMENTS</u></b>	:	OR Tambo District, St Elizabeth Hospital
	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office

		items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr M Nozaza Tel No: 039 253 5012
<b><u>POST 21/404</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/NMAH/APL/307/06/2022 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469.
<b><u>POST 21/405</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/FRONTH/APL/308/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms P Marongo Tel No. 045 808 4272
<b><u>POST 21/406</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/MTFPS/ARP/309/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Joe Gqabi District, Mt Fletcher Forensic Pathology Services
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public

		holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	M Mathiso Tel No: 045 858 8112
<b><u>POST 21/407</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/LUSFPS/ARP/310/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, Lusikisiki Forensic Pathology Services
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms F Mkhize Tel No: 047 531 0081
<b><u>POST 21/408</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/CEC/ARP/311/06/2022 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecelia Makiwane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care

		of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms N. Matshaya Tel No: 043 708 2121
<b><u>POST 21/409</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/CEC/APL/312/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecelia Makiwane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms N. Matshaya Tel No: 043 708 2121
<b><u>POST 21/410</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/FLAGC/APL/313/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Qaukeni Sub District, Flagstaff clinic
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms N Hlobo Tel No: 039 253 1541
<b><u>POST 21/411</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/MPD/APL/314/06/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Pharmaceutical Depot
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical

		strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr M Diko Tel No: 047 532 6023
<b><u>POST 21/412</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/EMSORT/ARP/315/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	EMS OR Tambo
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Z Mtimba Tel No: 047 502 9000
<b><u>POST 21/413</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/EMSAMA/ARP/316/06/2022 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	EMS Amathole
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care

		of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms N Nene Tel No: 043 707 6748
<b><u>POST 21/414</u></b>	:	<b><u>OPERATOR REF NO: ECHEALTH/NH/APL/317/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Nompumelelo Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Certificate in either plumbing, carpentry or electrical. Proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver's license will be an added advantage.
<b><u>DUTIES</u></b>	:	Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.
<b><u>ENQUIRIES</u></b>	:	Ms Mlotana Tel No: 040 673 3321
<b><u>POST 21/415</u></b>	:	<b><u>MESSENGER REF NO: ECHEALTH/MESS/NMAH/ARP/318/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Clear operational understanding of document management systems. Problem Solving Customer relationship management, Communication (written, verbal and responsive), Conflict resolution, Analytical, Decision-making, Negotiation, Quality management. Team worker, Proactive and resourceful. Flexible/change oriented, Responsive, Customer focused, Organising.
<b><u>DUTIES</u></b>	:	Report on operations. Daily collection and delivery of the post. Collect and deliver post. Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort and distribute mail and documents from the various institutional components. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469.
<b><u>POST 21/416</u></b>	:	<b><u>PORTER REF NO: ECHEALTH/POR/NMAH/ARP/319/06/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<b><u>DUTIES</u></b>	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469



<b><u>POST 21/417</u></b>	:	<b><u>PORTER REF NO: ECHEALTH/PORT/MADH/APL/320/06/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Madwaleni Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<b><u>DUTIES</u></b>	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
<b><u>ENQUIRIES</u></b>	:	Mr Fenguza Tel No: 047 573 8900/1/2

#### **INTERNSHIP PROGRAMME 2022/2023**

The Eastern Cape Department of Health (ECDOH) is offering 560 internship opportunities for a period of (24 months) to unemployed graduates from Higher Education Institutions, who have completed Degrees or (3 years) National Diplomas, and have not been exposed to Public Service work experience related to the Field of Study that they have completed. This will be a Work-Based Structured approach to Experiential Learning related to an occupation with an aim to acquire competencies in the said Fields. Applicants are hereby invited from suitable qualified candidates to apply.

<b><u>NOTE</u></b>	:	Separate applications should be submitted for each study field of interest. Candidates must be 35 years of age and below and must be residents of the Eastern Cape (Attach current less than 3 months' proof of residence). Applicants who have already participated in any Government Internships Programme will not be considered and if it is found that this was the case after appointment, the contract will be terminated with immediate effect. The EC Department of Health is committed to the achievement and maintenance of diversity and equity in employment, especially of Race, Gender and Disability. Unless indicate otherwise, the Internship Opportunities are based in Districts and Sub-District Offices; Hospital Complexes; Regional Hospitals; Health Facilities and in Head Office (Bhisho)
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#### **OTHER POSTS**

<b><u>POST 21/418</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X8 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Mrs BN Mbobo Tel No: 039 797 6082
<b><u>POST 21/419</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X4 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management of Training/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Mrs BN Mbobo Tel No: 039 797 6082
<b><u>POST 21/420</u></b>	:	<b><u>EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo District
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Industrial Psychology.
<b><u>ENQUIRIES</u></b>	:	Mrs BN Mbobo Tel no 039 797 6082

<b><u>POST 21/421</u></b>	:	<b><u>LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Labour Relations
<b><u>ENQUIRIES</u></b>	:	Mrs BN Mbobo Tel No: 039 797 6082
<b><u>POST 21/422</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/01/2022 (X8 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Amathole District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms X Bushula Tel No: 043 707 6700
<b><u>POST 21/423</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X4 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Amathole District
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management of Training/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms X Bushula Tel No: 043 707 6700
<b><u>POST 21/424</u></b>	:	<b><u>EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Amathole District
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Industrial Psychology
<b><u>ENQUIRIES</u></b>	:	Ms X Bushula Tel No: 043 707 6700
<b><u>POST 21/425</u></b>	:	<b><u>LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Amathole District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Labour Relations
<b><u>ENQUIRIES</u></b>	:	Ms X Bushula Tel No: 043 707 6700
<b><u>POST 21/426</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/01/2022 (X8 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms N Jukuju Tel No: 043 722 7102
<b><u>POST 21/427</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X4 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management of Training/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms N Jukuju Tel No: 043 722 7102
<b><u>POST 21/428</u></b>	:	<b><u>EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Industrial Psychology.
<b><u>ENQUIRIES</u></b>	:	Ms N Jukuju Tel No: 043 722 7102
<b><u>POST 21/429</u></b>	:	<b><u>LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Labour Relations
<b><u>ENQUIRIES</u></b>	:	Ms N Jukuju Tel No: 043 722 7102

<b><u>POST 21/430</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X8 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms PN Shweni Tel No: 045 807 1100/1157
<b><u>POST 21/431</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X4 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management of Training/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms PN Shweni Tel No: 045 807 1100/1157
<b><u>POST 21/432</u></b>	:	<b><u>EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Industrial Psychology.
<b><u>ENQUIRIES</u></b>	:	Ms PN Shweni Tel No: 045 807 1100/1157
<b><u>POST 21/433</u></b>	:	<b><u>LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Labour Relations
<b><u>ENQUIRIES</u></b>	:	Ms PN Shweni Tel No: 045 807 1100/1157
<b><u>POST 21/434</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X8 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms VP Makonco Tel No: 040 608 1523/21
<b><u>POST 21/435</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X8 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management of Training/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms VP Makonco Tel No: 040 608 1523/21
<b><u>POST 21/436</u></b>	:	<b><u>EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Industrial Psychology.
<b><u>ENQUIRIES</u></b>	:	Ms VP Makonco Tel No: 040 608 1523/21
<b><u>POST 21/437</u></b>	:	<b><u>LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022 (X4 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Labour Relations
<b><u>ENQUIRIES</u></b>	:	Ms VP Makonco Tel No: 040 608 1523/21
<b><u>POST 21/438</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X8 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Joe Gqabi District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Human Resource Management.

<b><u>ENQUIRIES</u></b>	:	Mr LL Kometsi Tel No: 051 633 9630
<b><u>POST 21/439</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X4 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Joe Gqabi District
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management of Training/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Mr LL Kometsi Tel No: 051 633 9630
<b><u>POST 21/440</u></b>	:	<b><u>EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Joe Gqabi District
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Industrial Psychology
<b><u>ENQUIRIES</u></b>	:	Mr LL Kometsi Tel No: 051 633 9630
<b><u>POST 21/441</u></b>	:	<b><u>LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Joe Gqabi District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Labour Relations
<b><u>ENQUIRIES</u></b>	:	Mr LL Kometsi Tel No: 051 633 9630
<b><u>POST 21/442</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X8 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms Adams Tel No: 041 391 8106
<b><u>POST 21/443</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X4 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management of Training/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms Adams Tel No: 041 391 8106
<b><u>POST 21/444</u></b>	:	<b><u>EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Industrial Psychology.
<b><u>ENQUIRIES</u></b>	:	Ms Adams Tel No: 041 391 8106
<b><u>POST 21/445</u></b>	:	<b><u>LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Labour Relations
<b><u>ENQUIRIES</u></b>	:	Ms Adams Tel No: 041 391 8106
<b><u>POST 21/446</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X9 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms Mabona Tel No: 047 502 9033
<b><u>POST 21/447</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X4 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District

<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management of Training/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms Mabona Tel No: 047 502 9033
<b><u>POST 21/448</u></b>	:	<b><u>EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Industrial Psychology.
<b><u>ENQUIRIES</u></b>	:	Ms Mabona Tel No: 047 502 9033
<b><u>POST 21/449</u></b>	:	<b><u>LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Labour Relations
<b><u>ENQUIRIES</u></b>	:	Ms Mabona Tel No: 047 502 9033
<b><u>POST 21/450</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X8 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Sarah Baartman District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndamase Tel No: 041 408 8514/8147
<b><u>POST 21/451</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X4 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Sarah Baartman District
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management of Training/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndamase Tel No: 041 408 8514/8147
<b><u>POST 21/452</u></b>	:	<b><u>EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Sarah Baartman District
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Industrial Psychology.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndamase Tel No: 041 408 8514/8147
<b><u>POST 21/453</u></b>	:	<b><u>LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Sarah Baartman District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Labour Relations
<b><u>ENQUIRIES</u></b>	:	Ms N Ndamase Tel No: 041 408 8514/8147
<b><u>POST 21/454</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms T Nkontso Tel No: 060 557 9707
<b><u>POST 21/455</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management of Training/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms T Nkontso Tel No: 060 557 9707
<b><u>POST 21/456</u></b>	:	<b><u>EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital

<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Industrial Psychology.
<b><u>ENQUIRIES</u></b>	:	Ms T Nkontso Tel No: 060 557 9707
<b><u>POST 21/457</u></b>	:	<b><u>LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Labour Relations
<b><u>ENQUIRIES</u></b>	:	Ms T Nkontso Tel No: 060 557 9707
<b><u>POST 21/458</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Mr N Magwaxaza Tel No: 041 585 2323
<b><u>POST 21/459</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management of Training/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Mr N Magwaxaza Tel No: 041 585 2323
<b><u>POST 21/460</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Mr M Mhlana Tel No: 041 406 4083
<b><u>POST 21/461</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management of Training/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Mr M Mhlana Tel No: 041 406 4083
<b><u>POST 21/462</u></b>	:	<b><u>EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Industrial Psychology.
<b><u>ENQUIRIES</u></b>	:	Mr M Mhlana Tel No: 041 406 4083
<b><u>POST 21/463</u></b>	:	<b><u>LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Labour Relations
<b><u>ENQUIRIES</u></b>	:	Mr M Mhlana Tel No: 041 406 4083
<b><u>POST 21/464</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X5 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms Z Moyikwa Tel No: 082 474 6055

<b><u>POST 21/465</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management of Training/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms Z Moyikwa Tel No: 082 474 6055
<b><u>POST 21/466</u></b>	:	<b><u>EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Industrial Psychology.
<b><u>ENQUIRIES</u></b>	:	Ms Z Moyikwa Tel No: 082 474 6055
<b><u>POST 21/467</u></b>	:	<b><u>LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Labour Relations
<b><u>ENQUIRIES</u></b>	:	Ms Z Moyikwa Tel No: 082 474 6055
<b><u>POST 21/468</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms O Mgwambu Tel No: 045 808 4294
<b><u>POST 21/469</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management of Training/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms O Mgwambu Tel No: 045 808 4294
<b><u>POST 21/470</u></b>	:	<b><u>EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Industrial Psychology.
<b><u>ENQUIRIES</u></b>	:	Ms O Mgwambu Tel No: 045 808 4294
<b><u>POST 21/471</u></b>	:	<b><u>LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Labour Relations
<b><u>ENQUIRIES</u></b>	:	Ms O Mgwambu Tel No: 045 808 4294
<b><u>POST 21/472</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Chris Hani District, Frontier Regional Hospital
<b><u>ENQUIRIES</u></b>	:	National Diploma/ Bachelor Degree in Human Resource Management.
	:	Mr Hilpert Tel No: 046 602 2300
<b><u>POST 21/473</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X4 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Regional Hospital
	:	Chris Hani District, Komani Psychiatric Hospital

<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Mrs N Mzola Tel No: 045 858 8400
<b><u>POST 21/474</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X5 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Mr G Naidoo Tel No: 041 405 2310/2306
<b><u>POST 21/475</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management of Training/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Mr G Naidoo Tel No: 041 405 2310/2306
<b><u>POST 21/476</u></b>	:	<b><u>EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Industrial Psychology.
<b><u>ENQUIRIES</u></b>	:	Mr G Naidoo Tel No: 041 405 2310/2306
<b><u>POST 21/477</u></b>	:	<b><u>LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Labour Relations
<b><u>ENQUIRIES</u></b>	:	Mr G Naidoo Tel No: 041 405 2310/2306
<b><u>POST 21/478</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms Z Nkosi Tel No: 060 685 8411
<b><u>POST 21/479</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management of Training/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms Z Nkosi Tel No: 060 685 8411
<b><u>POST 21/480</u></b>	:	<b><u>EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Industrial Psychology.
<b><u>ENQUIRIES</u></b>	:	Ms Z Nkosi Tel No: 060 685 8411
<b><u>POST 21/481</u></b>	:	<b><u>LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Labour Relations
<b><u>ENQUIRIES</u></b>	:	Ms Z Nkosi Tel No: 060 685 8411
<b><u>POST 21/482</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022 (X5 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month



<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms V Mdudu Tel No: 047 502 4509/4511
<b><u>POST 21/483</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management of Training/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms V Mdudu Tel No: 047 502 4509/4511
<b><u>POST 21/484</u></b>	:	<b><u>EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Industrial Psychology.
<b><u>ENQUIRIES</u></b>	:	Ms V Mdudu Tel No: 047 502 4509/4511
<b><u>POST 21/485</u></b>	:	<b><u>LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Labour Relations
<b><u>ENQUIRIES</u></b>	:	Ms V Mdudu Tel No: 047 502 4509/4511
<b><u>POST 21/486</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERN REF NO: ECHEALTH/HRD 01/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, St Elizabeth Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndoda Tel No: 039 253 5021/5000
<b><u>POST 21/487</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: ECHEALTH/HRD/02/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, St Elizabeth Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management of Training/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndoda Tel No: 039 253 5021/5000
<b><u>POST 21/488</u></b>	:	<b><u>EMPLOYEE WELLNESS INTERN REF NO: ECHEALTH/HRD/03/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, St Elizabeth Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Industrial Psychology.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndoda Tel No: 039 253 5021/5000
<b><u>POST 21/489</u></b>	:	<b><u>LABOUR RELATIONS INTERN REF NO: ECHEALTH/HRD/04/01/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, St Elizabeth Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Labour Relations.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndoda Tel No: 039 253 5021/5000
<b><u>POST 21/490</u></b>	:	<b><u>FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Finance Management.
<b><u>ENQUIRIES</u></b>	:	Mrs BN Mbobo Tel No: 039 797 6082

<b><u>POST 21/491</u></b>	:	<b><u>COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Cost and Management Accounting
<b><u>ENQUIRIES</u></b>	:	Mrs BN Mbobo Tel No: 039 797 6082
<b><u>POST 21/492</u></b>	:	<b><u>FINANCE &amp; ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo District
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Commence: Finance & Accounting.
<b><u>ENQUIRIES</u></b>	:	Mrs BN Mbobo Tel No: 039 797 6082
<b><u>POST 21/493</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
<b><u>ENQUIRIES</u></b>	:	Mrs BN Mbobo Tel No: 039 797 6082
<b><u>POST 21/494</u></b>	:	<b><u>INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
<b><u>ENQUIRIES</u></b>	:	Mrs BN Mbobo Tel No: 039 797 6082
<b><u>POST 21/495</u></b>	:	<b><u>FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Amathole District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Finance Management.
<b><u>ENQUIRIES</u></b>	:	Ms X Bushula Tel No: 043 707 6700
<b><u>POST 21/496</u></b>	:	<b><u>COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Amathole District
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Cost and Management Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms X Bushula Tel No: 043 707 6700
<b><u>POST 12/497</u></b>	:	<b><u>FINANCE &amp; ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Amathole District
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Commence: Finance & Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms X Bushula Tel No: 043 707 6700
<b><u>POST 21/498</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Amathole District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
<b><u>ENQUIRIES</u></b>	:	Ms X Bushula Tel No: 043 707 6700

<b><u>POST 21/499</u></b>	:	<b><u>INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Amathole District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
<b><u>ENQUIRIES</u></b>	:	Ms X Bushula Tel No: 043 707 6700
<b><u>POST 21/500</u></b>	:	<b><u>FINANCIAL                      MANAGEMENT                      INTERN                      REF                      NO:</u></b> <b><u>ECHEALTH/HRD/01/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Finance Management.
<b><u>ENQUIRIES</u></b>	:	Ms N Jukuju Tel No: 043 722 7102
<b><u>POST 21/501</u></b>	:	<b><u>COST AND MANAGEMENT ACCOUNTING INTERN REF NO:</u></b> <b><u>ECHEALTH/HRD/02/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Cost and Management Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms N Jukuju Tel No: 043 722 7102
<b><u>POST 21/502</u></b>	:	<b><u>FINANCE &amp; ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022</u></b> <b><u>(X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Commence: Finance & Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms N Jukuju Tel No: 043 722 7102
<b><u>POST 21/503</u></b>	:	<b><u>SUPPLY                      CHAIN                      MANAGEMENT                      INTERN                      REF                      NO:</u></b> <b><u>ECHEALTH/HRD/04/02/2022 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
<b><u>ENQUIRIES</u></b>	:	Ms N Jukuju Tel No: 043 722 7102
<b><u>POST 21/504</u></b>	:	<b><u>INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
<b><u>ENQUIRIES</u></b>	:	Ms N Jukuju Tel No: 043 722 7102
<b><u>POST 21/505</u></b>	:	<b><u>FINANCIAL                      MANAGEMENT                      INTERN                      REF                      NO:</u></b> <b><u>ECHEALTH/HRD/01/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Finance Management.
<b><u>ENQUIRIES</u></b>	:	Ms PN Shweni Tel No: 045 807 1100/1157
<b><u>POST 21/506</u></b>	:	<b><u>COST AND MANAGEMENT ACCOUNTING INTERN REF NO:</u></b> <b><u>ECHEALTH/HRD/02/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Cost and Management Accounting
<b><u>ENQUIRIES</u></b>	:	Ms PN Shweni Tel No: 045 807 1100/1157

<b><u>POST 21/507</u></b>	:	<b><u>FINANCE &amp; ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Commence: Finance & Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms PN Shweni Tel No: 045 807 1100/1157
<b><u>POST 21/508</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
<b><u>ENQUIRIES</u></b>	:	Ms PN Shweni Tel No: 045 807 1100/1157
<b><u>POST 21/509</u></b>	:	<b><u>INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
<b><u>ENQUIRIES</u></b>	:	Ms PN Shweni Tel No: 045 807 1100/1157
<b><u>POST 21/510</u></b>	:	<b><u>FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (X4 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Finance Management.
<b><u>ENQUIRIES</u></b>	:	Ms VP Makonco Tel No: 040 608 1523/21
<b><u>POST 21/511</u></b>	:	<b><u>COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (X4 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Cost and Management Accounting
<b><u>ENQUIRIES</u></b>	:	Ms VP Makonco Tel No: 040 608 1523/21
<b><u>POST 21/512</u></b>	:	<b><u>FINANCE &amp; ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (X6 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Commence: Finance & Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms VP Makonco Tel No: 040 608 1523/21
<b><u>POST 21/513</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (X8 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
<b><u>ENQUIRIES</u></b>	:	Ms VP Makonco Tel No: 040 608 1523/21
<b><u>POST 21/514</u></b>	:	<b><u>INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022 (X8 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
<b><u>ENQUIRIES</u></b>	:	Ms VP Makonco Tel No: 040 608 1523/21

<b><u>POST 21/515</u></b>	:	<b><u>FINANCIAL MANAGEMENT INTERN REF NO:</u></b> <b><u>ECHEALTH/HRD/01/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Joe Gqabi District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Finance Management.
<b><u>ENQUIRIES</u></b>	:	Mr LL Kometsi Tel No: 051 633 9630
<b><u>POST 21/516</u></b>	:	<b><u>COST AND MANAGEMENT ACCOUNTING INTERN REF NO:</u></b> <b><u>ECHEALTH/HRD/02/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Joe Gqabi District
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Cost and Management Accounting
<b><u>ENQUIRIES</u></b>	:	Mr LL Kometsi Tel No: 051 633 9630
<b><u>POST 21/517</u></b>	:	<b><u>FINANCE &amp; ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022</u></b> <b><u>(X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Joe Gqabi District
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Commence: Finance & Accounting.
<b><u>ENQUIRIES</u></b>	:	Mr LL Kometsi Tel No: 051 633 9630
<b><u>POST 21/518</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERN REF NO:</u></b> <b><u>ECHEALTH/HRD/04/02/2022 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Joe Gqabi District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
<b><u>ENQUIRIES</u></b>	:	Mr LL Kometsi Tel No: 051 633 9630
<b><u>POST 21/519</u></b>	:	<b><u>INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Joe Gqabi District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
<b><u>ENQUIRIES</u></b>	:	Mr LL Kometsi Tel No: 051 633 9630
<b><u>POST 21/520</u></b>	:	<b><u>FINANCIAL MANAGEMENT INTERN REF NO:</u></b> <b><u>ECHEALTH/HRD/01/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Finance Management.
<b><u>ENQUIRIES</u></b>	:	Ms Adams Tel No: 041 391 8106
<b><u>POST 21/521</u></b>	:	<b><u>COST AND MANAGEMENT ACCOUNTING INTERN REF NO:</u></b> <b><u>ECHEALTH/HRD/02/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Cost and Management Accounting
<b><u>ENQUIRIES</u></b>	:	Ms Adams Tel No: 041 391 8106
<b><u>POST 21/522</u></b>	:	<b><u>FINANCE &amp; ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022</u></b> <b><u>(X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Commence: Finance & Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms Adams Tel No: 041 391 8106

<b><u>POST 21/523</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
<b><u>ENQUIRIES</u></b>	:	Ms Adams Tel No: 041 391 8106
<b><u>POST 21/524</u></b>	:	<b><u>INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
<b><u>ENQUIRIES</u></b>	:	Ms Adams Tel No: 041 391 8106
<b><u>POST 21/525</u></b>	:	<b><u>FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Finance Management.
<b><u>ENQUIRIES</u></b>	:	Ms Mabona Tel No: 047 502 9033
<b><u>POST 21/526</u></b>	:	<b><u>COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Cost and Management Accounting
<b><u>ENQUIRIES</u></b>	:	Ms Mabona Tel No: 047 502 9033
<b><u>POST 21/527</u></b>	:	<b><u>FINANCE &amp; ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Commence: Finance & Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms Mabona Tel No: 047 502 9033
<b><u>POST 21/528</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
<b><u>ENQUIRIES</u></b>	:	Ms Mabona Tel No: 047 502 9033
<b><u>POST 21/529</u></b>	:	<b><u>INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
<b><u>ENQUIRIES</u></b>	:	Ms Mabona Tel No: 047 502 9033
<b><u>POST 21/530</u></b>	:	<b><u>FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Sarah Baartman District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Finance Management.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndamase Tel No: 041 408 8514/8147

<b><u>POST 21/531</u></b>	:	<b><u>COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Sarah Baartman District
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Cost and Management Accounting
<b><u>ENQUIRIES</u></b>	:	Ms N Ndamase Tel No: 041 408 8514/8147
<b><u>POST 21/532</u></b>	:	<b><u>FINANCE &amp; ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Sarah Baartman District
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Commence: Finance & Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndamase Tel No: 041 408 8514/8147
<b><u>POST 21/533</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Sarah Baartman District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndamase Tel No: 041 408 8514/8147
<b><u>POST 21/534</u></b>	:	<b><u>INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Sarah Baartman District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndamase Tel No: 041 408 8514/8147
<b><u>POST 21/535</u></b>	:	<b><u>FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Finance Management.
<b><u>ENQUIRIES</u></b>	:	Ms T Nkontso Tel No: 060 557 9707
<b><u>POST 21/536</u></b>	:	<b><u>COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Cost and Management Accounting
<b><u>ENQUIRIES</u></b>	:	Ms T Nkontso Tel No: 060 557 9707
<b><u>POST 21/537</u></b>	:	<b><u>FINANCE &amp; ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Commence: Finance & Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms T Nkontso Tel No: 060 557 9707
<b><u>POST 21/538</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
<b><u>ENQUIRIES</u></b>	:	Ms T Nkontso Tel No: 060 557 9707

<b><u>POST 21/539</u></b>	:	<b><u>FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Finance Management.
<b><u>ENQUIRIES</u></b>	:	Mr M Mhlana Tel No: 041 406 4083
<b><u>POST 21/540</u></b>	:	<b><u>COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Cost and Management Accounting
<b><u>ENQUIRIES</u></b>	:	Mr M Mhlana Tel No: 041 406 4083
<b><u>POST 21/541</u></b>	:	<b><u>FINANCE &amp; ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Commence: Finance & Accounting.
<b><u>ENQUIRIES</u></b>	:	Mr M Mhlana Tel No: 041 406 4083
<b><u>POST 21/542</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
<b><u>ENQUIRIES</u></b>	:	Mr M Mhlana Tel No: 041 406 4083
<b><u>POST 21/543</u></b>	:	<b><u>INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
<b><u>ENQUIRIES</u></b>	:	Mr M Mhlana Tel No: 041 406 4083
<b><u>POST 21/544</u></b>	:	<b><u>FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Finance Management.
<b><u>ENQUIRIES</u></b>	:	Ms Z Moyikwa Tel No: 082 474 6055
<b><u>POST 21/545</u></b>	:	<b><u>COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Cost and Management Accounting
<b><u>ENQUIRIES</u></b>	:	Ms Z Moyikwa Tel No: 082 474 6055
<b><u>POST 21/546</u></b>	:	<b><u>FINANCE &amp; ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Commence: Finance & Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms Z Moyikwa Tel No: 082 474 6055
<b><u>POST 21/547</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month



<b><u>CENTRE REQUIREMENTS</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>ENQUIRIES</u></b>	:	National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management. Ms Z Moyikwa Tel No: 082 474 6055
<b><u>POST 21/548</u></b>	:	<b><u>INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
<b><u>ENQUIRIES</u></b>	:	Ms Z Moyikwa Tel No: 082 474 6055
<b><u>POST 21/549</u></b>	:	<b><u>FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Finance Management.
<b><u>ENQUIRIES</u></b>	:	Ms O Mgwambu Tel No: 045 808 4294
<b><u>POST 21/550</u></b>	:	<b><u>COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Cost and Management Accounting
<b><u>ENQUIRIES</u></b>	:	Ms O Mgwambu Tel No: 045 808 4294
<b><u>POST 21/551</u></b>	:	<b><u>FINANCE &amp; ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Commerce: Finance & Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms O Mgwambu Tel No: 045 808 4294
<b><u>POST 21/552</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
<b><u>ENQUIRIES</u></b>	:	Ms O Mgwambu Tel No: 045 808 4294
<b><u>POST 21/553</u></b>	:	<b><u>FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District, Komani Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Finance Management.
<b><u>ENQUIRIES</u></b>	:	Mrs N Mzola Tel No: 045 858 8400
<b><u>POST 21/554</u></b>	:	<b><u>COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District, Komani Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Cost and Management Accounting
<b><u>ENQUIRIES</u></b>	:	Mrs N Mzola Tel No: 045 858 8400
<b><u>POST 21/555</u></b>	:	<b><u>INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District, Komani Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
<b><u>ENQUIRIES</u></b>	:	Mrs N Mzola Tel No: 045 858 8400

<b><u>POST 21/556</u></b>	:	<b><u>FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Finance Management.
<b><u>ENQUIRIES</u></b>	:	Mr G Naidoo Tel No: 041 405 2310/2306
<b><u>POST 21/557</u></b>	:	<b><u>COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Cost and Management Accounting
<b><u>ENQUIRIES</u></b>	:	Mr G Naidoo Tel No: 041 405 2310/2306
<b><u>POST 21/558</u></b>	:	<b><u>FINANCE &amp; ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Commerce: Finance & Accounting.
<b><u>ENQUIRIES</u></b>	:	Mr G Naidoo Tel No: 041 405 2310/2306
<b><u>POST 21/559</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
<b><u>ENQUIRIES</u></b>	:	Mr G Naidoo Tel No: 041 405 2310/2306
<b><u>POST 21/560</u></b>	:	<b><u>INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
<b><u>ENQUIRIES</u></b>	:	Mr G Naidoo Tel No: 041 405 2310/2306
<b><u>POST 21/561</u></b>	:	<b><u>FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Finance Management.
<b><u>ENQUIRIES</u></b>	:	Ms Z Nkosi Tel No: 060 685 8411
<b><u>POST 21/562</u></b>	:	<b><u>FINANCE &amp; ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Commerce: Finance & Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms Z Nkosi Tel No: 060 685 8411
<b><u>POST 21/563</u></b>	:	<b><u>COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Cost and Management Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms Z Nkosi Tel No: 060 685 8411

<b><u>POST 21/564</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
<b><u>ENQUIRIES</u></b>	:	Ms Z Nkosi Tel No: 060 685 8411
<b><u>POST 21/565</u></b>	:	<b><u>FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Finance Management.
<b><u>ENQUIRIES</u></b>	:	Ms V Mdudu Tel No: 047 502 4509/4511
<b><u>POST 21/566</u></b>	:	<b><u>FINANCE &amp; ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Commerce: Finance & Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms V Mdudu Tel No: 047 502 4509/4511
<b><u>POST 21/567</u></b>	:	<b><u>COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Cost and Management Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms V Mdudu Tel No: 047 502 4509/4511
<b><u>POST 21/568</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
<b><u>ENQUIRIES</u></b>	:	Ms V Mdudu Tel No: 047 502 4509/4511
<b><u>POST 21/569</u></b>	:	<b><u>INTERNAL AUDITING INTERN REF NO: ECHEALTH/HRD/05/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Internal Auditing / Risk Management.
<b><u>ENQUIRIES</u></b>	:	Ms V Mdudu Tel No: 047 502 4509/4511
<b><u>POST 21/570</u></b>	:	<b><u>FINANCIAL MANAGEMENT INTERN REF NO: ECHEALTH/HRD/01/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, St Elizabeth Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Finance Management.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndoda Tel No: 039 253 5021/5000
<b><u>POST 21/571</u></b>	:	<b><u>COST AND MANAGEMENT ACCOUNTING INTERN REF NO: ECHEALTH/HRD/02/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, St Elizabeth Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Cost and Management Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndoda Tel No: 039 253 5021/5000

<b><u>POST 21/572</u></b>	:	<b><u>FINANCE &amp; ACCOUNTING INTERN REF NO: ECHEALTH/HRD/03/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, St Elizabeth Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Commence: Finance & Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndoda Tel no 039 253 5021/5000
<b><u>POST 21/573</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERN REF NO: ECHEALTH/HRD/04/02/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, St Elizabeth Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Supply Chain Management/Public Management/ Inventory Asset Management/ Logistic Management.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndoda Tel No: 039 253 5021/5000
<b><u>POST 21/574</u></b>	:	<b><u>PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Public Administration.
<b><u>ENQUIRIES</u></b>	:	Mrs BN Mbobo Tel No: 039 797 6082
<b><u>POST 21/575</u></b>	:	<b><u>OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma /Degree in Office Administration/ Office Management and Techonology /Management Assistant .
<b><u>ENQUIRIES</u></b>	:	Mrs BN Mbobo Tel No: 039 797 6082
<b><u>POST 21/576</u></b>	:	<b><u>INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Information Technology.
<b><u>ENQUIRIES</u></b>	:	Mrs BN Mbobo Tel No: 039 797 6082
<b><u>POST 21/577</u></b>	:	<b><u>DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD/05/03/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Document Management/Archives Records.
<b><u>ENQUIRIES</u></b>	:	Mrs BN Mbobo Tel No: 039 797 6082
<b><u>POST 21/578</u></b>	:	<b><u>PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Amathole District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Public Administration.
<b><u>ENQUIRIES</u></b>	:	Ms X Bushula Tel No: 043 707 6700
<b><u>POST 21/579</u></b>	:	<b><u>OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Amathole District
<b><u>REQUIREMENTS</u></b>	:	National Diploma /Degree in Office Administration/ Office Management and Techonology /Management Assistant .
<b><u>ENQUIRIES</u></b>	:	Ms X Bushula Tel No: 043 707 6700

<b><u>POST 21/580</u></b>	:	<b><u>INFORMATION      TECHNOLOGY      INTERN      REF      NO:</u></b> <b><u>ECHEALTH/HRD/04/03/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Amathole District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Information Technology.
<b><u>ENQUIRIES</u></b>	:	Ms X Bushula Tel No: 043 707 6700
<b><u>POST 21/581</u></b>	:	<b><u>DOCUMENT      MANAGEMENT      INTERN      REF      NO:</u></b> <b><u>ECHEALTH/HRD/05/03/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Amathole District
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Document Management/Archives Records.
<b><u>ENQUIRIES</u></b>	:	Ms X Bushula Tel No: 043 707 6700
<b><u>POST 21/582</u></b>	:	<b><u>PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Public Administration.
<b><u>ENQUIRIES</u></b>	:	Ms N Jukuju Tel No: 043 722 7102
<b><u>POST 21/583</u></b>	:	<b><u>OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .
<b><u>ENQUIRIES</u></b>	:	Ms N Jukuju Tel No: 043 722 7102
<b><u>POST 21/584</u></b>	:	<b><u>INFORMATION      TECHNOLOGY      INTERN      REF      NO:</u></b> <b><u>ECHEALTH/HRD/04/03/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Information Technology.
<b><u>ENQUIRIES</u></b>	:	Ms N Jukuju Tel No: 043 722 7102
<b><u>POST 21/585</u></b>	:	<b><u>DOCUMENT      MANAGEMENT      INTERN      REF      NO:</u></b> <b><u>ECHEALTH/HRD/05/03/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Document Management/Archives Records.
<b><u>ENQUIRIES</u></b>	:	Ms N Jukuju Tel No: 043 722 7102
<b><u>POST 21/586</u></b>	:	<b><u>PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Public Administration.
<b><u>ENQUIRIES</u></b>	:	Ms PN Shweni Tel No: 045 807 1100/1157
<b><u>POST 21/587</u></b>	:	<b><u>OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District
<b><u>REQUIREMENTS</u></b>	:	National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .
<b><u>ENQUIRIES</u></b>	:	Ms PN Shweni Tel No: 045 807 1100/1157

<b><u>POST 21/588</u></b>	:	<b><u>INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022 (2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Information Technology.
<b><u>ENQUIRIES</u></b>	:	Ms PN Shweni Tel No: 045 807 1100/1157
<b><u>POST 21/589</u></b>	:	<b><u>DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Document Management/Archives Records.
<b><u>ENQUIRIES</u></b>	:	Ms PN Shweni Tel No: 045 807 1100/1157
<b><u>POST 21/590</u></b>	:	<b><u>PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022 (X5 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Public Administration.
<b><u>ENQUIRIES</u></b>	:	Ms VP Makonco Tel No: 040 608 1523/21
<b><u>POST 21/591</u></b>	:	<b><u>LEGAL SERVICES INTERN REF NO: ECHEALTH/HRD 02/03/2022 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	Bachelor of Laws/LLB
<b><u>ENQUIRIES</u></b>	:	Ms VP Makonco Tel No: 040 608 1523/21
<b><u>POST 21/592</u></b>	:	<b><u>OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X19 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .
<b><u>ENQUIRIES</u></b>	:	Ms VP Makonco Tel No: 040 608 1523/21
<b><u>POST 21/593</u></b>	:	<b><u>INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022 (X8 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Information Technology.
<b><u>ENQUIRIES</u></b>	:	Ms VP Makonco Tel No: 040 608 1523/21
<b><u>POST 21/594</u></b>	:	<b><u>DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022 (X10 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Document Management/Archives Records.
<b><u>ENQUIRIES</u></b>	:	Ms VP Makonco Tel No: 040 608 1523/21
<b><u>POST 21/595</u></b>	:	<b><u>COMMUNICATION/MEDIA INTERN REF NO: ECHEALTH/HRD/06/03/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Communications/ Media/ Journalism/ Graphic Design.
<b><u>ENQUIRIES</u></b>	:	Ms VP Makonco Tel No: 040 608 1523/21

<b><u>POST 21/596</u></b>	:	<b><u>PUBLIC RELATIONS INTERN REF NO: ECHEALTH/HRD/07/03/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Public Relations.
<b><u>ENQUIRIES</u></b>	:	Ms VP Makonco Tel No: 040 608 1523/21
<b><u>POST 21/597</u></b>	:	<b><u>CLEANING &amp; HYGIENE INTERN REF NO: ECHEALTH/HRD/08/03/2022 (X5 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Higher Certificate: Cleaning & Hygiene
<b><u>ENQUIRIES</u></b>	:	Ms VP Makonco Tel No: 040 608 1523/21
<b><u>POST 21/598</u></b>	:	<b><u>PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Joe Gqabi District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Public Administration.
<b><u>ENQUIRIES</u></b>	:	Mr LL Kometsi Tel No: 051 633 9630
<b><u>POST 21/599</u></b>	:	<b><u>OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Joe Gqabi District
<b><u>REQUIREMENTS</u></b>	:	National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .
<b><u>ENQUIRIES</u></b>	:	Mr LL Kometsi Tel No: 051 633 9630
<b><u>POST 21/600</u></b>	:	<b><u>INFORMATION      TECHNOLOGY      INTERN      REF      NO: ECHEALTH/HRD/04/03/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Joe Gqabi District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Information Technology.
<b><u>ENQUIRIES</u></b>	:	Mr LL Kometsi Tel No: 051 633 9630
<b><u>POST 21/601</u></b>	:	<b><u>DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Joe Gqabi District
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Document Management/Archives Records.
<b><u>ENQUIRIES</u></b>	:	Mr LL Kometsi Tel No: 051 633 9630
<b><u>POST 21/602</u></b>	:	<b><u>PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Public Administration.
<b><u>ENQUIRIES</u></b>	:	Ms Adams Tel No: 041 391 8106
<b><u>POST 21/603</u></b>	:	<b><u>OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .
<b><u>ENQUIRIES</u></b>	:	Ms Adams Tel No: 041 391 8106

<b><u>POST 21/604</u></b>	:	<b><u>INFORMATION      TECHNOLOGY      INTERN      REF      NO:</u></b> <b><u>ECHEALTH/HRD/04/03/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Information Technology.
<b><u>ENQUIRIES</u></b>	:	Ms Adams Tel No: 041 391 8106
<b><u>POST 21/605</u></b>	:	<b><u>DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD</u></b> <b><u>05/03/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Document Management/Archives Records.
<b><u>ENQUIRIES</u></b>	:	Ms Adams Tel No: 041 391 8106
<b><u>POST 21/606</u></b>	:	<b><u>PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Public Administration.
<b><u>ENQUIRIES</u></b>	:	Ms Mabona Tel No: 047 502 9033
<b><u>POST 21/607</u></b>	:	<b><u>OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022</u></b> <b><u>(X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant.
<b><u>ENQUIRIES</u></b>	:	Ms Mabona Tel No: 047 502 9033
<b><u>POST 21/608</u></b>	:	<b><u>INFORMATION      TECHNOLOGY      INTERN      REF      NO:</u></b> <b><u>ECHEALTH/HRD/04/03/2022 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Information Technology.
<b><u>ENQUIRIES</u></b>	:	Ms Mabona Tel No: 047 502 9033
<b><u>POST 21/609</u></b>	:	<b><u>DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD</u></b> <b><u>05/03/2022 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Document Management/Archives Records.
<b><u>ENQUIRIES</u></b>	:	Ms Mabona Tel No: 047 502 9033
<b><u>POST 21/610</u></b>	:	<b><u>PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Sarah Baartman District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Public Administration.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndamase Tel No: 041 408 8514/8147
<b><u>POST 21/611</u></b>	:	<b><u>OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022</u></b> <b><u>(X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Sarah Baartman District
<b><u>REQUIREMENTS</u></b>	:	National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .
<b><u>ENQUIRIES</u></b>	:	Ms N Ndamase Tel No: 041 408 8514/8147



<b><u>POST 21/612</u></b>	:	<b><u>INFORMATION      TECHNOLOGY      INTERN      REF      NO:</u></b> <b><u>ECHEALTH/HRD/04/03/2022 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Sarah Baartman District
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Information Technology.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndamase Tel No: 041 408 8514/8147
<b><u>POST 21/613</u></b>	:	<b><u>DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD</u></b> <b><u>05/03/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Sarah Baartman District
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Document Management/Archives Records.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndamase Tel No: 041 408 8514/8147
<b><u>POST 21/614</u></b>	:	<b><u>PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Public Administration.
<b><u>ENQUIRIES</u></b>	:	Ms T Nkontso Tel No: 060 557 9707
<b><u>POST 21/615</u></b>	:	<b><u>OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma /Degree in Office Administration/ Office Management and Technonology /Management Assistant .
<b><u>ENQUIRIES</u></b>	:	Ms T Nkontso Tel No: 060 557 9707
<b><u>POST 21/616</u></b>	:	<b><u>INFORMATION      TECHNOLOGY      INTERN      REF      NO:</u></b> <b><u>ECHEALTH/HRD/04/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Information Technology.
<b><u>ENQUIRIES</u></b>	:	Ms T Nkontso Tel No: 060 557 9707
<b><u>POST 21/617</u></b>	:	<b><u>DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD</u></b> <b><u>05/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Document Management/Archives Records.
<b><u>ENQUIRIES</u></b>	:	Ms T Nkontso Tel No: 060 557 9707
<b><u>POST 21/618</u></b>	:	<b><u>PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Public Administration.
<b><u>ENQUIRIES</u></b>	:	Mr M Mhlana Tel No: 041 406 4083
<b><u>POST 21/619</u></b>	:	<b><u>OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma /Degree in Office Administration/ Office Management and Technonology /Management Assistant
<b><u>ENQUIRIES</u></b>	:	Mr M Mhlana Tel No: 041 406 4083
<b><u>POST 21/620</u></b>	:	<b><u>INFORMATION      TECHNOLOGY      INTERN      REF      NO:</u></b> <b><u>ECHEALTH/HRD/04/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital

<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Information Technology.
<b><u>ENQUIRIES</u></b>	:	Mr M Mhlana Tel No: 041 406 4083
<b><u>POST 21/621</u></b>	:	<b><u>DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Document Management/Archives Records.
<b><u>ENQUIRIES</u></b>	:	Mr M Mhlana Tel No: 041 406 4083
<b><u>POST 21/622</u></b>	:	<b><u>PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Public Administration.
<b><u>ENQUIRIES</u></b>	:	Ms Z Moyikwa Tel No: 082 474 6055
<b><u>POST 21/623</u></b>	:	<b><u>OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .
<b><u>ENQUIRIES</u></b>	:	Ms Z Moyikwa Tel No: 082 474 6055
<b><u>POST 21/624</u></b>	:	<b><u>INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Information Technology.
<b><u>ENQUIRIES</u></b>	:	Ms Z Moyikwa Tel No: 082 474 6055
<b><u>POST 21/625</u></b>	:	<b><u>DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Document Management/Archives Records.
<b><u>ENQUIRIES</u></b>	:	Ms Z Moyikwa Tel No: 082 474 6055
<b><u>POST 21/626</u></b>	:	<b><u>OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X3 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant
<b><u>ENQUIRIES</u></b>	:	Mr N Magwaxaza Tel No: 041 585 2323
<b><u>POST 21/627</u></b>	:	<b><u>DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD/05/03/2022 (X4 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Document Management/Archives Records.
<b><u>ENQUIRIES</u></b>	:	Mr N Magwaxaza Tel No: 041 585 2323
<b><u>POST 21/628</u></b>	:	<b><u>PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Public Administration.
<b><u>ENQUIRIES</u></b>	:	Ms O Mgwambu Tel No: 045 808 4294

<b><u>POST 21/629</u></b>	:	<b><u>OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .
<b><u>ENQUIRIES</u></b>	:	Ms O Mgwambu Tel No: 045 808 4294
<b><u>POST 21/630</u></b>	:	<b><u>INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Information Technology.
<b><u>ENQUIRIES</u></b>	:	Ms O Mgwambu Tel No: 045 808 4294
<b><u>POST 21/631</u></b>	:	<b><u>DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Document Management/Archives Records.
<b><u>ENQUIRIES</u></b>	:	Ms O Mgwambu Tel No: 045 808 4294
<b><u>POST 21/632</u></b>	:	<b><u>PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Fort England Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Public Administration.
<b><u>ENQUIRIES</u></b>	:	Mr Hilpert Tel No: 046 602 2300
<b><u>POST 21/633</u></b>	:	<b><u>OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Fort England Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant.
<b><u>ENQUIRIES</u></b>	:	Mr Hilpert Tel No: 046 602 2300
<b><u>POST 21/634</u></b>	:	<b><u>DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Fort England Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Document Management/Archives Records.
<b><u>ENQUIRIES</u></b>	:	Mr Hilpert Tel No: 046 602 2300
<b><u>POST 21/635</u></b>	:	<b><u>PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Public Administration.
<b><u>ENQUIRIES</u></b>	:	Mr G Naidoo Tel No: 041 405 2310/2306
<b><u>POST 21/636</u></b>	:	<b><u>OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .
<b><u>ENQUIRIES</u></b>	:	Mr G Naidoo Tel No: 041 405 2310/2306

<b><u>POST 21/637</u></b>	:	<b><u>INFORMATION      TECHNOLOGY      INTERN      REF      NO:</u></b> <b><u>ECHEALTH/HRD/04/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Information Technology.
<b><u>ENQUIRIES</u></b>	:	Mr G Naidoo Tel No: 041 405 2310/2306
<b><u>POST 21/638</u></b>	:	<b><u>DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD</u></b> <b><u>05/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Document Management/Archives Records.
<b><u>ENQUIRIES</u></b>	:	Mr G Naidoo Tel No: 041 405 2310/2306
<b><u>POST 21/639</u></b>	:	<b><u>PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Public Administration.
<b><u>ENQUIRIES</u></b>	:	Ms Z Nkosi Tel No: 060 685 8411
<b><u>POST 21/640</u></b>	:	<b><u>OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant
<b><u>ENQUIRIES</u></b>	:	Ms Z Nkosi Tel No: 060 685 8411
<b><u>POST 21/641</u></b>	:	<b><u>INFORMATION      TECHNOLOGY      INTERN      REF      NO:</u></b> <b><u>ECHEALTH/HRD/04/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Information Technology.
<b><u>ENQUIRIES</u></b>	:	Ms Z Nkosi Tel No: 060 685 8411
<b><u>POST 21/642</u></b>	:	<b><u>DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD</u></b> <b><u>05/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Mthatha Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Document Management/Archives Records.
<b><u>ENQUIRIES</u></b>	:	Ms Z Nkosi Tel No: 060 685 8411
<b><u>POST 21/643</u></b>	:	<b><u>PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Public Administration.
<b><u>ENQUIRIES</u></b>	:	Ms V Mdudu Tel No: 047 502 4509/4511
<b><u>POST 21/644</u></b>	:	<b><u>OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022</u></b> <b><u>(X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant
<b><u>ENQUIRIES</u></b>	:	Ms V Mdudu Tel No: 047 502 4509/4511
<b><u>POST 21/645</u></b>	:	<b><u>INFORMATION      TECHNOLOGY      INTERN      REF      NO:</u></b> <b><u>ECHEALTH/HRD/04/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month

<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Information Technology.
<b><u>ENQUIRIES</u></b>	:	Ms V Mdudu Tel No: 047 502 4509/4511
<b><u>POST 21/646</u></b>	:	<b><u>DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Document Management/Archives Records.
<b><u>ENQUIRIES</u></b>	:	Ms V Mdudu Tel No: 047 502 4509/4511
<b><u>POST 21/647</u></b>	:	<b><u>PUBLIC ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/01/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, St Elizabeth Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Public Administration.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndoda Tel No: 039 253 5021/5000
<b><u>POST 21/648</u></b>	:	<b><u>OFFICE ADMINISTRATION INTERN REF NO: ECHEALTH/HRD/03/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, St Elizabeth Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma /Degree in Office Administration/ Office Management and Technology /Management Assistant .
<b><u>ENQUIRIES</u></b>	:	Ms N Ndoda Tel No: 039 253 5021/5000
<b><u>POST 21/649</u></b>	:	<b><u>INFORMATION TECHNOLOGY INTERN REF NO: ECHEALTH/HRD/04/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, St Elizabeth Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor Degree in Information Technology.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndoda Tel No: 039 253 5021/5000
<b><u>POST 21/650</u></b>	:	<b><u>DOCUMENT MANAGEMENT INTERN REF NO: ECHEALTH/HRD 05/03/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	OR Tambo District, St Elizabeth Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Document Management/Archives Records.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndoda Tel No: 039 253 5021/5000

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

**CLOSING DATE**  
**NOTE**

- : 27 June 2022
- : 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their 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.

**OTHER POSTS**

**POST 21/651**

- : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: H/D/ 11**

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

- : R744 255 per annum
- : Corporate Office: Bloemfontein
- : Degree or National Diploma in Finance/ Public Administration/ Economics at NQF 6 as recognized by SAQA. Minimum of 5 Years' experience in risk management environment of which 3 years must be at Junior Management (Assistant Director Level). Valid driver's license. Knowledge And Skills: Relevant legislation applicable to risk management. Risk management processes and techniques. Public Finance Management (PFMA) Public Service Regulations (PSR). Public Service Act (PSA). Performance Management System (PMS). Public Financial Management Act (PFMA). National Development Plan. People Management. Financial Management. Policy analysis and development. Strategic planning. Project Management. Change & knowledge Management. Ability to motivate people. Problem solving skills. Competent Organizational Communication Effectiveness. Ability to work independently.

**DUTIES**

- : Develop risk management strategies, system (methodologies, models and tools etc.), policies and annual risk management plan. Manage, implement, review and improve the risk management framework. Facilitate the

		institutionalization risk management. Manage the Sub-Directorate (Risk Management)
<b><u>ENQUIRIES</u></b>	:	Mr TM Moremi Tel No: (051) 408 1115
<b><u>APPLICATIONS</u></b>	:	To The Chief Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Ms RD Stallenberg
<b><u>POST 21/652</u></b>	:	<b><u>CLINICAL PROGRAM CO-ORDINATOR PNA5 REF NO: H/C/21</u></b>
		Re-Advertisement (Those who previously apply applied are encouraged to apply)
<b><u>SALARY</u></b>	:	R450 939 - R507 531 per annum
<b><u>CENTRE</u></b>	:	(HAST) Treatment: Corporate Office; Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	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. A valid driver's license. Knowledge And Skills: In-dept knowledge of HIV and AIDS guidelines and protocols. In-dept knowledge and understanding of the ARV treatment program. Clinical mentoring skills and NIMART training. Knowledge and experience in Advance clinical care. Knowledge of the National Strategic plan and financial management. Computer literate (Excel, Word, PowerPoint). Knowledge of Health data systems e.g. Tier.NET. Ability to function under pressure and meet deadlines. Report writing skills. Good interpersonal relations skills and self-driven.
<b><u>DUTIES</u></b>	:	Provide support and coordination in implementing key strategies to improve the clinical outcomes of the HIV positive clients who are on life-long antiretroviral treatment. Provide training, mentorship and oversight with regards to the clinical management of the ARV clients with the objective of improved clinical outcomes. Provide Advance Clinical Care and HIV Treatment support in the province. Develop and implement quality improvement projects to improve outcomes. Extensive travelling. Ability to function within the allocated resources.
<b><u>ENQUIRIES</u></b>	:	L.F Van Turha: Deputy Director HIV Treatment Tel No: 051 408 1703)
<b><u>APPLICATIONS</u></b>	:	To The Chief Director: HRM and Planning, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Me RD Stallenberg
<b><u>POST 21/653</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: H/D/ 12 (X2 POSTS)</u></b>
		Corporate Office
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Degree or National Diploma in Finance/ Public Administration/ Economics at NQF 6 as recognised by SAQA. 3 Years' experience in risk management. 3 years must be at supervisory level. Knowledge And Skills: Relevant legislation applicable to risk management. Risk management processes and techniques. Public Finance Management (PFMA) Public Service Regulations (PSR). Public Service Act (PSA). Performance Management System (PMS). Public Financial Management Act (PFMA). National Development Plan. People Management. Financial Management. Policy analysis and development. Strategic planning. Project Management. Change & knowledge Management. Ability to motivate people. Problem solving skills. Competent Organizational Communication Effectiveness. Ability to work independently.
<b><u>DUTIES</u></b>	:	To supervise and implement the risk management framework in the organization. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organization context. Supervise, facilitate and advise on the risk management assessment process. Monitor and review the identified risk response activities. Supervise employees to ensure an effective risk management service
<b><u>ENQUIRIES</u></b>	:	Mr TM Moremi Tel No: (051) 408 1115

<b><u>APPLICATIONS</u></b>	:	To: The Chief Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Ms RD Stallenberg
<b><u>POST 21/654</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATION- CONTRACT MANAGEMENT</u></b> <b><u>REF NO: H/H/2</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Corporate Office: Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Degree or National Diploma in Public Administration, Business Administration, Finance or LLB at NQF 6 SAQA. Minimum of 3 years' functional experience in PPP Contracts Management. 3 years must be on supervisory level). Knowledge of contract management; Treasury Regulations 16 and PPP framework. Valid drivers' license. Prepared to travel extensive. Knowledge and Skills: Knowledge: Public Finance Management Act; Procurement and provisioning policies and procedures; Financial administration processes; Contractual policies and procedures; Treasury Regulations 16 Skills: Effective communication; technical report writing; numeracy; computer literacy; interpersonal relations; General office administrative. Personal Attributes: Ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; punctuality; ability to work independent. Partnership Management Service Delivery Management. Contract Administration. Quality control of documents. Good organizing skills. Good communication skills. Computer literacy. Ability to work individually and in a team; Good interpersonal relations.
<b><u>DUTIES</u></b>	:	Develop and maintain a database of all PPP agreements of the department. Develop guidance and procedures for contract monitoring. Monitor compliance with the terms and conditions of every PPP agreement. Ensure that the PPP project meets its objective on continuous basis, while managing risks proactively and taking stakeholders together. Monitor and Manage PPP delivery and risk and mitigate risks allocated to both parties. Liaise with other industry experts for advice regarding suppliers and other services in the PPP field. Monitor contract compliance and service performance by the private party; Monitor and ensure compliance by government of its own responsibilities; Monitor and mitigate risks allocated to both parties. Managing contract expiry and asset handover: This involves managing the transition of assets and operations at the end of contract term. Create and maintain internal service level agreements. Conduct service review meetings with service providers and customers for performance optimization. Report on the management of PPP contracts. Administer variations to the contracts; Evaluate applications for price adjustments and invoke penalty clauses; Evaluate applications for variations, amendments and cancellations and develop proposals for approval
<b><u>ENQUIRIES</u></b>	:	Me. N Jumba Tel No: (051: 408 1797/1872
<b><u>APPLICATIONS</u></b>	:	To The Chief Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Ms RD Stallenberg



**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF COMMUNITY SAFETY**

*Gauteng DCS is an equal opportunity employer and gender sensitive employer, and it is its intention to promote retrospectivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources Directives will be taken into consideration.*

<b><u>APPLICATIONS</u></b>	:	Applicants must apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>NOTE</u></b>	:	Applicants must apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> / <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> NOTE: Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The fully completed and signed new Z83 form should be accompanied by a recently updated comprehensive CV (only shortlisted candidates will be required to submit certified copies of qualifications). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. The Department will not accept emailed, posted or hand delivered applications.

**OTHER POSTS**

<b><u>POST 21/655</u></b>	:	<b><u>DEPUTY DIRECTOR: SERVICE DELIVERY OVERSIGHT REF NO: REFS/014195</u></b> Chief Directorate: Provincial Secretariat
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R882 042 per annum, (an all-inclusive remuneration package) Eastern Corridor Matric plus bachelor's degree (NQF7)/ equivalent qualification in preferably Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration as recognised by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at an ASD level in Provincial Secretariat environment. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Departmental policies and procedures. Relevant Public Service Regulations. Gauteng Safety Strategy. Reporting procedures. SAPS Act, regulations & amendments. SA Constitution. Interpreting& Evaluating Information. Verbal and written communication. Organizing/maintaining information. Communicating Information. Computer Literacy. Problem solving and conflict management. Listening and negotiation. Tact and Diplomacy. Teamwork. Discipline.
<b><u>DUTIES</u></b>	:	Manage analysis of data and compile reports on station visits. Manage analysis of and compile reports DVA audits. Manage analysis of and compile reports for QRS and GIPPS sessions. Lead team and offer strategic direction. Manage analysis of and compile reports on discipline management, corruption, complaints lodged against LEAs, implementation of IPID recommendations, DVA audits. Ensure proper implementation of budget by monitoring, projecting, and reporting expenditure. Monitor spending maximized in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of sub-ordinates. Enhance and maintain employee motivation.
<b><u>ENQUIRIES</u></b>	:	Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669

<b><u>POST 21/656</u></b>	:	<b><u>DEPUTY DIRECTOR: SERVICE DELIVERY OVERSIGHT REF NO: REFS/014198</u></b> Chief Directorate: Provincial Secretariat
<b><u>SALARY</u></b>	:	R882 042 per annum, (an all-inclusive remuneration packages)
<b><u>CENTRE</u></b>	:	Southern and Western Corridor
<b><u>REQUIREMENTS</u></b>	:	Matric plus bachelor's degree (NQF7)/ equivalent qualification in preferably Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration as recognised by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at an ASD level in Provincial Secretariat environment. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Departmental policies and procedures. Relevant Public Service Regulations. Gauteng Safety Strategy. Reporting procedures. SAPS Act, regulations & amendments. SA Constitution. Interpreting& Evaluating Information. Verbal and written communication. Organizing/maintaining information. Communicating Information. Computer Literacy. Problem solving and conflict management. Listening and negotiation. Tact and Diplomacy. Teamwork. Discipline.
<b><u>DUTIES</u></b>	:	Manage analysis of data and compile reports on station visits. Manage analysis of and compile reports DVA audits. Manage analysis of and compile reports for QRS and GIPPS sessions. Lead team and offer strategic direction. Manage analysis of and compile reports on discipline management, corruption, complaints lodged against LEAs, implementation of IPID recommendations, DVA audits. Ensure proper implementation of budget by monitoring, projecting, and reporting expenditure. Monitor spending maximized in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of sub-ordinates. Enhance and maintain employee motivation.
<b><u>ENQUIRIES</u></b>	:	Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669
<b><u>POST 21/657</u></b>	:	<b><u>DEPUTY DIRECTOR: COMMUNITY POLICE RELATIONS REF NO: REFS/014188</u></b> Chief Directorate: Provincial Secretariat
<b><u>SALARY</u></b>	:	R744 255 per annum, (an all-inclusive remuneration packages)
<b><u>CENTRE</u></b>	:	Eastern Corridor
<b><u>REQUIREMENTS</u></b>	:	Matric plus a relevant B Degree / related qualification (preferably in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration as recognised by SAQA. 5-7 years' relevant working experience of which 3 years must be at junior management level at an ASD level in the Criminal Justice System or Law Enforcement Agency environment. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Departmental policies and procedures, relevant public service regulations, Gauteng Safety Strategy, reporting procedures, Information system, SAPS Act, Regulations and Amendments, SA Constitution, Interpreting & Evaluating Information, Verbal and written communication, Organizing/maintaining information, communicating information, Computer Literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork, Discipline.
<b><u>DUTIES</u></b>	:	Ensure that the Corridor has democratically elected CPF structures, which are representative of the demographics. Ensure that established structures understand their role and responsibilities. Assist these established structures to develop their costed annual plans, which will be submitted to Provincial Coordination on the last quarter of each year. Ensure that all CPFs, SAPS and established community patrol teams are au fait of the contents of the Community Patrollers' Framework. Subject CPFs (Cluster Boards included) and Community Patrol teams to regular assessments and facilitate interventions where gaps are identified. Liaise with CPF Cluster Boards regarding the functionality of CPFs and their subsidiaries. Intervene where there is a breakdown in relations between the community and SAPS at corridor level. Identify training needs for CPFs, CSFs, Youth Desks, Elderly Desks and other Community Safety Structures at corridor level. Facilitate procurement processes and directly manage the rollout in conjunction with the Office of the Corridor Director and Provincial Coordination. Keep all training related records. Ensure that received training certificates are distributed to relevant learners. Ensure that all volunteers working closely with the Department are screened

by SAPS bi-annually. Ensure that each has a personal file and all required documents are fully completed in line with the Community Patrollers' Framework. Record details of all existing volunteers working closely with the Department at Corridor level on the electronic database system. Update the Electronic database system on a regular basis. Ensure establishment of CSF in the Corridor in line with the relevant policy. Regularly monitor the functioning of all established CSFs in the Corridor and submit reports. Jointly with the affected Cluster Board prepare for the deployment in the Corridor. Develop a deployment plan and monitor its implementation. Report on issues emanating from the deployment. Ensure deployment of identified patrollers on a regular basis. Solicit police support for the Kiosk. Keep proper records confirming the proper functioning of the kiosk and submit monthly reports. Prepare and submit accurate payment records to the Provincial Coordination timely. Interface with GDE at District level and affected CPF Cluster Boards on ensuring successful implementation of the programme. Liaise with the Provincial Coordination on issues requiring immediate intervention. Assist the GDE, CPF Cluster in dealing with payment related queries. Be prepared to manage other stipend paying projects depending on the need. Facilitate strategic planning session sessions for CPFs on annual basis and ensure that plans are developed. Submit these plans to the Provincial Coordination. Monitor implementation of these plans and provide support where it is needed. Ensure proper implementation of budget by monitoring, projecting, and reporting expenditure. Monitor spending maximized in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of sub-ordinates. Enhance and maintain employee motivation.

<b><u>ENQUIRIES</u></b>	:	Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669
<b><u>POST 21/658</u></b>	:	<b><u>DEPUTY DIRECTOR: COMMUNITY POLICE RELATIONS REF NO: REFS/014189</u></b> Chief Directorate: Provincial Secretariat
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R744 255 per annum, (an all-inclusive remuneration package)
	:	Southern and Western Corridor
	:	Matric plus a relevant B Degree / related qualification (preferably in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration as recognised by SAQA. 5-7 years' relevant working experience of which 3 years must be at junior management level at an ASD level in the Criminal Justice System or Law Enforcement Agency environment. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Departmental policies and procedures, relevant public service regulations, Gauteng Safety Strategy, Reporting procedures, Information system, SAPS Act, Regulations and Amendments, SA Constitution, Interpreting & Evaluating Information, Verbal and written communication, Organizing/maintaining information, communicating information, Computer Literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork, Discipline.
<b><u>DUTIES</u></b>	:	Ensure that the Corridor has democratically elected CPF structures, which are representative of the demographics. Ensure that established structures understand their role and responsibilities. Assist these established structures to develop their costed annual plans, which will be submitted to Provincial Coordination on the last quarter of each year. Ensure that all CPFs, SAPS and established community patrol teams are au fait of the contents of the Community Patrollers' Framework. Subject CPFs (Cluster Boards included) and Community Patrol teams to regular assessments and facilitate interventions where gaps are identified. Liaise with CPF Cluster Boards regarding the functionality of CPFs and their subsidiaries. Intervene where there is a breakdown in relations between the community and SAPS at corridor level. Identify training needs for CPFs, CSFs, Youth Desks, Elderly Desks and other Community Safety Structures at corridor level. Facilitate procurement processes and directly manage the rollout in conjunction with the Office of the Corridor Director and Provincial Coordination. Keep all training related records. Ensure that received training certificates are distributed to relevant learners. Ensure that all volunteers working closely with the Department are screened by SAPS bi-annually. Ensure that each has a personal file and all required documents are fully completed in line with the Community Patrollers'

Framework. Record details of all existing volunteers working closely with the Department at Corridor level on the electronic database system. Update the Electronic database system on a regular basis. Ensure establishment of CSF in the Corridor in line with the relevant policy. Regularly monitor the functioning of all established CSFs in the Corridor and submit reports. Jointly with the affected Cluster Board prepare for the deployment in the Corridor. Develop a deployment plan and monitor its implementation. Report on issues emanating from the deployment. Ensure deployment of identified patrollers on a regular basis. Solicit police support for the Kiosk. Keep proper records confirming the proper functioning of the kiosk and submit monthly reports. Prepare and submit accurate payment records to the Provincial Coordination timely. Interface with GDE at District level and affected CPF Cluster Boards on ensuring successful implementation of the programme. Liaise with the Provincial Coordination on issues requiring immediate intervention. Assist the GDE, CPF Cluster in dealing with payment related queries. Be prepared to manage other stipend paying projects depending on the need. Facilitate strategic planning session sessions for CPFs on annual basis and ensure that plans are developed. Submit these plans to the Provincial Coordination. Monitor implementation of these plans and provide support where it is needed. Ensure proper implementation of budget by monitoring, projecting, and reporting expenditure. Monitor spending maximized in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of sub-ordinates. Enhance and maintain employee motivation.

<b><u>ENQUIRIES</u></b>	:	Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669
<b><u>POST 21/659</u></b>	:	<b><u>DEPUTY DIRECTOR: COMMUNITY POLICE RELATIONS REF NO: REFS/014191</u></b> Chief Directorate: Provincial Secretariat
<b><u>SALARY</u></b>	:	R744 255 per annum, (an all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Northern Corridor
<b><u>REQUIREMENTS</u></b>	:	Matric plus a relevant B Degree / related qualification (preferably in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration as recognised by SAQA. 5-7 years' relevant working experience of which 3 years must be at junior management level at an ASD level in the Criminal Justice System or Law Enforcement Agency environment. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Departmental policies and procedures, relevant public service regulations, Gauteng Safety Strategy, Reporting procedures, Information system, SAPS Act, Regulations and Amendments, SA Constitution, Interpreting & Evaluating Information, Verbal and written communication, Organizing/maintaining information, communicating information, Computer Literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork, Discipline.
<b><u>DUTIES</u></b>	:	Ensure that the Corridor has democratically elected CPF structures, which are representative of the demographics. Ensure that established structures understand their role and responsibilities. Assist these established structures to develop their costed annual plans, which will be submitted to Provincial Coordination on the last quarter of each year. Ensure that all CPFs, SAPS and established community patrol teams are au fait of the contents of the Community Patrollers' Framework. Subject CPFs (Cluster Boards included) and Community Patrol teams to regular assessments and facilitate interventions where gaps are identified. Liaise with CPF Cluster Boards regarding the functionality of CPFs and their subsidiaries. Intervene where there is a breakdown in relations between the community and SAPS at corridor level. Identify training needs for CPFs, CSFs, Youth Desks, Elderly Desks and other Community Safety Structures at corridor level. Facilitate procurement processes and directly manage the rollout in conjunction with the Office of the Corridor Director and Provincial Coordination. Keep all training related records. Ensure that received training certificates are distributed to relevant learners. Ensure that all volunteers working closely with the Department are screened by SAPS bi-annually. Ensure that each has a personal file and all required documents are fully completed in line with the Community Patrollers' Framework. Record details of all existing volunteers working closely with the Department at Corridor level on the electronic database system. Update the

Electronic database system on a regular basis. Ensure establishment of CSF in the Corridor in line with the relevant policy. Regularly monitor the functioning of all established CSFs in the Corridor and submit reports. Jointly with the affected Cluster Board prepare for the deployment in the Corridor. Develop a deployment plan and monitor its implementation. Report on issues emanating from the deployment. Ensure deployment of identified patrollers on a regular basis. Solicit police support for the Kiosk. Keep proper records confirming the proper functioning of the kiosk and submit monthly reports. Prepare and submit accurate payment records to the Provincial Coordination timely. Interface with GDE at District level and affected CPF Cluster Boards on ensuring successful implementation of the programme. Liaise with the Provincial Coordination on issues requiring immediate intervention. Assist the GDE, CPF Cluster in dealing with payment related queries. Be prepared to manage other stipend paying projects depending on the need. Facilitate strategic planning session sessions for CPFs on annual basis and ensure that plans are developed. Submit these plans to the Provincial Coordination. Monitor implementation of these plans and provide support where it is needed. Ensure proper implementation of budget by monitoring, projecting, and reporting expenditure. Monitor spending maximized in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of sub-ordinates. Enhance and maintain employee motivation.

<b><u>ENQUIRIES</u></b>	:	Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669
<b><u>POST 21/660</u></b>	:	<b><u>DEPUTY DIRECTOR: COMMUNITY POLICE RELATIONS REF NO: REFS/014192</u></b> Chief Directorate: Provincial Secretariat
<b><u>SALARY</u></b>	:	R744 255 per annum, (an all-inclusive remuneration packages)
<b><u>CENTRE</u></b>	:	Central Corridor
<b><u>REQUIREMENTS</u></b>	:	Matric plus a relevant B Degree / related qualification (preferably in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration as recognised by SAQA. 5-7 years' relevant working experience of which 3 years must be at junior management level at an ASD level in the Criminal Justice System or Law Enforcement Agency environment. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Departmental policies and procedures, relevant public service regulations, Gauteng Safety Strategy, Reporting procedures, Information system, SAPS Act, Regulations and Amendments, SA Constitution, Interpreting & Evaluating Information, Verbal and written communication, Organizing/maintaining information, communicating information, Computer Literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork, Discipline.
<b><u>DUTIES</u></b>	:	Ensure that the Corridor has democratically elected CPF structures, which are representative of the demographics. Ensure that established structures understand their role and responsibilities. Assist these established structures to develop their costed annual plans, which will be submitted to Provincial Coordination on the last quarter of each year. Ensure that all CPFs, SAPS and established community patrol teams are au fait of the contents of the Community Patrollers' Framework. Subject CPFs (Cluster Boards included) and Community Patrol teams to regular assessments and facilitate interventions where gaps are identified. Liaise with CPF Cluster Boards regarding the functionality of CPFs and their subsidiaries. Intervene where there is a breakdown in relations between the community and SAPS at corridor level. Identify training needs for CPFs, CSFs, Youth Desks, Elderly Desks and other Community Safety Structures at corridor level. Facilitate procurement processes and directly manage the rollout in conjunction with the Office of the Corridor Director and Provincial Coordination. Keep all training related records. Ensure that received training certificates are distributed to relevant learners. Ensure that all volunteers working closely with the Department are screened by SAPS bi-annually. Ensure that each has a personal file and all required documents are fully completed in line with the Community Patrollers' Framework. Record details of all existing volunteers working closely with the Department at Corridor level on the electronic database system. Update the Electronic database system on a regular basis. Ensure establishment of CSF in the Corridor in line with the relevant policy. Regularly monitor the functioning

of all established CSFs in the Corridor and submit reports. Jointly with the affected Cluster Board prepare for the deployment in the Corridor. Develop a deployment plan and monitor its implementation. Report on issues emanating from the deployment. Ensure deployment of identified patrollers on a regular basis. Solicit police support for the Kiosk. Keep proper records confirming the proper functioning of the kiosk and submit monthly reports. Prepare and submit accurate payment records to the Provincial Coordination timely. Interface with GDE at District level and affected CPF Cluster Boards on ensuring successful implementation of the programme. Liaise with the Provincial Coordination on issues requiring immediate intervention. Assist the GDE, CPF Cluster in dealing with payment related queries. Be prepared to manage other stipend paying projects depending on the need. Facilitate strategic planning session sessions for CPFs on annual basis and ensure that plans are developed. Submit these plans to the Provincial Coordination. Monitor implementation of these plans and provide support where it is needed. Ensure proper implementation of budget by monitoring, projecting, and reporting expenditure. Monitor spending maximized in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of sub-ordinates. Enhance and maintain employee motivation.

<b><u>ENQUIRIES</u></b>	:	Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669
<b><u>POST 21/661</u></b>	:	<b><u>DEPUTY DIRECTOR: PROVINCIAL OVERSIGHT, COMMUNITY POLICE RELATIONS AND PARTNERSHIPS REF NO: REFS/014194</u></b> Chief Directorate: Provincial Secretariat
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R744 255 per annum, (an all-inclusive remuneration packages)
	:	Provincial Oversight, CPR and Partnerships
	:	Matric plus a relevant bachelor's degree (NQF7)/ Honours equivalent qualification preferably in Criminal Justice Systems/ Law Enforcement Agencies and/Public Management and Administration as recognised by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at an ASD level in the Criminal Justice System or Law Enforcement Agency environment. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Departmental policies and procedures. Relevant public service regulations. Gauteng safety strategy. Reporting procedures. Information system. SAPS Act, Regulations and Amendments. SA Constitution. Interpreting and evaluating information. Verbal and written communication. Organising/maintaining information. Communicating information. Computer literacy. Problem solving and conflict management. Listening and negotiation. Tact and diplomacy. Teamwork. Discipline.
<b><u>DUTIES</u></b>	:	Monitor the level of compliance of policing policies within office of the Provincial Commissioner. Evaluate the performance of specialized units against performance indicators identified in the service delivery plan. Identify problem areas and make recommendations thereon. Evaluate the Provincial Commissioner's office. Monitor the evaluation of specialized units in the province. Provide steps to improve service delivery and effectiveness. Provide assistance in the development of police performance monitoring tools. Facilitate the establishment of a SAPS compliance forum. Manage the receipt, assessment and investigation of complaints pertaining to the office of the Provincial Commissioner, specialized units and Provincial Board. Manage the liaison with relevant stakeholders to ensure that complaints are investigated, and complainants provided with feedback. Compile progress reports in respect of complaints received to management and other relevant stakeholders. Facilitate the conclusion of intergovernmental relations protocols with organs of state at a provincial level in respect of collaboration on the implementation of community safety models, projects and programmes. Facilitate the conclusion of Memoranda of Understanding with all relevant components of civil society and safety structures at a provincial level in respect of collaboration on the implementation of community safety models, projects and programmes. Facilitate the harmonization of the activities of all provincial crime prevention partnerships. Investigate and pursue potential partnerships. Investigate and pursue potential partnerships. Conduct trend analysis and reporting on LEAs oversight matters and facilitate planning and content coordination of QRS. Manage planning and ensure delivery of all training. Interventions and capacity

		building initiatives targeted departmental external stakeholders. Conduct investigation, monitor and evaluate compliance on LEAs disciplinary procedures and measures with regard to Domestic Violence Act. Ensure proper implantation of budget by monitoring, projecting and reporting expenditure. Monitor spending maximized in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of sub-ordinates. Enhance and maintain employee motivation.
<b><u>ENQUIRIES</u></b>	:	Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669
<b><u>POST 21/662</u></b>	:	<b><u>DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: REFS/014199</u></b> Chief Directorate: Provincial Secretariat
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R744 255 per annum, (an all-inclusive remuneration packages) Eastern Corridor Matric plus a recognised bachelor's degree (NQF7)/ equivalent qualification in preferably Social Sciences/ Community Development or Policing as recognised by SAQA. 5-7 years' working experience of which 3 years must be at junior management at an ASD Level in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.
<b><u>DUTIES</u></b>	:	Coordinate the implementation of the Social Crime Prevention strategy. Coordinate the implementation of the school safety, VAWAC and Youth Safety Strategy. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programs. Ensure effective and efficient leadership. Manage service delivery improvement. Manage human and financial resources.
<b><u>ENQUIRIES</u></b>	:	Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669
<b><u>POST 21/663</u></b>	:	<b><u>DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: REFS/014200</u></b> Chief Directorate: Provincial Secretariat
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R744 255 per annum, (an all-inclusive remuneration packages) Northern Corridor Matric plus a recognised bachelor's degree (NQF7)/ equivalent qualification in preferably Social Sciences/ Community Development or Policing as recognised by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at an ASD level in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.
<b><u>DUTIES</u></b>	:	Coordinate the implementation of the Social Crime Prevention strategy. Coordinate the implementation of the school safety, VAWAC and Youth Safety Strategy. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programs. Ensure effective and efficient leadership. Manage service delivery improvement. Manage human and financial resources.
<b><u>ENQUIRIES</u></b>	:	Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669

<b><u>POST 21/664</u></b>	:	<b><u>DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: REFS/014201</u></b> Chief Directorate: Provincial Secretariat
<b><u>SALARY</u></b>	:	R744 255 per annum, (an all-inclusive remuneration packages)
<b><u>CENTRE</u></b>	:	Central Corridor
<b><u>REQUIREMENTS</u></b>	:	Matric plus a recognised bachelor's degree (NQF7)/ equivalent qualification in preferably Social Sciences/ Community Development or Policing as recognised by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at an ASD level in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.
<b><u>DUTIES</u></b>	:	Coordinate the implementation of the Social Crime Prevention strategy. Coordinate the implementation of the school safety, VAWAC and Youth Safety Strategy. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programs. Ensure effective and efficient leadership. Manage service delivery improvement. Manage human and financial resources.
<b><u>ENQUIRIES</u></b>	:	Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669

#### **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.***

<b><u>APPLICATIONS</u></b>	:	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: <a href="http://www.professionaljobcentre.gpg.gov.za">www.professionaljobcentre.gpg.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 (obtainable from any Public Service department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> ) and must be completed in full, initialed 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. Applicants are not required to submit copies of qualifications and other relevant documents on application. 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**

<b><u>POST 21/665</u></b>	:	<b><u>DEPUTY DIRECTOR: BUSINESS ANALYST REFS/014248 (X2 POSTS)</u></b> Directorate: Centre of Innovation
<b><u>SALARY</u></b>	:	R744 255 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus NQF- Level 7 / A recognized Bachelor's degree in Computer Science, Management Information System associated with a qualification in Business Analysis. 3-5 years' experience in business analysis, at least 3 years' experience in process mapping and design of improvement initiatives. Relevant experience in continuous business improvement environment and in strategy development.



<b><u>DUTIES</u></b>	:	Works with business partners to elicit, analyze, and document business requirements Liaises with IT project teams to communicate business priorities, translate business requirements into technical requirements, and identify appropriate solutions. Facilitates regular requirement gathering and design sessions with user community and communicates expectations to the development team. Negotiates innovative business solutions that satisfy customer needs, are consistent with architectural guidelines, and conform to security standards. Works with multiple stakeholders to assess the impact of proposed solutions. Works with multiple stakeholders to assess the impact of proposed solutions, facilitate deployments and minimize disruption to services. Works with business partners to conduct user acceptance testing. Documents user manuals to describe application installation and operating procedures. Coordinates the project resources to ensure that projects are delivered on time and within budget. Identifies opportunities for business-led delivery. Provides consultative support on business-led technology initiatives
<b><u>ENQUIRIES</u></b>	:	Ms. Makotwane Tel No: (011) 689 8898
<b><u>POST 21/666</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROCUMENT REF NO: REFS/014240</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric certificate plus a minimum of National Diploma/Degree (NQF level 6) in Accounting/Financial Management/Supply Chain Management. 2-3 years in Supply Chain Management.
<b><u>DUTIES</u></b>	:	Automation of all procurement requisitions and goods receipts through the Procurement SAP system. Management of current E-GOV contracts (long-term and short-term/term agreements). Developing and sustaining a centre of excellence capacity in the area of Demand planning and Demand management. Budget and expenditure control. BEE spend analysis. Co-ordination and monitoring of the BAC. Preform BAC Secretariat duties. Management of E-GOV. Mini-term agreements. Providing leadership and guidance to sub-ordinates. To mentor, coach and support the team. To manage and evaluate the performance of the team. Address staff training and development needs. Compilation and development of Management Information Systems reports and Operational Reports for the purposes of monitoring service delivery. Analysis of team performance reports. Development of systems and improvement of work process flows so as to enhance team performance and strive for service excellence. Developing and sustaining a centre of excellence capacity in the area of Demand planning and Demand management. Lead and guide team to adopt best practice throughout and to adhere to procedure compliance. The provision of customer care services to all E-GOV. staff i.e. prompt addressing of queries, deliveries, etc. Generate SAP system Management Reports to monitor team's progress with addressing Deliveries and Payment of Invoices to suppliers. Monitor Record Management System for RLS 01's to ensure detailed records kept. To release purchase orders up to the delegated value of R100 000. To route the requisitions to the correct buyer. Assist to obtain SAP system reports and analyse these reports. To ensure that the buyers procure goods and services in accordance with procurement policies and procedure and in accordance with the SLA. Advising suppliers and entities in terms of procurement policies. Analyse reports and follow up. Conduct regular meetings to give feedback. Attend to supplier and end users procurement related queries. Interact with service providers for quality and timeous deliveries. Monitor expediting process. Assist in Performance Management Reports. Resume Managers responsibilities when not available or absent
<b><u>ENQUIRES</u></b>	:	Mr. Themba Psungu Tel No: (011) 689 6980

#### DEPARTMENT OF HEALTH

#### OTHER POSTS

<b><u>POST 21/667</u></b>	:	<b><u>MEDICAL SPECIALIST REF NO: SBAH 046/2022</u></b> Directorate: Nuclear Medicine
<b><u>SALARY</u></b>	:	Grade 1: R1 122 630 per annum, plus benefits Grade 2: R1 283 592 per annum, plus benefits

<b><u>CENTRE REQUIREMENTS</u></b>	:	Grade 3: R1 489 665 per annum, plus benefits Steve Biko Academic Hospital
	:	Appropriate qualification that allows for registration with HPCSA as Medical Specialist in Nuclear Medicine. Registration with the HPCSA as Medical Specialist in Nuclear Medicine. The following will be added advantage .Sound clinical knowledge and skills in Nuclear Medicine. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to radiopharmaceutical theranostics. Computer literacy. A valid driver's license. This post will allow for registration with HPCSA as a Medical Specialist. Registration with the HPCSA as Medical Specialist and proof of current registration. A minimum of 10 years' experience after registration with HPCSA as Medical Specialist in Nuclear Medicine.
<b><u>DUTIES</u></b>	:	Offer comprehensive provision of Nuclear Medicine care by diagnosing and treating diseases using radioactive material and techniques. The Nuclear Medicine will monitor radionuclide preparation administration and disposition. Prepare comprehensive interpretive reports of findings. Check and approve the quality of diagnostic images before patients are discharged .Establish and enforce radiation protection standards for patients and staff. Interpret imaging data and confer with other Medical Specialists to formulate diagnoses. Prescribe radionuclides and dosages to be administered to individual patients. Review procedure request and patient's medical histories to determine applicability of procedure and radioisotopes to be used. Direct Nuclear Medicine technologist regarding desired dosages, techniques, position, and projections.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Prof MM Sathekge Tel No: 012 354 1794
	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	30 June 2022
<b><u>POST 21/668</u></b>	:	<b><u>MEDICAL SPECIALIST REF NO: SBAH 047/2022</u></b> Directorate: Medical Oncology
<b><u>SALARY</u></b>	:	Grade 1: R1 122 630 per annum, plus benefits Grade 2: R1 283 592 per annum, plus benefits Grade 3: R1 489 665 per annum, plus benefits
<b><u>CENTRE REQUIREMENTS</u></b>	:	Steve Biko Academic Hospital
	:	Appropriate qualification that allows specialist registration with the HPCSA as Specialist Medical Practitioner. Appropriate computer literacy. Ability to work Specialist Physicians and Medical Officers. Willingness to do Clinical research. Ward rounds, outpatient clinics, Clinical training ward rounds, small group tutorials, lectures. Must participate in Clinical research.
<b><u>DUTIES</u></b>	:	Ward rounds, outpatient clinics, Clinical training ward rounds, small group tutorials, lectures. Must participate in Clinical research.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr RM Khanyile Tel No: 012 354 1054
	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	30 June 2022
<b><u>POST 21/669</u></b>	:	<b><u>OCCUPATIONAL MEDICAL OFFICER REF NO: REFS/014246</u></b> Directorate: Occupational Health and Safety
<b><u>SALARY</u></b>	:	Grade 1: R833 523 per annum, (all-inclusive package) Grade 2: R953 049 per annum, (all-inclusive package) Grade 3: R1 106 037 per annum, (all-inclusive package)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Charlotte Maxeke Johannesburg Academic Hospital
	:	<b>Grade 1:</b> Appropriate qualification that allows for registration with HPCSA as an Occupational Medical Practitioner. Registration with the HPCSA as Occupational Medical Practitioner. No experience required after registration with the HPCSA as Occupational Medical Practitioner. <b>Grade 2:</b> Appropriate qualification that allows for registration with the HPCSA as Occupational Medical Practitioner. Registration with the HPCSA as Occupational Medical

Practitioner and proof of current registration. A minimum of 5 years' appropriate experience as Medical Officer after registration with the HPCSA as Occupational Medical Practitioner. **Grade 3:** Appropriate qualification that allows for registration with the HPCSA as Occupational Medical Practitioner. Registration with the HPCSA as Occupational Medical Practitioner and proof of current registration. A minimum of 10 years' appropriate experience as Medical Officer after registration with the HPCSA as Occupational Medical Practitioner. Knowledge: extensive knowledge in all relevant OHS Legislation. COIDA processes DoL and compensation fund. GDOH major transformative purpose (vision, mission) and performance requirements. Management of costed OHS and Wellness operational plans and projects. Knowledge of employment law OHS Act and Regulations. Public service Act and Regulations COIDA Act. Basic Conditions of Employment Act. Labour Relations Act. Service delivery frameworks. Batho Pele Principles. National core Standards ISO 45000 and the PFMA and National Treasury Regulations. Skills: Computer literacy. Change management. Strategic management and leadership. Financial management. Interpersonal. Problem solving and strong analysis. Strong report writing. Coaching and resilience management.

## **DUTIES**

: Implement Medical surveillance as prescribed by Policy, OHS and related regulations; Manage Medical Surveillance inclusive of Biological Monitoring, Initial, periodic and exit medical examinations. Management of occupational injuries and disease incidents and development of incident management protocols. Manage and report injuries on duty and occupational medical emergencies in health care establishments as per exposure of the GDOH employees to occupational hazards. Management of occupational risk to injuries and diseases among GDOH employee's certification of fitness for work return to work. Provide of occupational Health and Medicine Services in the GDOH institution. Conduct medical surveillance. Develop risk based medical surveillance plans. Ensure that compensation for occupational injuries and disease cases are managed in a prescribed manner. Manage the provision of primary health care services as part of comprehensive occupational health care in GDOH. Collaborate and participate in disaster management. Collaborate participate of health and safety inspections. Develop and review occupational health policies, and policy implementation instruments health education and promotion related to HIV&AIDS, TB, Health and Productivity, SHERQ, and wellness management programmes as part of the employee health and wellness in GDOH. Monitor and manage absenteeism with HR and supervisors. Develop and monitor a legal compliance register for the hospital. Establish and maintain good relations with OHS stakeholders and other disciplines within the hospital. Lead the development/review and implementation of all OHS/Wellness initiatives including training. Manage the operations and resources (Human Finance, Equipment, Assets) of the directorate.

## **ENQUIRIES APPLICATIONS**

: Mrs Maruma Tel No: 011 488 3759  
: Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.

## **NOTE**

: Applications must be submitted on a new Z83 form and be completed in full (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) with an updated, clear and detailed C.V with 3 contactable referees. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

## **CLOSING DATE**

: 27 June 2022

<b><u>POST 21/670</u></b>	:	<b><u>REGISTRAR (MEDICAL) REF NO: SBAH 048/2022 (X2 POSTS)</u></b> Directorate: Nuclear Medicine
<b><u>SALARY</u></b>	:	R833 523 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Registrar must be registered with the Health Professions Council of South Africa and be post Community Service.
<b><u>DUTIES</u></b>	:	Involvement in the provision of a professional clinical Nuclear Medicine service. Performance, interpretation and reporting of diagnostic nuclear medicine investigations. Patient treatment with unsealed sources. Patient management and clinical assessment. Liaison with other disciplines. Teaching and training within the service. Providing after hour care in accordance with the commuted overtime contract. Working with the Head of Department in the day-to-day running of the department.
<b><u>ENQUIRIES</u></b>	:	Prof MM Sathekge Tel No: 012 354 1794
<b><u>APPLICATIONS</u></b>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	30 June 2022
<b><u>POST 21/671</u></b>	:	<b><u>DENTIST/LECTURER GRADE 1-3 REF NO: UPOHC/CM/0002/2022</u></b> Directorate: Community Dentistry
<b><u>SALARY</u></b>	:	R809 067 – R1 382 802 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	University of Pretoria Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	BChD or equivalent qualification. Registered with the HPCSA as a dentist in the category Independent Practice. Experience of 3 years practicing as a dentist post-community service. Recommendations: Lecturing experience and experience in clinical supervision. Research experience. Postgraduate qualification or enrolled for a postgraduate qualification.
<b><u>DUTIES</u></b>	:	Lecturing to, and discussion classes with dental and Oral hygiene students. Clinical. Supervision of dental and Oral Hygiene students. Treating of patients.
<b><u>ENQUIRIES</u></b>	:	Prof A Bhayat Tel No: 012 319 2299
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number. Direct applications to Ms N Kubheka, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001.
<b><u>NOTE</u></b>	:	No faxed or emailed applications will be considered. Fully completed new Z83 and detailed Curriculum Vitae with minimum of at least three (3) referees. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
<b><u>CLOSING DATE</u></b>	:	28 June 2022
<b><u>POST 21/672</u></b>	:	<b><u>PHARMACIST GRADE1 REF NO: TDH/2022/11</u></b> Directorate: Pharmacy
<b><u>SALARY</u></b>	:	R703 773- R746 958 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane District Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration with SA Pharmacy Council as a qualified pharmacist, B. Pharm Degree, current proof of annual payment as a pharmacist with SAPC, principles of management skills, good/strong interpersonal & Communication skills, monitoring and evaluation skills and presentation skills. Added advantage: Knowledge of RX software, RDM software and pharmaceutical demand plan compilation.
<b><u>DUTIES</u></b>	:	Ensure drug availability, supervise, co-ordinate and manage all activities of the department, and co-ordinate all administrative functions of the department , effective stock control, knowledge & application of pharmaceutical SOPs, ordering, receiving, storage, supply and distribution of medicine, monthly compilation of pharmaceutical demand plan, manage, monitor and evaluate

	pharmacy staff in the unit, responsible for the safe keeping and security of the in the unit and to minimize losses through expiry or theft by adhering to all safety and security procedure, assist with the management of the expenditure versus budget, avoid wasteful and fruitless expenditure, support the pharmacy manager in effective administration of the pharmacy department , produce relevant reports, registration as tutor, assist with on-call and after hour duties, ability to meet deadlines and work under pressure, ensure adherence to the dispensing and GPP standards as set out by the SAPC, compliance with the Pharmacy Act (Act 53 of 1974) and Regulations as amended, compliance with Medicine and Related Substances Act( Act 101 of 1965) and Regulations and guidelines as amended, ensure adherence to both the hospital and provincial drug formularies, PFMA and ideal hospital monitoring framework requirements. must be sent directly to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 OR hand deliver to Cnr Dr Savage and Steve Biko Road, Pretoria.
<b><u>APPLICATIONS</u></b>	:
<b><u>ENQUIRIES</u></b>	:
<b><u>NOTE</u></b>	: Ms Dolo M.S Tel. No: (012) 354 –7778
	: No faxed applications will be considered. Applications are not required to submit copies of qualifications and other relevant documents when Applying but submit fully completed Z83 form and detailed Curriculum Vitae. 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. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject 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. No applications will be considered after the closing date. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	: 27 June 2022
<b><u>POST 21/673</u></b>	: <b><u>ASSISTANT DIRECTOR RADIOGRAPHER GRADE 1 REF NO: SBAH 049/2022</u></b> Directorate: Nuclear Medicine
<b><u>SALARY</u></b>	: R525 087 per annum, plus benefits
<b><u>CENTRE</u></b>	: Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	: A recognized National Diploma or bachelor's Degree in Diagnostic Radiography qualification that allows for registration with the Health Professional Council of South Africa (HPCSA). A minimum of ten (10) years' experience as a Chief Diagnostic Radiographer in a Government Institution. Proof of original registration and current registration with the HPCSA is compulsory. Relevant additional qualifications will be taking in consideration. Computer literacy and associated software programs. Knowledge of PFMA , Public Service legislation , Policies and Procedure .Knowledge of current DoH guideline and Policies governing the Health Sector and Radiography profession. Knowledge of legal compliance requirement for the safe use of hazardous substance in all spheres of Radiography and OHS Acts. Knowledge of HIM policy, National Core Standards, Quality Assurance Programme and Strategic Management. Knowledge and experience of Supply Chain management processes, Finance Management and Human Resource issues. Excellent time management skills, written and verbal business skills, report writing and presentation skills, be proactive and initiative in problem solving and decision-making. Must demonstrate honesty, integrity, high work ethic and ability to work independently and in a team. Good interpersonal skills, strategic planning and leadership skills. Ability to develop the standard of the profession in all spheres related.
<b><u>DUTIES</u></b>	: Report to the Head of the Radiography department and act on behalf the HOD when absent. Advisor to the Radiography HOD. Extensive experience in Diagnostic Radiography. Experience in management. Excellent interpersonal and communication skills. Ability to take initiative. Ability to work under pressure. Relevant budgetary duties. Extensive knowledge of Radiology equipment and compiling of specification for Radiology Equipment. Compiling of statistics for the Radiology department. Adhere and ensure compliance with SAHPRA and HPCSA Legislation. Management & Problem Solving. Manage and monitor performance and development of all staff. Compiling and

	managing the monthly duty roster. Managing the departments leave. Managing the departments overtime hours and forms. Management of the PMDS documents. Assist QC Radiographer were needed. Provision and management of 24-Hour Service Delivery. Partake and Facilitate staff and student development. Ordering of protective gear. Provide operational advice and guidance to the subordinates. High level of responsibility and accountability. Urgent communication and solution pathway when any Radiological equipment malfunctions. Ability and willingness to deal with crisis or disaster even outside of working hours. Display of Leadership Qualities, teamwork spirit and reliability.
<b><u>ENQUIRIES</u></b>	: Mrs. D Sethole Tel No: 012 354 3910
<b><u>APPLICATIONS</u></b>	: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	: Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	: 30 June 2022
<b><u>POST 21/674</u></b>	: <b><u>HOD CLINICAL REF NO: 014229</u></b> Directorate: Gauteng College of Nursing
<b><u>SALARY</u></b>	: R478 404 – R624 216 per annum, (plus benefits)
<b><u>CENTRE</u></b>	: Gauteng College of Nursing (GCON): SG Lourens Campus
<b><u>REQUIREMENTS</u></b>	: Grade 12/National Certificate or equivalent. A basic qualification registered with the South African Nursing Council (SANC). A Degree in Nursing. A post basic qualification in Nursing Education and Nursing Administration registered with SANC. A moderator and assessor course registered with SANC. Minimum of 9 years' appropriate/recognized nursing experience after registration as a Professional Nurse with the SANC in General nursing and Midwifery. A minimum of 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the nursing education qualification. Minimum of 2 years appropriate recognizable experience in clinical facilitation. Experience in clinical assessment practice. A code 8 drivers' licence. Proof of computer literacy/certificate (Microsoft Package). Skills and knowledge: Knowledge of procedures and processes related to undergraduate Nursing Programmes. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice, Public Service Prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. Good computer skills. Have a track record of transferability of the post applied for.
<b><u>DUTIES</u></b>	: The successful candidates will be responsible for amongst others, the following: Manage, supervise, monitor, and report on all clinical activities of all the academic departments. Facilitate budget needs to meet the clinical objectives of the students. Assist with the development and review of curricula with a focus on clinical requirements. Coordinate (together with the Academic HODs) and evaluate the development of relevant student learning documents e.g., Clinical workbooks, Clinical Evaluation tools, clinical outcomes. Co-ordinate the provision of clinical teaching and learning for all the academic programmes. Communicate with the clinical stakeholders to ensure an effective teaching and learning environment (including situational analysis, ensuring units meet the SANC and CHE accreditation requirements). Manage clinical learning and clinical exposure of students. Develop and monitor implementation of quality assurance programmes and policies. Supervise and monitor Campus staff members in the clinical facilities. Participate in the presentation of relevant programs (theory and clinical practice). Moderate clinical assessments. Provide support to students. Collaborate with stakeholders and build a sound relationship within the Departments. Implement continuing education and Research activities. Plan, implement and review policies and processes to ensure the Campus meets all SANC and CHE accreditation requirements. Participate in the daily management of the Campus and oversee the supervision of students.
<b><u>ENQUIRIES</u></b>	: Mr CAM Molokwane Tel No: (012) 319 5620/060 483 6902

<b><u>APPLICATIONS</u></b>	:	All applications should be submitted online only at <a href="http://professionaljobcentre.gpg.gov.za/">http://professionaljobcentre.gpg.gov.za/</a> . NB: For assistance with online applications please e-mail your query to <a href="mailto:e-recruitment@gauteng.gov.za">e-recruitment@gauteng.gov.za</a> .
<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the New Z83 form and a detailed Curriculum Vitae (CV) stating all competencies, training, and knowledge of an applicant. Shortlisted candidates will be required to present certified copies of qualifications and other relevant documents on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White males. The institution reserves the right not to appoint.
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/675</u></b>	:	<b><u>CHIEF PHYSIOTHERAPIST GRADE1 REF NO: TDH/2022/10</u></b> Directorate: Clinical and Allied
<b><u>SALARY</u></b>	:	R473 112 - R525 087 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane District Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with appropriate four (4) years degree in Physiotherapy qualification that allows registration with HPCSA (Health Professionals Council of South Africa). Proof of registration as a Physiotherapist and current registration with HPCSA as an independent practitioner. Minimum of 3 years appropriate clinical experience as a Physiotherapist. Basic experience and knowledge in HR (Human Resource) and financial management. Computer literacy, time management, report writing and presentation skills. Innovative, proactive, and initiate in problem solving and decision making. Honesty, integrity, and high work ethics. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Quality Control of equipment is essential. Ability to work in a multidisciplinary team and flexible environment.
<b><u>DUTIES</u></b>	:	Manage the entire Physiotherapy Department, Human Resource, and associated functions. Participate in providing quality Physiotherapy services in the hospital. Report to the Clinical Manager. Advise the management on Physiotherapy Policy Planning and implementation of rehabilitation programs for service improvement and better treatment outcome. To supervise, develop train and monitor the performance of the community service staff and other related category of staff in all aspects of service delivery. Adhere to Batho Pele Principles, Quality Assurance Core Standards and other Public Service Policies and Acts. Manage conflict and implement corrective measures. Strategically coordinate and delegate departmental activities and resources of the department to achieve maximum productivity. Manage workflow in the entire department. Ensure timeous submission of monthly performance reports. Work as a team player, within the department and institution. Participate in any related research and multidisciplinary team activities in the institution.
<b><u>APPLICATIONS</u></b>	:	must be sent directly to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 OR hand deliver to Cnr Dr Savage and Steve Biko Road, Pretoria.
<b><u>ENQUIRIES</u></b>	:	Dr. Nkusi S Tel No: (012) 354 –7360
<b><u>NOTE</u></b>	:	No faxed applications will be considered. Applications are not required to submit copies of qualifications and other relevant documents when Applying but submit fully completed new Z83 form and detailed Curriculum Vitae. 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. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject 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 targets of the department. No applications will be considered after the closing date. People with disabilities are encouraged to apply.

<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/676</u></b>	:	<b><u>CLINICAL PROGRAMME CO-ORDINATOR (INFECTION CONTROL) REF NO: TDH/2022/12</u></b> Directorate: Nursing Department
<b><u>SALARY</u></b>	:	R450 939 - R507 531 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane District Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Diploma/Degree in general nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general, Diploma in infection control will be an added advantage. Current proof of registration SANC receipt for (2022). Previous and current work experience/ certificate of service endorsed by your human resource department. Knowledge, Skills, Training and Competences Required: Knowledge of Public service policies Act and regulations knowledge of SANC rules and regulations. Good communication leadership interpersonal and problem-solving skill. Knowledge of code of conduct and labour relation. Ability to function well within the team. Conflict management and negotiation skills. Decision making and problem – solving skill. Skill in organizing planning and supervising. Knowledge of Batho Pele and patient's rights. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programme. Nursing care process and procedures nursing statutes and other related legal framework.
<b><u>DUTIES</u></b>	:	Sustain infection prevention and control programme. Draft annual IPC operational plan. Draw and review implementation of the IPC. Facilitate appointment and review of IPC committee members annually, ensure monthly infection prevention and control meeting are conducted. Review and implementation IPC plan. Conduct IPC audits, identify gaps/ infection control risks and compile quality improvement plan for discussions at IPC committee meetings. Develop and implement annual in service-training and orientation induction programme for clinical and non-clinical staff. Quarterly monitoring of progress on IPC programme and quality improvement plans recommendations. Monitor and evaluate nursing care and other practices in hospital & clinics Provision of infection control guidelines and protocols to hospital & clinics for implementation. Report on the incidence and prevalence of alert organisms and communicable diseases to the district CDC coordinator.
<b><u>APPLICATIONS</u></b>	:	must be sent directly to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 OR hand deliver to Cnr Dr Savage and Steve Biko Road, Pretoria.
<b><u>ENQUIRIES</u></b>	:	Ms. M.G Mogashoa Tel. No: (012) 354 –7602
<b><u>NOTE</u></b>	:	No faxed applications will be considered. Applications are not required to submit copies of qualifications and other relevant documents when Applying but submit fully completed Z83 form and detailed Curriculum Vitae. 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. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject 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. No applications will be considered after the closing date. Males and people with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/677</u></b>	:	<b><u>NUCLEAR MEDICINE RADIOGRAPHER REF NO: REFS/014247</u></b> Directorate: Nuclear Medicine
<b><u>SALARY</u></b>	:	Grade 1: R401 640 per annum, (all-inclusive package) Grade 2: R473 112 per annum, (all-inclusive package)



<b><u>CENTRE REQUIREMENTS</u></b>	:	Grade 3: R557 301 per annum, (all-inclusive package) Charlotte Maxeke Johannesburg Academic Hospital.
	:	<b>Grade 1:</b> Appropriate Qualifications that allows for the required registration with the HPCSA in Nuclear Medicine Radiography. None after registration with the Health Professional Council of South Africa (HPCSA). Knowledge and skills: Sound knowledge of Nuclear Medicine procedures and equipment. Clinical competency and dexterity in procedures. Good communication and problem solving skills. Knowledge of health and safety policies, regulations and acts. Knowledge of quality assurance procedures and methods. Sound knowledge of radiation safety and protection regulations. <b>Grade 2:</b> Appropriate Qualifications that allows for the required registration with the HPCSA in Nuclear Medicine Radiography. Minimum of 10 years' relevant experience after registration with the Health Professional Council of South Africa (HPCSA). <b>Grade 3:</b> Appropriate Qualifications that allows for the required registration with the HPCSA in Nuclear Medicine Radiography. Minimum of 20 years' relevant experience after registration with the Health Professional Council of South Africa (HPCSA).
<b><u>DUTIES</u></b>	:	Render effective patient centered Nuclear Medicine service for in-patients and out-patients in adherence to the scope of practice health protocols. Assist in or perform complex nuclear medicine procedures. Implement and maintain the quality assurance and National Core Standards at departmental level. Perform record keeping date collection, assist with budget control and assets management. Participate in professional development of self, colleagues and members of the inter-disciplinary team.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. O. Ubogu Tel No: 011 488 3710
	:	Applications should be submitted strictly on a (PDF Format only) to the following email-address <a href="mailto:Medicalhr.Cmjah@gauteng.gov.za">Medicalhr.Cmjah@gauteng.gov.za</a> . Please use the reference as subject.
<b><u>NOTE</u></b>	:	Applications must be submitted on a new Z83 form and be completed in full (obtainable from any Public Service Department or on <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> ) with an updated, clear and detailed C.V with 3 contactable referees. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/678</u></b>	:	<b><u>LECTURER PNDI/PNDII (OCCUPATIONAL HEALTH &amp; SAFETY) REF NO: 014231</u></b>
<b><u>SALARY</u></b>	:	R388 974 – R450 939 per annum, (plus benefits) R478 404 – R624 216 per annum, (plus benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng College of Nursing (SG Lourens Campus)
	:	PNDI): A Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC as General Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education and Occupational Health Nursing registered with the SANC. Proof of current SANC APC. A minimum of 4 years' appropriate/recognizable experience in nursing after registration as a registered nurse with the SANC in General Nursing and Midwifery/Accoucheur (deduct one year from experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid driver's licence and ability to drive a manual car. Computer skills in MS Word, MS Excel, MS PowerPoint. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. (PNDII): Basic R425 qualification (i.e., diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC as General Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education and Occupational Health Nursing registered with the SANC. Proof of current SANC APC. A minimum of 14 years' appropriate/recognizable

experience in nursing after registration as a Registered Nurse with the SANC in General Nursing or Midwifery, 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one-year post-basic qualification in the relevant Nursing Education (deduct one year from experience for candidates appointed from outside the public service after complying with registration requirements). A valid driver's licence and ability to drive a manual car. Computer skills in MS Word, MS Excel, MS PowerPoint. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.

**DUTIES** : Plan, develop, coordinate, implement and evaluate Occupational Health and Safety (OH &S) services in the campus. Develop, plan, coordinate and implement Employee Health and Wellness Program (EH&WP) in the campus. Support the mission to promote the image and standards of the campus. Develop, plan, and monitor the implementation of OH&S and EH&WP education and training programmes. Coordinate, provide and maintain information of OH&S and EH&WP at the campus.

**ENQUIRIES** : Mr CAM Molokwane Tel No: (012) 319 5620/060 483 6902  
**APPLICATIONS** : All applications should be submitted online only at <http://professionaljobcentre.gpg.gov.za/>. NB: For assistance with online applications please e-mail your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za).

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the New Z83 form and a detailed Curriculum Vitae (CV) stating all competencies, training, and knowledge of an applicant. Shortlisted candidates will be required to present certified copies of qualifications and other relevant documents on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White males. The institution reserves the right not to appoint.

**CLOSING DATE** : 27 June 2022

**POST 21/679** : **PROFESSIONAL NURSE SPECIALTY, (MATERNITY) REF NO: TDH/2022/13**  
 Directorate: Nursing

**SALARY** : Grade 1: R388 974 - R450 939 per annum, (plus benefits)  
**CENTRE** : Tshwane District Hospital  
**REQUIREMENTS** : Grade 12 plus basic R425 qualification (i.e., Diploma/ Degree in nursing) or an equivalent qualification that allows registration with SANC as a professional Nurse and Midwife. The candidate must also have a post basic Diploma in Advance Midwifery and Neonatal Nursing Science that is registered with SANC. Candidate must have a minimum of four years appropriate/recognizable experience in nursing after registration as a professional Nurse with the SANC on general nursing.

**DUTIES** : Demonstrate an understanding of legislation and related legal ethical nursing practices. Perform a clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial, or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. To provide the nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Render antenatal care, intrapartum care, post-natal care, and neonatal care. Ensure and advocate for the provision and supervision of patient's needs. Improve perinatal mortality and morbidity through implementation of priority programme EMTCT, MBFI and ESMOE.

**ENQUIRIES** : Mr. F. Budzwa Tel No: (012) 354 –7600

<b><u>APPLICATIONS</u></b>	:	Applications must be sent directly to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 OR hand deliver to Cnr Dr Savage and Steve Biko Road, Pretoria.
<b><u>NOTE</u></b>	:	No faxed applications will be considered. Applications are not required to submit copies of qualifications and other relevant documents when Applying but submit fully completed Z83 form and detailed Curriculum Vitae. 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. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject 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. No applications will be considered after the closing date. Males and people with disabilities are encouraged to apply
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/680</u></b>	:	<b><u>CLINICAL TECHNOLOGIST</u></b> Directorate: Internal Medicine (Re-advertisement)
<b><u>SALARY</u></b>	:	Grade 1: R322 746 per annum Grade 2: R378 402 per annum Grade 3: R445 752 per annum
<b><u>CENTRE</u></b>	:	Charlotte Maxeke Johannesburg Academic Hospital: Grade 1: REFS: CT/IM/G1 Grade 2: REFS: CT/IM/G2 Grade 3: REFS: CT/IM/G3
<b><u>REQUIREMENTS</u></b>	:	Clinical Technologist <b>Grade 1</b> . Appropriate recognized Diploma or Degree as a Medical Technologist or Biotechnology registered as a Medical Technologist with the Health Professional Council of South Africa. Grade 1 none experience after registration with HPCSA as a Medical Technologist. Clinical Technologist <b>Grade 2</b> . Appropriate recognized Diploma or Degree as a Medical Technologist or Biotechnology registered as a Medical Technologist with the Health Professional Council of South Africa. A minimum of 10 years relevant experience after registration with HPCSA as a Medical Technologist. Clinical Technologist <b>Grade 3</b> . Appropriate recognized Diploma or Degree as a Medical Technologist or Biotechnology registered as a Medical Technologist with the Health Professional Council of South Africa. A minimum of 20 years relevant experience after registration with HPCSA as a Medical Technologist. The following will be an added advantage: Three (3) – Six (6) Years post qualification and experience in a diagnostic laboratory, knowledge of relevant laboratory processes and procedures, assertiveness, good interpersonal skills, basic understanding of finance, general management, communication, analytical and computer skills.
<b><u>DUTIES</u></b>	:	Facilitate and support the rational and cost effective usage of laboratory and blood services as well as the point of care machines in the hospital. Improve screening of NHLS and SANBS request forms to avoid discrepancies. Monitor the linking of requests by NHLS and SANBS to relevant cost center. Monitor and intercept tests where insufficient data has been supplied on NHLS request forms. Compile monthly expenditure and utilization reports against allocated NHLS and SANBS budgets. Advise management on ways to maximize use of NHLS and SANBS services and reduction of unnecessary rejections and wastage of blood products and levies. Support other programs in the hospital during internal and external assessments to comply with National Core Standards and perform laboratory and blood related duties delegated. Maintain ongoing liaison and communication with the NHLS and SANBS at institutional level.
<b><u>ENQUIRIES</u></b>	:	Dr. S. Mabunda Tel No: 011 488 4959/4929
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject or should be hand delivered at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No. 17 Jubilee Road, Parktown 2193.

<b><u>NOTE</u></b>	:	Applications must be submitted on a new Z83 form and be completed in full (obtainable from any Public Service Department or on <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> ) with an updated, clear and detailed C.V with 3 contactable referees. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/681</u></b>	:	<b><u>SOCIAL WORKER (X2) REF NO: REFS/WKH/14/05/2022</u></b> Directorate: Social Work
<b><u>SALARY</u></b>	:	R261 456 per annum, plus benefits per annum. Grade will depend on years of experience as per OSD.
<b><u>CENTRE</u></b>	:	Weskoppies Hospital
<b><u>EQUIREMENTS</u></b>	:	Senior Certificate (Grade 12/Matric). Recognized B Degree in Social Work. Registration with the South African Council for Social Services Profession (SACSSP) as a Social Worker. Interest in the field of Mental Health. Knowledge of appropriate policies and legislation. Good communication skills, decision making skills, problem solving and basic computer literacy. Valid Driver's license.
<b><u>DUTIES</u></b>	:	Provide Social Work services to Mental Health Care Users and their families. Psychosocial Assessment / screening of Mental Health Care Users and their families in regard to their circumstances. Home visits to trace family members. Intervention through casework, group work and community work. Function as a member of the multi professional team. Assist with court referrals. Assist with student training. Engage in continuous professional development and in-service training. Compile reports and comprehensive record keeping. Administrative tasks of the department.
<b><u>ENQUIRIES</u></b>	:	Ms. G Makgatho Tel No: (012) 319 9761/4
<b><u>APPLICATIONS</u></b>	:	Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
<b><u>NOTE</u></b>	:	Applications should include latest Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	27 June 2022

<b><u>POST 21/682</u></b>	:	<b><u>LOGISTICS SUPPORT OFFICER REF NO: TRH 11/2022</u></b> Directorate: Asset Management (Re-advertisement, applications who previously applied must-reapply)
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate/Three years National Diploma in Supply Chain management/asset management or equivalent qualification, 3-5 years' experience in Supply Chain Management environment of which 2 years must be in assets management or Grade 12 certificate with 5 years' experience in supply chain management of which 2 years must be in asset management. Knowledge of Supply Chain management practices, procedures, PFMA, Treasury Regulations and guidelines. Proven computer literacy in MS office package (MS Word, MS Excel and MS Outlook. Good communication, knowledge and understanding of assets management related policies. Filing and report writing skills. Ability to work under tight deadlines and pressure. Ability to maintain a good interpersonal relationship, work in a team and problem solving. A valid driver's license as an added advantage and willing to rotate within the section. Knowledge of SAP/SRM/CSD and BAS. Knowledge of Human resources management policies, procedures and legislations. Knowledge of principles and practice of financial accounting, problem solving and analysis. Knowledge of departmental policies and procedures and experience in supply and assets management in hospital environment.
<b><u>DUTIES</u></b>	:	Monitor and review the capturing of all physical assets in the asset register. Monitor and review the allocation of assets-to-assets holders in accordance with relevant policies and procedures. Promote correct implementation of sound asset management practices. Manage asset acquisition, assets operation and maintenance. Manage assets register and execution of annual assets verification, disposal and condemning of economically obsolete assets process. Implement policy on transfers and disposal of movable assets. Ensure optimum security of assets and managing the tracking and recording of assets movement. Monthly submission of asset. Reconciliation report. Categorization of assets into fixed or non-fixed assets. Supervise and training of staff. Assist in audit queried and perform any other duties such as annual consumable stock take process in SCM and other delegated duties by the manager.
<b><u>ENQUIRIES</u></b>	:	Mr D Thumbran Tel: No 012 451 9241
<b><u>APPLICATIONS</u></b>	:	Applications must be hand delivered to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Pretoria.
<b><u>NOTE</u></b>	:	No faxed or emailed applications will be considered. Fully completed new Z83 and detailed Curriculum Vitae. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. 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 at their own cost. 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. No applications will be considered after the closing date. Male and people with disabilities are encouraged to apply
<b><u>CLOSING DATE</u></b>	:	01 July 2022
<b><u>POST 21/683</u></b>	:	<b><u>SURGICAL FOOTWEAR TECHNICIAN REF NO: SBAH 050/2022</u></b> Directorate: Orthotics & Prosthetics
<b><u>SALARY</u></b>	:	R213 726 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Registered at HPCSA Surgical Footwear Technician. Good Interpersonal skills and hand skills.
<b><u>DUTIES</u></b>	:	Consult and assist the Medical Orthotist and Prosthetist rereading the type of surgical footwear required. Manufacture of surgical boots/shoes, insoles, raises and any modifications to shoes/boots.
<b><u>ENQUIRIES</u></b>	:	Ms. A Du Toit Tel No: 012 354 6016

<b><u>APPLICATIONS</u></b>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	30 June 2022
<b><u>POST 21/684</u></b>	:	<b><u>HOUSEKEEPERS COVID-19 CONTRACT REFS NO: SBAH 052/2022 (X5 POSTS)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R147 459 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent. Must be able to read and write. Minimum cleaning experience of 2 years in the hospital. Must be able to cope with the physical demands of the position. Be able to work in a team and under pressure. Good interpersonal relation and communication skills. Shift work post and will be expected to work after hours, night duty, weekends and public holidays.
<b><u>DUTIES</u></b>	:	Supervise the work of Household Workers and ensure that a high standard of cleanliness is attained in the wards, and delegate duties for Household Worker, control on/off register, leave forms and evaluate performance of household workers according to PMDS. Supervise serving of meals, tea, coffee and water to the containers, clean /dirty linen, removal of medical and general waste from the ward. Report on broken/missing items and send for repair or service. Help with asset management. See that linen when necessary. Adhere to safety regulations. Perform duties as required per Job Description, work schedule and delegated duties by Operational Manager.
<b><u>ENQUIRIES</u></b>	:	Ms A.M Mowayo Tel No: 012 354 1300
<b><u>APPLICATIONS</u></b>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	30 June 2022

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

<b><u>CLOSING DATE</u></b>	:	08 July 2022
<b><u>NOTE</u></b>	:	Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> and it should be accompanied by a Z83 and a comprehensive Curriculum Vitae (CV). Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

#### **MANAGEMENT ECHELON**

<b><u>POST 21/685</u></b>	:	<b><u>DIRECTOR: HOUSING AND ASSET TRANSFERS REF NO: REFS/014213</u></b>
<b><u>SALARY</u></b>	:	R1 073 187 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg

<b><u>REQUIREMENTS</u></b>	:	An undergraduate and a post-graduate qualification in Public Administration or any Para-Legal / equivalent qualification at NQF Level 7. Qualification in conveyancing and/or understanding of conveyancing processes would be an added advantage. 5 years' experience at Middle Management Service level. Possession of a valid driver's license is a must. Skills and Competencies: Sound knowledge of disposal legislation and policies, understanding and implementation of assets disposal methods and prescripts. Ability to interpret, apply legislation and policy. Communication, presentation, computer, problem solving and decision making, self-management skills. Strategic capacity and leadership, programme and project management, elementary financial management, people management and empowerment, change management, customer orientation and responsiveness.
<b><u>DUTIES</u></b>	:	Provide strategic guidance on the development and implementation of legislation, policies and strategies on assets disposal aligned to housing frameworks. Represent the department in a strategic advisory role at all assets disposal Governance structures. Oversee the transfer process of properties in order to achieve set targets. Ensure that beneficiary management processes are followed before property transfers. Maintain good relations with municipalities and facilitate for timeous signing of Power of Attorneys by municipalities and private land owners. Oversee housing dispute resolution through mediation and adjudication process and ensure implementation of the resolutions thereafter. Ensure representation of the department in court hearings as and when required. Facilitate for rectification due to wrong registration and/or arising housing disputes. Oversee regularisation of illegal occupants in line with approved policies and prescripts. Management of the business unit. Undertake Human Resources and other related administrative functions. Develop and manage the business plan, operational plan, annual performance plan, procurement plan of the unit and report on progress as required. Ensure that all invoices are checked against work done and signed within specified time. Compile and timeously submit all required administrative reports. Compile the Directorate's Risk Register with interventions and management action plan. Timeously respond to audit queries and findings.
<b><u>ENQUIRIES</u></b>	:	Ms K Kunene Tel No: 072 315 9992
<b><u>APPLICATIONS</u></b>	:	Please apply online at <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a>

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

***It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, females of all races are encouraged to apply.***

#### **MANAGEMENT ECHELON**

<b><u>POST 21/686</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: PROVINCIAL COMMUNICATION SERVICES REF NO: 014249</u></b> Branch: Provincial Communication Services
<b><u>SALARY</u></b>	:	R1 544 415 – R1 739 784 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in the Communications or related field. 8 to 10 years' experience at Senior Managerial level (Chief Director) of which 5 years must be at SMS level in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours and travel extensively.

<b><u>DUTIES</u></b>	:	Overseeing the development, implementation and monitoring of Branch programmes in line with organisational policies; Ensuring sound financial management and application of good corporate governance principles. Driving the implementation of the Growing Gauteng Together [GGT] 2030 Plan of Action. Specific focus areas include the following: The incumbent will develop and oversee the implementation of the framework communication strategy to promote Gauteng City Region as a whole. Provide strategic advise to the Premier, the Gauteng Executive Council, MECs, HODs and Heads of Communication on Communication strategy and strategic media issues. Facilitate work of Premier's spokesperson, in relation to major speeches and content development. Identify strategic risks, weakness, and curb negative publicity that may damage the reputation of the Premier, MECs or the province as e whole. Manage the corporate identity, visibility and uniform branding of the Gauteng Provincial Government and produce publications to promote the image of GPG. Manage the overall GPG profile. Support the Premier in Executive Council, Heads of Department to coordinate and implement GPG policies, as well as statutory and political responsibilities effectively and efficiently. Represent the department at various communication fora.
<b><u>ENQUIRES APPLICATIONS</u></b>	:	Ms Sylvia Mtshali Tel No: (011) 355 6280
	:	Applications must be submitted on the GPG Professional Job Centre website, ( <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> ) or Email Recruitment.Premier@gauteng.gov.za.
<b><u>NOTE</u></b>	:	The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) and at least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. NB. Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> . 27 June 2022
<b><u>CLOSING DATE</u></b>		
<b><u>POST 21/687</u></b>	:	<b><u>DIRECTOR: DIGITAL EVIDENCE MANAGEMENT REF NO: 014135</u></b> Chief Directorate: Provincial Forensic Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 073 187 – R1 264 176 per annum, (all-inclusive remuneration package)
	:	Johannesburg
	:	A NQF Level 7 in the disciplines of Law (BA Law; B juris, B com Law; B proc LLB) or Accounting (B com Accounting Science or B tech Finance & Accounting) or Forensic investigation (B tech Forensic Auditing; Forensic investigations) or relevant qualification and CFE would be advantageous. The successful candidate must possess conflict management, Project Management, and Analytical and problem-solving skills. S/he must also have 5-10 years minimum experience in middle management position, 7 years' experience or more experience in forensic investigations and digital forensics and, a good Understanding Information Technology Framework and Electronic Communications and Transactions Act and Knowledge of sound forensic principles and procedures for the acquisition of electronically stored Information, Criminal procedure Act, Law of evidence; digital forensic



methodology and other related legislative framework. S/he should possess a good knowledge of court, civil and disciplinary procedures and knowledge of hardware operating systems and software packages. Competencies Needed – Strategic thinking, analytical and problem solving; communication (written and verbal); financial management; programme and project management; people management and empowerment; client orientation and customer focus skill; service delivery innovation; and strategic planning skills. Attributes – attention to detail, results driven, work under pressure, in a team and independently and to cope with a high workload and disciplined. S/he must be assertive, innovative and creative.

#### **DUTIES**

: Actively manage digital forensic investigations including forensic investigations, that are scoped and planned. Provide strategic technical policy and research advice. Review digital forensic reports; Manage digital evidence management teams assigned to him/her. Ensure development of plan and strategy in terms of providing the input on performance management and evaluation, training and development, recruitment and on the job training. Maintain technical expertise of staff and self. Conduct quality assurance and assessments with regards to the activities of the digital evidence management team assigned to him/her after completion of each project.

#### **ENQUIRIES APPLICATIONS**

: Ms Khanyisile Mafiri Tel No: 011 355 6060  
: Applications must be submitted on the GPG Professional Job Centre website and on email at Recruitment.Premier@gauteng.gov.za. No late applications will be considered.

#### **NOTE**

: Qualifying applicants should submit their applications on the, New Application Form (Z83), found on [www.dpsa.gov.za](http://www.dpsa.gov.za). 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. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. 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. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. 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. Qualifications will be verified (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Gauteng Office of the Premier reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. NB. Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

#### **CLOSING DATE**

: 27 June 2022

## PROVINCIAL TREASURY

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.
- CLOSING DATE** : 27 June 2022 @12H00
- NOTE** : Applications must be submitted on a duly New signed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents), comprehensive CV, only shortlisted candidates will submit certified documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be attached when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. 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)

## OTHER POST

- POST 21/688** : **ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: GPT/2022/05/03 (X2 POSTS)**  
Directorate: Gauteng Audit Services  
This is a re-advertisement of the post. All those candidates who have previously applied for this position should not apply
- SALARY** : R477 090 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three-year tertiary qualification (NQF level 7 as recognised by SAQA) in Internal Audit or Accounting. 3 – 5 years' experience in performance audit.
- DUTIES** : Conduct audits in compliance with Gauteng Audit Services (GAS) Performance Audit methodology. Prepare and sign off audit working papers at each phase of the audit and clear coaching notes timeously on teammate. Prepare and sign off audit findings (exceptions) on teammate and assist to compile quality draft performance audit report for review by Supervisor. Performance Audit. Monitor time and progress on projects and report to Deputy Director.
- ENQUIRIES** : Mr. Teneko Bangelo Tel No: 011 227 9000

**PROVINCIAL ADMINISTRATION: KWA ZULU NATAL  
DEPARTMENT OF HEALTH**

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

**OTHER POSTS**

<b><u>POST 21/689</u></b>	:	<b><u>HEAD CLINICAL UNIT (MEDICAL) GR 1 (ARTHROPLASTY AND SPORTS MEDICINE) REF NO. GS 12/22</u></b> Component: Orthopaedics
<b><u>SALARY</u></b>	:	R1 754 739.per annum, (all inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Greys Hospital, Pietermaritzburg Senior Certificate or equivalent MBCHB or Equivalent qualification PLUS FC Ortho (SA) in Orthopaedics Registration with the Health Professions Council of South Africa as a Specialist: PLUS 5 years' experience after registration with the HPCSA as a Medical Specialist in a normal speciality or a recognised sub-specialty. Recommendation: Medicine Knowledge, Skills and Experience: Possess sound knowledge of Human Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills.
<b><u>DUTIES</u></b>	:	Service Provision: Participate in Outpatient assessment and Treatment, Ward Rounds and Operative Treatment of Orthopaedic patients and Orthopaedic Arthroplasty and Sports Medicine in particular. Coordinate the provision of Orthopaedic Arthroplasty and Sports Medicine within the relevant Referral Area. Continuously monitor service delivery, both at Grey's hospital and Referring Hospitals, and to institute quality improvement measures to correct deficiencies. Management: Assist in administrative duties related to the optimal functioning and service delivery in Orthopaedics at Grey's Hospital and the relevant Referral Hospitals. Engagement with relevant stakeholders concerning improvement of clinical service delivery in the field of Orthopaedic Arthroplasty and Sports Medicine in the relevant drainage area. Development of protocols and clinical pathways for safe and efficient management of Arthroplasty and Sport Medicine conditions. Ensure that data is collected and analysed on the state of Arthroplasty and Sports Medicine in the relevant Referral Area, in order to enable policy/strategy development/clinical governance and quality improvement programme. Co-ordination, intergration and implementation of Orthopaedic Arthroplasty and Sports Medicine service delivery within the relevant Referral Area. Outreach: To participate in an effective outreach program aimed at improvement of patient access to the relevant clinical services. Teaching and Learning: Develop a teaching/learning program relating to Orthopaedic Arthroplasty and Sports Medicine aimed at all relevant service providers, including a comprehensive post-graduate training programme. Academic / Research: To pursue research in the field of Arthroplasty and Sports Medicine.
<b><u>ENQUIRIES</u></b>	:	Dr AWR Mungherera Tel No: 033 – 897 3299
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<b><u>FOR ATTENTION</u></b>	:	Mrs M Chandulal
<b><u>NOTE</u></b>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. The employment equity target for this post is: African male, African female, coloured male
<b><u>CLOSING DATE</u></b>	:	27 June 2022

<b><u>POST 21/690</u></b>	:	<b><u>HEAD CLINICAL UNIT (MEDICAL) GR 1 (GENERAL OBSTETRICS AND GYNAECOLOGY) REF NO: GS 13/22</u></b> Component: Obstetrics and Gynaecology
<b><u>SALARY</u></b>	:	R1 754 739. per annum, (all inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form
<b><u>CENTRE</u></b>	:	Greys Hospital, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent, MBCHB or Equivalent qualification PLUS Current Registration with the Health Professions Council of South Africa as a Specialist: Obstetrician and Gynaecologist PLUS 5 years' experience after registration with the HPCSA as a Medical Specialist in a normal speciality or a recognised sub-specialty Knowledge, Skills and Experience: Sound clinical knowledge and experience in Obstetrics and Gynaecology. Specialist Obstetrics and Gynaecology surgical skills, Colposcopy skills. Possess adequate skills to be able to carry out intermediate level minimally invasive surgery in Gynaecology. Knowledge of Human Resource Management, Information Management and Quality Assurance Programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policies. Knowledge of medical ethics, Knowledge of budget control, epidemiology and statistics.
<b><u>DUTIES</u></b>	:	A Head Clinical Unit (General Obstetrics and Gynaecology) is essential to ensure an optimal Obstetrics and Gynaecology service to the Pietermaritzburg Metropolitan Area. The incumbent's duties will include: Participation in the delivery, and support of General Obstetrics and Gynaecology services within Greys hospital and the Pietermaritzburg Metropolitan Hospitals Complex, including Gynaecology surgery. Be responsible for the delivery, supervision and support of an effective Outreach programme for Obstetrics and Gynaecology within the Pietermaritzburg Metropolitan area 2, including: Compiling and implementing relevant protocols for Obstetrics and Gynaecology. Implementing and monitoring clinical audit within the Pietermaritzburg Metropolitan Area (including Greys Hospital) for improvement of maternal and peri-natal stats in area 2. Teaching and building capacity within the staff in referring institutions and thereby ensuring appropriate management of, and referral of patients. Participation in the development of, and ongoing provision of under-and post graduate teaching of Obstetrics and Gynaecology in the Pietermaritzburg Metropolitan Hospitals Complex. Participation in the delivery of a 24-hour in and out- patient Obstetrics and Gynaecology service within the Pietermaritzburg Metropolitan Hospitals Complex. Assist the Head of Department by: Providing administrative assistance. Coordinating an effective Intern Training Programme for the Department. Assisting with staff development, evaluation and progress reporting. Assisting with the maintenance of standards of care and implementation of quality improvement programmes within the department. Conduct self-directed study to acquire knowledge and skills.
<b><u>ENQUIRIES</u></b>	:	Prof T.D Naidoo Tel No: 033 8973292
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<b><u>FOR ATTENTION</u></b>	:	Mrs M Chandulal
<b><u>NOTE</u></b>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. The Employment Equity Target for this post is: African Male, African Female, Coloured Male
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/691</u></b>	:	<b><u>MEDICAL SPECIALIST: OBSTETRICS &amp; GYNAECOLOGY GRADE 1 REF NO: HRM 22/2022 (X1 POST)</u></b> Directorate: Obstetrics & Gynaecology
<b><u>SALARY</u></b>	:	R1 122 630 - R1 191 510 per annum per annum, (all inclusive package) PLUS Commuted Overtime Application 13 <sup>TH</sup> Cheque, Medical Aid (Optional), Home Owner Allowance On Application, Employee Must Meet Prescribed Requirements Experience: None to less than 5 years actual experience after registration with the HPCSA as a Medical Specialist in Obstetrics & Gynaecology.
<b><u>CENTRE</u></b>	:	King Edward VIII Hospital Complex

<b><u>REQUIREMENTS</u></b>	:	MBCHB degree or equivalent PLUS Registration with the HPCSA as a Medical Specialist PLUS Current registration certificate as a Medical Specialist with HPCSA (2022/2023). Knowledge, Skills, Training And Competencies Required: Clinical knowledge, competencies and skills in Obstetrics and Gynaecology department Sound knowledge of medical ethics Good communication skills, leadership and decision making qualities Ability to diagnose and manage common medical problems Knowledge of current Health and Public Service legislation, regulations and policies Concern for excellence.
<b><u>DUTIES</u></b>	:	Provide obstetrics and gynaecology services in designation area of responsibility within the accepted guidelines and protocols, Provide support for the HOD in O&G in the management of the department, including human and financial resources, Perform, interpret and report obstetrics and gynaecology procedures and studies Active participation in continuing medical education programs Participate in the Quality Improvement program in the department Participate in the clinical audit activities within the department Maintain clinical, professional and ethical standards related to obstetrics and gynaecology services rendered Actively participate in the academic under and post graduate teaching in the O&G training program (including clinical teaching) Perform and supervise operational research activities in O&G Perform overtime as required in the Department, Perform outreach as required by the Department.
<b><u>ENQUIRIES</u></b>	:	Dr GT Thompson Tel No: 031 360 3883/3854
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) and detailed curriculum Vitae must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . People with disabilities should feel free to apply for these posts, the reference number must be indicated in the column provided on the form Z83 e.g. ref /APRO/1/2006. please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission). Due to the large number of applications we receive receipts 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 (This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/692</u></b>	:	<b><u>MEDICAL OFFICER (RADIOLOGY) GRADE 1 REF NO: HRM 20/2022 (X2 POSTS)</u></b> Directorate: Medicine
<b><u>SALARY</u></b>	:	R833 523 – R897 939 per annum, (all inclusive package)
<b><u>CENTRE</u></b>	:	King Edward VIII Hospital Complex
<b><u>REQUIREMENTS</u></b>	:	MBCHB degree or equivalent PLUS Registration certificate with HPCSA as Independent Medical Practitioner PLUS Current registration with HPCSA (2022/2023). None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. Recommendation: Computer literacy and Grade 1: a minimum of one year clinical experience in the discipline of radiology/tertiary hospital. Knowledge, Skills, Training and Competencies Required: Sound clinical and radiological knowledge within the discipline, Ability to deal with all radiological emergencies, Knowledge of ethical medical practices and Ability to assess, diagnose and manage patient.
<b><u>DUTIES</u></b>	:	Render radiological duties: Inpatient and Outpatient, Render cost effective medical care, incorporating radiological management and follow up, Maintain radiological records, Train interns and other personnel, Undertake on-going medical education and professional development, Undertake general radiology/imaging procedures and reporting including plain films, CT, fluoroscopy, ultrasound.
<b><u>ENQUIRIES</u></b>	:	Dr Ay Moosa Tel No: 031 360 3477

**APPLICATIONS**

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

**NOTE**

: An Application for Employment Form (Z83) and detailed curriculum Vitae 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). People with disabilities should feel free to apply for these posts, the reference number must be indicated in the column provided on the form Z83 e.g. ref /APRO/1/2006. please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission). Due to the large number of applications we receive receipts 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 (This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

**CLOSING DATE**

: 27 June 2022

**POST 21/693**

: **MEDICAL OFFICER: (GRADE 1, 2, 3) REF NO: GS 11/22 (X1 POST)**  
Component: Orthopaedics

**SALARY**

: Grade 1: R833 523 per annum  
Grade 2: R953 049 per annum  
Grade 3: R1 106 037 per annum  
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

**CENTRE  
REQUIREMENTS**

: Grey's Hospital, Pietermaritzburg  
: Grade 12 Certificate MBCHB Degree or equivalent qualification PLUS Current Registration with the Health Professions Council of South Africa as a Medical practitioner The Employment Equity Target for this post is: African Male, African Female or Coloured Male **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendation: Appropriate experience in Orthopaedics in relation to Grade 2 and Grade 3 post would be an advantage. Knowledge, Skills and Experience: Good knowledge of current health and public service legislation and policy, medical ethics, epidemiology and statistics. Good decision making, analytical and communication skills. Computer Literacy.

**DUTIES**

: Assessment, investigation and management of patients in Clinics, Wards and ICU, including after-hour service. Consultation and communication with colleagues and junior staff. Participate in Quality Assurance /Audit and statistics and information acquisition and review. Clinical responsibility with after-hours participation. Participate in Academic Programmes in Orthopaedic Department. Assess and manage patient load and disposal in Clinics, Wards and ICU. Assisting, developing and implementing of New Services and the utilization of New Equipment. Active participation in outreach programme aimed at improvement of patient access to the relevant clinical services.

**ENQUIRIES  
APPLICATIONS**

: Dr T W Yende: Tel No: 033 – 8973299  
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

<b><u>FOR ATTENTION NOTE</u></b>	:	Mrs M Chandulal
	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae.
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/694</u></b>	:	<b><u>MEDICAL OFFICER GRADE1, 2 OR 3: REF NO: MBO 03/2022 (X3 POSTS)</u></b> Those who applied previously need to re-apply
<b><u>SALARY</u></b>		Grade 1: R833 523 – R897 939 per annum Grade 2: R953 049 - R1 042 092.per annum Grade 3: R1 106 037 - R1 382 802 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mbongolwane District Hospital
	:	Medical Officer <b>Grade 1:</b> Senior certificate/Matric or equivalent. MBChB degree or equivalent qualification PLUS, Proof of current registration (2021) with HPCSA as a Medical Practitioner – Independent practice. Certificate of service from current/previous employers stamped by HR must be attached. Certificate of registration with HPCSA as a Medical Practitioner – Independent practice Experience: No experience required. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom it is not required to perform Community Service, a required in South Africa Medical Officer <b>Grade 2:</b> experience: 5 years relevant experience after Registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom it is not required to perform Community Service, a required in South Africa Medical Officer <b>Grade 3:</b> Experience: 10 years relevant experience after registration with HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, whom it is not required to performed Community Service, as required in South Africa. Recommendations: Caesarean section accreditation. Anaesthesia accreditation. Diplomas in O&G, Anesthesia, HIV management and Child Health will be added advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of current health legislations and policies at public institutions. Knowledge of national quality standards relating to primary health care. Sound knowledge of national HAST Programme. Sound knowledge of Maternal and Child Health. Knowledge on information management and quality improvement strategies. Ability to function within Multidisciplinary team. Exhibit sound knowledge of District Health System. Excellent human, communication and leadership skills. Good team building and problem solver. Good communication and interpersonal skills. Willingness to participate in CPD meetings.
<b><u>DUTIES</u></b>	:	Clinical responsibilities including examination, investigation, diagnosis, and prompt treatment of patients in OPD/casualty, Maternity, Paediatric and adult wards. Perform necessary and appropriate emergency lifesaving procedures. Diagnose and facilitate referrals to higher level of care. Provision of quality patient centered care. Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. Ensure proper hand over of critically ill patients when going off duty. Provide preventive health interventions and measures to promote good health. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice. Performance of required administrative duties. Collaboration with medical practitioners and other health care workers in neighbouring health institutions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs SI Mkhwanazi Tel No: 035 4766242
	:	All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital
<b><u>FOR ATTENTION NOTE</u></b>	:	Human Resource Manager
	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Therefore only shortlisted

candidates will be required to submit certified document on or before the day of the interview following communication from HR. The circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered 27 June 2022

**CLOSING DATE**

:

**POST 21/695**

:

**MEDICAL OFFICER GRADE 1, 2 & 3 REF NO: VRH 04/2022 (X2 POSTS)**

**SALARY**

:

Grade 1: R833 523 per annum, an all inclusive package  
Grade 2: R953 049 per annum, an all inclusive package  
Grade 3: R1 106 037 per annum, an all inclusive package  
Other Benefits: 22% Rural Allowance and Commuted Overtime

**CENTRE**

:

Vryheid District Hospital (Medical Services)

**REQUIREMENTS**

:

Degree in MBCHB. Registration certificate with the Health Professional of South Africa as Independent Medical Practitioner. Proof of current registration with the Health Professional Council of South Africa as Medical Practitioner. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. **Grade 1:** Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendation: The Employment Equity Target is an African Male. Knowledge, Skills, Training and Competencies Required: Sound knowledge of principles of public service and health services management. Ability to plan effectively and efficiently. Ability to plan and manage projects. Ability to monitor and evaluate execution of plans. Demonstration of leadership qualities through motivation and control of subordinates. Ability to take a lead role in team projects. To be able to communicate in a logical manner both verbally.

**DUTIES**

:

Participation in patient care Outpatient care Peri-operative care the Clinical Procedures. Programmes Examination Procedures Holistic care integrated care Health systems and Socioeconomic. Support for colleagues Supervision of junior Mentoring of juniors. Punctuality, Absenteeism, Conflict management. Intra disciplinary Multidisciplinary Management structure Inter-sectorial Civil society. Relationships Conduct Duty of care Confidentiality. Governance and Admin / Management. Ability to perform on night duty due to service delivery.

**ENQUIRIES**

:

Dr Xhakaza N Tel No: 034 9822111 Ext 5921

**APPLICATIONS**

:

All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100.

**FOR ATTENTION**

:

Mr SP Nene

**NOTE**

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The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column



provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Male are encouraged to apply.

<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/696</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1-3 REF NO: MO 12/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R833 523 - R897 939 per annum, all-inclusive package Grade 2: R953 049 – R1 042 092 per annum, all-inclusive package Grade 3: R1 106 037 - R1 382 802 per annum, all-inclusive package (Consist of 70% basic salary and salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: 18 % In- Hospitable Allowance of basic salary. Commuted overtime (as per departmental need)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Eshowe District Hospital MBChB Degree. Current registration with HPCSA as a medical practitioner. Applicants in possession of foreign qualifications must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. <b>Grade 1:</b> Experience: Nil experience. <b>Grade 2:</b> Experience: Five (5) years appropriate experience after registration with HPCSA as a Medical Practitioner or 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, in respect of foreign qualified applicants of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> Experience: Ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner or 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, in respect of foreign qualified applicants of whom it is not required to perform Community Service as required in South Africa Knowledge, skills and competencies: A sound working knowledge in the basic medical disciplines to allow accurate diagnosis and appropriate management of clinical problem with specific emphasis on surgery. Broad knowledge of Medicine and Surgery as well as Obstetrics &Gynaecology, Paediatrics and trauma. Ability to function in a multidisciplinary team. Good communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	Examine, investigate and oversee treatment of patients. Ensure effective, early and correct and cost effective, investigation and follow up treatment of patients. Provide a holistic patient care, inclusive of examining and formulation of patient treatment plans. Maintain accurate and appropriate patient records in accordance with legal /ethical considerations and continuity of patient care. Provide preventative health interventions. Perform operating theatre work on an elective and emergency basis e.g. Caesarean section, minor surgical procedures etc. Participate in emergency after hours services (Commuted overtime). Actively participate in quality improvement programme (morbidity and mortality meetings, clinical audits and risk management. Perform medico legal duties. Facilitate staff training and continuous medical education. Assist with the development of District Hospital services. Supervise and assist Junior Medical staff members. Provide support to Head of Department and ensure that efficient standards of patient care and services in maintenance.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Medical Manager: Dr S Buthelezi Tel No: 035-4734500 Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mrs GZ Dube: Human Resource Manager Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Applicants are not required to submit copies of

qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

<b><u>CLOSING DATE</u></b>	:	30 June 2022
<b><u>POST 21/697</u></b>	:	<b><u>MEDICAL OFFICER REF NO: MOPAEDSSURG/04/2022 (X 1 POST)</u></b> Department: Paediatric Surgery
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Inkosi Albert Luthuli Central Hospital <b>Grade 1:</b> No experience required from South African qualified employees. One (1) year 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. <b>Grade 2:</b> Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) 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. <b>Grade 3:</b> Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) 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. Requirements: MBCHB Degree. Registration with the health Professions Council of South Africa as a Medical Practitioner. Current unrestricted registration with the Health Professions Council of South Africa as a Medical Practitioner. Completion of Community Service. Recommendations: FCS Part I (primary exam) will be an advantage. At least 6 months post community service experience in surgery at MO level or above will be preferable. Knowledge, Skills, Training and Competencies Required: Knowledge and skills in Surgery, Paediatric Surgery or Paediatrics. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.
<b><u>DUTIES</u></b>	:	Assist with the provision and development of tertiary level Paediatric surgical care services as determined by the Head of Paediatric surgery at Inkosi Albert Luthuli Central Hospital. Participate in the delivery of Paediatric surgical services in Durban. Provision of outpatient services at Inkosi Albert Luthuli Central Hospital. Management of ward patients Inkosi Albert Luthuli Central Hospital. Provide initial resuscitative, peri-operative surgical care, operative surgical care and post-operative care of patients in the department of Paediatric Surgery. Ensure that the scientific principles of Paediatric Surgical care are maintained. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when

required. Perform after hour work as required and participate in the commuted overtime system. You will be required to perform onsite after hours calls as per department roster.

**ENQUIRIES  
APPLICATIONS**

: Dr AG Maharaj Tel No: 031 240 6571  
:  
: 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). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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 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**

: 27 June 2022

**POST 21/698**

: **MEDICAL OFFICER REF NO: MO ORTHO/2/2022 (X 1 POST)**  
Department: Orthopaedics and Trauma Unit

**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  
:  
: **Grade 1:** No experience required from South African qualified employees. One (1) year 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 2:** Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) 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 Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) 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. Minimum Requirements: MBCHB Degree. Applicants must be currently registered with the Health Professions Council of South Africa as a Medical Practitioner. Current registration as Medical Practitioner with HPCSA. Recommendations: A minimum of 12 months previous orthopaedic experience is a pre-requisite. Candidate must be able to operate independently on patients with simple orthopaedic trauma and uncomplicated elective orthopaedic patients requiring surgical treatment. Preference will be given to candidates who wish to specialise in orthopaedics in future. Preference will be given to applicants who have successfully completed the primary and/or intermediate exams of the

College of Medicine in Orthopaedics of South Africa. Registrars who have completed/exited the registrar training and Registrars who have completed their Final Orthopaedic Fellowship Exams and are still busy with their M. Med are also encouraged to apply.

## **DUTIES**

: Provide orthopaedic care to patients with orthopaedic conditions, especially trauma. Provide orthopaedic services to the trauma unit and elective orthopaedic services. Be responsible for basic operations, especially for bone and soft tissue trauma. To supervise and teach new doctors in the treatment of orthopaedic conditions, especially trauma. Conduct out-patient clinics in the hospital. Conduct patient management in the wards including both High Care and Intensive Care Unit and ensuring set standards are maintained. Doctors have to be available after hours to provide relevant emergency cover as required. Clerk all admissions and compile discharge summaries. Be responsible for all letters and assist patients with SASSA forms and medico-legal issues and forms. Conduct research in the field of orthopaedics. The incumbent will also be responsible for teaching of medical, paramedical and nursing staff. Prepare and attend Mortality and Morbidity meetings as required. The successful candidate may be seconded to the Orthopaedic Department of any other KZN state Hospital to render orthopaedic services. Completion of Community Service.

## **ENQUIRIES APPLICATIONS**

: Dr Paul Ryan Tel No: 031-240 2160  
: 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). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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 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 and 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**

: 27 June 2022

## **POST 21/699**

: **MEDICAL PHYSICIST (GR 1, 2, 3) REF NO: GS 20/22**  
Component: Radiation Oncology Department

## **SALARY**

: Grade 1: R672 123 per annum  
Grade 2: R761 274 per annum  
Grade 3: R870 423 per annum  
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

## **CENTRE REQUIREMENTS**

: Grey's Hospital, Pietermaritzburg  
: Senior certificate / Grade 12. Appropriate BSc Honours Degree in Medical Physics, or equivalent. Registration certificate with the HPCSA as a Medical Physicist. Current annual registration with Health Professions Council of South Africa as a Medical Physicist (Ionising Radiation). (2022/2023). **Grade 1:** Medical Physicist: None after registration with the HPCSA as a Medical Physicist. **Grade 2:** Medical Physicist: 8 years of appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** Medical Physicist: 16 years of appropriate experience after registration with the HPCSA

as a Medical Physicist. Knowledge, Skills and Experience: Sound knowledge of ionising radiation and imaging in Radiotherapy. Sound knowledge of Radiotherapy dosimetry equipment, computers, software, treatment planning system and planning principles. Operation, monitoring of maintenance, record keeping, and care of all Radiotherapy equipment and accessories. Knowledge of the statutory regulations regarding the medical use of ionizing radiation. Knowledge of designing the Radiotherapy protocols and standard of operations. Sound knowledge of radiation protection, handling, transporting and disposal of radioactive materials. Ability to solve Radiotherapy physics problems. Capable of using initiative for problem solving, recognizing the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Dependable, good communication, interpersonal relationship, research, development and teaching skills. Maintenance of morals and ethics at all costs. Recommendations: Experience at the Hospital that performs specialized 3D HDR Brachytherapy, 3DCRT, IMRT and VMAT. Physical ability to handle Radiotherapy and associated equipment. Ability to work full 40 hours a week, and working overtime and after-hours when requested.

<b><u>DUTIES</u></b>	:	Provide Medical Physics support for Radiotherapy treatment units including, acceptance testing, commissioning, calibration, quality assurance and optimal safe usage. Provide Medical Physics support for Radiotherapy Treatment Planning. Active participation in the routine execution of clinically related medical physics tasks. Participating in the implementation of new treatment techniques. Supervise and plan 3D HDR brachytherapy. Provide Radiation Protection Services and ensure regulatory compliance for the institution. Maintain routine radiation surveys for all Radiotherapy equipment. Assist with lecturing/ tutoring of the under and postgraduate teaching and training programme in the Medical Physics. Actively participation and assist with the research and development programme of the Medical Physics. Liaise with Health Technology Services (HTS) and vendor's technicians regarding equipment maintenances. Provide Medical Physics limited support to Diagnostic Radiology. To ensure that Batho-Pele principles are upheld.
<b><u>ENQUIRIES</u></b>	:	Mr. N Mdletshe Tel No: (033) 897- 3222/ 3540
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<b><u>FOR ATTENTION</u></b>	:	Mrs M Chandulal
<b><u>NOTE</u></b>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. The Employment Equity target for this post is: African Male, African Female, Coloured Male
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/700</u></b>	:	<b><u>ASSISTANT NURSING MANAGER-(SPECIALTY STREAM) -PN-B4 REF NO: ANMSPECTHEATRE/01/2022</u></b> Department: Theatre
<b><u>SALARY</u></b>	:	R624 216 per annum. Other Benefits: 13th cheque, Housing Allowance-Employee to meet prescribed requirements Medical Aid: optional
<b><u>CENTRE</u></b>	:	Inkosi Albert Luthuli Central Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (Degree/Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic Diploma in Operating Theatre Nursing Science (R212). Current registration (2022) with S.A.N.C as a General Nurse and Midwife. At least ten (10) years appropriate post registration experience as a professional nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification in Operating Theatre Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognisable experience at management level. Knowledge, Skills, Training and Competence Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound management, negotiation, inter-personal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing component in regional or tertiary hospitals. Sound knowledge of policies and programs within the specialty. Knowledge of human resource management policies and practices, including recruitment, conditions of service, performance management, training and development and labour

**DUTIES**

relations including disciplinary, grievance and abscondment processes / procedures. Computer literacy and hospital information management. Basic financial management skills.

- : Ensure the provision of highest possible nursing care through adequate supervision, guidance and support. Ensure that there is efficient and effective utilization of allocated budget in the Nursing Service area. Ensure that nursing staff is equitable allocated to units as per needs of each area. Participates in analysis, formulation and implementation of standard operation procedures within the specialty areas and Tertiary/Central hospital. Monitor and ensure that nursing services are of highest possible quality. Ensures that performance of nursing staff is monitored through PMDS system. Ensures that all nursing staff comply with all the relevant Acts / prescripts applicable within the nursing and healthcare environment. Will relieve the office of the Nurse Manager when required. Ensure that the units comply with the National Core Standards and Office of Health Standard compliance office. Continuous quality improvement programs/projects as determined by the needs of the department. Ensure that quality is monitoring in various programs e.g. IPC, Resuscitation and Health and safety. Ensure that the patient care environment is conducive for best patient-care outcomes. Deal with labour relation issues in terms of legislative and procedural guides. Ensure that policies and practices governing conditions of service of nursing staff, including leave and exits, are adhered to. Monitoring and verification of nursing staff in the pay-point as designated. Participates in supply chain management and financial management process as determined by PFMA. Monitoring, reporting and mitigation of adverse health events in the Peri-Operative environment. Implement risk assessment and monitoring to ensure quality standard of care. Ensures that the Complaints management policy and procedure is adhered to.

**ENQUIRIES  
APPLICATIONS**

- : Ms NO Mkhize Tel No: (031) 240 1063
- : 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). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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 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**

- : 27 June 2022

**POST 21/701**

- : **HEAD OF DEPARTMENT (COMMUNITY NURSING SCIENCE) REF NO:  
NGWE COL 01/2022**  
Directorate: Nursing

**SALARY  
CENTRE  
REQUIREMENTS**

- : R588 390 per annum, (plus other benefits)
- : Empangeni
- : Senior Certificate/Grade 12 PLUS A Diploma/Degree in Nursing, Midwifery and Community PLUS A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) PLUS Current Registration with the South African Nursing Council (SANC) 2022 PLUS A

minimum of nine (9) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC; At least four (4) years of the period referred to above must be appropriate/recognizable experience in Nursing Education in Nursing Education after obtaining the post-basic qualification in Nursing Education. A unendorsed valid Code EB driver's licence (code 08).

**DUTIES** : Coordinates the provision of education and training of Student Nurses. Manages clinical learning exposure to students between college and clinical areas. Coordinates and ensure clinical accompaniment of students. Coordinates teaching and learning of R171 programme as well at teaching and learning of Community Nursing component of the R425 programme. Develops and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision and management of performance and development of staff under your discipline in accordance with EPMDS policy. Oversees the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participates in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participates in all governance structures of the College.

**ENQUIRIES** : Dr TE Matsane on Tel No: 035 901 7094

**APPLICATIONS** : The Principal, Department of Health, Ngwelezana Campus, Private Bag x20016, Empangeni, 3880. Hand delivered application may be submitted at Ngwelezana Campus Admin Block, Thanduyise Road next to Police Station, Ngwelezana Township, Empangeni, 3880.

**FOR ATTENTION** : Dr TE Matsane

**NOTE** : Application for employment Form (Form Z.83 New version), which is obtainable at any Government Department OR from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The Reference Number must be indicated in the column provided on the form Z.83. Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. 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 Work Permit holders must submit documentary proof together with their applications. All employees in the KwaZulu-Natal College of Nursing Campuses that are presently on the same salary level but on a notch/package above the minimum of the advertised post are free to apply. 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).

**CLOSING DATE** : 30 June 2022

**POST 21/702** : **OPERATIONAL MANAGER NURSING– (SPECIALTY) REF NO: GS 16/22 (X1 POST)**  
Component: Nursing

**SALARY** : Grade 1: R571 242 per annum + 13th cheque, medical-aid (optional), Homeowners allowance (employee must meet the prescribed requirements)

**CENTRE** : Grey's Hospital, Pietermaritzburg

**REQUIREMENTS** : Matric/ Senior Certificate or equivalent qualification Degree/Diploma in General Nursing and Midwifery 1 Year Post–basic Nursing qualification in Advanced Midwifery and Neonatology Nursing Science accredited with the SANC Current registration with the South African Nursing Council A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the one

		year post basic qualification in the relevant speciality. Knowledge, Skills and Experience Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills Knowledge of code of conduct, Labour Relations, Ability to function well with a team. Conflict Management and negotiation skills. Decision making and problem solving Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter.
<b><u>DUTIES</u></b>	:	Ability to provide professional leadership Co-ordinate optimal, holistic and specialized nursing care provided within the set standards and a professional / legal framework. Provision of quality nursing care through the implementation of standards, Policies and Procedures coupled with supervision and monitoring implementation thereof. Policies and procedures coupled with supervision and monitoring and monitoring the Implementation thereof. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. To monitor waiting times for clinic areas and for elective cases. Attend Mortality meetings monthly and ensure that avoidable factors are addressed. Identify, develop and control Risk Management systems within the unit. To uphold the Batho Pele and patients' rights charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety and all other applicable prescripts. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g. human, financial, material etc. Implementation and management of Infection Prevention and Control protocols. Participate in performance reviews i.e. EPMDS as well as student progress reports. Participate and ensure implementation of National Core Standards, National Health priorities, Quality Improvement initiatives including national priority program plans.
<b><u>ENQUIRIES</u></b>	:	Mrs TB Mathonsi Tel No: 033-897 3331
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<b><u>FOR ATTENTION</u></b>	:	Mrs M Chandulal
<b><u>NOTE</u></b>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. The Employment Equity Target for this post is: African Male, African Female, Coloured Male
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/703</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING SPECIALTY UNIT POSTNATAL REF NO: OPM SPEC 9/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R571 242 - R642 933 per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	Eshowe District Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification-Diploma/degree in nursing or equivalent. Current registration with South African Nursing Council as a Professional Nurse and Midwifery. One (01) year Post basic qualification in the speciality (Advanced Midwifery and Neonatal Nursing Care). A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General nursing and Midwifery. At least 5 years of the period referred to above must be appropriate/recognizable experience in Obstetrics & Gynaecology nursing, after obtaining the 1 year post-basic qualification in Advanced Midwifery and Neonatal Nursing Care. Knowledge, skills and competencies: Knowledge of nursing care policies and procedures, nursing statutory regulation and guidelines, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Computer skills.



<b><u>DUTIES</u></b>	:	To exercise overall supervision on the departments, identify needs and formulate health care programs and oversee implementation thereof. Ensure implementation and maintenance of clinical competencies and to ensure that scientific principles of nursing processes are maintained. Implement maternal and child health care programs eg PMTCT, MBFI, etc. Work with members of the multidisciplinary Health team in the formulation of policies related to the area of responsibility. Advocate and ensure the promotion of nursing ethos and professionalism. Participate in perinatal mortality meetings and develop quality improvement project. Contribute to the development of clinical management guidelines and protocols for management of patients and to ensure that these support an acceptable level of care within reasonable resources. Provide leadership in the implementation of the National Core Standards. Ensure proper use and control of all resources, ensuring that operations remain within budget. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Ensure the effective management of complaints. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism.
<b><u>ENQUIRIES</u></b>	:	Nursing Manager: Mr MT Dube Tel No: 035-473 4500
<b><u>APPLICATIONS</u></b>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
<b><u>FOR ATTENTION</u></b>	:	Mrs GZ Dube: Human Resource Manager
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<b><u>CLOSING DATE</u></b>	:	30 June 2022
<b><u>POST 21/704</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY: PAEDIATRICS GRADE 1 REF NO: HRM 23/2022 (X1 POST)</u></b> Directorate: Department Of Paediatrics African male and people with disability are encouraged to apply
<b><u>SALARY</u></b>	:	Grade 1: R571 642 – R642 933 per annum, plus benefits
<b><u>CENTRE</u></b>	:	King Edward VIII Hospital Complex
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1</b> Minimum of 9 years appropriate/recognizable experience as a Professional Nurse after registration as Professional nurse. At least 5 years of this period must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Senior certificate(Grade 12).Degree/Diploma in General Nursing Science and Midwifery. Current registration with South African Nursing Council as Professional nurse and a midwife Current Registration as a Paediatrics Nurse 2022.Minimum of 9 years appropriate/recognizable experience as a Professional Nurse after registration as Professional nurse. At least 5 years of this period must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in pediatrics. Proof of previous and current experience (certificate of service) and stamped by HR must be attached. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA).

	Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures. Knowledge of nursing statutes and relevant legal framework. Operational management, co-ordination, networking liaison skills. Good communication, interpersonal relations, problem solving, conflict management skills. Planning, organizing, report writing skills. People management and financial management skills.
<b><u>DUTIES</u></b>	: Supervising and ensure the provision of an effective efficient quality patient care Co-ordination of optimal holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of human, financial, physical and material resources and services. Provision of effective support to nursing services Co-ordination of the provision of effective training research. Maintain professional growth/ethical standards and self-development. To relieve with duties of the supervisor .To partake in overall specialized unit function, team building. Participate in the analysis, formulation and implementation of nursing guidelines practice standards and procedures. Maintain constructive working relationships with nursing and other stakeholders ie. Inter-professional and inter-sectorial and multi-disciplinary team work. Complete patient related data. Co-ordination of national core standards and projects within the department
<b><u>ENQUIRIES</u></b>	: Mrs. P Govender Assistant Nursing Manager Tel No: (031) 360 3042
<b><u>APPLICATIONS</u></b>	: hand delivered applications should be posted in to the red box marked "applications" next to the ATM in the administration building OR posted to Human Resource Manager, King Edward VIII Hospital, Private Bag X02, Congella, 4013.
<b><u>NOTE</u></b>	: An Application for Employment Form (Z83) and detailed curriculum Vitae must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . People with disabilities should feel free to apply for these posts, the reference number must be indicated in the column provided on the form Z83 e.g. ref /APRO/1/2006.please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission). Due to the large number of applications we receive receipts 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.
<b><u>CLOSING DATE</u></b>	: 27 June 2022
<b><u>POST 21/705</u></b>	: <b><u>CLINICAL PROGRAMME COORDINATOR – GRADE 1 REF NO: GS 18/22</u></b> Component: Quality Assurance
<b><u>SALARY</u></b>	: R450 939 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement
<b><u>CENTRE</u></b>	: Grey's Hospital, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	: Senior Certificate/Grade 12 or equivalent Degree/Diploma in General Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse Registration with the SANC as Professional Nurse A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing NB – Shortlisted candidates must provide proof of current and previous work experience / proof of Certificate of Service endorsed by the Human Resources. Knowledge, Skills and Experience Knowledge of the legislative, current public service and health related legislations and Quality Assurance Framework Practical experience in Quality Assurance and Accreditation Knowledge of Total Quality Management (TQM) Knowledge of National and Provincial Priority programmes and guidelines Knowledge of Norms and Standards, Ideal Hospital Realization Framework Promote quality of care as directed by the professional scope of practices and standards as determined by the health facility Knowledge of Risk Management, clinical and non-clinical safety incidents Have excellent verbal communication, report writing and presentation skills Proficient in the application of computer software packages (MS Word, PowerPoint, Excel) Recommendations: A valid code 08 driver's license Computer Literacy (MS word, power point, excel).
<b><u>DUTIES</u></b>	: Co-ordinate, facilitate and implement quality assurance culture in the institution Facilitate the establishment of quality assurance and clinical governance committees and ensure effective functioning of these and ensure that all staff

participates in quality assurance programmes Facilitate and support development of Quality Improvement programmes in order to address short-falls and non-compliance issues Ensure and monitor the compliance of the institution to Norms and Standards and Ideal Hospital Realization Framework Support facility in the development and implementation of institutional policies, standard operating procedure and protocols Co-ordinate and participate in internal and external assessments and surveys to monitor standards and progress Monitor, evaluate and report on the delivery of quality care at institutional level including clinical care, waiting times and patient experience of care at the institution Co-ordinate internal quality clinical audits and make recommendations to bridge identified gaps Co-ordinate quality improvement initiatives at the institution Provide advice, guidance and training on various aspects of quality care to all departments within the institution Represent the institution at the District Quality improvement meetings and other related activities Participate at multidisciplinary meetings as a member.

<b><u>ENQUIRIES</u></b>	:	Mrs S Arends Tel No: 033-897 3326
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<b><u>FOR ATTENTION</u></b>	:	Mrs M Chandulal
<b><u>NOTE</u></b>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. The Employment Equity Target for this post is: African Male, African Female, Coloured Male
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/706</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING GENERAL DAY AND NIGHT REF NO: OPM GEN 8/2022. DUTY (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R450 939 - R507 531.per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	Eshowe District Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification i.e. Diploma/degree in nursing. Current registration with South African Nursing Council as a Professional Nurse with Midwifery. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General nursing and Midwifery. NB: Knowledge of nursing care policies and procedures, nursing statutory regulation and guidelines and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele Principles, Public Service Regulation and Grievance Procedures. Good communication, report writing, facilitation, leadership, organizational, decision making and problem solving skills. Financial Management. Computer skills.
<b><u>DUTIES</u></b>	:	Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. 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. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Improve Hospital efficiencies. Assist with the management of the transformation process and change within the units to ensure that the objectives of the institution are met. Deputise the Assistant Nursing Manager. Provide day and night services.
<b><u>ENQUIRIES</u></b>	:	Nursing Manager: Mr MT Dube Tel No: 035-473 4500
<b><u>APPLICATIONS</u></b>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
<b><u>FOR ATTENTION</u></b>	:	Mrs GZ Dube: Human Resource Manager
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the

Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

<b><u>CLOSING DATE</u></b>	:	30 June 2022
<b><u>POST 21/707</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY (THEATRE &amp; CSSD) GRADE 1 REF NO: HRM 18/2022 (X6 POSTS)</u></b> Directorate: Department Of Theatre African male and people with disability are encouraged to apply
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Grade 1: R388 974 – R450 939 per annum King Edward VIII Hospital Complex <b>Grade 1</b> A minimum of 4 years appropriate/recognizable experience in Nursing after registration as professional nurse with SANC in general nurse. Plus one year post basic qualification in Theatre specialty. Grade 12 plus, Degree / Diploma in General Nursing. Registration with S.A.N.C. as a General Nurse and Specialty Nurse. One year Post Basic registration Degree/Diploma in Theatre plus 4 years appropriate / recognizable registration experience as a General Nurse. Proof of current registration with SANC. Certificate of service endorsed by HR as a proof of experience. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework. Good communication skills-verbal and written. Co-ordination and liaison skills. Problem solving skills.
<b><u>DUTIES</u></b>	:	Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care .Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital .Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing .To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift .To partake in overall specialized unit functions, i.e. team building .Effective and efficient management of all resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs. NE Ndongeni Assistant Nursing Manager Tel No: (031) 360 3425 hand delivered applications should be posted in to the red box marked "applications" next to the ATM in the administration building OR posted to Human Resource Manager, King Edward VIII Hospital, Private Bag X02, Congella, 4013.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) and detailed curriculum Vitae must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . People with disabilities should feel free to apply for these posts, the reference number must be indicated in the column provided on the form Z83 e.g. ref /APRO/1/2006.please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment

screening and verification process including a CIPC (Companies Intellectual Property Commission). Due to the large number of applications we receive receipts 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.

<b><u>CLOSING DATE</u></b>	:	27 JUNE 2022
<b><u>POST 21/708</u></b>	:	<b><u>PROFESSIONAL NURSE - SPECIALTY - ADVANCED MIDWIFERY &amp; NEONATOLOGY REF NO: GS 14/22 (X 1 POST)</u></b> Component: Nursing
<b><u>SALARY</u></b>	:	Grade 1: R388 974 – R450 939 per annum, PLUS 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement) Grade 2: R478 404 - R588 390 per annum, PLUS 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
<b><u>CENTRE REQUIREMENTS</u></b>	:	Grey's Hospital, Pietermaritzburg <b>Grade 1:</b> Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse. <b>Grade 2:</b> Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the one year post basic qualification in the relevant speciality. Matric / Senior Certificate or equivalent qualification Degree/Diploma in General Nursing and Midwifery One (1) year post basic qualification in Advanced Midwifery and Neonatology Current registration with South African Nursing Council Minimum of 4 years appropriate/recognizable experience as General Nurse Knowledge, Skills and Experience Knowledge of Public Service Policies, Acts and Regulations. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills Ability to function within a team. Skills in organizing, planning and supervising.
<b><u>DUTIES</u></b>	:	Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. Maintain accreditation standards through quality improvement and infection control standards and guidelines. To uphold the Batho Pele and patients' rights charter principles. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Ensure ongoing education and in-service training of EMTCT, BFHI and ESMOE Participate in the implementation of priority programmes to reduce morbidity and mortality rate, communicable and non-communicable diseases. Ensure the use of Maternal and Child updated protocols and guidelines in the hospital Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g human, financial, material.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs TB Mathonsi Tel No: 033-897 3331
<b><u>FOR ATTENTION NOTE</u></b>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200 Mrs M Chandulal Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. The Employment Equity Target for this post is: African Male, Indian Male White Male, Coloured Male
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/709</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY (PAEDIATRICS/ ICU FOR NEONATAL NURSERY / ADM) GRADE 1: REF NO: HRM 19/2022 (X4 POSTS)</u></b> Directorate: Department Of Paediatrics
<b><u>SALARY</u></b>	:	Grade 1: R388 974 – R450 939.per annum
<b><u>CENTRE</u></b>	:	King Edward VIII Hospital Complex
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in Nursing after registration as professional nurse with SANC in general nurse. Plus one year post basic qualification in Theatre speciality. Grade 12 plus,

	Degree / Diploma in General Nursing. Registration with S.A.N.C. as a General Nurse and Specialty Nurse. One year Post Basic registration Degree/Diploma in Paediatrics, ADM and ICU for Neonatal Nursery plus 4 years appropriate / recognizable registration experience as a General Nurse. Proof of current registration with SANC. Certificate of service endorsed by HR as a proof of experience. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework. Good communication skills-verbal and written. Co-ordination and liaison skills. Problem solving skills.
<b><u>DUTIES</u></b>	: Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital .Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff .To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the supervisor and act
<b><u>ENQUIRIES</u></b>	: Mrs. P Govender Assistant Nursing Manager Tel No: (031) 360 3942
<b><u>APPLICATIONS</u></b>	: hand delivered applications should be posted in to the red box marked "applications" next to the ATM in the administration building OR posted to Human Resource Manager, King Edward VIII Hospital, Private Bag X02, Congella, 4013
<b><u>NOTE</u></b>	: An Application for Employment Form (Z83) and detailed curriculum Vitae must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . People with disabilities should feel free to apply for these posts, the reference number must be indicated in the column provided on the form Z83 e.g. ref /APRO/1/2006.please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission). Due to the large number of applications we receive receipts 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. African male and people with disability are encouraged to apply.
<b><u>CLOSING DATE</u></b>	: 27 June 2022
<b><u>POST 21/710</u></b>	: <b><u>PROFESSIONAL NURSE - SPECIALTY CRITICAL CARE REF NO: GS 15/22 (X2 POSTS)</u></b> Component: Nursing
<b><u>SALARY</u></b>	: Grade 1: R388 974 – R450 939 per annum, PLUS 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement) Grade 2: R478 404 - R588 390 per annum, PLUS 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
<b><u>CENTRE</u></b>	: Grey's Hospital, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	: <b>Grade 1</b> Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. <b>Grade 2</b> Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the one year post basic qualification in the relevant speciality: Matric /Senior Certificate or equivalent qualification Degree/Diploma in General Nursing One (1) year post basic qualification in Critical Care Nursing Science Current registration with South African Nursing Council Minimum of 4 years appropriate/recognizable experience as General Nurse Knowledge, Skills and Experience Knowledge of Public Service Policies, Acts and Regulations. Knowledge of code of conduct, Labour Relations, Conflict

	Management and negotiation skills Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter Recommendation: Relevant experience in Intensive Care Unit will be an added advantage.
<b><u>DUTIES</u></b>	: Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To uphold the Batho Pele and patients rights charter principles. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g human, financial, material.
<b><u>ENQUIRIES</u></b>	: Mrs TB Mathonsi Tel No: 033-897 3331
<b><u>APPLICATIONS</u></b>	: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<b><u>FOR ATTENTION</u></b>	: Mrs M Chandulal
<b><u>NOTE</u></b>	: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. The Employment Equity Target for this post is: African Male, Indian Male White Male, Coloured Male
<b><u>CLOSING DATE</u></b>	: 27 June 2022
<b><u>POST 21/711</u></b>	: <b><u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE MOBILE SERVICES REF NO: CNP MOBILE 2/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R388 974 - R450 939 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements. Grade 2: R478 404 - R588 390 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
<b><u>CENTRE</u></b>	: Eshowe District Hospital
<b><u>REQUIREMENTS</u></b>	: Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). Experience <b>Grade 1</b> : minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience <b>Grade 2</b> : minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.
<b><u>DUTIES</u></b>	: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).
<b><u>ENQUIRIES</u></b>	: Nursing Manager: Mr MT Dube Tel No: 035-473 4500

<b><u>APPLICATIONS</u></b>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mrs GZ Dube: Human Resource Manager
	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<b><u>CLOSING DATE</u></b>	:	30 June 2022
<b><u>POST 21/712</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE KING DINUZULU CLINIC REF NO: CNP KDC 3/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R388 974 - R450 939 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements. Grade 2: R478 404 - R588 390 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
<b><u>CENTRE REQUIREMENTS</u></b>	:	Eshowe District Hospital
	:	Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). Experience <b>Grade 1:</b> minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience <b>Grade 2:</b> minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.
<b><u>DUTIES</u></b>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate



**ENQUIRIES  
APPLICATIONS**

**FOR ATTENTION  
NOTE**

**CLOSING DATE**

**POST 21/713**

**SALARY**

**CENTRE  
REQUIREMENTS**

effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).

- : Nursing Manager: Mr MT Dube Tel No: 035-473 4500
- : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- : Mrs GZ Dube: Human Resource Manager
- : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- : 30 June 2022

**CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE  
NDLANGUBO CLINIC REF NO: CNP NDL 4/2022 (X3 POSTS)**

- : Grade 1: R388 974 – R450 939 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
- : Grade 2: R478 404 - R588 390 per annum Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
- : Eshowe District Hospital
- : Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). Experience **Grade 1**: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2**: minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.

<b><u>DUTIES</u></b>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele)
<b><u>ENQUIRIES</u></b>	:	Nursing Manager: Mr MT Dube Tel No: 035-473 4500
<b><u>APPLICATIONS</u></b>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
<b><u>FOR ATTENTION</u></b>	:	Mrs GZ Dube: Human Resource Manager
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<b><u>CLOSING DATE</u></b>	:	30 June 2022
<b><u>POST 21/714</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE</u></b> <b><u>EKUPHUMULENI CLINIC REF NO: CNP EKUP 5/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R388 974 - R450 939 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements. Grade 2: R478 404 - R588 390 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
<b><u>CENTRE</u></b>	:	Eshowe District Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). Experience <b>Grade 1</b> : minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience <b>Grade 2</b> : minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary

Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills

**DUTIES**

: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele)

**ENQUIRIES  
APPLICATIONS**

: Nursing Manager: Mr MT Dube Tel No: 035-473 4500  
: Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION  
NOTE**

: Mrs GZ Dube: Human Resource Manager  
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

**CLOSING DATE**

: 30 June 2022

**POST 21/715**

: **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE GATEWAY  
CLINIC REF NO: CNP GW 6/2022 (X2 POSTS)**

**SALARY**

: Grade 1: R388 974 - R450 939 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.  
Grade 2: R478 404 - R588 390 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements

**CENTRE  
REQUIREMENTS**

: Eshowe District Hospital  
: Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). Experience **Grade 1**: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South

African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2:** minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele)

**ENQUIRIES** : Nursing Manager: Mr MT Dube Tel No: 035-473 4500  
**APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION** : Mrs GZ Dube: Human Resource Manager  
**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

**CLOSING DATE** : 30 June 2022

**POST 21/716** : **PROFESSIONAL NURSE SPECIALTY NURSING MATERNITY: KING DINUZULU CLINIC REF NO: PN SPEC KDC 7/2022 (X1 POST)**

**SALARY** : Grade 1: R388 974 - R450 939 per annum. Other Benefits: 13th cheque, medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.  
 Grade 2: R478 404 - R588 390 per annum. Other Benefits: 13th cheque, medical aid (optional), 8 % rural allowance, and housing allowance: employee must meet the prescribed requirements.

**CENTRE** : Eshowe District Hospital- King Dinuzulu Clinic

## **REQUIREMENTS**

: Senior certificate (Grade 12). Registration with South African Nursing Council as a General Nurse. A post basic qualification in Advanced Midwifery and Neonatal Science. Diploma in Advanced Midwifery and Neonatal Nursing Science, with duration of at least 1 year, accredited with the South African Nursing Council. Experience **Grade 1:** Minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in Advanced Midwifery and Neonatal Nursing Science. Experience **Grade 2:** Minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in Advanced Midwifery and Neonatal Nursing Science. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1- year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge, skills, training and competencies required: Knowledge of public services acts, regulations and policies. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with client/patients, supervisors and other clinicians, including report writing when required. Work as part of a multi-disciplinary team to ensure good 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. Knowledge and experience in implementation of Batho Pele principles, patient's right charter and code of conduct. Knowledge on SANC rules and regulations. Proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).

## **DUTIES**

: Coordination of optical, holistic specialized nursing care provided within set standards and Professional/ legal framework. Perform multi-skilled and complex nursing care duties requiring frequent interpretation of information. Manage effectively and efficiently the utilization and supervision of all resources. Participate in the analysis, formulation, and implementation of policies, practices and procedures. Establish and maintain constructive working relationships with nursing and other stakeholders. Ensure that a healthy and safe working environment is maintained. Monitor and control the quality of patient care. Maintain accreditation standard by knowledge of policies and procedures, implementation of all programmes, BANC, PMTCT, BFHI etc. Compile monthly and quarterly report. Audit clinical records by analyzing data. Participate in health promotion and illness prevention initiatives. To assist in Employee Performance Management Developments System (EPMDS) of staff and implement Employee Assistance Program.

## **ENQUIRIES**

: Nursing Manager: Mr MT Dube Tel No: 035-473 4500

## **APPLICATIONS**

: Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

## **FOR ATTENTION**

: Mrs GZ Dube: Human Resource Manager

## **NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are

respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

<b><u>CLOSING DATE</u></b>	:	30 June 2022
<b><u>POST 21/717</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY NURSING MATERNITY DEPARTMENT: OBSTETRICS AND GYNAECOLOGY REF NO: PN SPEC 10/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R388 974 - R450 939 per annum. Other Benefits: 13th cheque, medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements. Grade 2: R478 404 - R588 390 per annum. Other Benefits: 13th cheque, medical aid (optional), 8 % rural allowance, and housing allowance: employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Eshowe District Hospital- King Dinuzulu Clinic Senior certificate (Grade 12). Registration with South African Nursing Council as a General Nurse. A post basic qualification in Advanced Midwifery and Neonatal Science. Diploma in Advanced Midwifery and Neonatal Nursing Science, with duration of at least 1 year, accredited with the South African Nursing Council. Experience <b>Grade 1</b> : Minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in Advanced Midwifery and Neonatal Nursing Science. Experience <b>Grade 2</b> : Minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in Advanced Midwifery and Neonatal Nursing Science. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1- year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge, skills, training and competencies required: Knowledge of public services acts, regulations and policies. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with client/patients, supervisors and other clinicians, including report writing when required. Work as part of a multi-disciplinary team to ensure good 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. Knowledge and experience in implementation of Batho Pele principles, patient's right charter and code of conduct. Knowledge on SANC rules and regulations. Proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).
<b><u>DUTIES</u></b>	:	Coordination of optical, holistic specialized nursing care provided within set standards and Professional/ legal framework. Perform multi-skilled and complex nursing care duties requiring frequent interpretation of information. Manage effectively and efficiently the utilization and supervision of all resources. Participate in the analysis, formulation, and implementation of policies, practices and procedures. Establish and maintain constructive working relationships with nursing and other stakeholders. Ensure that a healthy and safe working environment is maintained. Monitor and control the quality of patient care. Maintain accreditation standard by knowledge of policies and procedures, implementation of all programmes, BANC, PMTCT, BFHI etc. Compile monthly and quarterly report. Audit clinical records by analyzing data. Participate in health promotion and illness prevention initiatives. To assist in Employee Performance Management Developments System (EPMDS) of staff and implement Employee Assistance Program.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Nursing Manager: Mr MT Dube Tel No: 035-473 4500 Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
<b><u>FOR ATTENTION</u></b>	:	Mrs GZ Dube: Human Resource Manager

<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<b><u>CLOSING DATE</u></b>	:	30 June 2022
<b><u>POST 21/718</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY NURSING SURGICAL</u></b> <b><u>DEPARTMENT REF NO: PN SPEC 11/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R388 974 – R450 939 per annum. Other Benefits: 13th cheque, medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements. Grade 2: R471 333 - R579 696 per annum. Other Benefits: 13th cheque, medical aid (optional), 8 % rural allowance, and housing allowance: employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Eshowe District Hospital Senior certificate (Grade 12). Degree/Diploma in General Nursing and Medical & Surgical Nursing Science-Orthopaedic Nursing). Current Registration with South African Nursing Council as a General Nurse. Diploma in Medical & Surgical Nursing Science-Orthopaedic Nursing, with duration of at least 1 year, accredited with the South African Nursing Council. Experience Grade 1: Minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing and Medical & Surgical Nursing Science-Orthopaedic Nursing. Experience Grade 2: Minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing and Medical & Surgical Nursing Science-Orthopaedic Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1- year post basic qualification in Medical & Surgical Nursing Science-Orthopaedic Nursing. Knowledge, skills, training and competencies required: Knowledge of public services acts, regulations and policies. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with client/patients, supervisors and other clinicians, including report writing when required. Work as part of a multi-disciplinary team to ensure good 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. Knowledge and experience in implementation of Batho Pele principles, patient's right charter and code of conduct. Knowledge on SANC rules and regulations. Proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele)
<b><u>DUTIE</u></b>	:	Oversee and co-ordinate the integration of Orthopaedic services in the Out Patient Departments. Manage people suffering from musculoskeletal malfunctions and diseases. Work as a team leader and oversee Out Patient

		<p>Department in the absence of the Operational Manager or when the need arises. Implement a comprehensive nursing care plan/program for the promotion of health, self-care treatment and rehabilitation of patients. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Create and maintain a complete and accurate nursing record for individual health care users. Audit clinical records by analyzing data. Participate in health promotion and illness prevention initiatives. Maintain a plan to improve the quality of nursing and health care. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. To assist in Employee Performance Management Developments System (EPMDS) of staff and implement Employee Assistance Program.</p>
<b><u>ENQUIRIES</u></b>	:	Nursing Manager: Mr MT Dube Tel No: 035-473 4500
<b><u>APPLICATIONS</u></b>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
<b><u>FOR ATTENTION</u></b>	:	Mrs GZ Dube: Human Resource Manager
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<b><u>CLOSING DATE</u></b>	:	30 June 2022
<b><u>POST 21/719</u></b>	:	<p><b><u>ASSISTANT DIRECTOR: SYSTEMS MANAGEMENT REF NO: MBO 04/2022 (X1 POST)</u></b></p> <p>Re-advert, those who applied previously must to re-apply</p>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum
<b><u>CENTRE</u></b>	:	Mbongolwane District Hospital
<b><u>REQUIREMENTS</u></b>	:	Matric/ Senior Certificate/Grade 12. Degree/ Diploma in Public Management or Administration. 3 years supervisory experience in Systems management. Certificate of service of previous and current experience obtainable and endorsed by Human Resource Department. Valid driver's license Knowledge, Skills, Training and Competencies Required: Ability to multi-task and manage change. Policy formulation and analysis. Knowledge of PFMA and Treasury Regulations. Financial management skills. Decision making skills. Problem solving skills. Sound analytical and communication skills. Strong leadership.
<b><u>DUTIES</u></b>	:	Manage day to day functioning of systems unit both at the hospital and clinics. Manage the following services, Telecommunication, Registry, Maintenance services, Catering, Gardening services, Patient Administration, Security services, Laundry Services, Transport services, Waste management services and Health and safety. Identify efficiency gaps and apply processes to improve efficiency. Evaluate and determine need for service/work to outsource. Monitor staff attendance; identify developmental needs and training of staff. Implement stock control practices. Develop mechanisms to monitor hotel services. Deal with non-performance of contractors and manage accordingly. Ensure regular meetings are held with contractors or Private service providers.



		Nomination of safety representatives per component and implement/monitor safety initiatives.
<b><u>ENQUIRIES</u></b>	:	Mrs SI Mkhwanazi Tel No: 035 4766242
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered
<b><u>CLOSING DATE</u></b>	:	27 June 022
<b><u>POST 21/720</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE REF NO: GS 10/22</u></b> Component: Finance Department
<b><u>SALARY</u></b>	:	Grade 1: R382 245 per annum + 13th cheque, medical-aid (optional), Homeowners allowance (employee must meet the prescribed requirements)
<b><u>CENTRE</u></b>	:	Grey's Hospital, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12) PLUS Degree/ Diploma in Accounting, Finance Management or Business Administration or Equivalent as recognized by SAQA 3 to 5 years supervisory experience in a Finance Management environment Recommendation: Valid Code 08 Drivers' License Computer literacy (MS Word, MS Excel, MS Power Point and BAS) Knowledge, Skills and Experience The incumbent of this post will report to the Finance Manager, and will be responsible for managing the NTSG allocation on a daily basis such the ideal candidate must:-Possess thorough knowledge of Laws, Regulations, Policies, Instructions, Practice Notes, Knowledge of Public Finance Management Act, Treasury Regulations and Treasury Guidelines. Possess in-depth knowledge of budget procedures and BAS. Have the ability to perform independently and under pressure. Have good communication and interpersonal relations. Be computer literate with a proficiency in MS Word, MS Excel, PowerPoint Software applications and BAS. Possess knowledge of human resource management policies. Have planning, organizing, analytical thinking and presentation skills. Be able to develop/ implement policies and financial practices. Possess knowledge of procurement procedures and directives. Computer Literacy with knowledge of a computerized financial management system.
<b><u>DUTIES</u></b>	:	Develop strategies for the Finance Component ensuring compliance with prescripts. Preparation of the Medium Term Expenditure Framework budget. Implementation of sound financial management controls. Ensure that the institution remains within cash flow by drawing weekly and monthly reports. Oversee verification of source documents ensuring that payments to suppliers are made timeously. Oversee the payment section and authorise payments to suppliers. Ensure appropriate risk management and controls Ensure effective and timeous reporting on accruals and commitments. Exercise control of the budget and expenditure of the institution. Provide the Finance Manager with the financial information that is accurate, concise, reliable and timely to facilitate effective decision-making. Oversee the reconciliation of transactions (interface) on the PERSAL with BAS Analyse, audit, interpret and consolidate financial data as contained in books for financial year, in accordance with accounting procedure. Manage performance, conduct and discipline of supervisees Ensure that all supervisees are trained and developed to be able

		to deliver work of the required standard efficiently and effectively. Allocate duties and do quality control of the work delivered by supervisees. Ensure the safeguarding of all source documents.
<b><u>ENQUIRIES</u></b>	:	Mrs B.G Anderson Tel No: 033-897 3331
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<b><u>FOR ATTENTION</u></b>	:	Mrs M Chandulal
<b><u>NOTE</u></b>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. The Employment Equity Target for this post is: African Male, Indian Male, White Male, Coloured Male
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/721</u></b>	:	<b><u>FINANCE MANAGEMENT OFFICER REF NO SMH 01/2022</u></b> Directorate: SMH
<b><u>SALARY</u></b>	:	R261 372 -- R307 890 per annum, plus 13th cheque, Medical Aid (optional).Housing/Home Owners allowance if employee meets prescribed benefits plus NP cash allowance of R1 352.00 payable until 31 March 2023.
<b><u>CENTRE</u></b>	:	St Margaret's Hospital UMzimkhulu 3297
<b><u>REQUIREMENTS</u></b>	:	Grade 12/STD 10/Matric certificate plus: National Diploma /Degree in B com/Finance Management/Cost and Management Accounting, Taxation, Financial Administration plus: 01 to 02 years' Experience in Finance Management Component (Proof of Previous and current working experience detailed endorsed by HR department must be attached .Not Certificate of Service. Recommendation: Proof of computer literacy in MS office applications, valid driver's licence Code 8/10.Knowledge, Skills, Training and Competence Required: Knowledge and understanding of public finance management service, Treasure Regulations, Supply Chain management, HR Prescripts and policies. Expert Knowledge and understanding of operational frame work and linkage therefore within the financial systems of the department. Sound management, negotiating interpersonal and problem solving skills. Good Verbal and Communication Skills. In-depth Knowledge of basic accounting systems. Ability to deal with all levels of staff organising, planning problem solving and team building skills. Supervisory, communication and interpersonal skills .Ability to work under pressure and meet required deadlines. Ability to prioritise issues and comply with time frames. Knowledge of DHER.
<b><u>DUTIES</u></b>	:	Responsible for authorisation of payment in BAS. Exercise and monitor expenditure against budgetary allocations. Ensure that payments are processed within 30 Days of the invoice date. Draw expenditure reports and analysis expenditure trends within the hospital responsibility. Implement sound financial management controls to ensure that the hospital remains within its cash flow budget .Update Cashflow monitoring tool and finance reporting tool on a monthly basis. Update IYM tool on a monthly basis. Prepare and submit outstanding payments scheduled monthly. Prepare and submit outstanding payments scheduled monthly. Participate and make inputs in budget meetings. Training, develop and monitor staff in order to improve service delivery. Clearing and reconciling of suspense account on a monthly basis. Correction of incorrect expenditure. Manage the effective implementation of EPMDS. Management of Petty Cash.
<b><u>ENQUIRIES</u></b>	:	All enquiries must be directed to Dr BP Sosibo Chief Executive Officer: Tel No: 039 2599 222.
<b><u>APPLICATIONS</u></b>	:	Applications must be directed St Margaret's Hospital, Private Bag x517, Umzimkhulu, 3297 OR Hand delivers to: St Margaret's Hospital Clydesdale location UMzimkhulu, 3297.
<b><u>FOR ATTENTION</u></b>	:	Mr. TL Nzimande: Human Resource Manager
<b><u>NOTE</u></b>	:	An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Note that 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 interview. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g.ref SMH 01/2022. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-

employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please Note that Due To Financial Constraints, There will be no payment of S&T Claims covering transport fees to the interview venue.

<b><u>CLOSING DATE</u></b>	:	30 June 2022
<b><u>POST 21/722</u></b>	:	<b><u>PROFESSIONAL NURSE GENERAL: NURSING (O&amp;G) GRADE 1 REF NO: HRM 21/2022 (X10 POSTS)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R260 760 - R302 292 per annum PLUS 13 <sup>th</sup> cheque, medical aid (optional), home owner allowance on application, employee must meet prescribed requirements. Experience: None to less years 10 Actual experience after Registration with the SANC as General Nurse.
<b><u>CENTRE REQUIREMENTS</u></b>	:	King Edward VIII Hospital Complex Senior Certificate (Grade 12), Matric or equivalent Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Certificate(s) of Registration with the SANC as Registered/General Nurse and Midwifery) Proof of current registration with the SANC 2022 (Annual License to practice) and/or electronic <u>eRegister</u> proof from SANC website for 2022. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Recommendation: Experience in Obstetrics and Gynae Computer certificate and Driver's license Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service policies, Acts and Regulations, Knowledge of SANC AND rules and regulations, Sound knowledge of scope of practice Good communication, leadership, interpersonal and problem solving skills Knowledge of Code of Conduct, Labour relations, conflict management and negotiation skills Ability to function well within a team Skills in organizing, planning and supervising Knowledge of Batho Pele principles and Patients' Rights Charter Experience in Obstetrics and Gynae, Matric certificate with Biology/life science and Maths.
<b><u>DUTIES</u></b>	:	Implement maternal, neonate and child health care programs. Improve the health systems for mothers and babies. Ensure Saving the Mother /Baby recommendations are being implemented. Develop and implement quality assurance progress policies & operational plans Implement standards, practices and indication for Maternal and Child Health Care Participate in PPIP meetings and develop Quality Improvement Projects. Strengthen Reproductive Health and Post Natal services. Support the Mother Baby Friendly Initiatives. Improve Data Management system and ensure timeous submission to Facility Information Officer Manage effective utilization of resources in the unit Implement strategies for infection prevention and control measures Participate in PMDS for staff members Ability to negotiate with other stakeholders, engage in problem solving and conflict management Deal with grievances and labour relations issues in terms of the laid policies/procedures Strengthen the resuscitation services in the unit Implement National Core Standards policies and guidelines Ensure implementation of CARMMA elements Support MOM connect project, and Support and mentor student Nurses.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. JB Blose Tel No: 031 360 3265/3031 All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) and detailed curriculum Vitae must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . People with disabilities should feel free to apply for these posts, the reference number must be indicated in the column provided on the form Z83 e.g. ref /APRO/1/2006.please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission). Due to the large number of applications we receive receipts 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 claim (This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/723</u></b>	:	<b><u>PROFESSIONAL NURSE GENERAL STREAM GRADE 1 REF NO: PN GEN 1/2022 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R260 760 - R302 292 per annum Grade 2: R320 703 - R368 307 per annum Grade 3: R388 974 - R492 756 per annum Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Eshowe District Hospital
	:	Degree/Diploma in General Nursing & midwifery. Registration with South African Nursing Council as a General Nurse and midwife. Experience <b>Grade 1:</b> No Experience required. Experience <b>Grade 2:</b> minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing. Experience <b>Grade 3:</b> minimum of 20 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing. Knowledge, skills, training and competencies required: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of a multi-disciplinary team to ensure good 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's needs, requirements and expectations (Batho Pele).
<b><u>DUTIES</u></b>	:	Implement a comprehensive nursing care plan/program for the promotion of health, self- care treatment and rehabilitation of patients. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Create and maintain a complete and accurate nursing record for individual health care users. Audit clinical records by analyzing data. Participate in health promotion and illness prevention initiatives. Maintain a plan to improve the quality of nursing and health care. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. To assist in Employee Performance Management Developments System (EPMDS) of staff and implement Employee Assistance Program.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Nursing Manager: Mr MT Dube Tel No: 035-473 4500
	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mrs GZ Dube: Human Resource Manager
	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal

records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

<b><u>CLOSING DATE</u></b>	:	30 June 2022
<b><u>POST 21/724</u></b>	:	<b><u>PROFESSIONAL NURSE - (GENERAL) GR 1, 2, 3 REF NO: GS 21/22</u></b> Component: Nursing
<b><u>SALARY</u></b>	:	Grade 1: R260 760 - R302 292 per annum, PLUS 13th cheque, Housing Allowance (employee must meet the prescribed requirement), medical Aid Optional Grade 2: R320 703 - R360 307 per annum, PLUS 13th cheque, Housing Allowance (employee must meet the prescribed requirement), medical Aid Optional Grade 3: R388 974 - R492 756 per annum, PLUS 13th cheque, Housing Allowance (employee must meet the prescribed requirement), medical Aid Optional
<b><u>CENTRE REQUIREMENTS</u></b>	:	Grey's Hospital, Pietermaritzburg
	:	<b>Grade 1</b> Experience: No experience required <b>Grade 2</b> Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing. <b>Grade 3</b> Experience: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Senior Certificate or Equivalent Qualification Diploma/ Degree in General Nursing and Midwifery Registration Certificate as a General Nurse Current registration with the South African Nursing Council Knowledge, Skills and Experience Knowledge of Public Service Policies, Acts and Regulations Knowledge of South African Nursing Council Rules and Regulations Sound knowledge of scope of Practice Good communication, leadership, interpersonal and problem solving skills Knowledge of Code of Conduct and Labour Relations. Ability to function well within a team Conflict Management and negotiation skills, Decision making and problem solving skills. Skills in organizing, planning and supervising Knowledge of Batho Pele Principles and Patients' Rights Charter. Recommendation: Relevant experience in Intensive Care Unit will be an added advantage.
<b><u>DUTIES</u></b>	:	Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To develop and ensure implementation of Nursing Care Plans to participate in Quality Improvement Programmes and patient centered audits as well as environmental audits to participate in Ideal Hospital programme, National Core Standards and Norms and Standards. Uphold the Batho Pele and Patients' Rights Charter principles, Provide a safe, therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety and all other applicable prescripts, and promote health for all patients. Maintain accurate and complete patient records according to legal requirements. Relieve the Operational Manager for short and long term absences, e.g. when off duty, attending meetings or on leave Assist Operational Manager with overall management and necessary support for effective functioning Participate in staff, student and patient teaching. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures, Manage and supervise effective utilization of all resources eg. Human, financial, material etc, Implementation and management of Infection Control and Prevention protocols. Assist with performance reviews ie: EPMDS as well as student progress reports To execute duties and functions with proficiency within prescripts of applicable legislation Maintain clinical competence by ensuring that scientific principles of nursing are implemented Evaluate patient care programmes from time to time and make proposals for improvement.
<b><u>ENQUIRIES</u></b>	:	Mrs TB Mathonsi Tel No: 033-897 3331

<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<b><u>FOR ATTENTION</u></b>	:	Mrs M Chandulal
<b><u>NOTE</u></b>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. The Employment Equity Target for this post is: African Male, Indian Male, White Male, Coloured Male
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/725</u></b>	:	<b><u>FINANCE CLERK REF NO: SMH 02/2022</u></b> Directorate: SMH
<b><u>SALARY</u></b>	:	R176 310 – R207 681 per annum, plus 13th cheque, Medical Aid (optional).Housing/Home Owners allowance if employee meets prescribed benefits plus NP cash allowance of R1220.00 payable until 31 March 2023.
<b><u>CENTRE</u></b>	:	St Margaret's Hospital UMzimkhulu 3297
<b><u>REQUIREMENTS</u></b>	:	Grade 12/STD 10 Matric Certificate Appropriate administrative and office support experience in the financial environment. Recommendation: Proof of computer literacy in MS office applications, valid driver's licence Code 8/10.Knowledge, Skills, Training and Competence Required: legislative and policy framework informing. The area of operation .basic financial .Verbal and written communication .Prioritisation, Accuracy, Innovation and adaptable. Internal stakeholders and external stakeholders.
<b><u>DUTIES</u></b>	:	Liaise with Institutions and other organisational units regarding the submission budgetary and accounting information, unclear and non-submission of information. Provide the maintenance of the financial data and information required for the budgetary and accounting on the relevant systems. Provide general administrative duties related to the management of finances, including general corresponding with all role-players and dealing with queries related to financial data and information required. Provide financial support to enable the responsibilities of the Unit to be executed.
<b><u>ENQUIRIES</u></b>	:	All enquiries must be directed to Dr BP Sosibo Chief Executive Officer: Tel No: 039 2599 222.
<b><u>APPLICATIONS</u></b>	:	St Margaret's Hospital, Private Bag x517, Umzimkhulu, 3297 OR Hand delivers to: St Margaret's Hospital Clydesdale location UMzimkhulu, 3297.
<b><u>FOR ATTENTION</u></b>	:	Mr. TL Nzimande: Human Resource Manager
<b><u>NOTE</u></b>	:	An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Note that 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 interview. Original signed letter from your current employer, confirming current and appropriate previous work experience related to the requirements and recommendations of the advert. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g.ref SMH 01/2022. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please Note that Due To Financial Constraints, There will be no payment of S&T claims covering transport fees to the interview venue.
<b><u>CLOSING DATE</u></b>	:	30 June 2022

**PROVINCIAL ADMINISTRATION: LIMPOPO  
PROVINCIAL TREASURY**

***The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998.***

- APPLICATIONS** : All applications must be forwarded to: Director: Human Resource Management, Private Bag X 9486, Polokwane, 0700 OR Hand delivered to: Ismini Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Rensburg Street, Polokwane, 0700.
- CLOSING DATE** : 01 July 2022 @ 16H00. Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
- NOTE** : Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za). The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B all fields should be completed in full except the following: South African applicants need not to provide passport numbers, If an applicant responds “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?” then the answer to the next question “In the event that you are employed in the Public Service you immediately relinquish such business interests?” can be left blank or indicated as not applicable, A “not applicable” or blank response will be allowed on the question “If your profession or occupation requires official registration, provide date and particulars of registration”; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. It must be noted that the CV is an extension of an application of an employment Z83 and applicants are accountable for the information that is provided therein. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may be submitted to HR on / or before the date of the interview. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for verification purposes. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of

section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

## **OTHER POST**

<b><u>POST 21/726</u></b>	:	<b><u>DEPUTY DIRECTOR: CAA TRAINING OFFICER REF NO: LPT/425/1</u></b> Directorate: Financial Management Capacity Building (Training)
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), to be structured according to individual needs
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualifications in Financial Accounting / Financial Management / Public Finance / Training Management and registered as a Chartered Accountant (SA). 2 years' experience as accredited SAICA assessor will be an added advantage. 3 relevant years' experience of which three years must be at Junior Management level within Financial Management Training and Capacity Development for Public Sector. Valid vehicle (Code EB) driver's license with exception of persons with disabilities. Knowledge and skills; Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Skills: Thorough understanding of the Public Service Regulatory Framework, prescripts and directives. Ability to work independently and in a team. Good interpersonal and stakeholder liaison skills including presentation skills. Good planning and organizing skills.
<b><u>DUTIES</u></b>	:	Analyse and interpret policies affecting departments and the SAICA programme and ensure congruence including but not limited to academic progress, study leave, salary progression. Develop and maintain recruitment, placement and retention policies of SAICA required and the Chartered Accounting Internship Programme. Recommend major change to these policies. Manage relationship with stakeholders. Interface and manage the training between department/ primary sites. Interact with SAICA. Oversee/manage the services provider by service providers to the Chartered Accounting Internship Programme (Learner Tracking System) (GRAP updates) (Simulation). Liaise with subject matter experts, mentors and assessors. Ensure that trainees are inducted on the nature of the programme and proper use of reporting tool. Establish secondment partners. Interface between departments regarding trainer movement. Establish academic support programme for trainees. Provide expert advice aligned to the departments APP and strategic plan. Manage compliance on monitoring and evaluation. Advise primary sites on compliance with South African Institutes of Chartered Accountant (SAICA) training regulation. Ensure compliance to SAICA framework. Ensure assessments are conducted as required by SAICA. Implement oversight role. Advise on SAICA compliance. Report to Chartered Accountant Internship Programme steering committee. Manage financial administration. Perform budget management for Chartered Accountant Internship Programme. Authorise the payment for board courses and SAICA qualification examinations. Authorise and control trainer's salaries, establish salary scales relating to trainers and the progression in terms of performance and academic achievements. Authorise the purchase of assets for Chartered Accountant Internship Programme (PPE and IT). Manage assets (IT Assets). Manage contracts. Manage CAA Trainers. Mentor and coach team members. Manage the discipline of team members and undertaking disciplinary actions if necessary to the PT policies. Manage the workload of team members. Monitor manage the day-to-day workflow in team. Manage and administer the staff appraisal system/ process. Identifying development areas for all staff and put into place a development plan. Project manage the Chartered Accountants Academy including but not limited to establishment of training rotation plan with specific arrears of exposure in order for trainees to gain all their SAICA competencies.
<b><u>ENQUIRIES</u></b>	:	Ms Kgadima Conny Tel No: 015 298 7000



## DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

<b><u>APPLICATIONS</u></b>	:	Department of Public Works, Roads and Infrastructure: Private Bag X9490, Polokwane, 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.
<b><u>FOR ATTENTION</u></b>	:	Head of Department
<b><u>CLOSING DATE</u></b>	:	01 July 2022 at 16:00
<b><u>NOTE</u></b>	:	Applications must be submitted on a duly completed prescribed Z83 application for employment form (2021 version) obtainable from any public service department or can be downloaded from <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> . Applications must be accompanied by a detailed CV. Applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required to provide certified copies of qualifications and other relevant documents on or before the day of the interview. All fields in Part A, Part C and Part D of the Z83 form should be completed. In Part B, all fields should be completed in full. Part E, F & G applicants often indicate "refer to CV or see attached", this is acceptable as long as the CV has been attached and provides the required information. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. Shortlisted candidates for SMS posts will be subjected to a competency-based assessment and a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. 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 link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Late applications, emailed or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. The Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

### MANAGEMENT ECHELON

<b><u>POST 21/727</u></b>	:	<b><u>DIRECTOR: MANAGEMENT ACCOUNTING REF NO: S4/3/9/9</u></b> Component: Finance
<b><u>SALARY</u></b>	:	R1 073 187 per annum (Level 13), (to be structured according to individual needs)
<b><u>CENTRE</u></b>	:	Head Office, Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) in Financial Management, Cost & Management Accounting/ Accounting as recognised by SAQA. Five (5) years' experience at middle/ senior management level within the financial management environment. Valid driver's license, with the exception of applicants with disabilities. Competencies: Strategic capability and leadership, Programme and Project Management. Change management. Financial Management. People management and empowerment. Knowledge management. Problem solving and analysis. Client orientation and customer focus. Communication. Knowledge of the PFMA & Treasury Regulations. Knowledge and understanding of accounting standards and practices, including International Financial Reporting Standards (IFRS), Generally

## **DUTIES**

Accepted Accounting Practices (GAAP) and Generally Recognized Accounting Practices (GRAP).

: Manage the provision of budgetary services. Manage development of MTEF and adjustment budget for departmental programs. Develop and maintain the cost estimates database and forecasting models. Develop and implement a reprioritisation plan. Assist and plan the department's annual budget process/ compilation. Analyse the department budget to determine compliance to policies, principles and credibility. Determine annual budget allocation per function. Monitor and ensure measurable objectives and services delivery indicators in the departmental conditional grant budget. Advise the department on budget, revenue and expenditure trends, inclusive of putting together budget and revenue statement. Manage budget in line with Medium Term Expenditure Framework and annual budget process. Monitor that funds are spent effectively and accounted for. Oversee and manage the drawing of Departmental Revenue Budget. Monitor integration and synergy of budget priorities and assist in line with the department's priorities. Manage the provision of revenue services. Analyse departmental revenue budgets to determine credibility and achievability. Control and monitor departmental expenditure. Manage and monitor monthly closure of books. Monitor and implement systems control. Monitor and ensure effective management of financial systems. Monitor and manage interlinked system reports. Manage, maintain and implement security measures. Manage the provision of system user support and training. Manage departmental debt management services for general and rental debt. Develop strategies and systems to recover debt to the department. Monitor monthly reconciliation of debt register. Liaise with legal services for irrecoverable debt and make recommendations for writing-off irrecoverable debt outside the approved threshold. Manage monthly closure of books. Manage the coordination of inter-related functions e.g creation and linkage of staff debts on PERSAL system. Manage and utilize resources (human, Financial & equipment). Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees. Manage projects. Ensure the achievement of operational targets. Manage others. Ensure that all contribute towards achievement of departmental goals. Develop Guidelines/ Practices/ Frameworks and M&E.

## **ENQUIRIES**

: Ms. Mokonyane MD, Ms Ledwaba RE, Ms. Hanyane NP, Mr Seleka BN, Mr. Moabelo MJ, Mr. Malemela MA, Mr. Mabilo MM, Ms. Mathebula WT at Tel No: 015 284 7353 / 7570/7586/7663/7606/7607/7627/7578.

**PROVINCIAL ADMINISTRATION: NORTH-WEST  
OFFICE OF THE PREMIER**

**APPLICATIONS**

Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

**CLOSING DATE**

: 01 July 2022

**NOTE**

: All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit Z83 and detailed Curriculum Vitae with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments. Incomplete Z83, Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority and the evaluation certificate must be submitted with your application. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. The office has the right to not fill the position. Candidates who previously applied for the re-advertised positions are encouraged to re-apply if they are still interested in the positions.

**OTHER POSTS****POST 21/728**: **DEPUTY DIRECTOR: PERFORMANCE MONITORING AND REPORTING**  
**REF NO: NWP/OOP/2022/25**

Job Purpose: To Coordinate Provincial Performance Monitoring and Reporting in the NWPG

**SALARY**

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

**CENTRE**

: Mmabatho

**REQUIREMENTS**

: Bachelor's degree/National Diploma in Public Administration/Public Management and /or equivalent qualification (NQF level and credits), 6-7 years' experience in Monitoring and Evaluation of which 3 years should be in Monitoring and Evaluation at junior management level (Assistant Director). Driver's license. Computer literacy. Knowledge: Knowledge of Public Service Act, Public Service Regulations, Labour Relations; PFMA, Public Finance Regulations, Framework for Managing Programme Performance Information, Framework for Government Wide Monitoring and Evaluation system, South African Statistical Quality Assessment Framework and Framework for the Development of Strategic plans and Annual Performance Plan (Strategic plans, APP, Operational Plans and Performance Agreements). Skills: The ideal candidate should have proven strategic capability and leadership; project and programme management; presentation skills, good communication skills, problem-solving; report writing, change management and management of diversity in a dynamic transformation and reforming environment.

**DUTIES**

: Institutionalize performance monitoring in the province. Monitoring and reporting on provincial performance. Develop Provincial Reporting guidelines.

		Consult departments on the reporting guidelines for inputs. Develop reporting templates. Capacitate Departments on reporting templates. Develop and review Monitoring and Evaluation (M&E) Framework. Provide Feedback on Departmental performance during the quarterly forum. Quality assure reports in the eQPR system. Extract data from the system. Analyze and interpret data. Consolidate cluster reports (APP, provincial priorities). Attend Departments 'performance review sessions. Attend Departments' planning sessions. Conduct M&E skills audit. Develop M&E capacity building plan. Facilitate training in collaboration with provincial training centre. Facilitate M&E learning networks. Monitoring and Evaluation of capacity building programmes/ initiatives. Supervise human resources/staff.
<b><u>ENQUIRIES</u></b>	:	Ms. P.B. Kgoroba Tel No: (018) 388 573
<b><u>POST 21/729</u></b>	:	<b><u>DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: NWP/OOP/2022/26</u></b> (Re-advertisement) Job Purpose: To provide committee secretariat support to the Executive Council, it's EXCO Committees, North West Premier's council (NWPPC), Premier's Infrastructure Coordinating Committees (PICOCO), Broader North West Coordinating Committee and Technical Cluster Committees in support of the functioning of the Cluster system.
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	3 years appropriate tertiary qualification at NQF level 6 and / or equivalent qualification (NQF level and credits).6-7 year's relevant experience applicable to minutes/report writing of which 3 years should be at Assistant Director Level. Knowledge, Skills and Competencies: Knowledge of the operations of Executive Council and Cabinet system. Broad Knowledge and understanding of Government policies. Knowledge and understanding of the cluster system. Knowledge and ability to apply the prescript of the EXCO Procedural Manual. Minute taking and report writing. Ability to utilise the computer and related IT technology. Written language skills, with specific reference to the ability to clearly formulate minutes and correctly capture the essence of discussions. Verbal Language skills with specific emphasis on ability to understand, communicate and write in English. People skills. Ability to conceptualize discussions and produce a concise yet accurate account of discussions and decisions. Strong organisational skills. Report writing. Good communication skills. Planning and organising Facilitation skills. Coordination skills. Conflict resolution. Problem solving skills project management leadership skills. Presentation skills.
<b><u>DUTIES</u></b>	:	Render efficient and effective administration and secretariat service to EXCO, EXCO Makgotla, NWPPC and Governance Cluster. Manage and monitor the implementation of decisions and directives/ resolutions. Provision of support to EXCO secretariat and Manage the Provincial Government Cluster. Management of Human Resources. Maintain the record management in the Directorate within the guidelines and system established.
<b><u>ENQUIRIES</u></b>	:	Mr. B. Jonkers Tel No: (018) 388 3033
<b><u>POST 21/730</u></b>	:	<b><u>DEPUTY DIRECTOR: DIRECTOR-GENERAL SUPPORT REF NO: NWP/OOP/2022/27</u></b> (Re-advertisement) Job Purpose: To Coordinate the Provision of Administrative Support Services to the Director-General's office.
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	3 year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 6 - 7 years relevant experience applicable to the relevant discipline of which 3 years should be at Junior Management level. Experience in the executive Office environment will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge and understanding of Government policies; Knowledge of computer, Basic knowledge of financial administration, Good telephone etiquette, Good communication skills, Problem solving skills. Research Skills. Computer literacy. Self-management, Ability to act tact and to do research and analyse documents and situations. Ability to work under pressure.

<b><u>DUTIES</u></b>	:	Coordination of administrative support to the Director-General. Coordination of secretariat support to the Director-General meetings. Coordination of liaison with all spheres of government on provincial administration issues. Management of administrative activities in the Office of the Director-General. Write reports. Provide secretariat services to senior and executive management meetings.
<b><u>ENQUIRIES</u></b>	:	Mr. M. I Tselangoe Tel No: (018) 388 4276
<b><u>POST 21/731</u></b>	:	<b><u>DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: NWP/OOP/2022/28</u></b> Job Purpose: To facilitate and coordinate financial planning, monitoring and reporting processes.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R744 255 per annum (Level 11), (all-inclusive package) Mmabatho
	:	3 year appropriate tertiary qualification at NQF level 6 with Accounting and Auditing as major subjects and/ or equivalent qualifications (NQF level and credits). 6 - 7 years' experience applicable to the relevant discipline of which 3 years should be at Junior Management level. Completion of SAICA articles is an added advantage for this position. Ability to work extended hours, under pressure and meet deadlines. Minimum understanding of labour relations Act and code of conduct within public service. Knowledge, Skills and Competencies: Knowledge on treasury regulations; PFMA, NT guidelines and budget cycle. Computer literacy skills in Excel, Word, PowerPoint, Reporting skills, Vulindlela, Budget Formulation, Basic Accounting System (BAS) and Standard Chart of Accounts (SCOA), Problem solving, Analytical and numerical skills, Research and analysis and Strategic Planning.
<b><u>DUTIES</u></b>	:	Development of policies and procedures in relation with budgeting. Conduct medium and long term financial planning in line with the MTEF processes. Compilation of budget estimates, monthly forecasting, project planning and produce adjusted cash flow. Manage and monitor on expenditure trends. Coordinate the development of procurement plan and demand plan and manage the related performance effectively. Compilation of inputs for preparation of financial statements. Provision of training on budget management in the Office.
<b><u>ENQUIRIES</u></b>	:	Ms. T.M Mooketsi Tel No: (018) 388 4043
<b><u>POST 21/732</u></b>	:	<b><u>ASSISTANT DIRECTOR: SKILLS DEVELOPMENT REF NO: NWP/OOP/2022/29</u></b> Purpose: To facilitate and evaluate the implementation of Human Resource Development initiatives by North-West Provincial Government (NWPG) Departments
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum (Level 09) Mahikeng
	:	3 year appropriate tertiary qualification at NQF level 6 and/or equivalent qualification (NQF level and credits). 3 – 5 years' relevant experience applicable to the relevant discipline of which 2 years should be at supervisory level. Computer literacy in MS Word, MS Excel and PowerPoint. Valid Drivers' license. Knowledge, Skills & Competencies: Knowledge of training needs assessment process and techniques. Knowledge of the principles and methods of curriculum and training design, teaching and instruction for individuals and groups, the measurement of training effects. Techniques and procedures for occupational education and training, simulation training, assessments, moderation and adult centred facilitation. Knowledge of SAQA unit standard development processes and related procedures. Administrative and Clerical procedures and systems such as word processing, managing files and records, designing forms, & other Office procedures and terminology. Education and Training quality assurance processes and procedures. Analytical research. Technical communication; Interpersonal; Leadership; Presentation & facilitation Adult learning; Report writing; Computer skills; Technical skills; Research skills; Analytical skills. Planning & execution; Flexibility; Interpersonal Relations; Integrity; Reliability; Honesty; Loyalty; Responsiveness.
<b><u>DUTIES</u></b>	:	Monitoring of compliance of training programmes with relevant legislation. Facilitation, coordination and development of departments workplace skills plans and Human Resource Development (HRD) implementation Plans.

Facilitation and monitoring of the implementation of the workplace skills plans and HRD Implementation Plans across the NWPG. Compilation of workplace skills plan reports in line with Sector Education and Training Authority (SETA) Requirements. Facilitation and implementation of skills development programmes. Facilitation of the Provincial Skills Development Facilitators Forum.

**ENQUIRIES** : Ms. T.E Tlhale Tel No: (018) 388 1076

**POST 21/733** : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: NWP/OOP/2022/30**  
(Re-advertisement)  
Purpose: To facilitate and monitor the implementation of collective bargaining process in the NWPG

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Mahikeng  
**REQUIREMENTS** : 3 year appropriate tertiary qualification in Labour Relations at NQF level 6 and/or equivalent qualification (NQF Level and Credits). 3-5 years relevant experience in labour relations matters of which 2 years supervisory level. Computer literary in MS Word, MS Excel and PowerPoint. Valid Drivers' license. The incumbent must be willing to travel. Knowledge, Skills & Competencies: Extensive knowledge in Public service labour relations policies, prescripts, practices and related fields, knowledge of Labour Legislation Research Methodology, Dispute resolution, Project Management, Training in presentation and facilitation skills, Human Resource Management, Managing Performance and Supervision. Ability to work under pressure, good verbal and writing skills, ability to negotiate, develop and management of related projects.

**DUTIES** : Coordinate meetings of the provincial Labour Relations Practitioners' forums. Provide support to the departments in matters involving conflicts and/ or disputes. Generate opinions and/ or advice as requested by departments or when the need arises. Conduct mediation, facilitation in pursuit of either preventing conflict or managing them. Disseminate contemporary labour relations information including landmark courts judgement as handed down by courts. Ensure departmental compliance with collective agreements, applicable legislation and policies. Provide advisory services to Heads of Department, supervisors and employees across the Departments.

**ENQUIRIES** : Mr D.M Kgame Tel No: (018) 388-3617 or BS Malwane Tel No:(018) 388-371

**POST 21/734** : **SENIOR WORK STUDY OFFICER: ORGANISATIONAL DEVELOPMENT REF NO: NWP/OOP/2022/31**  
Job Purpose: To render staff establishment, HR information and Human Resource Planning services.

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : 3 year tertiary qualification at NQF level 6 and / or equivalent qualification (NQF level and credits) and PERSAL Establishment course (PERSAL Certificate/s must be attached). 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level. Knowledge, Skills and Competencies: Establishment Control, Human Resource Plan, planning and organising; Compilation of management reports; Prescripts/policies: Public Service Act, Public Service Regulations. Good communication skills; Report writing skills; Planning and organising; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking; Research skills.

**DUTIES** : The development and maintenance of personnel information systems and ensure establishment control, Maintenance and updating the departmental organisational structure, Development of establishment and PERSAL structure, Alignment of the organisational structure with budget structure, Provision of vacancy management and information, Monitor staff establishment performance and reporting, Manage information on vacancy rate. The monitoring and provision of reports on Human Resource Information, Keep statistics of HR functional matters and prepare presentations, Serve the DPSA website for latest information and globalise to staff, Monitor effective use and control of HR information systems, Establish and maintain HR information data base, Facilitate HR information analysis, packaging and dissemination.

		Develop integrated Human Resource Plan, Conduct Human Resource Audit (Workforce profile), Monitor and evaluate the implementation of integrated Human Resource Plan, Conduct environmental scanning, Analyse and compare the existing strategic objective of the department with the findings, Invite inputs from the Programme Manager's on the review of the Human Resource Plan, Analyse inputs and advise accordingly, Draft Human Resource Plan, Prepare submission of completed Human Resource Plan for approval, Compile Annual Human Resource Planning Implementation Report, Keep and maintain data through computerised staff establishment. Render secretariat function and administrative support for HR Plan Committee, Coordinate HR planning committee meetings, Render secretariat services during the meeting, Produce the minutes, and Keep records of the proceedings. Compilation of the Assessment of HR component, Gather relevant information from various stakeholders, Consolidate the information, Arrange committee meeting for assessment and Capture inputs during the assessment meeting.
<b><u>ENQUIRIES</u></b>	:	Mr. M.M. Badimo Tel No: (018) 388 5038
<b><u>POST 21/735</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: BURSARY LEARNERSHIPS AND INTERNSHIP PROGRAMMES REF NO: NWP/OOP/2022/32 (X2 POSTS)</u></b> Purpose: To facilitate the implementation of Provincial Bursary policy; International Scholarships; Learnerships and Internship programmes
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Mahikeng
<b><u>REQUIREMENTS</u></b>	:	3 year appropriate tertiary qualification at NQF level 6 and/or equivalent qualification (NQF level and credits). 3 – 5 years' relevant experience applicable to the relevant discipline of which 2 years should be at supervisory level. Computer literary in MS Word, MS Excel and PowerPoint. Valid Drivers' license. Knowledge, Skills & Competencies: Knowledge of Provincial Bursary Policy; Management of human resources; Management of human and financial resources; Quality of work; Acceptance of responsibility; Knowledge on bursary administration and scholarships programmes; Good communication and report writing skills; Administrative and clerical procedures such managing files and records, designing forms, & others; Understanding of the Public Service Regulations; Constitution of the Republic of South Africa; The Public Service Act, 1994; Batho Pele principles; Labour Relations Act; NDP; The (PFMA) Public Financial Management Act; Employment Equity Act; Skills Development Act; Performance Management & Development System; Skills Development Levy Act; Good communication skills; Report writing skills; Planning, control and organising; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Analytical and innovative thinking; Computer literacy; Time management; Technical skills; Interpersonal; Flexibility; Initiative.
<b><u>DUTIES</u></b>	:	Facilitate the implementation of the Provincial Bursary Policy. Facilitate implementation of International Scholarships Programmes. Facilitate implementation of Learnership / apprentices programmes. Assessment of academic performance, interpretation of results and provide remedial recommendations.
<b><u>ENQUIRIES</u></b>	:	Ms. T.E Tlhale Tel No: (018) 388 1076
<b><u>POST 21/736</u></b>	:	<b><u>ADMINISTRATIVE CLERK: BURSARIES, LEARNERSHIPS AND INTERNSHIP PROGRAMMES REF NO: NWP/OOP/2022/33</u></b> Job Purpose: To Implement Provincial Bursary policy; International Scholarships; Learnerships and Internship programmes.
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	1–2-year National Higher Certificate at NQF level 5 and /or equivalent qualification (NQF Level and Credits).1-2 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of Provincial Bursary Policy; Management of human resources; Management of human and financial resources; Quality of work; Acceptance of responsibility; Knowledge on bursary administration and scholarships programmes; Good communication and report writing skills; Administrative and clerical procedures such managing files and records, designing forms, & others; Understanding of the Public Service Regulations. Constitution of the Republic of South Africa; The Public Service Act, 1994; Batho Pele principles; Labour Relations Act;

		NDP; The (PFMA) Public Financial Management Act; Employment Equity Act; Skills Development Act; Performance Management & Development System; Skills Development Levy Act. Good communication skills; Report writing skills; Planning, control and organising; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Analytical and innovative thinking; Computer literacy; Time management; Technical skills; Interpersonal Flexibility and Initiative.
<b><u>DUTIES</u></b>	:	Distribution of bursary application forms; Implement International Scholarships Programmes; Implement Learnership / apprentices programmes; Assess bursars' academic performance through interpretation of results and provide feedback. Implement / provide student support services.
<b><u>ENQUIRIES</u></b>	:	Ms. T.E Tihale Tel No: (018) 388 1076
<b><u>POST 21/737</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT: CLERK REF NO: NWP/OOP/2022/34</u></b> Job Purpose: To coordinate and facilitate the provision of acquisition management services and minimum reporting processes.
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	1–2-year National Higher Certificate at NQF level 5 and /or equivalent qualification (NQF Level and Credits).1-2 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge on the relevant legislation / policies / prescripts and standard operating procedures, basic knowledge on financial administration. Sound organisational Skills, Good people skills, Basic written communication skills.
<b><u>DUTIES</u></b>	:	Render demand and acquisition clerical support; Update and maintain a supplier (including contractors) database, Register suppliers on Logis or similar system, Request and receive quotations, Capture specification on the electronic purchasing system, Place order, Issue and receive bid documents, Provide secretariat or logistical support during the bid consideration and contracts conclusion process, Compile draft documents as required, Render logistical support services ,Place orders for goods, Receive and verify goods from suppliers, Capture goods in registers databases, Receive request for goods from end users, Issue goods to end users, Maintain goods register and Update and maintain register of suppliers.
<b><u>ENQUIRIES</u></b>	:	Mr. M. Mothibi Tel No: (018) 388 3391
<b><u>POST 21/738</u></b>	:	<b><u>ADMINISTRATIVE CLERK: DIRECTOR-GENERAL SUPPORT REF NO: NWP/OOP/2022/35</u></b> (Re-advertisement) Job Purpose: To render administrative and Clerical Support.
<b><u>SALARY</u></b>	:	R176 310.per annum (Level 05)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	1-2 year National Higher Certificate at NQF level 5 and /or equivalent qualification (NQF Level and Credits).1-2 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge and understanding of government policies, knowledge of computer, good grooming and presentation. Self-management and motivation, knowledge on the relevant legislation / policies / prescripts and procedures, basic knowledge on financial administration. Good telephone etiquette, Sound organisational Skills, Good people skills, Basic written communication skills.
<b><u>DUTIES</u></b>	:	Provide general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services in the component. Provide financial administration support services in the component.
<b><u>ENQUIRIES</u></b>	:	Mr. M. I Tselangoe Tel No: (018) 388 4276



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

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

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

**OTHER POSTS**

**POST 21/739** : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R1 122 630 per annum  
Grade 2: R1 283 592 per annum  
Grade 3: R1 489 665 per annum  
(A portion of the package can be structured according to the individual's personal needs.)

**CENTRE REQUIREMENTS** : Victoria Hospital, Wynberg  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Radiology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Radiology. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Inherent requirements of the job: Valid (Code B/EB) driver's licence, willingness and ability to travel. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime within the Metro Health Services. Competencies (knowledge/skills): Ability to oversee and report on radiological procedures, primarily CT-scanning services at a Large District Hospital. Work with a team of hospital clinicians to optimise use of CT-scanning facilities. Verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of relevant legislation, hospital procedures and policies.

**DUTIES** : Clinical service provision, primarily manage, administer and co-ordinate the implementation of a comprehensive CT scanning service. X-ray reporting, provide statistics and strategic planning and assistance for ultra-sound services. Ensure the maintenance of quality care standards in the radiology services together with Chief Radiographer and Clinical Manager. Guide staff, teaching, training and supervision of staff. Efficient use of resources, manage assets, consumables, and services effectively.

**ENQUIRIES APPLICATIONS** : Dr GL Dunbar Tel No: (021) 799-1211: Graeme.Dunbar@westerncape.gov.za  
Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 27 June 2022

<b><u>POST 21/740</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R1 122 630 per annum Grade 2: R1 283 592 per annum Grade 3: R1 489 665 per annum (A portion of the package can be structured according to the individual's personal needs) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).
<b><u>CENTRE REQUIREMENTS</u></b>	:	George Regional Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Medical Specialist in Psychiatry. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Psychiatry. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Psychiatry. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Ability to (read, write and speak) in at least two of the three official languages of the Western Cape. Knowledge of a public health approach to delivering integrated psychiatric services. Ability to work in integrated multi-disciplinary teams across platforms. Clinical, leadership, administrative, teaching and mentoring skills. Computer literacy in MS Office mandatory. Creativity to develop new ideas which can result in positive changes to existing processes. Appropriate experience in Psychiatry. Ability and experience in teaching.
<b><u>DUTIES</u></b>	:	Specialist psychiatric care to patients (all age groups) at George Hospital and at selected outreach sites in the beautiful Garden Route/Central Karoo districts. Participate in clinical governance of a growing integrated district mental health service. Teaching and clinical supervision of junior and allied mental health practitioners, generalists and medical students within a well-established Rural Training Complex.
<b><u>ENQUIRIES</u></b>	:	Dr BE Boon Tel No: (044) 802-4528, Email: Bernice.Boon@westerncape.gov.za
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. 'Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/741</u></b>	:	<b><u>PRINCIPAL PSYCHOLOGIST GRADE 1 (CHILD AND ADOLESCENT PSYCHIATRY)</u></b>
<b><u>SALARY</u></b>	:	R1 040 697 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Red Cross War Memorial Children's Hospital, Rondebosch Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with a professional council: Registration with the Health Professional Council as a Clinical Psychologist (Independent Practice). Experience: A minimum of 3 years' appropriate experience as a Clinical Psychologist after registration with the Health Professions Council of South Africa (HPCSA). Inherent requirement of the job: Ability to travel within the Cape metropole and surrounds. Competencies (knowledge/skills):

	Excellent managerial, administrative, and leadership skills. Highly developed communication, interpersonal, analytical, and reflexive capacities. Extensive appropriate post registration experience of clinical service delivery and management of psychology services. Knowledge and expertise in child and adolescent psychology and mental health including direct clinical care, supervision of others, management of teams. Training and supervision of interns and clinical psychologists. Teaching and training at under and postgraduate levels in clinical psychology, child and adolescent psychiatry and mental health. Design and conduct of research, including evidence of post-graduate supervision and publication.
<b><u>DUTIES</u></b>	: Strategic and operational management of the psychological services in the Division of Child and Adolescent Psychiatry (DCAP), RCWMCH. Effective Human Resource Management of clinical psychologists and interns at DCAP, RCWMCH. Provide comprehensive psychological treatment of child and adolescent patients with complex clinical conditions. Ensure appropriate training of intern psychologists in line with HPCSA guidelines. Research, teaching, administrative and social responsiveness activities related to joint appointment with the University of Cape Town as Head of Psychology at DCAP, RCWMCH.
<b><u>ENQUIRIES</u></b>	: Dr P Gasela Tel No: (021) 685-4103, email: <a href="mailto:papani.gasela@uct.ac.za">papani.gasela@uct.ac.za</a>
<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>	: 27 June 2022
<b><u>POST 21/742</u></b>	: <b><u>MEDICAL OFFICER GRADE 1 TO 3 (PSYCHIATRY)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	: Grade 1: R833 523 per annum Grade 2: R953 049 per annum Grade 3: R1 106 037 per annum (A portion of the package can be structured according to the individual's personal needs) (It may be expected of the successful candidates to participate in a system of remunerated commuted overtime).
<b><u>CENTRE</u></b>	: George Regional Hospital
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate qualification (MBChB) that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as 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. <b>Grade 2:</b> A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as 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. <b>Grade 3:</b> A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as 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. Inherent requirements of the job: Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Willingness and ability to work after-hours; an overtime contract is negotiable. Competencies (knowledge/skills): Ability to (read, write and speak) in at least two of the three official languages of the Western Cape. Knowledge of a public health approach to delivering integrated psychiatric services. Knowledge of the South African Mental Health Care Act. Ability to function in a multidisciplinary team. Clinical, leadership, administrative, and mentoring skills. Computer literacy in MS Office mandatory. Commitment to improving standards and quality of mental health care and patient safety within the hospital and community. Appropriate clinical experience in Psychiatry and/or a Diploma in Mental Health will be advantageous.

<b><u>DUTIES</u></b>	:	Examine patients to assess general physical condition, mental health disorders and intervene appropriately. Provide treatment for both psychiatric and medical conditions in accordance with evidence-based clinical protocols, guidelines, and relevant legislation. Consult or refer to appropriate levels of care and/or other healthcare providers when necessary. Collaborate with other healthcare professionals to plan, provide, and coordinate care. Ensure that appropriate liaison with family/ care providers is maintained while ensuring that the rights, dignity, confidentiality, and privacy of patients are maintained. Effective record-keeping (clinical, legal, general administration). Support and participate in quality improvement and patient safety initiatives. Support and mentor medical interns and medical students. Engage in CPD activities and other programs that support continuous learning.
<b><u>ENQUIRIES</u></b>	:	Dr BE Boon Tel No: (044) 802-4528
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. 'Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/743</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (SPECIALTY AREA: OUTPATIENTS DEPARTMENT)</u></b>
<b><u>SALARY</u></b>	:	R624 216 per annum (PN-B4)
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmology or Medical and Surgical Nursing Science: Oncology or Orthopaedic nursing science. Registration with a professional council: Current 2022 registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure. Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification / skills.
<b><u>DUTIES</u></b>	:	The candidate will be responsible for management and co-ordination of clinical nursing care in the Outpatient Department of the hospital. Manage and facilitate both human resources and financial aspects related to the area being managed. Manage training, orientation, learning, professional growth and development, and participation in research within the clinical environment. Support / deputise for the deputy manager nursing and support the Nursing department and the institution.
<b><u>ENQUIRIES</u></b>	:	Ms F Marthinus Tel No: (021) 938-4055
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	27 June 2022

<b><u>POST 21/744</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R388 974 per annum (PN-B1) Grade 2: R478 404 per annum (PN-B2)
<b><u>CENTRE</u></b>	:	Wesfleur Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Sciences. Registration with a professional council: Current registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A Minimum of 4 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A Minimum of 14 years appropriate/recognisable experience in nursing 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 in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Required to work shifts and after hours (weekend, public holidays, and night duty). Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy.
<b><u>DUTIES</u></b>	:	Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all pregnant clients. Assist with management of people management services within the Department. Effective utilization of financial resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention and Occupational Health and Safety within the Department. Deliver a support service to the Operational Manager and ensure effective coordination of the Nursing Division after hours.
<b><u>ENQUIRIES</u></b>	:	Ms LA Abrahams Tel No: (021) 816-500 Email: Lee-Anne.Abrahams@westerncape.gov.za
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the 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 to register with the South African Nursing Council (SANC) and proof of payment of the prescribed registration fees to the SANC are submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in a specific post basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status).
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/745</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OHS, IPC AND QA)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R388 974 per annum (PN-B1) Grade 2: R478 404 per annum (PN-B2)
<b><u>CENTRE</u></b>	:	False Bay Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as 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 with the SANC. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional nurse with the SANC in General nursing. <b>Grade 2:</b> 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. Competencies (knowledge/skills): Good verbal and communication skills in at least two of the three 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).
<b><u>DUTIES</u></b>	:	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).
<b><u>ENQUIRIES</u></b>	:	Ms B Tyutu Tel No: (021) 832-5206
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status.
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/746</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Ladismith Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior certificate (or equivalent) with Mathematics and or Accounting as passed subject and or Senior Certificate or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Inherent requirements of the job: Valid Code B/EB driver's licence. Knowledge of LOGIS procurement system. Experience: Appropriate experience and knowledge of LOGIS procurement system. Competencies (knowledge/skills): Sound theoretical and practical knowledge of asset functions/modules in LOGIS. Good interpersonal, verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS word, Excel, Outlook (email) and LOGIS). Knowledge of the electronic purchasing system EPS to obtain quotations for goods and services. Ability to handle high work volume and meet strict deadlines.
<b><u>DUTIES</u></b>	:	Receive and issue and distribute items to end-users. Constant spot check with Bi-annual stock takes and assist with input for the preparation for the annual financial statements. Maintain 0-9 files and follow up deliveries. Manage and maintain inventory/asset control and the disposal of store items Control and monitor movement of assets. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Adhere to and implement occupational and Health and Safety standards. Ensure that all transactions comply with legislative requirements and SCM prescripts. Perform procurement duties related to EPS process, evaluation and adjudication on system.
<b><u>ENQUIRIES</u></b>	:	Mr CP Anta Tel No: (028) 551-1342
<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>	:	27 June 2022

<b><u>POST 21/747</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (TRANSIT)</u></b> West Coast District
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Swartland 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 (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management, focusing on Procurement and Warehousing on a Computerised System. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Physically fit and able to lift heavy items. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer's System and SCM Delegations of the Department. Computer literacy (Windows/Word/Excel and Outlook). Good written and verbal communication skills in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Management of Warehouse according to regulations, including Receiving and Issuing of goods. Report regularly to supervisor regarding compliance and assist with the preparation of inputs for the interim and annual financial statements (inventory). Perform system functions pertaining to warehousing, perform monthly stocktake and assistance with IFS & AFS stocktake processes. Perform the duties of procurement of goods to the warehouse, capturing Log 1's and issues. Execute compliance control related to Supply Chain Management/Finance and handle queries in all aspects within the Supply Chain Management Department. Assist with all general tasks within the Supply Chain Management and Finance Department.
<b><u>ENQUIRIES</u></b>	:	Mr M Leander Tel No: (022 4879230) Ms W Jasson Tel No: (022) 487 9215
<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>	:	27 June 2022
<b><u>POST 21/748</u></b>	:	<b><u>HEALTH PROMOTER</u></b> (Chief Directorate: Metro Health Services)
<b><u>SALARY</u></b>	:	R147 459 per annum
<b><u>CENTRE</u></b>	:	Gugulethu Community Health Centre
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 (Std 7). Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy. Presentation skills.
<b><u>DUTIES</u></b>	:	Render a high standard of health education and support service to clients maternity setting. Plan and implement health projects in facilities, schools, and communities to meet health objectives. Assist and strengthen COPC in the community. Assist with promotion of adequate Prevention of mother to child transmission. Assist with promotion of early booking in pregnant woman. Liaise with community's health co-ordinating structures, departments, local government and other stakeholders to promote integrated approach to health care. An efficient support service to the Health Facility Manager with respect to the adaptation of broad departmental policy to conform to the health educational/promotional needs of patients and the surrounding community. Monitor, evaluate, develop and implement service delivery programmes. Ensure effective and efficient utilisation of all available resources. Ensure a purposeful integration of health education and promotion service provision with services provided (health facility, stakeholders and other community-based services).
<b><u>ENQUIRIES</u></b>	:	Ms T Kami Tel No: (021) 699-8624
<b><u>APPLICATIONS</u></b>	:	The Director: Gugulethu Community Centre, c/o NY77 and NY78, Gugulethu, 7785.
<b><u>FOR ATTENTION</u></b>	:	Ms T Kami
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	27 June 2022

<b><u>POST 21/749</u></b>	:	<b><u>FOOD SERVICES AID</u></b> (Chief Directorate: Metro Health Services)
<b><u>SALARY</u></b>	:	R104 073 per annum
<b><u>CENTRE</u></b>	:	Stikland Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic numerical and literacy skills. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles. Fluency in at least two of three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures
<b><u>ENQUIRIES</u></b>	:	Mr H Johnson Tel No: (021) 940-4539
<b><u>APPLICATIONS</u></b>	:	The Chief Executive Officer, Stikland Hospital, Private Bag X13, Bellville 7535.
<b><u>FOR ATTENTION</u></b>	:	Mr CR Solomons
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/750</u></b>	:	<b><u>FOOD SERVICES AID</u></b> (Chief Directorate: Rural Health Services)
<b><u>SALARY</u></b>	:	R104 073 per annum
<b><u>CENTRE</u></b>	:	Paarl Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in a large scale, Food Service Unit. Appropriate Large Scale Hospital Catering experience. Appropriate experience of therapeutic diets, food groups, preparation and cooking methods, and quality and portion control of food according to standardised recipes. Appropriate experience of the Cook-Chill System. Appropriate experience with patient's service.i.e. ward hostess. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Ability to do work of physical natures. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles. Ability to maintain good interpersonal skills. Ability to communicate in at least two of the three official languages of Western Cape. Proof of attendance of a Kitchen Hygiene, Kitchen Cleaner or an Assistant Chefs, will be an added advantage. Ability to function within a team and work under pressure. The ability to read, speak and write in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Pre preparation and production of all normal and therapeutic diets in accordance with the PAWC Food Service Policy. Follow standardised PAWC Receipts and Menus. Weighing, dishing and distribution of food to various wards. Clean and maintain the kitchen area and equipment as well adhere to health and safety regulations. Dress according to Departmental specifications and adhere to Hospital / PAWC Policy. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operational procedures.
<b><u>ENQUIRIES</u></b>	:	Ms D Koen Tel No: (021) 860-2546
<b><u>APPLICATIONS</u></b>	:	The Chief Executive Officer, Paarl Hospital, Private Bag X3021, Paarl 7621.
<b><u>FOR ATTENTION</u></b>	:	Mr K Cornelissen
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	27 June 2022
<b><u>POST 21/751</u></b>	:	<b><u>GENERAL WORKER STORES</u></b> Overberg District
<b><u>SALARY</u></b>	:	R104 073 per annum



<b><u>CENTRE</u></b>	:	Swellendam Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeric and literacy skills. Inherent requirement of the job: Physically fit to handle heavy boxes and equipment. Competencies (knowledge/skills): Good communication and interpersonal skills. Knowledge of Basic SCM rules and regulations according to stock control. High level of excellence and accuracy in work.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Keep Bin Cards Up to date. Cleaning of shelves and general stores area as well as yard around stores. Distribution and delivery of stock to all departments of Swellendam and Cape Agulhas Sub District. Maintain stock levels on shelves. Responsible for the safekeeping of all stock in the stores and on shelves according to SCM prescripts and regulations. Assist Store Clerk with pick and unpacking of store stock. Assist with unloading of delivery vehicles when necessary. Provide effective support to supervisor and colleagues.
<b><u>ENQUIRIES</u></b>	:	Mr N Elias Tel No: (028) 514- 8400
<b><u>APPLICATIONS</u></b>	:	The Director: Overberg District Office, Private Bag X07, Caledon, 7230.
<b><u>FOR ATTENTION</u></b>	:	Mr E Sass
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	27 June 2022