



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 46 OF 2018
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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).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

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

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DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to Private Bag X529 Middelburg, EC, 5900 or hand deliver at the Security Gate of the Grootfontein College of Agriculture, Middelburg, EC.
- CLOSING DATE** : 30 November 2018
- NOTE** : It is the Department's intention to promote equity through the filling of posts, according to set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at <http://www.daff.co.za/daaDev/doc/Z83.pdf> which must be signed and dated (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver's license (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). 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 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, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make appointment(s) to the advertised post(s). Applications submitted via e-mail, must be legible and must include the post title and reference number in the subject line and a scanned, signed and dated Z83 form (a Z83 form without a physical signature and date will disqualify an application) together with all relevant documents as indicated above. People living with disabilities are encouraged to apply. The Department will not be held liable for any illegible documents.

OTHER POSTS

- POST 46/01** : **STATE VETERINARIAN REF NO: 6/2018**
Directorate: Grootfontein Agricultural Development Institute
- SALARY** : R697 011 per annum (All-inclusive package)
- CENTRE** : Grootfontein Agricultural Development Institute, Middelburg, Eastern Cape
- REQUIREMENTS** : Applicants must be in possession of a B.VSc and a Valid Driver's Licence. Relevant experience. Good planning, liaison, sound communication (verbal and written) and interpersonal relations skills. Computer literacy in MS Office. Formal training and presentation skills / facilitation skills and must have the ability to work independently.
- DUTIES** : The incumbent will be responsible to provide veterinary services, training, farmer support, advice and research in the field of Animal Health to clients of the institute in the sheep and goat producing areas of South Africa. The incumbent will be responsible to oversee and manage animal health and welfare of the institution's livestock herds which would inter alia, include the following: develop and approve animal health programs to follow in the different flocks and herds; perform surgical procedures on livestock as required for research projects; perform routine reproductive procedures such as laparoscopic insemination and embryo transfers as required by the institute's livestock projects; diagnose and treat sick animals; perform post mortems on animals that die and issue death certificates; monitor compliance with regard to all animal health related matters; perform inspections

on animals and carcasses of animals slaughtered in the institutions abattoir; serve on the Animal Welfare committee of the institution and liaise with animal welfare organisations; He/she will also oversee the development and implementation of the academic curriculum in Animal Health with specific reference to sheep and goats including: determination of the training needs of clients and industrial role players; identification of gaps in the curriculum and reviewing and developing appropriate interventions; peer reviewing of study material. Furthermore, the incumbent will also conduct classes including: preparation of practical and theoretical lecturing material and study aids; presentation of lectures and tutorials; compilation of question papers and memorandums for assessments; invigilation during exams and test; supporting students through an advisory and consultative role. He/she will also present short courses / vocational training inclusive of: liaison with stakeholders and clients; preparation of practical material and study aids; presentation of practical classes; practical assessment; provisioning of oversight, guidance, mentoring and assistance to students in the planning and management of student production units. Additionally, he/she will also perform duties such as: conducting of applied research; provisioning extension support to the community and farmers; inputting into policy development; performing of administrative and extracurricular functions; serving on various committees; undertaking continuous professional development and participate in staff training activities.

ENQUIRIES : Mr. T Cebani Tel No: (049) 802 6725
NOTE : In terms of the departmental employment equity target, priority will be given to African male and females as well as Coloured and Indian females and People living with disabilities.

POST 46/02 : **SENIOR AGRICULTURAL SCIENTIST (LECTURER) REF NO: 5/2018**
 Directorate: Grootfontein Agricultural Development Institute

SALARY : R356 289 per annum
CENTRE : Grootfontein Agricultural Development Institute, Middelburg, Eastern Cape
REQUIREMENTS : Applicants must be in possession of an appropriate B-degree in Agriculture at NQF Level 8 and a Valid Driver's Licence. Extensive relevant experience; Good planning, liaison, sound communication (verbal and written) and interpersonal relations skills. Computer literacy in MS Office. Formal training and presentation skills / facilitation skills and must have the ability to work independently.

DUTIES : The incumbent will be responsible to ensure the presentation of practical and theoretical classes/courses in the field of Animal Science to students and other role players in agriculture. Oversee the development and implementation of the academic curriculum in Animal Science with specific reference to wool sheep and wool theory and practice including determination of the training needs of clients and industrial role players; identification of gaps in the curriculum and reviewing and developing appropriate interventions; peer reviewing of study material. The incumbent will also conduct/present classes including preparation of practical and theoretical lecturing material and study aids; presentation of lectures and tutorials; compilation of question papers and memorandums for assessments; invigilation during exams and tests; supporting students through an advisory and consultative role. Furthermore, the incumbent will present short courses / vocational training inclusive of liaison with stakeholders and clients; preparation of practical material and study aids; presentation of practical classes; practical assessment; provisioning of oversight, guidance, mentoring and assistance to students in the planning and management of student production units. Additionally, he/she will also perform duties such as conducting of applied research; provisioning extension support to the community and farmers; compile reports as required; provide inputs and proposals to functional policies; comply with the Public Service prescripts; give inputs for budget planning purposes.

ENQUIRIES : Mr. T Cebani Tel No: (049) 802 6725
NOTE : In terms of the departmental employment equity target, priority will be given to African male and females and People living with disabilities.

<u>POST 46/03</u>	:	<u>AGRICULTURAL TRAINING OFFICER REF NO: 4/2018</u> Directorate: Grootfontein Agricultural Development Institute
<u>SALARY</u>	:	R299 709 per annum
<u>CENTRE</u>	:	Grootfontein Agricultural Development Institute, Middelburg, Eastern Cape
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Diploma in Agriculture with specialisation in Wool & Mohair and a valid Driver's Licence. Good planning, liaison, sound communication (verbal and written) and interpersonal relations skills. Computer literacy in MS Office. Good presentations skills and must have the ability to work independently.
<u>DUTIES</u>	:	The incumbent will render and co-ordinate practical and related theoretical agricultural training in the field of sheep farming and wool classing to the Higher Education program students at Grootfontein and to the Further Education and Training program students. The incumbent will be responsible to provide practical training to students inclusive of planning, designing and reviewing of training material; developing and preparing lesson plans and study guides; presenting practical sessions and courses; developing/compiling assessment papers and material; finalizing evaluation of students and evaluating results within the specified time-frame; ensuring that material related to the practical training are available for training purposes; assisting with the invigilation of tests and examinations; managing a student production unit by giving guidance to students and assessment of the unit. The incumbent will further liaise with other relevant role-players which could include initiatives/ processes to assist in ensuring that quality practical training can be provided to students; representing Grootfontein on small stock committees to promote the College as leading small stock institution; provisioning extension support to the community and farmers. He/she will also be required to assist with extracurricular student activities such as sport and tours; to compile report; to provide inputs to functional policies; to comply with Public Service prescripts; and to give inputs for budget planning purposes.
<u>ENQUIRIES</u>	:	Mr H Greeff Tel No: (049) 802 5700
<u>NOTE</u>	:	In terms of the departmental employment equity target, priority will be given to African male and females and People living with disabilities.

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of this post and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 **or via** hand-delivery to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION NOTE** : Ms J Masipa/Ms N Monyela
- : Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with short-listed applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not considered.

MANAGEMENT ECHELON

- POST 46/04** : **DEPUTY DIRECTOR-GENERAL: INFRASTRUCTURE REF NO: DBE/DDGI/01**
Branch: Accelerated School Infrastructure Delivery Initiative (ASIDI)
- SALARY CENTRE REQUIREMENTS** : R1 446 378 per annum (All- Inclusive remuneration package)
: Pretoria
: An undergraduate qualification (NQF level 7) in the built environment (e.g. Engineer, Architect, or Quantity Surveyor) and post graduate qualifications as recognised by SAQA. At least 10 years of experience being active in the relevant professional field; Member of a Professional Body for the relevant area of expertise; Registered as a Professional Practitioner with the relevant Professional Body; Qualification as a Professional Project Manager; A minimum of 8-10 years at Senior Management level. Proven track record of effectively managing a number of infrastructure projects simultaneously; proven track record of managing project teams. The suitable candidate must have: Ability to organise and direct groups of professionals in the built environment sector. Construction programme and project management skills. Advanced knowledge of built environment prescripts and legislation, e.g Building regulations, CIDB prescripts, construction procurement, practice notes, contract management etc and experience in the planning and execution of capital infrastructure projects, and government prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations. Excellent networking, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. A valid driver's license and advanced computer skills.
- DUTIES** : The successful incumbent will be directly accountable to the Director General for the realisation of Government priorities related to the implementation of the infrastructure programme. Manage the implementation of the Accelerated School Infrastructure Delivery Initiative; Manage the planning, and monitoring of the Provincial Infrastructure Programme implemented through the Education Infrastructure Grant and the Equitable Share portion; Ensure operational efficiencies and strategic outputs of the unit. Oversee the development, implementation and monitoring of programmes in line with organisational policies. Ensure sound financial management and application of good corporate governance principles. Specific deliverables include the following: Manage the implementation of the ASIDI programme to ensure acceptable audit outcomes and achievement of set targets, including the management of implementing agents; Finalisation and implementation of the infrastructure Norms and Standards and the achievement of targets articulated therein. Provide strategic leadership and

manage the planning, financing, delivery, maintenance and monitoring of infrastructure provision and resourcing (including provision of school furniture, equipment and scholar transport) of schools in the sector. Implementation of the sector wide school maintenance programme. Ensure alignment between national and provincial infrastructure priorities and ensure a healthy working relationship with provinces. Develop and manage strategies, policies, systems and plans related to infrastructure programmes in the sector. Manage the delivery of the infrastructure projects/programmes through interaction with and monitoring / oversight of the Implementation Agent(s) as well as the management of the Strategic Integrated Project 13 of the PICC.

ENQUIRIES : Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294
NOTE : The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Applicants must have a valid driver's license and be willing to travel extensively. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CLOSING DATE : 30 November 2018

POST 46/05 : **DIRECTOR: INCLUSIVE EDUCATION (IE) REF NO: DBE/DIE/02**
Branch: Curriculum Policy, Support and Monitoring
Directorate: Inclusive Education (IE)

SALARY : R1 005 063 per annum (All inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised Bachelor's degree or an undergraduate qualification (NQF level 7) as recognized by SAQA. A master's degree in the related field of study will be an added advantage. At least 5 years' experience at managerial level in the inclusive education environment, providing specialist services in areas of curriculum development and assessment, experience in the development of individual support plans, in-depth knowledge and understanding of early identification and addressing of barriers to learning, inclusive pedagogy, whole school change towards inclusivity, and structuring of transversal support at district and school levels; knowledge of and understanding of the relevant education policies and legislation including Education White Paper 6. Strong analytical, verbal and written communication skills, project management and computer skills are essential. Ability to work under pressure to meet deadlines whilst providing leadership to a team is critical. Good general management skills. A thorough understanding of and experience in all processes involved in project management. The ability to coordinate and manage the finances of the directorate in line with PFMA and procurement processes. Good and functional knowledge of Government prescripts, knowledge of Monitoring, Evaluation and Reporting systems and processes and project management. Planning and organising skills, Strong leadership, advanced computer skills. Good interpersonal relations and the ability to handle pressure. A valid driver's licence.

DUTIES : The Management and the Administration of the Directorate. The Implementation of the National Strategy for Learner Attainment (NSLA). The implementation of the Screening, Identification, Assessment and Support (SIAS) Policy and Curriculum Differentiation. Curriculum development and implementation including but not limited to South African Sign Language (SASL) CAPS, the Technical Occupational Stream and CAPS for Grades R-5. Managing the implementation of the Policy and Learning Programme for Children/Learners with Severe to Profound Intellectual Disability (C/LSPID). Managing the implementation of the Policy on Home Education. Providing leadership in the establishment and effective functionality of support structures at district (District-based Support Teams) and school level (School-based Support Teams) while measuring their impact. Providing leadership and management of the progressive designation of full Service Schools as well as

Special School Resource Centres and providing leadership and management in the implementation of the Policy on Accommodations and Concessions and Provide strategic leadership in terms of stakeholder engagement in the sector. Strategic Integrated Project 13 of the PICC.

- ENQUIRIES** : Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294
NOTE : All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.
- CLOSING DATE** : 30 November 2018
- POST 46/06** : **DIRECTOR: CONTINUING PROFESSIONAL TEACHER DEVELOPMENT (CPTD) REF NO: DBE/DCPTD/03**
Branch: Teachers, Education Human Resources and Institutional Development
Directorate: Continuing Professional Teacher Development (CPTD)
- SALARY** : R1 005 063 per annum (All inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised Bachelor's Degree an undergraduate qualification (NQF level 7) as recognized by SAQA. A relevant post-graduate qualification will serve as an advantage. Extensive 5 senior managerial experience in the field. Good communication (verbal and written) skills and computer literacy are essential. Extensive experience in curriculum and teacher development is a prerequisite. Should be a strategic thinker who has the ability to lead within a diverse environment. Should be able to work under pressure. In addition, applicants must have. The ability to maintain sound interpersonal relations. Knowledge of administrative procedures, the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations applicable to the Public Service. A good understanding of the Sector.
- DUTIES** : Managing and developing innovative and effective teacher development system and programme. Driving the Continuing Professional teacher development (CPTD) management system. Developing continuing professional development courses that are pedagogically sound and content rich. Developing and maintaining an ICT platform to make quality professional development opportunities accessible to all teachers. Monitoring and evaluation of the impact and efficacy of the teacher development initiatives. Communicating improved teacher development strategies and practices. Providing strategic leadership to staff and developing annual plans. Managing the finances of the Directorate in line with the Public Finance Management Act.
- ENQUIRIES** : Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294
NOTE : All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.
- CLOSING DATE** : 30 November 2018

- POST 46/07** : **DIRECTOR: QUALITY LEARNING AND TEACHING CAMPAIGN (QLTC) REF NO: DBE/DQLTC/04**
 Branch: Ministerial Services
 Directorate: Quality Learning and Teaching Campaign (QLTC)
- SALARY CENTRE REQUIREMENTS** : R1 005 063 per annum (All inclusive remuneration package)
 : Pretoria
 : An appropriate recognised Bachelor's Degree or an undergraduate qualification (NQF level 7) as recognised by SAQA; At least 5 years' experience at senior managerial level. Experience in the Education field is essential. Process competencies: Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client orientation and Customer focus, Communication skills. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management. The candidate must be confident, trustworthy, accurate, adaptable and diplomatic. Applicants must have a valid driver's license and be willing to travel extensively.
- DUTIES** : The appointee will: establish and empower all-inclusive functional QLTC structures at all levels i.e Provinces, Districts, Schools (including the mobilisation of communities and stakeholders. Facilitate the adoption of schools under the Adopt a school programme (NEDLAC Accord). Strive towards ensuring adherence to the non-negotiable and the TTT's by teachers, officials, learners and parents. Support, monitor and report on the progress of the underperforming schools and Districts. Strive towards the creation of labour peace and the speedy resolution of dispute amongst parties at all levels including ELRC. Timeously alert the Chief Director of any emerging factors that could preclude the achievement of any of the performance agreement undertakings, including the contingency measures that he/she proposes to take to ensure the impact of such deviation from the original agreement is minimised. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Discuss and thereafter document for the record and future use any revision of targets as necessary as well as progress made towards the achievement of performance agreement measures.
- ENQUIRIES NOTE** : Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294
 : All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.
- CLOSING DATE** : 30 November 2018

OTHER POST

- POST 46/08** : **DEPUTY DIRECTOR REF NO: DBE/54/2018 (X3 POSTS)**
 Branch: Curriculum Policy, Support and Monitoring
 Directorate: Curriculum Innovation and E-Learning
- SALARY CENTRE REQUIREMENTS** : R826 053 per annum (All-Inclusive remuneration package)
 : Pretoria
 : An appropriate recognised Bachelor's degree or equivalent qualification at least Four (4) years' relevant experience at supervisory level in e-learning implementation. All applicants must submit a motivation letter with their applications. Knowledge of ICT at the level of classroom practice is very important for this post. A clear understanding of the role of Information and Communication Technologies (ICT) in education and its implementation thereof are critical for the post, while a postgraduate qualification in e-learning or related studies. The candidate must have: Excellent analysis and formulation skills. A good understanding and knowledge of national education policy, legislation and

regulatory environment particularly the White Paper on e-Education (2004). He/she must have a clear understanding of the DBE's Action Plan, the South African Education and Training System and the implementation of the National Curriculum Statement. An exceptional understanding of ICT in Education, infrastructure and connectivity issues, e-learning, knowledge management and information strategies for education. He/she must have extensive knowledge of, and insight into relevant policies, policy formulation processes and monitoring in terms of ICT and curriculum implementation. Good understanding of quantitative and qualitative research methodology. The successful candidate must further have a valid driver's licence, advance computer utilisation and good communication (both written and verbal) skills. The successful candidate must be adaptable, disciplined, innovative, self-confident, work independently and must be able to work with a team. The post is focuses on: Relationship management, monitoring and support to provinces in the implementation of ICT in Education. This person must therefore have a sound knowledge and understanding of hardware, software, connectivity, ICT professional development and issues related to e-content as well as provincial implementation of ICT in Education. The person will also have to drive the research agenda of ICT in Education for the Department of Basic Education which includes research in ICT professional development, ICT infrastructure, digital content, connectivity, new technologies, impact of ICT on teaching and learning implementation models and strategies and the development of supporting guidelines.

- DUTIES** : He/she will be required to: Analyse policies related to the integration of ICT in Education, develop ICT in Education strategies to be implemented in provinces, develop frameworks/guidelines for the co-ordination and support to provinces in terms of ICT integration in educational setting.
- ENQUIRIES** : Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294
- NOTE** : Shortlisted candidates may be required to do a practical test on e-Learning practices prior to the interview.
- CLOSING DATE** : 07 December 2018

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 07 December 2018 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 46/09** : **ASSISTANT DIRECTOR (LABOUR RELATIONS, EQUAL OPPORTUNITIES AND PERSONNEL SEPARATION REF NO: DI/28/01/18)**
Directorate Intelligence Support HR
- SALARY** : R356 289 563 per annum (Level 09)
- CENTRE** : Defence Intelligence, Pretoria.
- REQUIREMENTS** : BA Degree /National Diploma NQF 06/07 preferably in Personnel/HR Management or Industrial Psychology as well as 3-5 years' experience. Industrial Psychology as a major subject may also apply. Special requirements (skills needed): Computer literate, English, written verbal communication. Analytical ability. Presentation skills. Managerial skills. Mathematical ability. Problem solving ability. Physical skills capability. Valid code bravo (08) drivers licence. Must be able to obtain Secret Security Clearance within a year.
- DUTIES** : Establish a Base Advice Centre and provide Personnel Support in respect of Labour Relations Services, Equal Opportunities and Service Relations and Personnel Separation. Must be able to give advice of a specialist nature to colleagues/staff of Defence Intelligence on policies and strategies. Assist Chief of Defence Intelligence and Chief Director Intelligence Support in the investigation and resolution of unlawful discrimination, unfair labour practices and sexual harassment complaints. Give advice on procedural and policy matters to Chief of Defence Intelligence, Chief Directors and Directors regarding Labour Services

Relations, Equal Opportunities and Personnel Separation. Must be able to manage and facilitate disciplinary misconduct and dispute resolution processes. Conduct continues research into applicable policies, analyse and develop strategies to introduce these policies to the benefit of Defence Intelligence.

APPLICATIONS : Department of Defence Intelligence, Private Bag X367, Pretoria, 0001. (278 Madiba Street, Liberty Life Building).

FOR ATTENTION : Ms E. Foster Tel No: (012) 315 -0175

POST 46/10 : **ASSISTANT DIRECTOR VETTING FIELDWORK REF NO: DI/28/02/18**
Directorate: Vetting

SALARY : R356 289 563 per annum (Level 09)
CENTRE : Defence Intelligence, Pretoria.
REQUIREMENTS : BA Degree/National Diploma in Human/Social Science essential, NQF 06/07 (preferable). Applicants with two (2) years' experience in fieldwork or evaluation as well as three (3) years counter intelligence experience may also apply. Special requirements (skills needed): Computer literacy, Ability to analyse information in an objective and decisive manner. Communication skills. Valid code 08 drivers licence. Completion of the Senior Intelligence, Counter Intelligence and Vetting courses will be a recommendation. Essential Experience: Proficient in English (read, write, speak). Must be able to obtain a Top Secret Security Clearance within a year.

DUTIES : Conducting of fieldwork interviews and documentary enquiries in all areas of the region to collect all relevant information necessary to make vetting decisions. Process and reporting of all relevant information. Effective control of all vetting files. Must be able to provide assistance wrt training of new fieldworkers. Must be able to act as supervisor when required. Must be knowledgeable of general managerial principles. Must have knowledge of the policies of Defence Intelligence Division and the broader Intelligence community. Keep record of personal incidents for use in merit assessments. Co-ordinate routine vetting sessions and administrative arrangements. Assist and advice subordinates on analyses, interpretation and reporting. Give formal instruction on different fieldwork techniques, interviewing.

APPLICATIONS : Department of Defence Intelligence, Private Bag X367, Pretoria, 0001. (278 Madiba Street, Liberty Life Building).

FOR ATTENTION : Ms E. Foster Tel No: (012) 315 -0175

POST 46/11 : **PRINCIPAL MILITARY INTELLIGENCE OFFICER (USAGE 2512, 2523, 2524 & 2628) REF NO: DI/28/03/18**
Directorate: Vetting

SALARY : R299 709 per annum (Level 08)
CENTRE : Defence Intelligence, Pretoria
REQUIREMENTS : BA Degree/National Diploma in Human/Social Science essential, NQF 06/07 (Preferable) or alternative courses may also apply. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (Skills needed): Computer literacy, Ability to analyse information in an objective and decisive manner. Communication skills. Valid code 08 drivers licence. Completion of the Senior Intelligence, Counter Intelligence and Vetting courses will be a recommendation. Essential Experience: Proficient in English (read, write, speak). Must be able to obtain a Top Secret Security Clearance within a year.

DUTIES : Conduct vetting fieldwork interviews or vetting evaluation and documentary enquiries in order to collect relevant information to make necessary vetting decisions. Be able to process and report all relevant information which was collected during the interviews. Compiling of all files according to the correct filing sequence. Compare recommendation to existing vetting policy and vetting norms. Evaluate each reference according to own impressions and consider objectivity and reliability. Re-evaluate follow-up fieldwork. Compile monthly statistics. Assist with application and maintenance of an effective administrative system.

APPLICATIONS : Department of Defence Intelligence, Private Bag X367, Pretoria, 0001. (278 Madiba Street, Liberty Life Building).

FOR ATTENTION : Ms E. Foster Tel No: (012) 315 -0175

POST 46/12 : **ADMINISTRATION CLERK; PRODUCTION (USAGE NO 2528, 2529 & 2339)**
REF NO: DI/28/04/18
 Directorate: Vetting

SALARY : R163 563 per annum (Level 05)
CENTRE : Defence Intelligence, Pretoria
REQUIREMENTS : Grade 12/NQF Level 4. Vetting courses will be advantage. Special requirements (skills needed): Controlling and maintaining a vetting administration registry to accommodate confidential, secret and top secret files including the administration of electronic data. Essential Experience: Proficient in English (read, write, speak). Computer Mainframe and Microsoft Office. Must be able to obtain a Top Secret Security Clearance within a year.

DUTIES : Capturing of data obtained from vetting application forms. Maintenance of the EKKA system and the register for security clearance certificates. Sending and receiving of fingerprints and indemnity forms to and from criminal record centre. Distribution of vetting files to different vetting section. Professional answering of telephonic vetting queries. Scrutinising of the DD1057 questionnaires for correctness. Record keeping of all security vetting applications.

APPLICATIONS : Department of Defence, Defence Intelligence, Private Bag X 367, Pretoria, 0001. (278 Madiba Street, Liberty Building).

FOR ATTENTION : Ms T.C. NKopane Tel No: (012) 315-0508

POST 46/13 : **GENERAL STORE ASSISTANT II REF NO NO: DI/28/05/18**

SALARY : R96 549 per annum (Level 02)
CENTRE : Defence Intelligence (SA Defence Intelligence College) (SADIC), Monument Park.
REQUIREMENTS : ABET (L1 - 4). Applicants with prior store assistant experience will be an advantage. Special requirements (Skills needed): Communication and interpersonal skills. Must be physically healthy. Must be able to obtain a confidential security clearance within a year.

DUTIES : Provide a productive service wrt store equipment. Must be familiar with the prescribed fire order (DD19) in the store. Must be familiar with the use of fire extinguishing apparatus. Must be able to ensure that all equipment are received correctly and in good condition. Must be knowledgeable on how to complete register for equipment received and issued. Must ensure that the description of equipment is the same as the equipment being issued. Execute all ad hoc store tasks as issued by order.

APPLICATIONS : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park, 0105. (208 Johann Rissik Drive, Waterkloof Ridge).

FOR ATTENTION : Capt M.A. Ramaboea Tel No: (012) 315-0959.

POST 46/14 : **ACCOMMODATION CLEANER II REF NO: DI/28/06/18**

SALARY : R96 549 per annum (Level 02)
CENTRE : Defence Intelligence (SA Defence Intelligence College) (SADIC), Monument Park.
REQUIREMENTS : ABET (L1 - 4). Applicants with prior store assistant experience will be an advantage. Special requirements (Skills needed): Communication and interpersonal skills. Must be physically healthy. Must be able to obtain a confidential security clearance within a year.

DUTIES : Clean official accommodation, offices, lounges, bars, vehicles, dining halls and TV rooms which include the mopping and polishing of corridors vacuum of carpets and the washing of windows. Cleaning of kitchens and ablution facilities. Execute all ad hoc cleaning tasks as issued by order.

APPLICATIONS : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park, 0105. (208 Johann Rissik Drive, Waterkloof Ridge).

FOR ATTENTION : Capt M.A. Ramaboea Tel No: (012) 315-0959.

POST 46/15 : **FOOD SERVICE AID WORKER (USAGE NO 2893, 2896, & 2897) REF NO: DI/28/07/18 (3X POSTS)**

SALARY : R96 549 per annum (Level 02)

CENTRE : Defence Intelligence (SA Defence Intelligence College) (SADIC), Monument Park.

REQUIREMENTS : ABET (L1-4). Applicants with prior cooking experience will be an advantage. Special requirements (skills needed): Communication and interpersonal skills. Must be physically healthy. Must be able to obtain a confidential security clearance within a year.

DUTIES : Provide food handling and cleaning services to the guest housing section. Must be able to keep kitchens in a hygienic condition and ensure that all utensils and equipment are clean and food ready to be cooked. Must be able to prepare food products and the setting of tables. Must be able to prepare food on a large scale. Ensure safety awareness with the use of all electrical equipment on all tasks. Daily removal of kitchen refuse. Cleaning of kitchen environment. Execute all ad hoc kitchen tasks as issued by order.

APPLICATIONS : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park, 0105. (208 Johann Rissik Drive, Waterkloof Ridge).

FOR ATTENTION : Capt M.A. Ramaboea Tel No: (012) 315-0959.

DEPARTMENT OF ENERGY

- APPLICATIONS** : The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)
- FOR ATTENTION** : Mr. D Mbhokota/ Mr. T Kekana/ Mr. Peter Ndlovu
- CLOSING DATE** : 30 November 2018
- NOTE** : Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. NB email or fax applications will not be accepted.
- ERRATUM:** Kindly note that the post of Personal Assistant: Chief Director: Finance and Supply Chain Management advertised in Public Service Vacancy Circular 45 dated 09 November 2018, has been withdrawn. We apologise for the inconvenience caused.

OTHER POST

- POST 46/16** : **PERSONAL ASSISTANT TO THE DDG: ENERGY POLICY AND PLANNING**
- SALARY** : R242 475 per annum (Level 07)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma in Office Administration/ Office Management and Technology/ Public Administration coupled with one (1) year relevant experience before or after qualification was obtained. Plus the following competencies Knowledge of: Relevant Legislation/policies/prescripts and procedures, basic knowledge on financial administration. Skills: Excellent Interpersonal skills, Minute taking, Good telephone etiquette, exceptional organising and planning skills, ability to work independently and under pressure and in a team, Time management and pro-activeness, problem solving skills and results orientated, computer literacy (Microsoft Word, PowerPoint, Email, Internet and Excel). Communication: Good verbal and written skills. Creativity: Analytical, Information evaluation, Decision Making, Conceptual thinking, ability to do research and analyse documents and situation.
- DUTIES** : Provide secretariat/Personal assistant services to the manager. Render administrative support services. Provide support to the manager regarding meetings. Support the manager with the administration of the manager's budget. Studies the relevant public service and departmental prescripts/ policies and other documents and ensure that the applications thereof are understood properly.
- ENQUIRIES** : Ms. N Direro ☎012 406 7680

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM

GCIS is an equal opportunity employer and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference. Applicants with disabilities are welcome to apply

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimoseiso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 30 November 2018
- NOTE** : Applications must be submitted with Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. "The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance". All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. (Criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

- POST 46/17** : **CHIEF DIRECTOR: EDITOR IN CHIEF-REF NO: 3 3/1/5/1-18/36**
Chief Directorate: Products and Platforms
(6 months contract)
- SALARY** : All-inclusive salary package of R1 189 338 per annum (Level 14)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate three year Bachelor's Degree (NQF level 7) in the field of Communication/Journalism, International Relations or Political Science with strong management skill or related area; a post graduate qualification will be an added advantage. Experience At least 5 years proven experience in a senior managerial position in Content Management. Experienced manager with good management skills. Excellent writing skills for the media, online and promotional materials. Sound editorial and government content development. Strategic communicator with sound understanding of government work and its operations. Sound understanding of government policies and programmes. Sound understanding of the Political landscape in South Africa. Knowledge of electronic media coverage. Understanding of the communication landscape and interest in media and communication trends including research.
- DUTIES** : The successful candidate will lead the development of quality content for the GCIS and government programmes. Manage the content plan and development for the government programmes. Oversee the editorial and production functions for government news agency SA News. Lead the design and development of print and online products. Ensure the growth and effective use of social media

government account. Management content for the government and GCIS online presence. Develop annual communication strategy and plan to guide the government communication programme. Give strategic leadership and management to the Chief Directorate. Manage financial, human resources and administrative functions of the Chief Directorate.

ENQUIRIES : Ms T Carrim. Tel No: (012) 473 0298
NOTE : Preference will be given to African male/female

OTHER POSTS

POST 46/18 : **ASSISTANT DIRECTOR: PROVINCIAL LIASON –REF NO: 3 3/1/5/1-18/43**

SALARY : Commencing salary of R356 289 per annum (Level 09)
CENTRE : Durban (KwaZulu-Natal Provincial Office)
REQUIREMENTS : Applicants should be in possession of an appropriate three (3) year Degree (NQF Level 7) or National Diploma (NQF Level 6) in Communications or related qualification. Experience: Three (3) years' relevant experience in the communication and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level. The applicant should have knowledge of communication disciplines, including media liaison, research and development. The applicant must also have an understanding of development communication and knowledge of the KwaZulu-Natal Province. The applicant must be computer literate. A valid driver's licence is a prerequisite, as the work involves extensive travelling. Some knowledge of administration and finance is also required.

DUTIES : The successful candidate will be required to provide support in overseeing the work of the Provincial Office. Serve as the Sub-project desk for information management in the Provincial Office. Support the Deputy Director: Liaison in coordinating the implementation of projects and the monitoring and evaluation of work done by district based Regional Communication Coordinators /Senior Communication Officers. Oversee the functioning of information resource centres in the Provincial and District offices. Quality assures the corporate and branding identity of government information products. Oversee the management of the distribution function in the GCIS Provincial and District offices. The candidate will be responsible for the monitoring and evaluation of the work of the GCIS in KwaZulu-Natal including desktop research duties and impact assessments. Develop and maintain all Social media platforms for the Province.

ENQUIRIES : Ms N Mngadi: Tel No: 031 3016787
NOTE : Preference will be given to Coloured male/female, Indian male/female, and White male/female.

POST 46/19 : **JUNIOR GRAPHIC DESIGNER- REF NO: 3/1/5/1 – 18/32**
Directorate: Media Production

SALARY : Commencing salary of R196 407 per annum (Level 06)
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in Graphic Design or equivalent related qualification, with at least 2 years relevant experience. The candidate must be proficient in the use of an Apple Macintosh computers, Adobe Illustrator, Photoshop and InDesign. Web, 3-D skills and animation will be an added advantage. He/ she must have strong design skills and thorough knowledge of reprography and printing, good organisational and communication skills, ability to develop creative and innovative design concepts. The applicant must have the ability to work under pressure, willing to work overtime, and meet deadlines. He/ she must have the ability to multi-task and manage priorities in a fast-paced environment, and should be highly motivated with an eye for detail.

DUTIES : The successful incumbent will be required to collaborate with the design manager on the overall look and feel for all design products, work as a graphic designer on various products as per brief, conceptualise and handle visual execution of all design briefs, handle creative jobs from concept through to print, provide comprehensive briefs to photographers, liaise with clients, reproduction houses, advertisers and printing companies on production.

ENQUIRIES
NOTE

- : Ms Rachel Sekhu Tel No: (012) 473 0254
- : Applicants must submit a portfolio on compact disc or email to Rachel@gcis.gov.za (not bigger than 3MB). Preference will be given to Coloured male/female, Indian male/female, and White male/female.

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag X63, Arcadia, Pretoria, 0001
- FOR ATTENTION** : Mr Lesiba Sehlapelo– Recruitment
- CLOSING DATE** : 30 November 2018, 12H00 No late applications will be considered. No faxed / e-mailed / late applications will be considered.
- NOTE** : Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details, original certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes 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 three (3) 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 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. 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.
- ERRATUM:** Kindly note that the post of Manager: Fraud Prevention with Ref No: MFP/2018/11-1PRA, advertised in Public Service Vacancy Circular 45 dated 09 November 2018, has been withdrawn.

OTHER POST

- POST 46/20** : **SENIOR ADMINISTRATION OFFICER: TRANSFERS, APPOINTMENTS AND TERMINATIONS REF NO: (SAO/TAT/2018/11-1P)**
The purpose of the job is to effectively and efficiently supervise the Transfers, Appointments and Terminations section within GPAA.
- SALARY CENTRE** : R299 709 per annum (basic salary) Level 08
Pretoria Office

REQUIREMENTS

: A recognized 3 year tertiary qualification (at least 360 credits) with three (3) years appropriate proven experience within the Human Resource Management environment, with specific focus on appointments, terminations, transfers and contract administration, of which 1 year is in a supervisory role. Computer literacy in Microsoft packages and PERSAL Knowledge of Public Service Prescripts and Legislations Knowledge of Public Service Regulations Knowledge of Office Administration Knowledge of HR Policies and Procedures Knowledge of Labour Law, EE, Basic Conditions of Employment Knowledge of Public Service Act Knowledge of DPSA Determinations and Regulations. Must be analytical. Problem solving skills. Organizing and coordination, Interpersonal relations. Decision making and good judgement. Negotiation skills. Ability to prioritize urgent and confidential matters. Ability to communicate at all levels Ability to prioritize urgent and confidential matters Deadline driven Customer orientated. Work in a team. Adhering to business ethics. Ability to take responsibility Initiative. Long attention span Strive for excellence. Project management skills. Effective management of internal and external deadlines. Ability to work under pressure. Striving for excellence Objectivity. Accuracy.

DUTIES

: The following core areas of responsibility will apply amongst others: Implement all aspects of appointments, transfers, and terminations, payment of acting allowances, secondment, promotions, translations and administration of contract workers. Supervise that the necessary approval are received before doing appointments, terminations, transfers or resettlement Supervise that all contracts are prepared and provided to contract employees and correctly administered on Persal. Supervise that all relevant documentation is submitted and fully completed and verify documentation when required. Supervise that appointments are done on Persal one week after assumption of duty to ensure new employee receives salary. Ensure that Z102 is correctly captured and submitted within ten working days after last day of service. Ensure the correct and timeous payment of acting allowances. Do transactions on persal. Supervise that resettlement is paid according to the policy and to qualifying officials only Assist in maintaining the organizational structure on Persal. Implement processes and procedures of Human Resource Practices and Administration. Facilitate the adherence to Termination, Appointment and Transfers and other related policies in the GPAA. Facilitate the adherence to Labour Law, EE and Basic Conditions of Employment Act, Public Service Act, Public Service Regulations and DPSA regulations. Render technical advice regarding human resource policy and procedures. Supervision of staff. Allocate work according to skills and competencies. Manage staff performance Develop, train and coach staff Maintain discipline. Provide monthly statistics Ensure that subordinates are informed about changes in work environment or management decisions. General TAT administration processes. Ensure the safekeeping of personal information of GPAA employees in personnel files and/or electronically. Oversee the registry function in the TAT Section. Ensure that all documents are filed and files updated.

ENQUIRIES

: Mr Lesiba Sehlapelo Tel No: 012 399 2710

NOTE

: A position of Senior Administration Officer Transfers Appointments and Terminations is currently available at the Government Pensions Administration Agency. This position will be filled permanently. Employment Equity target for the post is Coloured, White or African male and people with disability. Candidates of the specified groups are encouraged to apply. This position will be filled as a permanent position

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets, Pretoria
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 10 December 2018 @ 12:00 Mid-day
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's licence. (Certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

- POST 46/21** : **DEPUTY DIRECTOR: PHYSICAL SECURITY REF NO: NDOH 57 /2018**
Branch: Corporate Services
Directorate: Security Services
- SALARY** : R697 011 per annum (An all-inclusive remuneration package) [basic salary consists of 70% or 75% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Middle Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma or equivalent NQF 6 qualification in Security Management, Grade A PSIRA Certificate and a State Security Agency (SSA) Managers Course. An Advanced Diploma/ B Tech in Security Management will be an advantage. At least three (3) years' experience at Assistant Director Level in Physical and Information Security. Knowledge of Minimum Physical Security Standards (MPSS), Minimum Information Security Standards (MISS), Information Management, Policy Formulation, Security breaches, Investigations, Security awareness programme, knowledge of events management as well as Occupational Health and Safety Act (OHSA) and Fire Regulations. Good communication (verbal and written), interpersonal, computer (MS Office packages), report writing, conflict resolution and negotiation, auditing, disaster and recovery skills. A valid driver's license.
- DUTIES** : Manage Physical Security to the department, maintain integrated security system, implement access and key control procedures, develop and implement assets control procedures. Manage and provide support to major events, develop and implement safety events management plans, attend plenary meetings and apply event categorization for events. Manage the implementation of Occupational Health and Safety programme, coordinate evacuation drill, implement recommendation for baseline risk assessment, train employees on OHS related matters and develop incident reporting procedures. Manage investigations of

security breaches, conduct investigations on all reported security breaches as well as development of procedure manual for security breaches. Management of risk and audit finding, implement recommendations based on risk assessment and audit findings.

ENQUIRIES : Mr RP Mphilo at (012) 395 9365
NOTE : Preference will be given to male or female Coloured, Indian, White as well as people with disabilities. Media: PSVC and NDOH Website

POST 46/22 : **SECURITY OFFICER REF NO: 56 NDOH /2018 (X3 POSTS)**
Branch: Corporate Services
Directorate: Security Services

SALARY : R136 800 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate (Grade 12) or equivalent NQF4 certificate and Grade C PSIRA certificate. Knowledge of access control procedures, measures for the control and movement of equipment and stores. Knowledge and application of prescribed security procedures such as MISS, MPSS and Protection of Information Act and relevant emergency procedures. Good communication (verbal and written), interpersonal, client services and writing skills.

DUTIES : Perform access control functions including: determine whether visitors have appointments/or the service that the visitor requires, escort visitors to relevant employees/venues where required, etc. Ensure safety in the building and the premises including: undertaking building/premises patrols, apply emergency procedures and alert emergency services and departmental management. Ensure that equipment, documents and stores do not leave or enter the building/premises unauthorized including: completion of the register, ensure that no equipment, stores and assets of the department leave the building unauthorized, inspect vehicles entering and leaving the premises. Ensure all incidents are recorded in the occurrence books/registers.

ENQUIRIES : Mr RP Mphilo at (012) 395 - 9365
NOTE : Preference will be given to male or female applicants from Indian / Coloured / White communities as well as People with Disabilities. Media: PSVC

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(TSHWANE SOUTH TVET COLLEGE)**

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 : Tshwane South TVET College, P O Box 151, Pretoria, 0001 or alternatively, applications can be hand-delivered to the Head Office, 85 Francis Baard Street, Pretoria, 0001

FOR ATTENTION : Human Resource

CLOSING DATE : 30 November 2018

NOTE : Applications must be submitted on form Z83 (available at www.tsc.edu.za, from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A Recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records and your ID Document (certification must be within the last 3 months and no copy of a copy will be allowed). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

ERRATUM: UMFOLOZI TVET COLLEGE: Kindly note that the post of Assistant Director: Human Resource Management & Administration and Development with Ref No: 2018/044 (Re-Advertisement) in Public Service Vacancy Circular 42 dated 19 October 2018; requirement: Five years' experience in the spheres of human resource management, administration and development of which Two years must be in a supervisory position in the Tvet Sector. It should read as follows: Five years' experience in the spheres of human resource management, administration and development of which Two years must be in a supervisory position in the Public Sector and also please note that the closing date has been extended to the 06 December 2018.

OTHER POST

POST 46/23 : **SENIOR ACCOUNTING CLERK: FINANCE REF NO: 05/10/2018**

SALARY : R163 563 per annum plus benefits

CENTRE : Tshwane South TVET College

REQUIREMENTS : Grade 12 (financial related subjects) or NC(V) Level 4) certificate and 2 – 5 years' experience or Grade 12 together with an appropriate three year diploma or an equivalent NQF (level6) qualification plus 0 – 3 years' experience. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office. Knowledge of SAGE evolution will be and added advantage.

DUTIES

: Handling of Petty Cash. Capturing of suppliers invoice on SAGE Evolution. Responsible for preparing payments to the suppliers. Responsible for contract payments, monthly reconciliation of creditor's accounts and compiling age analysis. Prepare remittance for suppliers. Distribution of documents to relevant departments. Handling suppliers queries regarding payments. Assist with Internal and External Auditors requests. Assist the financial manager with ad hoc tasks.

ENQUIRIES

: Ms T Molopyane and Ms L Mmesi Tel No: (012) 401 5000

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.

CLOSING DATE : 03 December 2018
NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where drivers 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

POST 46/24 : **HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: 18/210/HR**

SALARY : R242 475 – R285 630 per annum
CENTRE : National Office, Pretoria
REQUIREMENTS : 3 years relevant Degree or National Diploma in HRM/Development; Knowledge of Skills Development Act, Skills Development Levies Act, Employment Equity Act, SAQA and understanding of SETA functions and requirements; Understanding of principle of Adult learning, Human Resource policies and prescripts; A valid driver's license will be an added advantage. Skills and Competencies: Analytical and decision-making skills; Computer literacy MS Office; Communication skills Verbal and written; Presentation and Facilitations skills; Policy development skills; Problem solving and sound judgment; Self-initiator, innovative.
DUTIES : Key Performance Areas: Provide advice and guidance on development, maintenance, administration of education and training programmes; Develop and maintain implementation of learnerships administration internship and mentorship programmes; Implement policies on education training programmes; Assist in development of Human Resource Development policy and procedures.

ENQUIRIES : Ms. N Joseph ☎ 012 357 8646
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building 329 Pretorius Street, Pretoria.
NOTE : The successful candidate will be required to sign a performance Agreement. People with disability are encouraged to apply

POST 46/25 : **STATE ACCOUNTANT: AUDIT FACILITATION REF NO: 18/56/FS**

SALARY : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE : Regional Office, Bloemfontein

- REQUIREMENTS** : Grade12 plus an appropriate tertiary qualification in finance or audit related fields of study; Relevant experience in finance or related field; Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations and Departmental Financial Instructions; Experience in audit facilitation functions will serve as an advantage; A valid driver's license; Skills and Competencies: Computer literacy (MS Word, Excel, Outlook and Persal; Good communication written and verbal skills; Ability to work correctly, neatly and under pressure; Perusal and analysis of audit reports and management comments; Facilitation and minutes – taking skills.
- DUTIES** : Key Performance Areas: Effectively manage the regional audit process to prevent limitations of scope issues; Arrange and facilitate audit steering committee meetings, including minutes taking and distributions; Exercise quality control over audit responses, collation of responses and ensure signing-off of responses by management prior to submission to Auditors within stipulated time frames; Identify audit issues for incorporation in the annual audit action plans; Manage /facilitate regional audit action plans; Perform monthly audit tests on issues raise in the Audit-General report to ensure corrective measures are implemented to prevent re-occurrence; Visits to offices to conduct inspections in loco on financial and related matters; Any other reasonable services / duties assigned by seniors from time to time.
- ENQUIRIES** : Ms N Dywili ☎ 051 407 1800
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

- APPLICATIONS** : The Judicial Inspectorate for Correctional Services, Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001
- CLOSING DATE** : 30 November 2018
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department or on the internet www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (including Senior Certificate/Matric) and ID-document (Driver's license where applicable) not older than 3 months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Judicial Inspectorate for Correctional Services 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 six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. Judicial Inspectorate reserves the right not to make any appointment(s) to the above/ below posts. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: All costs associated with an application will be borne by the applicant.

OTHER POST

- POST 46/26** : **ADMIN CLERK: HUMAN RESOURCES MANAGEMENT REF NO: JI 90/2018 (X1 POST)**
Directorate: Support Services
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum (Level 05)
: Cape Town
: Applicants must be in possession of a Senior Certificate/Matric or equivalent qualification. 1-3 years' work experience in Human Resource Management. Computer Literate (Word, Excel, PowerPoint, Outlook). Knowledge of HR administration and Persal system is essential. Planning, organizing and negotiation skills. Ability to work under pressure, independently and also as part of a team. Analytical and problem solving skills. Communication and listening skills. Time management skills. Conflict management skills.
- DUTIES** : The successful candidate will be responsible to provide Human Resources administrative support to the Judicial Inspectorate for Correctional Services by managing the leave. Capturing of staff grievances. Managing the process of appointments and resignations of staff members. Administration of staff benefits. Filing, updating of personnel files and Performance Management.
- ENQUIRIES** : Ms. P. Luphuwana, Ms. S Suliman tel No: 021 421 1012

DEPARTMENT OF LABOUR

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

CLOSING DATE : 03 December 2018 at 16:00

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document. [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification (including Senior Certificate), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Certified copy of a copy will not be accepted. Applicants, who do not comply with the above-mentioned requirements / instructions 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, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

POST 46/27 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/8/353**

SALARY : R826 053 per annum (All inclusive)

CENTRE : Labour Centre: Postmasburg

REQUIREMENTS : Three (3) year relevant tertiary qualification in Business / Public Administration / Public /Business Management/ Operations Management / Project Management. Two (2) years management experience. Three (3) years functional experience in business/organisational operations/services. A valid drivers Licence. Knowledge: Public Finance Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer literacy, Conflict Management, Presentation, Interpersonal, Report writing, Leadership, Project management.

DUTIES : Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.

ENQUIRIES : Mr. ZL Albanie Tel No: (053) 838 1500

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand delivered at c/o Pniel & Compound Street, Kimberley

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

POST 46/28 : **PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR4/4/6/18**

SALARY : R444 693 per annum

CENTRE : Provincial Office: Limpopo

REQUIREMENTS : Three years relevant tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. Two (2) years supervisory experience. Two (2) years functional experience in Auditing/ Financial Management. A 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 Contribution Act, Skill Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem solving, Interviewing listening and observation, Innovative, Analytical, Research, Project Management.

DUTIES : Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expert advice on sector specific UIA & COIDA matters. Control the Process that monitor and evaluate impact of UIA & COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Manage the resources within the Inspectorate and Enforcement Unit.

ENQUIRIES : Ms. T Maluleke Tel No: (015) 290 1768

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

FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane

POST 46/29 : **ASSISTANT DIRECTOR: IES REF NO: HR4/4/10/10**

SALARY : R444 693 per annum

CENTRE : Labour Centre: Pretoria

REQUIREMENTS : Three (3) year relevant tertiary qualification in Labour Law/ 4 year Law qualification. Two (2) years supervisory experience. Two (2) years functional experience in Inspection and Enforcement functions. A valid Driver's licence. Knowledge: Departmental Policies and Procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Employment Services Act, Public Service Regulations, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, Unemployment Insurance Contribution Act, Employment Equity Act, Immigration Act, Rules of the Labour Court, Criminal Procedure. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, listening and observation Presentation, Innovative, Analytical, Verbal and written communication.

DUTIES : Manage and monitor quality inspections with the aim of enforcing and ensuring compliance with Labour Legislation. Manage the planning and monitor investigations on reported cases pertaining to contravention of Labour Legislation and enforce as and when necessary including making preparations for and appearing in court as State witness. Provide guidance and manage a proactive (Blitz) inspection programme for compliance with Labour Legislation. Manage and monitor the advocacy campaign on Labour Legislation as per work plan. Compile and consolidate statistical reports on regional, allocated cases and inspections.

ENQUIRIES : Ms. A Phasha Tel No: (012) 309 5050

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

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

NATIONAL SCHOOL OF GOVERNMENT (NSG)

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



- APPLICATIONS** : To apply online visit the NSG website Careers or use the following link: <https://www.thensg.gov.za/application-for-employment/> or posts the application to: National School of Government, Private Bag X759, Pretoria, 0001 by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted.
- FOR ATTENTION** : Ms L Raseroka, HR Unit, National School of Government
- CLOSING DATE** : 30 November 2018 @ 16h00
- NOTE** : Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates will be required to submit certified copies of their identity document and qualifications before the interviews. During the interview the shortlisted candidates might be required to write a technical exercise test that is relevant to the post. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only. Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. In terms of the employment equity targets, preference will be given to African Males, Coloured Males and people with disabilities. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution.

OTHER POST

- POST 46/30** : **DEPUTY DIRECTOR: INDUCTION REF NO: NSG 08/2018**
Chief Directorate: Induction
- SALARY** : commencing at R697 011 per annum (Level 11) (An inclusive remuneration package), comprising basic salary (70%75% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant Degree/Diploma. 3-5 years relevant experience in Human Resources Management, Development or Public Administration. Good project and people management skills. Ability to deliver within time frames as reflected in project plans. Good communication and liaison skills. Demonstrated ability to communicate at all levels. Report writing skills. Research skills. Planning and time management Analytical skills, problem-solving skills. Monitoring and Evaluation skills. Negotiation skills. Team work. Client orientation and customer focus skills. Change management skills. Good written and verbal skills; A good theoretical and practical knowledge of managing induction training projects on a large scale; knowledge of a range of methodologies for training and learning; good administration and management skills; project management capability; ability to write project proposals; ability to manage and track training projects, knowledge of procurement and Finance procedures; Computer literacy in Microsoft Office suite. Knowledge of curriculum design and development. Professionalism. Confidence, Integrity, Ethical, Diplomacy, Assertiveness, Resilience, Flexibility and zeal.

DUTIES

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

ENQUIRIES

: Ms L Lapan Tel No: (012) 441-6088
: In connection with the applications kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo Tel No: (012) 441-6017

NATIONAL TREASURY

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or to the e-mail address mentioned below.
- CLOSING DATE** : 30 November 2018 at 12:00
- NOTE** : Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. No late applications will be accepted. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. The National Treasury reserves the right not fill the below-mentioned posts.

OTHER POST

- POST 46/31** : **SENIOR ECONOMIST: DEMAND ANALYSIS REF NO: S072/2018**
Purpose: Conduct research on trends in aggregate demand (consumption & investment), inflation and the exchange rate to inform sound policy advice on macroeconomic issues and as inputs into the economic framework for the MTBPS and the Budget.
Division: Economic Policy (EP)
- SALARY CENTRE REQUIREMENTS** : R826 053 per annum (all-inclusive remuneration package)
: Pretoria
: A Degree in Economics/ Development Economics as recognised by SAQA, A minimum of 4 years' experience in policy analysis and principles of research methodology, Experience in research and analysis of economic trends and principles, Knowledge of South African economic trends and sources of data and information.
- DUTIES** : Conduct research on aggregate demand, inflation and the exchange rate: Provide write-ups of developments in the SA economy disseminated to relevant units in National Treasury with specific focus on monthly inflation reports, credit extension, consumer demand, and research on savings and investment, Provide inputs into memorandums to the Minister and DG on recent economic developments in the economy, Contribute to relevant sections of Chapter 2 of the Budget Review and MTBPS on recent developments in the economy, Conduct research on issues related to aggregate demand, inflation and the exchange rate for the use of the National Treasury Develop and maintain a database of information: Update an extensive database to inform research and respond to requests from other divisions in National Treasury and other departments, Provide data in user-friendly format to users in National Treasury upon request, Develop and maintain a database of information relevant to the research subject area e.g. Consumer demand, investment, inflation, wages, expectations, exchange rates Qualitative commentary and assessment of research on SA economic issues: Comment on IMF Article IV reports and policy papers, reports by ratings agencies, OECD economic assessments and relevant academic research, Accompany IMF and OECD to meetings during annual missions, Contribute to qualitative comment and assessment of research on relevant SA economic issues Stakeholder Engagement, Participate in divisional policy seminars and assumptions meetings Policy Analysis and Development: Provide inputs into speeches, presentations

and memorandums, Compile research papers on relevant issues, Attend and participate in seminars on economic trends, Assist in the development of inputs & responses for, briefing notes, parliamentary questions & letters.

APPLICATIONS

: National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.ep@treasury.gov.za, please state reference number and title of position on the subject line of the email

ENQUIRIES

: Ms Caroline Modibane Tel No: 012 315 5092

OFFICE OF THE CHIEF JUSTICE

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

- APPLICATIONS** : **Eastern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X1, Vincent, 5247, East London, or hand deliver applications to, Office of the Chief Justice, Provincial Service Centre, 59 Western Avenue, Sanlam Park Building, 2nd Floor Vincent, East London. Enquiries: Mr S Mponzo (043) 726 5217
Western Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X9020, Cape Town 8000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, Cape Town. Enquiries: Ms M Baker (021) 469 4000
KwaZulu-Natal: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban. Enquiries: Ms L Marrie (031) 372 3164
Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Streets, Bloemfontein, 9301. Enquiries: Ms MA Luthuli/ Ms N De La Rey (051) 406 8100
Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 or hand deliver applications to the High Court, Sol Plaatje Drive, Room B107, Kimberley. Enquiries: Ms S Ruthven (053) 807 2733
Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Cnr Pritchard and Kris Street, Johannesburg. Enquiries: Ms T Mbalekwa (011) 335-0404
- CLOSING DATE** : 30 November 2018
- NOTE** : Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted.

OTHER POSTS

- POST 46/32** : **LAW RESEARCHER REF NO: 2018330/OCJ**
(3 Year Contract)
- SALARY** : R356 289 – R419 679 per annum
- CENTRE** : Gauteng Division: Pretoria
- REQUIREMENTS** : A four (4) year legal qualification. A minimum of 1 years' post-qualification work experience in legal research. Knowledge of electronic information resource and online retrieval. Skills and Competencies: Excellent communication skills (verbal

and written); Computer literacy, research capabilities, Administrative and organizational skills. Problem solving and planning skills, Decision making skills and time management skills Customer service orientated and assertiveness. Attention to detail, initiative, ability to remain calm, work under pressure and meet deadlines. Problem solving skills, maintaining positive interpersonal relations and be decisive where appropriate.

DUTIES : Conduct legal research as directed by Judges. Maintain a repository of research products. Ensure the effective and efficient use of legal materials allocated to the court. Proofreading and citation checking of all draft judgements. Prepare draft speeches and / or papers for local and international conferences where so requested. Alert Judges of new developments in the law.

NOTE : The successful candidate will be required to sign a performance agreement.

POST 46/33 : **ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 2018/331/OCJ**

SALARY : R356 289 – R419 679 per annum
CENTRE : Free State Provincial Centre: Bloemfontein
REQUIREMENTS : A three year National Diploma / Bachelor Degree in Security Management or Risk Management on NQF level 6 plus a minimum of three years' experience in the security environment, Grade A State Security Agency Course, Sound knowledge of PAIA, MISS, OHSA, Protection of Information Act, Access to Public Premises and Vehicles; Computer Literacy; Valid driver's licence.

DUTIES : Provide security advisory services to Management and maintain security value adding consultancy; ensure implementation of the OCJ Security Policy; Development of security procedural guidelines; manage matters related to integrity management and investigate security breaches; ensure that physical security measures are in place by providing physical security infrastructure and key controls; manage contracted security service provider and ensure compliance with the service level agreement; evaluation and optimization of the implementation of appropriate security measures and procedures; the development and implementation of training and awareness programmes; ensure compliance with Occupational Health and Safety Act; interaction with security-related and relevant authorities.

NOTE : The successful candidate will be required to sign a performance agreement

POST 46/34 : **ASSISTANT DIRECTOR: STATISTICAL ANALYSIS AND REPORTING REF NO: 2018/332/OCJ**

SALARY : R356 289 – R419 679 per annum
CENTRE : Gauteng Provincial Service Centre
REQUIREMENTS : Grade 12 and a three year National Diploma or Degree in Statistics or equivalent qualification; a minimum of 3 years' experience in statistical analyses; A valid driver's licence. Skills and competencies. Analytical skills; Communication skills (verbal and written); Computer skills (MS office, SPSS and SAS software); Project management; Interpersonal skills; Numerical skills; Ability to work under pressure and decision making skills.

DUTIES : Design and develop data collection system and survey instruments; Capture available data from source documents as requested; Process information and data from a specific division of the High Court; Collate, analyse and interpret statistics and prepare a report for the Judge President; Analyse data by identifying trends and patterns specific to the Division; Make recommendations based on the analysis of statistics for a specific division; Produce first line reports that are practical, accurate and reliable; create and maintain a database on a monthly, quarterly bi-annual and annual basis for the Division; Verify the data obtained from sources (sub- offices); Applying standing instructions, policies and procedures / guideline for generated reports, support and monitor performance and development of personnel. Manage budgets in line with Public Finance Management Act (and Treasury Regulations. Provide leadership, management and strategic direction.

NOTE : The successful candidate will be required to sign a performance agreement

<u>POST 46/35</u>	:	<u>STATISTICAL OFFICER REF NO: 2018/335/OCJ</u>
<u>SALARY</u>	:	R299 709 – R353 043 per annum
<u>CENTRE</u>	:	Gauteng Local Division: Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 and a three year National Diploma or Degree in Statistics or equivalent qualification; a minimum of 2 years' experience in statistical environment; a valid driver's license; Knowledge of relevant policies and strategies; Statistical analysis and reporting; Skills and Competencies: Analytical skills; Communication skills; Problem solving skills; Presentation/facilitation skills; Computer literacy (MS Office); Sound interpersonal skills; Ability to maintain professionalism at all times; Attention to detail and ability to work under pressure; Self-motivated; Patience and self-control.
<u>DUTIES</u>	:	Administer data collection instruments and surveys within the Superior Court Division; Establish channels for the collection of data within the Superior Court Division; Collate, analyse and interpret statistics and make presentations on the findings within the respective Superior Court Division; Produce 1st line reports, statistical publications, and newsletters; Develop and maintain database containing various datasets for the Superior Court Division; Apply sampling and basic sampling statistical methods and also estimation and interpretation of results within the Superior Court Division; Train employees/ project members within the Superior Court Division on utilization of information.
<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement
<u>POST 46/36</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 2018/336/OCJ</u>
<u>SALARY</u>	:	R299 709 – R353 043 per annum
<u>CENTRE</u>	:	Pietermaritzburg High Court
<u>REQUIREMENTS</u>	:	An appropriate National Diploma / Bachelor's Degree in Administration or Finance or equivalent qualification; 3 years' relevant experience in Office Administration at a supervisory level; A valid driver's license (minimum Code 8); Computer Literacy. Skills and competencies: Good communication skills (written and verbal); Good interpersonal skills; Attention to detail; Advanced computer skills (MS Office); Continual learning and information search; Public management, leadership, organisational and problem solving skills; Customer oriented; Ability to interpret and apply policy; Able to work accurately under pressure and work independently. Knowledge of the Public Finance Management Act, DFI, BAS, JYP and other applicable legislation; Knowledge of Assets, Facility and Risk Management will be an added advantage.
<u>DUTIES</u>	:	Control of Finance and Supply Chain Management. Manage finances of the office (Vote Account) including the budget; Draft and submit memorandums and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the OCJ and Public Service in general; Train and develop staff; Manage the facilities of the department at court; Implement departmental policies; Perform any other duties as directed by the Supervisor/ Court manager or Director Court Administration.
<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement
<u>POST 46/37</u>	:	<u>JUDGES SECRETARY REF NO: 2018/337/OCJ</u>
<u>SALARY</u>	:	R242 475 – R285 630 per annum
<u>CENTRE</u>	:	Western Cape High Court
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; 3 years secretarial experience or relevant experience. The ability to do Dictaphone typing. Typing 35 wpm. Understanding the filing system; Shortlisted candidates will be subjected to a typing test; A valid driver's license. Skills and Competencies: Proficiency in English. Computer Literacy (MS Word), good communication skills (verbal and written), Administrative and organizational skills. Problem solving and planning skills. Decision making skills, and time management skills. Good customer service orientated,

<u>DUTIES</u>	:	Assertiveness and decisiveness'. Attention to detail and accuracy. Initiative, and ability to remain calm and to work under pressure.
	:	Type (or format) draft memorandum decision, opinions or judgement entries written by assigned Judge, administrator or staff attorney and modifies or corrects same as directed (including dicta typing). Arrange and diarize appointments, meetings, official visits, and make travel and accommodation arrangements, etc. Safeguarding of all case files and the endorsement of case files with order made by Judge. Provide general secretarial/administrative duties to the Judge. Update files, documents and provide copies of documents to the Registrar. Accompany the Judge to Court and circuit Courts as well. After a case has been completed and opinion, decision or judgement entry released, return case file to administration clerk's office. Management of judge's vehicle, logbook and the driving thereof; Compile data and prepares reports and documents for assigned judges as necessary, including expense reports, continuing legal hours, financial disclosure statements, and case management; Cooperates with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court. Arrange receptions for the Judge, and his/her visitors and attend to their needs. Perform any other task allocated by the Judge. Comply with Departmental Policies, Prescripts and procedures or guidelines for the generated reports. Oversee the monthly submission of data by court administration personnel and project members of the relevant projects in the Division.
<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement
<u>POST 46/38</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2018/338/OCJ</u>
<u>SALARY</u>	:	R242 475 – R285 630 per annum
<u>CENTRE</u>	:	Northern Cape High Court
<u>REQUIREMENTS</u>	:	Grade 12 and a Diploma: Legal Interpreting at NQF level 5 or equivalent relevant qualification and a minimum of 3 years practical experience in Court Interpreting or Grade 12 / NQF Level 4 qualification and ten (10) years practical experience in Court Interpreting; Proficiently in English and two or more indigenous languages; A valid driver's license will be an added advantage. Knowledge of any foreign language or sign language will be an added advantage; Candidates will be required to undergo oral and written languages proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal); Computer literacy (MS Office); Good interpersonal relations. Ability to work under pressure and solve problems. Accuracy and attention to detail; Customer services; Planning and organizing skills; Confidentiality, Analytical thinking, Listening skills. Time management and Ability to work under pressure.
<u>DUTIES</u>	:	Render Interpreting services in criminal court, civil court, labour and Quasi proceedings. Interpreting during consultation. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words, control and supervision of interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and supervisor.
<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement
<u>POST 46/39</u>	:	<u>REGISTRAR (PILOT PROJECT)</u> (Contract Valid Until 31 March 2019)
<u>SALARY</u>	:	(MR3 – MR5) R242 064 – R867 399 per annum. (Salary will be in accordance with Occupation Specific Dispensation determination). Applicant must attach a service certificate/s for determination of their experience.
<u>CENTRE</u>	:	Gauteng Division: Pretoria (Contract), Ref No: 2018/333/OCJ Gauteng Local Division: Johannesburg (Contract), Ref No: 2018/334/OCJ
<u>REQUIREMENTS</u>	:	A four (4) year legal qualification; a minimum of 2 years' post qualification legal experience, Superior Court or litigation experience will be an added advantage, Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy; Numerical skills; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service orientated; Interpersonal skills; Conflict management; Strong work ethic; Professionalism, ability to work under pressure and meeting of deadlines.

- DUTIES** : Co-ordination of Case Flow Management and support to the Judiciary; Manage the issuing of all processes initiating court proceedings; Co-ordinate Appeals and reviews; process unopposed divorces and the facilitation of Pre-Trial conferences; Quality check Criminal Record books; Authenticate signatures of legal practitioners, notaries and sworn translators; Supervision and management of subordinates; Provide practical training and assistance to the registrars' clerks; Ensure annotation of relevant publications, codes, acts and rules; attend to and execute requests from the Judiciary in connection with cases and case-related matters; exercise control over the management and safekeeping of case records and the record room and deal with the files in terms of the relevant codes and legislation; manage submission of statistics to the Chief Registrar; attend to taxations including reviews; process and grant judgments by default; assist the public with court procedures; process reviews and appeals (civil and criminal); attend to and oversee general public queries or correspondence; Attend to judicial support functions; issue court orders; attend to office management.
- NOTE** : The successful candidate will be required to sign a performance agreement.
- POST 46/40** : **REGISTRAR'S CLERK**
- SALARY CENTRE** : R163 563 – R192 666 per annum
Northern Cape High Court, Ref No: 2018/339/OCJ
Gauteng Division: Pretoria, Ref No: 2018/340/OCJ
- REQUIREMENTS** : Grade 12 or equivalent Qualification; Computer Literacy; Experience in Clerical/administration functions will be an added advantage. Skills and Competencies: Good communication skills (written and verbal) Good interpersonal and public relations skills; Good administration and organizational skills; Customer Service Skills and ability to work under pressure.
- DUTIES** : Render support services to case flow management; Render efficient and effective support services to the court; Issuing of summons at General Office; Update case progress on ICMS; Render counter service duties /functions; Prepare, Issue and Analyse court statistics; Maintain and keep all registers for Civil and Criminal matters; Filing and storage of both Civil and Criminal process; Issue warrant of arrest for defaulters; Act as a liaison between judges and legal practitioners; Requisitioning of accused persons from prison; Deal with correspondence and attend to general public enquiries; Issue all processes that initiate court proceedings; Prepare and send case to transcribers for appeal and review purposes; Preparing and binding of appeals and reviews; Attend to complaints from prisoners and members of the public; Act as a liaison between Registrar and legal practitioners; Provide administrative support in general as requested by Court Manager and supervisor.
- NOTE** : The successful candidate will be required to sign a performance agreement
- POST 46/41** : **CONTRACT REGISTRAR'S CLERK (PILOT PROJECT) REF NO: 2018/341/OCJ**
(Contract Valid Until 31 March 2019)
- SALARY CENTRE** : R163 563 – R192 666 per annum
Gauteng Local Division
- REQUIREMENTS** : Grade 12 or equivalent Qualification; Computer Literacy; Experience in Clerical/administration functions will be an added advantage. Skills and Competencies: Good communication skills (written and verbal) Good interpersonal and public relations skills; Good administration and organizational skills; Customer Service Skills and ability to work under pressure.
- DUTIES** : Compile batches for payment, issue receipts and keep registers; write warrant vouchers and manage trust money and deposit account; filing of civil processes and criminal matters; render counter services; act as liaison between Judges and legal practitioners.
- NOTE** : The successful candidate will be required to sign a performance agreement
- POST 46/42** : **ADMINISTRATION CLERK REF NO: 2018/342/OCJ**
- SALARY** : R163 563 – R192 666 per annum

<u>CENTRE REQUIREMENTS</u>	:	Gauteng Local Division: Johannesburg
	:	Grade 12 or equivalent Qualification; Computer Literacy; Experience in Clerical/ administration functions will be an added advantage. Skills and Competencies: Good communication skills (written and verbal) Good interpersonal and public relations skills; Good administration and organizational skills; Customer Service Skills and ability to work under pressure.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component, Record; organise; store; capture and retrieve correspondence and data (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.
<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement
<u>POST 46/43</u>	:	<u>REGISTRY CLERK REF NO: 2018/343/OCJ</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 563 – R192 666 per annum
	:	National Office: Midrand
	:	Grade 12 or equivalent qualification; 0-2 years relevant experience. Knowledge of registry duties, practices as well as the ability to capture data and operate computer; working knowledge and understanding of the legislative framework governing the Public Service; knowledge of storage and retrieval procedures in terms of working environment. Skills and Competencies: Good communication skills (verbal and written); interpersonal skills; flexibility; planning and organisation skills; Ability to work under pressure; computer literacy skills.
<u>DUTIES</u>	:	Provide registry counter services; attend to clients. Handle telephone enquires received; receive and register hand delivered mail/files. Handle all incoming and outgoing mail. Operate office machines in relation of the registry function. Process documents for archiving and disposal. Render an effective filing and record management services. Open and close files according to record classification system. Filing/storage, tracing (electronic/manually) and retrieval of documents and files. Complete index / Filing plan according to regulatory framework. Record receipt, maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers and maintain various control registers.
<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement
<u>POST 46/44</u>	:	<u>TELECOM OPERATOR REF NO: 2018/344/OCJ</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R136 800 – R161 148 per annum
	:	Mthatha High Court
	:	Grade 12 or equivalent qualification; 0-2 years' experience in the operation of switchboard. Experience in Clerical / Administrative function will be an added advantage. Skills and competencies: Interpersonal and organizational skills; Computer literacy; Ability to work under pressure and in a team.
<u>DUTIES</u>	:	Handle incoming and outgoing calls, take and convey messages; Test the switchboard consoles; Update departmental telephone directory; Record and maintain the register for security-related matters; Ensure proper maintenance of the switchboard equipment; Prepare the telephone printouts.
<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement
<u>POST 46/45</u>	:	<u>TYPIST REF NO: 2018/345/OCJ</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R136 800 – R161 148 per annum
	:	Pietermaritzburg High Court
	:	Grade 12, relevant experience; Knowledge of Public Regulations will be an added advantage; Minimum typing speed of 35 wpm; Shortlisted candidates will be required to pass a typing test; Skills and Competencies: Computer literacy (MS Word); Accuracy and attention to detail; Ability to work under pressure.

DUTIES

: Typing of reports, appeals, Court orders, review reports, minutes, circulars and memorandums; Attend to queries and perform other administration duties as may be allocated from time to time.

NOTE

: The successful candidate will be required to sign a performance agreement

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 representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria or you can email your application to recruitment@opsc.gov.za.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 07 December 2018, 15:45pm
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessments (in compliance with the DPSA Directive on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

- POST 46/46** : **PROVINCIAL DIRECTOR: MPUMALANGA REF NO: PD/MP/11/2018**
- SALARY** : R1 005 063 per annum (All-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund ((13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Provincial Office: Mpumalanga
- REQUIREMENTS** : Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree or equivalent qualification (NQF level 7) in the field of Human Resources, Public Management/Administration, Law or Social Sciences. 5 years' relevant experience in a middle/senior management post. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Proficiency in collecting and analyzing data on public service performance indicators. Ability to analyze, summarize and comment on current debates in public administration. Ability to plan and coordinate activities at executive level. Appropriate experience in project management. Good communication and Presentation skills. Financial Management skills. Supervisory and appropriate people management experience. Stakeholder engagement skills. Proven managerial record. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint. A Valid Driver's License (with exception of disabled applicants).

- DUTIES** : Key Performance Areas: Manage, lead and provide effective support in the area of LMP. Manage, lead and provide effective support in the area of M&E. Manage, lead and provide effective support in the area of IAC. Conduct and manage the evaluation and promotion of the CVPs in the Province. Monitor and report on the implementation of the PSC recommendations and directions bi-monthly (this includes everything from M&E, IAC, LMP and Section 196). Provide strategic support to the Office and Commission in the execution of the mandate of the PSC. Conduct Research, Monitoring, Evaluation and Investigation in all areas covered by the values governing Public Administration. Promote a high standard of Professional Ethics in the Public Administration. Investigate grievances and complaints and make recommendations to the Public Service Commission (PSC). Advise the PSC on any matter regarding the execution of its mandate and performance of its functions in the Mpumalanga Province. Provide corporate support services in the Provincial Office of the PSC. Liaise with the Head Office of the PSC and Provincial Commissioner in carrying out the roles and functions of the PSC in the Mpumalanga Province. Submit contributions on the PSC's work in the Mpumalanga Provincial Office for inclusion in the Annual Report.
- ENQUIRIES** : Mr M Malatsi Tel No: 012 352 1073
- POST 46/47** : **DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: D: PAI/11/2018 (X2 POSTS)**
- SALARY** : R1 005 063 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** : Head Office, Pretoria
: The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised Bachelor's Degree (new NQF level 7) in Law/Auditing/ Forensic Investigations/Public Administration. Extensive experience in the application of the regulatory framework for Human Resource, Supply Chain Management and Financial Management in the Public Service. Five (5) years experience in conducting investigations and research. Five (5) years at a middle/ senior managerial level. Knowledge of the following legislations and prescripts: The Constitution of the Republic of South Africa, the Public Service Act, the Public Service Regulations, the Public Service Commission Act, the Promotion of Access to information Act, Promotion of Administrative Justice Act, Public Finance Management Act, The Public Administration Management Act, National Treasury regulations and Supply Chain Management prescripts. Appropriate experience in project management and financial management prescripts. Exceptional written, communication skills and report writing skills. Analytical thinking, problem solving and conflict resolution skills. Strategic leadership skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).
- DUTIES** : Key Performance Areas: Manage, lead and provide effective support in the area of public administration investigations. Conduct investigations into complaints emanating from the PSC (proactively), Executing Authorities, Public Servants and anonymous complaints/ whistle –blowers, e.g National Anti-Corruption Hotline. Draft investigations reports containing findings/ recommendations/directions/advice (best practice sound public administration). Manage the project on completed disciplinary proceedings on financial misconduct and ensure that an accurate database is maintained on financial misconduct cases reported by all national and provincial departments. Conduct and manage the evaluation and the promotion of the Constitutional Values and Principles as per section 195 of the Constitution of the Republic of South Africa, 1996. Monitor and report on the implementation of the PSC recommendations and directions (quarterly and bi-annually) and produce section 196 report inputs. Provide strategic support to the Office and Commission in the execution of the mandate of the PSC. Strategically plan and oversee the work of the Directorate. Provide advice to

stakeholders on best practice in the public administration. Manage staff and the financial resource of the Directorate.

ENQUIRIES : Ms TT Mashikinya Tel No: (012) 352 1139

OTHER POSTS

POST 46/48 : **DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DD: PAI/11/2018 (X2 POSTS)**

SALARY : R826 053 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 : Head Office, Pretoria
: The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised National Diploma/Bachelor's Degree (NQF level 6/7) in Law/ Auditing/ Forensic Investigations/ Public Administration. Three (3) to five (5) years in forensic Investigation/ Investigations/ Auditing/ Fraud and Anti-Corruption. Knowledge and experience of the Public Service Legislation including but not limited to: The Constitution of the Republic of South Africa, the Public Service Act, the Public Service Regulations, the Public Service Commission Act, the Public Finance Management Act, The Public Administration Management Act, National Treasury regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. Report writing skills. Proven computer literacy the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).

DUTIES : Key Performance Areas: Investigate complaints lodged with the Public Service Commission into areas of Public Administration. Gather and analyse information obtained during investigations. Investigate complaints received through the PSC. Draft reports, submissions, memoranda and letters emanating from investigations. Maintain a database of the status of cases. Follow up on cases referred to departments for investigation. Conduct investigative research in public administration practices. Produce reports with appropriate findings, recommendations/ advice. Compile presentations on report. Compile presentations on report. Conduct investigations/research/evaluation of complaints lodged with the PSC into areas of Public Administration. Participate in the promotion and conduct evaluation of the Constitutional Values and Principles in section 195 of the Constitution. Conduct monthly and quarterly monitoring implementation of the PSC recommendations and directions and update relevant databases. Provide support to the organization through participation in various committees of the organization.

ENQUIRIES : Ms TT Mashikinya Tel No: (012) 352 1139

POST 46/49 : **DEPUTY DIRECTOR: LABOUR RELATIONS IMPROVEMENTS REF NO: DD/MP/LRI/11/2018**

SALARY : R826 053 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 : Provincial Office: Mpumalanga
: A recognized three year Bachelor's degree/ Diploma (NQF Level 6/7) in Labour Relations/ Law/ Public Administration/ Management or equivalent qualification. Three (3) to five (5) years' supervisory experience at Junior Management level. Labour Relations experience in grievance investigation and public administration investigations; Legal Interpretation and Investigative Research. Knowledge of handling Public Management, Administration, Human Resource Practices and

Financial Management. Essential knowledge of the Public Service Act, Public Service Commission Act, Senior Management Service Handbook, Performance Management and Develop System and other related Public Service prescripts; Experience in project management, research, monitoring and evaluation; Experience in case management; Computer skills in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook). Excellent report writing, verbal communication, as well as presentation skills. Commitment to working under sustained pressure and be self-motivated, results oriented and show initiative. Ability to work independently and in matrix teams. Knowledge of people management. Possess a valid driver's license (with exception of disabled applicants) and be willing to travel extensively and ability to relate well with all levels of stakeholders.

DUTIES

: Key Performance Areas: Investigate grievances referred to the PSC. Draft submissions with reasoning, findings and recommendations. Monitor the implementation of PSC recommendations. Compile bi-annual grievance statistics and provide an analytical report on departmental and provincial grievance trends in the public service. Maintain the case management system of referred grievances, status of finalized grievances and status of closed improperly referred grievances. Conduct research projects in assigned areas. Conduct advocacy on Labour Relations research projects in the Provincial Office. Conduct advocacy on Labour Relations events or the Commission's work in general in the Province. Coordinate the sitting of Grievance Panels in the Province. Monitoring and evaluation through compilation of the labour relations chapters for the section 196(4) (e) and Constitutional Values and Principles reports to be presented at the Provincial Legislature annually. Perform tasks for other portfolios relating to Public Administration Investigations, Professional Ethics and Research as assigned by the Provincial Director. Render support to the Resident Commissioner.

ENQUIRIES

: Mr Frans Dolamo Tel No: (013) 755 4070

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. www.dpme.gov.za
- FOR ATTENTION** : Ms J Mchunu
- CLOSING DATE** : 30 November 2018 @ 12:00 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on originally signed Z.83 accompanied by original certified copies of qualification(s), Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

- POST 46/50** : **SECTOR EXPERT: LOCAL GOVERNMENT REF NO 88/2018**
Outcome: Local Government and Human Settlements
- SALARY** : R826 053 – R973 047 per annum (Level 12) (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : Degree or Diploma in Local Government, Public Management/ Administration, Municipal Finance, Economics or relevant (NQF 6) with at least 6 years' experience in Local Government Environment of which 3 years should be in the

management of programmes at an Assistant Director level. An NQF 7 qualification, specialised training/courses and/or knowledge and experience in municipal finance will serve as an added advantage. Competencies / Skills: Project / Programme Management skills; Understanding of current issues in the local government sector legislation, policies and practices; Knowledge of local government prescripts, policies and practices and programmes and experience in performance monitoring and/or management. Should produce good quality of work, have excellent writing and analytical skills, be reliable and take initiative. Should have good Interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. 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 licence.

DUTIES : The successful candidate will be responsible to conduct sector analysis and provide technical support to the Local Government Outcome (9). This entails assessing outcomes linked annual performance plans and strategic plans for alignment with MTSF. Supporting the Local Government Outcome Facilitator with policy coordination, research and analysis. Supporting Outcome 9 Facilitator with advisory services. Reviewing and finalising of municipal assessments and drafting detailed reports on findings as well as proposed actions for improvement.

ENQUIRIES : Ms J Mchunu Tel No: (012) 312-0462

POST 46/51 : **ADMINISTRATIVE OFFICER: ASSETS, FLEET AND MOBILE ACCOUNTS MANAGEMENT REF NO: 89/2018**
Supply Chain Management

SALARY : R242 475 – R285 630 per annum (Level 07) plus benefits
CENTRE : Pretoria

REQUIREMENTS : An appropriate 3-year tertiary qualification (NQF 6) in the area of Assets, Logistics, Supply Chain or Financial Management or equivalent with at least 3 years' appropriate experience in the specific functional areas where 2 years' experience must be in Asset Management. Should possess the following skills: The ability to demonstrate sound knowledge of government policies and practices related to post. Ability to apply technical/ professional skills. Ability to accomplish most of the key tasks most of the time in a competent and acceptable manner. Ability to accept responsibility, work independently, and produce good quality of work. Ability to motivate sub-ordinates to ensure good ethical standards. Ability to supervise staff. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must be able to communicate with internal and external stakeholders. Must have good Interpersonal skills, ability to plan, arrange and execution plans/actions. Valid driver licence.

DUTIES : The successful candidate will be responsible to render effective administrative support to the Unit. This entails rendering effective procurement support: Compile and coordinate asset acquisition plans for the Unit which is aligned to the budget. Update of Asset registers, prepare payments for accounts and monitor fleet services. Must be able to schedule maintenance and repairs for vehicles and issue fleet vehicles to end users. Monitor expenditure and implementation of acquisitions plans. Collecting, analysing and collating of assets, fleet and mobile accounts information as requested by the Supervisor. Rendering effective human resources support: ensure timely submission of performance agreements, reviews and assessments of staff members of the Unit. Recommending the updating and implementation of Prescripts, Policies and Procedures.

ENQUIRIES : Ms Jabulile Mchunu Tel No: (012) 312-0462

DEPARTMENT OF PUBLIC WORKS

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.



- APPLICATIONS** : Head Office: The Director-General, Department of Public Works, Private Bag X65, Pretoria 0001 or Central Government Offices Building, Corner of Vermeulen (Madiba) and Bosman Streets, Pretoria.
- FOR ATTENTION** : Ms NP Mudau
- CLOSING DATE** : 30 November 2018
- NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.
ERRATUM: Kindly note that the post of Senior Administrative Officer: Office of the Chief Director User Demand Management with Ref No: 2018/188 advertised on Public Service Vacancy Circular 44 dated 02 November 2018, has been withdrawn.

OTHER POSTS

- POST 46/52** : **ASSISTANT DIRECTOR: SCM LOGISTICS TRAVEL REF NO: 2018/208**
- SALARY** : R356 289 per annum
- CENTRE** : Head Office
- REQUIREMENTS** : A three year tertiary qualification in Finance or Administration, Logistics, Business Management or Public Management and related Travel Management experience at supervisory level. Computer skills (Word/ Excel / Powerpoint) and a valid driver's license are compulsory. Knowledge of the National Treasury Travel Management Framework, Accounting and Business Processes, Supply Chain Management, IT Systems (PERSAL and BAS), Public Finance Management Act, PPPFA, Public Service Act and the National Treasury Regulations, Employment Equity Act, Basic Conditions of Employment Act, Collective Agreements and the Condition of Service Regulations and Procedures. Knowledge of Accounting and Business Processes. Skills: Advanced Communication Skills (verbal and written), Financial Management. Ability to handle confidential information. Analytical thinking. Ability to travel and work long hours.
- DUTIES** : Coordinate the placement of orders for travel. Co-ordinate the roll out and day to day management of an online travel booking system. Verification, preparation and collation of payment documents. Manage the service levels of the Travel Management Company, provide secretariat support to the SLA meetings and provide 24 hour service relating to travel; undertake budget planning activities and expenditure control of visits abroad; review, implement, maintain and monitor related policies and procedures; manage key accounts; ensure the processing of monthly invoices; ensure compliance to 30 day payments and efficient turnaround times. Compile monthly, quarterly, interim and annual financial reports for Logistics. Provide weekly and monthly statistics and reports on Travel; collate,

capture data and maintain registers and prepare presentations on Travel. Prepare responses with regard to the resolution of audit queries-gather information to resolve audit queries. The effective service delivery - manage improvement of service delivery activities within the sub-directorate; introduce new initiatives to ensure improved services. The effective client orientation and customer focus that ensures service delivery innovations and empowerment of clients- obtain feedback and monitor identified problems and address them through revised work processes; ensure proper communication in informing officials of revised processes; conduct workshops and training sessions. Supervise employees to ensure an effective logistics 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 e 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 :

Nozipho Zama Tel No: (012) 406 1756

POST 46/53 :

SENIOR ADMINISTRATION OFFICER: MOVABLE ASSET MANAGEMENT REF NO: 2018/209

SALARY CENTRE REQUIREMENTS :

R299 709 per annum

Head Office

A three year tertiary qualification in Financial Management, Supply Chain Management or equivalent qualification. Relevant experience in movable asset management/ assets life cycle management and reconciliation. Knowledge of Accounting principles and Business Processes, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, Financial Systems (LOGIS and BAS), Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations. Resource Management, Project Management, Computer Literacy. Ability to handle confidential information. Analytical thinking. Ability to work independently. Ability to work for long hours. A Valid Driver's licence.

DUTIES :

The effective administration of planning and acquisition process for movable assets-: effectively assist in the drafting of Movable Asset Management policies and procedures; perform asset needs assessment; assist in the development of acquisition plan with regards to movable assets; verify ICN and Item codes; make follow- ups on outstanding Orders (assets); check quantity, quality and correctness of assets on delivery; receiving of assets on LOGIS. The effective implementation of operational plan for movable asset: implement processes for efficient management of movable assets; verify assets within the department; update and maintain the movable asset register; administer stock audits and stock takes, asset identification, bar coding and standardization of asset naming and description; report on variances; prepare relevant reports for management and auditors. Implement mechanisms to safeguard assets against inappropriate use or loss; ensure that assets are appropriately utilised. Provide support in the development of a disposal plan for movable assets-: conduct periodic reviews of asset schedule to determine dispositions; identify assets for disposal. Prepare relevant reports for Management and Auditors. Co-ordination of audit queries. Supervise and develop staff-: assist in training and development of staff; assist in ensuring that performance appraisals are carried out as directed by HRD unit; assist in ensuring compliance with disciplinary and grievance code; assist in ensuring effective communication with staff.

ENQUIRIES :

Mr T Mamabolo Tel No: 012 406 2120

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.

- APPLICATIONS** : Online applications can be submitted on <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx>. Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17.00 @ 086 137 0202 should you experience any difficulties with your online application.
- CLOSING DATE** : 30 November 2018 at 16:00
- NOTE** : DRDLR has a dual applications system where applicants can apply online via the e-Recruitment System or manually submit a Z83 obtainable from any Public Service department that should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Reasonable accommodation shall be applied for People with Disabilities including where a driver's licence is a requirement in a non-Occupational Specific Dispensation (OSD) post. Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only upload/attach those course certificates applicable to the post that you apply for. Failure to submit the requested documents may result in your application not being considered. If you manually apply for more than one post in the DRDLR, please submit a separate manual application form for each post. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.
- ERRATUM:** kindly note that the post of Deputy Director: Quality Assurance with Ref No: 3/2/1/2018/455 advertised in Public Service Vacancy Circular 45 dated 09 November 2018 bears reference. The post requires a person to have knowledge of the Restitution process. The closing date remains 23 November 2018 @ 16:00. The department apologises for any inconvenience caused.

MANAGEMENT ECHELON

- POST 46/54** : **CHIEF DIRECTOR: PROGRAMME MANAGEMENT REF NO: 3/2/1/2018/471**
Chief Directorate: National Rural Youth Service Corps
- SALARY** : R1 189 338 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree or Advanced Diploma in Business Management /Administration/Public Administration (NQF 7). 5 years' experience at senior managerial level. Job related knowledge: Public Administration, Programme Planning, Analysis, Development and Evaluation, Understanding of National Rural Youth Service Corps (NARYSEC) Programmes and operations, and the procurement and contracting requirement, Social Development issues, Economic Development, Institutional Development, Rural Development issues, The Comprehensive Rural Development Programme (CRDP). Job related skills: Communication (verbal and written), Strategic Planning and leadership, Presentation and facilitation, Report writing, People Management, Financial Management, Business Management, Monitoring and Evaluation, Negotiation and Conflict Resolution, Customer focus, Computer Literacy.
- DUTIES** : Set national standards for the implementation of the National Rural Youth Service Corps (NARYSEC) Programme. Provide strategic direction to the implementation

of the Programme. Develop and review the NARYSEC Policy. Develop monitoring framework. Provide advice and support in achieving the implementation standards in all Provinces. Conduct an analysis and develop a framework for all audit findings in NARYSEC. Develop appropriate management action plans to implement actions plans. Monitor activities within Provinces to enhance utilisation of NARYSEC Participants and eliminate fruitless expenditure. Provide oversight of the recruitment targets and sites of the NARYSEC Programme. Provide strategic direction and Policy monitoring and advice in support the NARYSEC Programme recruitment. Develop a recruitment plan for NARYSEC aligned to priorities. Provide oversight of the implementation of the skills development of NARYSEC youth. Review the NARYSEC skills development strategy. Facilitate the development of Standard Operating Procedures (SOP's). Develop monitoring framework. Provide advice in achieving the implementation standards in all Provinces. Provide oversight of the community service of NARYSEC youth. Review the NARYSEC community service strategy. Facilitate the development of SOP's. Develop monitoring framework. Provide advice in achieving the implementation standards in all Provinces. Provide oversight of the community services of NARYSEC youth. Review the NARYSEC Community service strategy. Facilitate the development of SOP's. Develop monitoring framework. Provide advice in achieving the implementation standards in all Provinces. Develop exit management framework for the NARYSEC Programme. Develop the NARYSEC exit management framework. Facilitate the development of SOP's. Develop monitoring framework.

APPLICATIONS : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 46/55 : **DIRECTOR: ENVIRONMENTAL PLANNING SERVICES REF NO: 3/2/1/2018/472**
Directorate: Environmental Planning Services

SALARY : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Pretoria

REQUIREMENTS : Bachelor Degree in Town and Regional Planning/Environmental Management/Development Studies (NQF 7). 5 years' of experience at a middle/senior management level in Environmental Planning Management. Job related Knowledge: Geographical Information Systems (GIS), Policy Development, Understanding of Spatial Planning and Land Use Management Policy, Environment Research and Understanding of environmental legislation. Job related skills: Computer Literacy, Communication (written and verbal).

DUTIES : Provide environmental planning services to rural development and land reform project planning in line with the Environmental Policy of the Department. Ensure the coordination of Environmental Impact Assessment projects for all Provincial Shared Services Centres with relevant Competent Authorities. Conduct Strategic Environmental Assessments (SEA) for identified strategically located lands/areas. Conduct climate change risk and vulnerability assessments for relevant Development Plans. Ensure capacity building on the implementation of Environmental Policy and related plans. Provide the coordination of environmental compliance through the development and implementation of the Departmental Consolidated Environment Implementation Management plan (CEIMP). Oversee the development and implementation of Consolidated Environmental Implementation Plan by coordinating the affairs of the Environmental Compliance and Implementation Forum (ECIF). Oversee the development of the annual report

on the CEIMP. Provide a two-way streamlining of environmental and spatial planning processes in line with relevant legislation. Foster collaboration between State Organs on issues pertaining to Spatial and Environmental Planning. Develop systems, tools and regulations to ensure a two-way mainstreaming between Spatial and Environmental Planning. Provide sound intergovernmental relations and cooperative governance by coordinating inputs and participation for the environmental sector queries and structure respectively. Facilitate the development of responses/provide advice to environmental queries from external stakeholders. Represent, participate and report on activities of various intergovernmental sector. Foster and coordinate the participation of relevant external stakeholders, especially from the environmental sector on Departmental initiatives.

APPLICATIONS : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 46/56 : **DIRECTOR: PROPERTY RESEARCH AND SUPPORT REF NO: 3/2/1/2018/473**
Directorate: Property Research and Support

SALARY : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree/Advance Diploma in Town/Regional Planning, Real/Estate/Property Management or Land Valuation or Property Management or Land Survey or Law. 5 years' experience in senior managerial level. Job related knowledge: Sound Understanding of land information, Legislations governing the state land, Sound understanding of state land administration. Job related skills: Ability to interpret maps, aerial photographs, Surveyor General-diagrams, Title Deeds and proclamation, Project Management, Interpretation Relations, Creativity and Innovation, Research, Planning and organising. A valid driver's licence.

DUTIES : Provision of Property Research and Storage of Land Ownership related documents (title deeds and Surveyor General diagrams). Coordinate research (electronic and manual) on all Departmental Immovable Assets in order to accomplish accuracy and completeness. Procure the appropriate infrastructure for the storage of land ownership documents. Manage the creation of new title deed folders upon registration of newly acquired Immovable Assets. Coordination of land surveying and consents on the surveying of Departmental Immovable Assets. Initiate land surveying projects upon identification of areas that require the surveying of Departmental Immovable Assets. Examine land surveying applications on Departmental Immovable Assets and grant consent for related draft diagrams to be submitted to the Surveyor General for approval. Processing of State land vesting applications (Departmental and other State Land Custodians). Examine vesting applications prior to approval and get them uploaded upon approval. Processing of state land disposal applications (Sale, exchange, donations, Long and Short Term Non-Agricultural Leases). Examine all applications in terms of legislative and Policy compliance. Assess the business plans in relation to the envisaged businesses. Management of Property Management related Conveyancing Processes. Examine and sign land transfer documents as well as lease registration documents. Monitor vesting endorsements and transfer of Departmental Immovable Assets.

APPLICATIONS : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

- NOTE** : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- POST 46/57** : **DIRECTOR: SPATIAL PLANNING AND LAND USE MANAGEMENT REF NO: 3/2/1/2018/474**
 Directorate: Spatial Planning and Land Use Management
 This is a re-advertisement, applicants who applied previously must reapply.
- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Bachelor's Degree in Town and Regional Planning (NQF 7). 5 years of experience at a middle managerial level/senior managerial level within a Town and Regional Planning environment. Job related knowledge: Understanding of Spatial Planning and Land Use Management Environment, International and national theory in spatial planning, Understanding of planning environment globally, Understanding of government macro plans and programmes, Governance and administration, Professional and Technical Surveyors Act, Sectional Titles Act, Development Facilities Act, Land Survey Act, Spatial Data Infrastructure Act. Job related skills: Computer Literacy, Communication, Presentation, People Management, Report writing, Attention to details, Negotiation, Financial Management. A valid driver's licence.
- DUTIES** : Provide Spatial Planning Land Use Management (SPLUM) and environmental services in liaison with National Office. Monitor compliance with the provisions of Spatial Planning, Land Use Management Act (SPLUMA). Enforce compliance with SPLUMA. Oversee SPLUM interventions to ensure compliance. Ensure compliance with the National Environmental Management Act. Provide spatial planning information services in liaison with National Office. Enable provincial integrated spatial information management systems. Provide Geographical Information Systems (GIS) technical support to Municipalities. Facilitate the utilisation of GIS technical tools to aid spatial planning. Provide support to implementation of SPLUMA. Support Municipalities in the utilisation of SPLUMA guidelines, tool-sets, systems and procedures. Support Municipalities in setting up functional land use regulators. Provide technical support in the development of Provincial legislation, land use schemes and Spatial Development Plans. Provide technical support to Rural Development and Land Reform Programmes. Provide spatial analysis services. Provide GIS and mapping services. Provide development planning support.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

- POST 46/58** : **DIRECTOR: SPATIAL PLANNING AND LAND USE MANAGEMENT REF NO: 3/2/1/2018/475**
 Directorate: Spatial Planning and Land Use Management
 This is a re-advertisement, applicants who applied previously must reapply.
- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Western Cape (Cape Town)
 Bachelor's Degree in Town and Regional Planning (NQF 7). 5 years of experience at a middle managerial level/senior managerial level within a Town and Regional Planning environment. Job related knowledge: Understanding of Spatial Planning and Land Use Management Environment, International and national theory in spatial planning, Understanding of planning environment globally, Understanding of government macro plans and programmes, Governance and administration, Professional and Technical Surveyors Act, Sectional Titles Act, Development Facilities Act, Land Survey Act, Spatial Data Infrastructure Act. Job related skills: Computer Literacy, Communication, Presentation, People Management, Report writing, Attention to details, Negotiation, Financial Management. A valid driver's licence.
- DUTIES** : Provide Spatial Planning Land Use Management (SPLUM) and environmental services in liaison with National Office. Monitor compliance with the provisions of Spatial Planning, Land Use Management Act (SPLUMA). Enforce compliance with SPLUMA. Oversee SPLUM interventions to ensure compliance. Ensure compliance with the National Environmental Management Act. Provide spatial planning information services in liaison with National Office. Enable provincial integrated spatial information management systems. Provide Geographical Information Systems (GIS) technical support to Municipalities. Facilitate the utilisation of GIS technical tools to aid spatial planning. Provide support to implementation of SPLUMA. Support Municipalities in the utilisation of SPLUMA guidelines, tool-sets, systems and procedures. Support Municipalities in setting up functional land use regulators. Provide technical support in the development of Provincial legislation, land use schemes and Spatial Development Plans. Provide technical support to Rural Development and Land Reform Programmes. Provide spatial analysis services. Provide GIS and mapping services. Provide development planning support.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- POST 46/59** : **DISTRICT DIRECTOR REF NO: 3/2/1/2018/476**
 Chief Directorate: Provincial Shared Service Centre
 This is a re-advertisement, applicants who applied previously must reapply.
- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Northern Cape (Namakwa)
 An NQF Level 7 qualification in the field of Commerce/Administration/Built Environment. A Diploma or a six (6) month project management certificate or project management as a B Degree major subject. 5 years' of experience at a middle management level within a project management environment. Job related knowledge: A thorough understanding of project management, Experience in the implementation and management of projects, Hands on experience in Intergovernmental Relations, Experience in Stakeholder Management, Experience

		in Land Reform and Rural Development work will be an added advantage, Understanding of Corporate Governance principles, Knowledge of Government Systems, Ability to think conceptually when analysing data and designing concepts to modify corporate Policies, procedures and processes. Job related skills: Presentation, Computer Literacy. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	Implement Performance Management and Monitoring Systems. Implement Rural Development and Land Reform programmes and projects at District level. Establish and maintain relationships with local Municipalities and other stakeholders. Develop and implement local scenario and plans aligned to the mandate and core programmes of the Department. Coordinate and support local socio economic development projects and monitor and report on all the Department's work in District/s regularly.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<u>NOTE</u>	:	Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.
<u>POST 46/60</u>	:	<u>DISTRICT DIRECTOR REF NO: 3/2/1/2018/477</u> Chief Directorate: Provincial Shared Service Centre
<u>SALARY</u>	:	R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE</u>	:	North West (Ngaka Modiri Molema)
<u>REQUIREMENTS</u>	:	An NQF Level 7 qualification in the field of Commerce/Administration/Built Environment. A Diploma or a six (6) month project management certificate or project management as a B Degree major subject. 5 years' of experience at a middle management level within a project management environment. Job related knowledge: A thorough understanding of project management, Experience in the implementation and management of projects, Hands on experience in Intergovernmental Relations, Experience in Stakeholder Management, Experience in Land Reform and Rural Development work will be an added advantage, Understanding of Corporate Governance principles, Knowledge of Government Systems, Ability to think conceptually when analysing data and designing concepts to modify corporate Policies, procedures and processes. Job related skills: Presentation, Computer Literacy. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	Implement Performance Management and Monitoring Systems. Implement Rural Development and Land Reform programmes and projects at District level. Establish and maintain relationships with local Municipalities and other stakeholders. Develop and implement local scenario and plans aligned to the mandate and core programmes of the Department. Coordinate and support local socio economic development projects and monitor and report on all the Department's work in District/s regularly.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<u>NOTE</u>	:	Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The

competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

OTHER POSTS

- POST 46/61** : **CHIEF TOWN AND REGIONAL PLANNER REF NO: 3/2/1/2018/478**
Directorate: Spatial Planning and Land Use Management
- SALARY** : R854 154 per annum (Salary in accordance with OSD for Engineers)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : B Degree in Urban/Town and Regional Planning. 6 years' post qualification in Town and Regional Planning experience required. Compulsory registration and must be in good standing with The South African Council for Planners (SACPLAN) as a Professional Town and Regional Planner on appointment. Job related knowledge: Programme and Project Management, Town and Regional legal and operational compliance, Town and Regional systems and principles, Town and Regional planning processes and procedures, Process knowledge and skills, Research and development, Computer-aided applications, Creating high performance culture, Technical consulting, Professional judgement, Accountability. Job related skills: Strategic Management and direction, Analytical, Creativity, Self-management, Communication and listening, Computer literacy, Language proficiency, Knowledge Management, Negotiation, Change Management. A valid driver's licence.
- DUTIES** : Lead and manage the application of Town and Regional planning principles in land development. Provide technical assistance to professional teams on all aspects regarding Town and Regional planning projects. Monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Manage the compilation and adoption of technical and planning standards, norms and guidelines. Formulate and interpret planning legislation, guideline, Policies and regulations. Ensure the availability and management of funds to meet the Medium Term Expenditure Framework (MTEF) objectives within the architectural 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 to the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of architectural related matters to minimise possible architectural risks. Manage and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Effective management of external and internal stakeholder. Manage the development motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performances standards and taking actions to correct deviations to achieve departmental objectives.
- APPLICATIONS** : Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.
- NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

<u>POST 46/62</u>	:	<u>CONTROL GISc TECHNOLOGIST REF NO: 3/2/1/2018/479</u> Directorate: Spatial Planning and Land Use Management
<u>SALARY</u>	:	R714 393 per annum (Salary in accordance with the OSD for Engineers)
<u>CENTRE</u>	:	Mpumalanga (Nelspruit)
<u>REQUIREMENTS</u>	:	3 - 4 years' GISc Degree or relate Bachelor Degree. 6 years' post qualification GISc Technologist experience. Compulsory registration with South African Geomatics Council (SAGC). Job related knowledge: Programme and Project Management, Legal and Operational Compliance, Systems Maintenance, Geo-Database design and analysis, Research and Development, Creating high performance organisational culture, Technical report writing, Accountability. Job related skills: Organisational, Process Knowledge, Systems maintenance, Geographical Information System mobile devices operating, Advanced Computer Literacy, Interaction, Communication. A valid driver's licence.
<u>DUTIES</u>	:	Design, plan and perform advanced GISc analysis to address organisational strategic objective. Undertake spatial modelling. Facilitate the collection and capturing of spatial data from various formats and source. Ensure the publishing of metadata. Coordinate the design, development and creation of geospatial databases. Conduct analysis and visualisation of data to meet the stated requirements. Manage and implement image processes and procedures. Undertake operational and project requirement. Maintain Geographic Information Services unit effectiveness. Develop and manage spatial information applications within organisational process. Provide access to spatial information and Geographic Information Services to all clients in the department. Develop training manual for end users on skills regarding to GISc. Ensure interoperability between systems to maximise efficiency. Publish data into a web based Geographical Information System to provide geographical information through the internet. Ensure easy access to spatial information at all times. Document Geographical Information System processes. Provide stakeholder management services. 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. Provide Geographical Information System implementation support. Support Geographical Information System and technical systems audit. Support the systems requirements analysis. Participate in cost benefit analysis exercises. Facilitate the development of process models and workflow diagrams. Ensure implementation of Geographical Information System Standards. Support draft Terms of Reference for Geographical Information System projects. Manage maps production and customise to meet client needs accordingly. Conduct research. Research, investigate and advice on new Geographical Information System technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new methods/technologies for solving spatial data problems. Research and implement new Geographical Information System standards.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th Floor, Nelspruit, 1200.
<u>NOTE</u>	:	African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 46/63</u>	:	<u>DEPUTY DIRECTOR: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT REF NO: 3/2/1/2018/480</u> Directorate: Rural Enterprise and Industrial Development
<u>SALARY</u>	:	R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Mpumalanga (Nkangala)
<u>REQUIREMENTS</u>	:	Bachelor Degree/National Diploma in Agriculture/Economics/Business Management or Development Studies. 3 - 5 years' in the middle management environment. Job related knowledge: Comprehensive Rural Development

		Programme (CRDP), Enterprise Development, Research Management, Local and Provincial Government, Understand and interpret strategic documents. Job related skills: Communication (verbal and written), Negotiation, Marketing networking, Strategic Management and leadership, Project Management, Team Management, Presentation, Conflict Management, Budgeting and Financial Management. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	Reduce household poverty in accordance with CRDP. Identify wards for household profiling. Mobilise resources for household profiling. Conduct household profiling. Analyse household profiling reports. Present household profiling reports to stakeholders. Facilitate the development of rural enterprise and industries. Attend local and District Intergovernmental Relations Forum (IGR) forums to present Departmental programmes. Identify potential enterprises to be supported by the Department and aligned to the mandate. Compile submissions for approval by committees. Facilitate establishment and support of primary cooperatives. Identify organised rural people. Conduct cooperative workshops. Register cooperatives. Organise relevant trainings for cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperatives and provide support. Organise primary cooperatives to register secondary cooperatives. Promote rural businesses development and facilitate rural development financing. Organise financial institutions to assist in co-funding the rural enterprises. Coordinate the implantation of the Agriparks Programme and Districts. Ensure that the District committees are operational. Align District plans to the Agriparks Programme. Identify projects aligned to the Agriparks Programme. Manage the implementation of Agriparks. Coordinate the identification of one household one hectare projects and provide support. Identify one household one hectare sites. Conduct household profiling. Present submissions for approval. Manage implementation of the projects.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th Floor, Nelspruit, 1200.
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 46/64</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT REF NO: 3/2/1/2018/481</u> Directorate: Rural Enterprise and Industrial Development
<u>SALARY</u>	:	R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	A Bachelor Degree/National Diploma in Public Administration/Management/Management Sciences/Administration or related field. 3 years' experience in management. Job related knowledge: Project Management, Budgetary Planning, Expenditure Reporting, Monitoring and Evaluation, Infrastructure planning and implementation. Job related skills: Computer Literacy, Communication (verbal and written), Project Management, Budgeting, Planning. Ability to work in a high production environment. A valid driver's licence. Willingness to learn.
<u>DUTIES</u>	:	Provide human resources administration support. Enforce compliance with Performance Development Management System processes. Facilitate skills development as per Performance Development Skills Plans in the Directorate. Provide supply chain management support. Facilitate the compilation of procurement Plan and Demand Management Plan for the Directorate. Ensure alignment of Directorate plans with Provincial Plans. Render office service support. Approve travelling and subsistence claims. Provide quality assurance services for documents enroute for Directors processing. Provide secretariat support services. Coordinate Branch monthly meetings. Ensure that minutes and invitations are distributed timeously. Provide record service support. Ensure compliance with the Department filing system. Ensure that all files are properly filed. Provide asset management services.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.

- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 46/65** : **DEPUTY DIRECTOR: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT REF NO: 3/2/1/2018/482**
Directorate: Rural Enterprise and Industrial Development
- SALARY** : R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Eastern Cape
- REQUIREMENTS** : B Degree/National Diploma in Social Science/Economics/Development Studies/Public Administration or equivalent qualification. 3 - 5 years' experience in the middle management environment. Job related knowledge: Comprehensive Rural Development Programme, Enterprise Development, Research Management, Local and Provincial Government, Understand and interpret strategic documents. Job related skills: Communication (verbal and written), Negotiation, Strategic Management and leadership, Project Management, Team Management, Presentation, Conflict Management, Budgeting and Financial Management. A valid driver's licence. Willingness to travel.
- DUTIES** : Reduce household poverty in accordance with Comprehensive Rural Development Programme (CRDP). Identify wards for household profiling. Mobilise resources for household profiling. Analyse household profiling reports. Present household profiling reports to stakeholders. Facilitate the development of rural enterprise and industries. Attend local and District Inter-Governmental Relations Forums to present Departmental programmes. Identify potential enterprises to be supported by the Department aligned to the mandate. Compile submissions for approval by committees. Facilitate establishment and support of primary cooperatives. Identify organised rural people. Conduct cooperatives workshops. Register cooperatives. Organise relevant training for cooperatives. Facilitate organisation of primary cooperative into secondary and tertiary cooperative and provide support. Organise primary cooperatives to register secondary cooperatives. Promote rural businesses development and facilitate rural development financing. Organise financial institutions to assist in co-funding rural enterprises. Coordinate the implementation of Agriparks Programme in the Districts. Ensure that the District Committees are optional. Align District Plan to the Agriparks Programmes. Identify projects aligned to the Agriparks Programme. Manage the implementation of Agriparks. Coordinate the identification of one household one hectare projects and provide support. Identify one household on hectare sites. Conduct household profiling. Prepare submissions for approval. Manage implementation of the projects.
- APPLICATIONS** : Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.
- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 46/66** : **DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2018/483**
Directorate: Tenure Reform Implementation
- SALARY** : R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Eastern Cape (Chris Hani/Joe Qgabi)
- REQUIREMENTS** : Bachelor's Degree in the field of Humanities or Social Science or equivalent. 3 - 5 years' relevant middle management experience in tenure reform and land rights environment. Job related knowledge: Policy Development, Departmental legislation, Risk Management. Job related skills: Plan and Organise, Communication, Computer Literacy, Strategic thinking, Problem Solving and Analytical, A valid driver's licence.
- DUTIES** : Provide land tenure rights implementation support. Promote awareness and capacity building on land rights and relevant laws to stakeholders. Liaise and monitor land rights management structure by providing legal protection and

awareness. Manage and mediate in cases of illegal and unlawful evictions. Establish and maintain land rights mediation and adjudication processes. Implement communal land rights Policies, procedures, guidelines and products. Implement communal tenure upgrading. Manage compliance to Communal Property Institutions establishment. Establishment and implementation of Communal Property Association (CPA). Provide secretarial service in the CPA Meetings and constitutional proceedings. Maintain the register of CPA and similar Entities. Promote awareness of the CPA activities. Manage and conduct investigation on the affairs and activities of the registered CPA. Manage the mediation and dispute resolution proceedings of the CPA. Monitor the validity of CPA transaction in accordance with the CPA constitution.

APPLICATIONS : Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.

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

POST 46/67 : **DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2018/484**
Directorate: Tenure Reform Implementation

SALARY : R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE REQUIREMENTS : Free State (Thabo Mofutsane)
Bachelor's Degree in Sociology/Political Science/Philosophy, Politics and Law/Law and Politics/Law Degree. 3 - 5 years' relevant middle management experience in tenure reform and land rights environment. Job related knowledge: Proactive Acquisition of Land Strategy, State Land Lease Policy, Policy Development, Departmental Legislation, Risk Management. Job related skills: Planning and Organising, Communication, Computer Literacy, Strategic thinking, Problem solving and analytical. A valid driver's licence.

DUTIES : Provide land tenure rights implementation support. Promote awareness and capacity building on land rights and relevant laws to stakeholders. Liaise and monitor land rights management structures by providing legal protection and awareness. Manage and mediate in cases of legal and unlawful evictions. Establish and maintain land rights mediation and adjudication processes. Implement communal land rights support. Promote awareness and provide capacity building on communal land rights and relevant laws and stakeholders. Implement communal land rights policies, procedures, guidelines and products. Implement communal tenure upgrading. Manage compliance to communal property institutions establishment. Coordinate the establishment and implementation of Communal Property Associations (CPA). Provide secretariat services in the CPA meetings and constitution proceedings. Maintain the register of CPA and similar entities. Promote awareness of CPA activities. Manage and conduct investigation on the affairs and activities of the registered CPA. Manage the mediation and disputes resolution proceedings of the CPA. Monitor the validity of CPA transactions in accordance with the CPA Constitution.

APPLICATIONS : Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building 2nd Floor, Bloemfontein, 9301.

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

POST 46/68 : **DEPUTY DIRECTOR: PROJECT IMPLEMENTATION REF NO: 3/2/1/2018/485**
Directorate: Social Organisation and Youth Development

SALARY : R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE REQUIREMENTS : KwaZulu-Natal (Pietermaritzburg)
Degree or Diploma in Project Management/Youth Development/Development Studies/Community Development. 3 years' management experience in Project Management in Youth Development. Job related knowledge: Ability to manage

youth, management and other Departments, Ability to diffuse tension among project team, Ability to bring project to successful completion through political sensitivity, Ability to effectively prioritise and execute tasks in a high pressure environment. Job related skills: Persuasive, encouraging, and motivational, Communication (written and verbal), Strong interpersonal Relations, React to project adjustments and alterations promptly and efficiently, Strong familiarity with project management software. A valid driver's license.

DUTIES : Plan the implementation of various projects relating to National Rural Youth Service Corps (NARYSEC) programme phases. Manage the recruitment of youth. Manage attendance of induction and leadership training. Manage the performance of community services. Coordinate attendance of skills phase by all youth. Manage and coordinate the implementation of NARYSEC programme in all District Municipalities. Manage and coordinate performance of District coordinators. Monitor and ensure correct implementation of the programme phases. Manage and coordinate District structures for youth in the programme. Prepare and submit reports and statistics on participation of youth in programme activities. Coordinate and submit reports on human resources and budget needs. Mobilise and manage stakeholders. Identify and engage stakeholders that the NARYSEC programme can enter into partnership with. Prepare partnership memorandums of understanding for approval. Manage and coordinate the implementation of NARYSEC exit strategy in all District Municipalities. Manage data base of all youth that are enrolled in the programme. Arrange exit opportunities related to further studies, establishing business and employment.

APPLICATIONS : Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

POST 46/69 : **PROFESSIONAL TOWN AND REGIONAL PLANNER REF NO: 3/2/1/2018/486**
Directorate: Spatial Planning and Land Use Management

SALARY : R585 366 per annum (The salary in accordance with the OSD for Engineers)
CENTRE : Mpumalanga (Nelspruit)
REQUIREMENTS : B degree in Urban/Town and Regional Planning or relevant qualification. 3 years' post qualification in Town and Regional Planning experience. Compulsory registration and must be in good standing with The South African Council for Planners (SACPLAN) as a Professional Town and Regional Planner on appointment. Job related knowledge: Programme and Project Management, Town and Regional principles and methodologies, Research and Development, Computer-aided applications, Town and Regional knowledge of legal compliance, Creating high performance culture, Technical consulting. Job related skills: Analytical, Creativity, Self-management, Communication, Computer Literacy, Attention to detail. A valid driver's licence.

DUTIES : Ensure the application of Town and Regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding Town and Regional planning projects. Ensure adherence to legal requirements. Coordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of project execution plans and manage site clearance standards as agreed with project managers. Plan and design to ensure sustainable human settlement. Compile of spatial development frameworks (SDF) (as part of the Integrated Development Plan processes). Compile guidelines and evaluate Land Use Management Schemes (LUMS). Provide spatial planning and land use management services in liaison with National Office. Provide support to the implementation of tools, systems, guidelines, policies, programmes and legislations for spatial planning and land use management at a Provincial level. Provide development planning support to departmental programmes and rural development at the Provincial level. Render planning support and advice to the

- Departmental programmes. Provide support to the development of spatial plans at Provincial and Municipal level. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies/councils on Town and Regional planning related matters.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th Floor, Nelspruit, 1200.
- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 46/70** : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2018/487**
Directorate: Support Services
- SALARY** : R448 269 per annum (Salary in accordance with the OSD for Legal)
CENTRE : North West (Mmabatho)
REQUIREMENTS : LLB Degree as determined by the Minister of Justice and Constitutional Development. 8 years' post qualification experience in the relevant field. Job related knowledge: South African Law. Job related skills: Ability to interpret the law, Ability to research the law, Writing, Presentation, Client Relations, Communication, Managerial, Computer Literacy. A valid driver's licence. Preparedness to travel.
- DUTIES** : Manage all legal matters emanating from the various staff and line function. Compile Memorandum of Understanding's, Service Level Agreements' and institutional partnerships with Service Providers, Municipalities and other internal and external stakeholders. Provide advice, opinions, engage and compile contracts/agreements/correspondence with/to service providers, lessee' farm owners and other internal and external stakeholders. Advise on governance and legal matters. Manage litigation on behalf of the Provincial Shared Service Centre. Engage National Office Legal Services, State Attorney or Counsel on matters. Draft/Compile or edit legal correspondence. Assess, amplify and research relevant law and formulate and draft opinions. Draft/edit/review correspondence and send to client internal/external party. Assist Human Resource with Labour Relations matters. Draft charge sheets in misconduct cases. Represent the Provincial Shared Service Centre in disciplinary hearings, conciliations and arbitrations.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
- NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 46/71** : **CHIEF LAND INFORMATION ANALYST (TRAINING) REF NO: 3/2/1/2018/488**
Directorate: Property Systems and Data Management
- SALARY** : R444 693 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Bachelor's Degree in Real Estate or Property Management or Property Valuation, Town and Regional Planning or Geographic Information Systems (GIS) excluding Environmental GIS. 3 - 5 years' experience in property data management. Job related knowledge: experience in property administration, experience in compilation of training manuals and presentations and in leading/presenting training sessions, experience in systems development, experience in providing support to users, extensive experience in land/property data management, good data and information management (i.e. capturing, preserving and maintenance of data), Land administration related legislation and Policies, extensive Computer Literacy in Microsoft Office and other relevant software (e.g. Access, SQL), Land information (Deeds, subdivisions, vesting, disposals, Surveyor General diagrams, etc.). Job related skills: Technical Aptitude, Training and Presentation, System Development, Project Management, Good human relations, Reading and interpreting Surveyor-General diagrams, title deeds, maps, aerial photographs, Communication (written and verbal), Research,

		Accuracy and attention to detail. A valid driver's licence. Ability to work in a team as well as independently.
<u>DUTIES</u>	:	Facilitate and present capacity programmes on land administration systems. Develop training plan and schedule for the Land Administration Web (LAW). Review and update training manuals. Compile training manuals and training presentations. Coordinate logistical arrangements for training. Facilitate and present capacity building programmes. Provide technical support to users on LAW and other land administration systems. Develop, refine and maintain existing land administration systems. Render technical user support for system and application modification on LAW for all modules. Render technical assistance in joint system and application development sessions. Render technical support for system development and normalising data structures. Maintain state and public land database on LAW. Verify land data for accuracy and completeness. Update land data continuously based on vesting certificates, disposals and custodian Immovable Asset Registers. Update property descriptions and related information in the state and public land database continuously based on Surveyor General diagrams and Title Deed information. Maintain Departmental Immovable Asset Register. Verify immovable asset data for accuracy, quality and completeness. Update immovable asset data continuously based on vesting certificates and disposals. Update property descriptions and related information in the state and public land database continuously based on Surveyor General diagrams and Title Deed information. Provide immovable asset data and information to users and stakeholders. Liaise with local Municipalities to obtain the latest municipal valuation roles. Capture and/or verify initial costs of properties on LAW based on municipal valuation roles.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<u>NOTE</u>	:	African, Coloured and Indian males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
<u>POST 46/72</u>	:	<u>PROJECT COORDINATOR: PROPERTY LEASES REF NO: 3/2/1/2018/490 (X3 POSTS)</u> Directorate: Property Management
<u>SALARY CENTRE</u>	:	R444 693 per annum (Level 10) North West (Ngaka Modiri Molema Dr Ruth Segomotsi Mopati Dr Kenneth Kaunda)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma Real Estate/Property Management/Bachelor's Degree in Law or equivalent qualification. 3 - 5 years' supervisory experience in state land administration or property management. Job related knowledge: Legislation governing State Land, Understanding state land administration. Understanding of the value-added development of communities. Project Management, Public Service Regulations. Job related skills: Planning and Organising, Training and Development, Analytical and Research, Report writing, Presentation and Facilitation, Computer Literacy. An initiative, self-driven individual, willingness to travel and/or work irregular hours. A valid driver's licence.
<u>DUTIES</u>	:	Finalise and sign leases and caretaker agreements. Provide support to the Districts in the administration of contracts (leases and caretaker agreements). Manage records of original contract and inspection reports. Coordinate and conduct verification of state land. Maintain proper usage and maintenance of leased assets. Manage auditing processes on leases and support Districts on leases information management.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<u>NOTE</u>	:	Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

<u>POST 46/73</u>	:	<u>PROJECT COORDINATOR: PROPERTY HOLDINGS REF NO: 3/2/1/2018/491</u> Directorate: Property Management
<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	North West (Ngaka Modiri Molema District)
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/National Diploma Real Estate/Property Management or Bachelor's Degree in Law or equivalent qualification. 3 - 5 years' managerial experience in property management field or environment. Job related knowledge: Public Service Regulations, Public Finance Management Act (PFMA) and Project Management. Job related skills: Planning and Organising, Training and Development, Analytical and Research, Report writing, Presentation and Facilitations, Computer Literacy. An initiative, self-driven individual willingness to travel or work irregular hours. A valid driver's licence.
<u>DUTIES</u>	:	Manage and maintain Immovable Asset Register and records. Manage vesting in terms of item 28(1). Manage investigations on State Land Use and Maintenance. Manage State Land periodic verification. Facilitate surveying of immovable assets. Facilitate the process of identifying assets for disposal and transfer of state land.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<u>NOTE</u>	:	Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 46/74</u>	:	<u>PROJECT COORDINATOR: LAND ACQUISITION REF NO: 3/2/1/2018/492 (X2 POSTS)</u> Directorate: Strategic Land Acquisition
<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	North West (Ngaka Modiri Molema and Bojanala)
<u>REQUIREMENTS</u>	:	Degree/National Diploma in Economic, Developmental Studies or equivalent qualification. 3 - 5 years relevant working experience. Understanding of the value added development of communities. Job related knowledge: Understanding and interpretation of Budget Management, Project Management principles, Departmental land acquisition process or related programmes, legislation and procedures. The Land Reform: Provision of Land and Assistance Act, Land Reform (Land Tenants Act), Comprehensive Rural Development Programme (CRDP), Recapitalisation and Development Programme (RADP), relevant prescripts pertaining to land reform and redistribution. Job related skills: People Management, Performance Management, Conflict Resolution, Facilitation, Capacity Building, Negotiation, Map reading, analysis and interpretation. A valid driver's licence. Willing to travel and work irregular hours.
<u>DUTIES</u>	:	Provide support to management of the region and supervision to Senior Project Officers. Assess sub-ordinates' quarterly and annual performance. Coordinate regional project implementation. Manage regional applications. Manage day to day operations of the Senior Project Officers. Check and correct submissions of Senior Project Officers prior to submission to the regional manager. Provide input into the operational plan of the region/District. Identify potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project files from regional manager/Deputy Director: Land Acquisition. Make Arrangement with farm/land owner for farm assessment. Conduct farmer assessment in conjunction with Department of Agriculture Forestry and fisheries (DAFF), People with Disabilities in Agriculture and Rural Development (PDARD) and Municipalities (stakeholders). Prepare presentation for the District Screening Committee for approval of planning funds. Implement land acquisition project procedures within relevant policy and programme guidelines (Recapitalisation and Development Programme and Proactive Land Acquisition Strategy). Facilitate the appointment of service providers to conduct relevant studies. Engage in the Land Price Negotiations Process. Prepare submission for approval by relevant committees. Liaise with relevant role-players/stakeholders with regards to land acquisition projects support requirements. Consult with land acquisition and warehousing to assess the valuation reports and give a mandate for land price negotiations. Investigate and respond to the Presidential enquiries, Director-General tasks when

		required. Facilitate project support. Obtain approval of planning funds for implementation of projects. Develop terms of reference for procurement of Professional Services in line with supply chain management processes. Submit invoices for services rendered within stipulated timeframes.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<u>NOTE</u>	:	Coloured and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 46/75</u>	:	<u>PROJECT COORDINATOR: RECAPITALISATION REF NO: 3/2/1/2018/493</u> Directorate: Strategic Land Acquisition
<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	North West (Ngaka Modiri Molema)
<u>REQUIREMENTS</u>	:	Bachelor Degree/National Diploma in Agricultural Studies or equivalent qualification. Post Graduate Degree in Agriculture will be an added advantage. 3 - 5 years' relevant experience. Job related knowledge: Department's Policies, prescripts and practice pertaining to Comprehensive Rural Development Programmes (CRDP), Recapitalisation and Development Programmes (RADP), Land Reform Policies and other related legislation, Understanding of various commodities e.g. livestock, crop, vegetables, poultry and horticulture production, Understanding of sector needs and business requirements, Understanding of Government Development Policies e.g. National Development Plan, National Growth Path etc, Corporate Governance. Job related skills: Project Management, Conflict Management, Agricultural Development, Stakeholder Mobilisation, Analytical, Report writing and Computer Literacy. A valid driver's licence. An initiative, self-driven individual willing to travel and work irregular hours.
<u>DUTIES</u>	:	Monitor and report on mechanisms of RADP projects in line with government priorities. Ensure the identification of farms in distress acquired since 1994 across all land reform programmes. Ensure the recruitment and appointment of relevant strategic partners. Ensure the provision of funding for implementation of projects. Facilitate the appraisal of business plans for recapitalisation and development. Create and maintenance of the RADP Provincial project database. Ensure the development and implementation of RADP related policies, systems and procedures within the Province. Ensure the use of RADP systems and procedures. Conduct workshops with relevant stakeholders to familiarise them with developed systems and procedures. Ensure the population of reporting templates for information gathering. Ensure effective promotion of RADP and recruitment of strategic partners to advance Provincial priorities. Identification and mobilisation of relevant stakeholders to advance Commodity Value Chain Cluster priorities. Ensures the development of Cluster Value Chain Integrated Model. Facilitate the implementation of the Cluster Value Chain Integrated Model. Facilitate institutional partnership arrangements. Management of partnership arrangements. Provide timely strategic interventions.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<u>NOTE</u>	:	Coloured and White males and African, Coloured and White females and Persons with disabilities are encouraged to apply.
<u>POST 46/76</u>	:	<u>PROJECT COORDINATOR: LAND ACQUISITION REF NO: 3/2/1/2018/494 (X2 POSTS)</u> Directorate: Strategic Land Acquisition
<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	Western Cape (Cape Metro/West Coast and Cape Winelands/Overberg)
<u>REQUIREMENTS</u>	:	Degree/National Diploma in Economic, Developmental Studies or equivalent qualification. 3 - 5 years relevant working experience. Understanding of the value added development of communities. Job related knowledge: Understanding and interpretation of Budget Management, Project Management principles, Departmental land acquisition process or related programmes, legislation and

procedures. The Land Reform: Provision of Land and Assistance Act, Land Reform (Land Tenants Act), Comprehensive Rural Development Programme (CRDP), Recapitalisation and Development Programme (RADP), relevant prescripts pertaining to land reform and redistribution. Job related skills: People Management, Performance Management, Conflict Resolution, Facilitation, Capacity Building, Negotiation, Map reading, analysis and interpretation. A valid driver's licence. Willing to travel and work irregular hours.

DUTIES : Provide support to management of the region and supervision to Senior Project Officers. Assess sub-ordinates' quarterly and annual performance. Coordinate regional project implementation. Manage regional applications. Manage day to day operations of the Senior Project Officers. Check and correct submissions of Senior Project Officers prior to submission to the regional manager. Provide input into the operational plan of the region/District. Identify potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project files from regional manager/Deputy Director: Land Acquisition. Make Arrangement with farm/land owner for farm assessment. Conduct farmer assessment in conjunction with Department of Agriculture Forestry and fisheries (DAFF), People with Disabilities in Agriculture and Rural Development (PDARD) and Municipalities (stakeholders). Prepare presentation for the District Screening Committee for approval of planning funds. Implement land acquisition project procedures within relevant policy and programme guidelines (Recapitalisation and Development Programme and Proactive Land Acquisition Strategy). Facilitate the appointment of service providers to conduct relevant studies. Engage in the Land Price Negotiations Process. Prepare submission for approval by relevant committees. Liaise with relevant role-players/stakeholders with regards to land acquisition projects support requirements. Consult with land acquisition and warehousing to assess the valuation reports and give a mandate for land price negotiations. Investigate and respond to the Presidential enquiries, Director-General tasks when required. Facilitate project support. Obtain approval of planning funds for implementation of projects. Develop terms of reference for procurement of Professional Services in line with supply chain management processes. Submit invoices for services rendered within stipulated timeframes.

APPLICATIONS : Applications can also be submitted by post Private Bag X10, Mowbray, 8001 or Hand delivered at 1st floor No. 14 Long Street, Cape Town, 8000.

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

POST 46/77 : **LAND REFORM SPECIALIST REF NO: 3/2/1/2018/496**
 Directorate: Strategic Institutional Partnerships
 This is a re-advertisement, applicants who applied previously must reapply.

SALARY CENTRE : R356 289 per annum (Level 09)
 : Pretoria

REQUIREMENTS : LLB Degree or Bachelor of Commerce in Law. 3 years' relevant experience. Job related knowledge: Public Service Management Frameworks, Contract Management. Job related skills: Communication, Planning and Organising, Computer Literacy, Problem Solving and Decision-Making, Time Management, Interpersonal Relations, Team Management, People Management. Ability to work independently. A valid driver's licence.

DUTIES : Create and maintain land reform strategic institutional partnership network. Coordinate contract drafting for land redistribution programmes. Facilitating private and other forms of external equity. Quality assure Land Redistribution contracts. Arrange Membership, Core management and share equity to support land reform. Monitor land reform strategic institutional partnerships and skills training. Conduct farm investigation and provide necessary reports to the Branch. Provide report from projects to Directorate: Land Redistribution Information Management, Risk and Compliance. Render implementation support for implementation of approved good practice model.

APPLICATIONS : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 46/78** : **ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: 3/2/1/2018/497**
Directorate: Quality Assurance and Administration
- SALARY CENTRE REQUIREMENTS** : R356 289 per annum (Level 09)
: Eastern Cape (East London)
: Bachelor's Degree/National Diploma in Financial Management/Financial Accounting/Public Finance/Public Management/Business Management. 3 years' supervisory experience. Job related knowledge: Restitution Process, Applicable Financial Acts and Regulations. Job related skills: Proven Managerial and Project Management, Good Planning, Organising and Problem solving, Communication (verbal and written), Computer Literacy, Risk Management and Compliance experience. Experience in drafting and Implementing and knowledge of Government policies. A valid driver's licence.
- DUTIES** : Provide quality assurance with regard to content, compliance, completeness and accuracy of submissions on land claims by setting and implementation standards as well as reviewing files. Vetting compliance in line with business process. Vetting claimant verification and conduct duplicate testing. Compile project analysis summary. Implement project management methodology for the management of land claims. Align activities to achieve operational targets. Align settlements to allocated budget. Align monthly and annual spending plan. Manage functions for the release of restitution awards to beneficiaries. Ensure effective and efficient risk management and implementation of internal legal and financial control. Review existing operational control and development of improved controls. Coordination of risk and fraud management functions. Prevention of unauthorised, irregular and fruitless expenditure. Efficiently and effectively manage resources allocated. Allocate sufficient resources to functions. Monitor performance, providing support to ensure maximum utilisation of resources efficiency in service delivery, providing financial and operational reports. Providing solutions to challenges in implementation of process. Ensure processes that are responsive to Batho Pele Principles. Advice and assist the office on all issues of compliance regarding policy and legislation. Distribution of circulars and process guidelines. Monitor implementations of processes, ensuring compliances.
- APPLICATIONS** : Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 46/79** : **ASSISTANT DIRECTOR: CLIENT LIAISON AND COMMUNICATION REF NO: 3/2/1/2018/498**
Chief Directorate: Land Restitution Support
- SALARY CENTRE REQUIREMENTS** : R356 289 per annum (Level 09)
: Eastern Cape (East London)
: National Diploma in Communication/Public Relations. 3-5 years' experience in related working environment. Job related knowledge: Query Management, Client Relation Management, Land Restitution Programme, Rural Development and Land Reform mandates. Job related skills: Analytical, Organise, Interpersonal Relations, Report writing, Communication. A valid driver's licence.
- Duties** : Build and maintain client relationships. Advice colleagues on enquiries received. Perform administrative functions. Manage and resolve queries. Provide report back to internal and external clients. Advice clients on land restitution programme. Administer client database.
- APPLICATIONS** : Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

- POST 46/80** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2018/499**
Directorate: Support Services
- SALARY** : R356 289 per annum (Level 09)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Degree/Diploma in Information Management/Records Management or equivalent qualifications. 3-5 years' experience in records management environment. Job related knowledge: National Archives, Information Management, Understanding of most prevalent systems (i.e. Database Management Systems, Transaction Processing Systems, Document Management System), Public Financial Management Act, Treasury Regulations and other related prescripts, relevant standards, statutory and regulatory framework. Job related skills: Computer Literacy, Archiving, Program and Project Management, Interpersonal Relations, Communication (written and verbal), Organise and Supervisory. A valid driver's licence.
- DUTIES** : Facilitate implementation of record management Policies and guidelines. Maintain filing system for the office. Advise and coordinate the use of approved file plan by staff. Reduce duplication of records to improve information sharing. Liaise with Department records manager on additions and amendments of File Plan. Provide postal and courier services. Provide reprographic services. Implement records preservation strategies on vital records. Implement systematic disposal of inactive records. Maintain records physical security and access. Manage the electronic document management system. Administer and maintain database. Manage capturing process on the project undertaken by the business units. Provide management information on project. Facilitate access to information and records. Facilitate user's access to the data base. Provide and coordinate training on records administration. Undertake regular reviews and analysis of records management training needs. Provide a professional development programme for records management staff. Conduct awareness on records management and information practices. Monitor and evaluate records management practices for compliance to sound records management practices. Conduct registry inspection/audit in Districts. Provide compliance report on the records management implementation programme. Develop and maintain the relevant registers including inter and intra Departmental records transfer. Maintain Occupational Health and Safety Compliant Registries in the Province and in Districts.
- APPLICATIONS** : Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.
- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 46/81** : **LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2018/495**
Directorate: Support Services
- SALARY** : The salary will be between R186 828 - R867 399 per annum, based on the number of years' post qualification experience in accordance with the OSD for legal personnel
CENTRE : Eastern Cape (OR Tambo/Alfred Nzo)
REQUIREMENTS : MR 1: LLB Degree or equivalent. MR 2: LLB Degree or equivalent plus a minimum of 1 year post qualification experience in the legal profession. MR 3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in the legal profession. MR 4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in the legal profession. MR 5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in the legal profession. Job related knowledge: South African Law. Job related skills: Ability to interpret the law, Ability to research the law, Writing and Presentation, Client's Relations, Communication, Computer Literacy, Managerial. A valid driver's licence. Preparedness to travel.
- DUTIES** : Handle all legal matters arising from the regional support services. Provide legal support to the Regional Office and sub-Directorates. Assist with response to enquiries from external stakeholders in terms of Policies and legislations provided.

Draft or edit legal correspondence. Formulate a response to third parties. Respond to correspondence from legal representatives. Draft, vetting and amend contracts and agreements between the Department and third parties. Make recommendations on forfeiture of state cover by officials. Handle specific cases against the Department from legal representative's. Obtain instructions and consult with State Attorney. Facilitate appointment and brief Counsel when necessary. Facilitate and obtain witnesses and statements on behalf of the Department. Facilitate signatures of affidavits. Serve on committees and task teams. Serve and advice on committees and task teams as may be delegated by law and office. Provide legal opinions. Provide written legal opinions. Source external opinions when necessary. Research case law and court decisions for supplementary legal opinion.

APPLICATIONS

: Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.

NOTE

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

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G, the dti Campus, corner of Amenities and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 30 November 2018 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on a signed Z83 form, (unsigned Z83 forms will disqualify an application) which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with copies of qualifications (Matric certificate must also be attached) and ID document and driver's licence (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Background verification, including qualifications, financial, criminal record and citizenship check will be conducted on recommended candidates. Competency assessment may form part of the selection process. Department Small Business Development 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 (as per EE Plan). It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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. The Department reserves the rights not to fill or withdraw any advertised post.

OTHER POSTS

- POST 46/82** : **SENIOR INTERNAL AUDITOR REF NO: INT AUD/22/18**
- SALARY** : R299 709 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three (3) year qualification (National Diploma or Degree) in Auditing or Accounting. A minimum of 3 years' experience in an Auditing/Finance. Computer literacy with knowledge and experience of Microsoft office packages. Knowledge of the Public Finance Management Act and Treasury Regulations. Institute of Internal Auditors (IIA) standards and guidelines. Additional: Post graduate degree in auditing/Performance Auditing, Accounting, IT Auditing and studying towards CIA accounting.
- DUTIES** : Plan internal audits. Conduct business understanding on the audit subject. Conduct risk analysis and identify risk. Consider applicable legislative frameworks on the subject. Determine the focus and scope of the audit. Develop an audit engagement letter for the unit. Arrange entrance meeting with the unit and agree on the terms of engagement. Document system descriptions and get buy in from the line manager. Execute internal audits. Conduct the control adequacy assessment. Conduct sampling procedures. Develop an audit programme to be signed off by the audit manager. Develop draft audit reports. Process and analyse management comments. Develop audit matrix. Communicate and maintain a good relationship with audit stakeholders. Convene exit meeting and present the findings of the audit report. Prepare an audit summary for the various stakeholders. Highlight risk areas and track progress.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5281/ 43097/41440
- NOTE** : Preference will be given to Asian or Indian Male & Female / White Male & Female and People with disabilities.
- POST 46/83** : **ASSISTANT INTERNAL AUDITOR REF NO: INT AUD/23/18**
- SALARY** : R196 407 per annum
- CENTRE** : Pretoria

- REQUIREMENTS** : An appropriate three (3) year qualification (National Diploma or Degree) in Internal Audit / Management Accounting / Accounting / Auditing. A minimum of 1 year experience in an Auditing/Finance environment. Computer literacy with knowledge and experience of Microsoft office packages. Additional: Knowledge of the Public Finance Management Act and the standards set by the Institute of Internal Auditors (IIA).
- DUTIES** : Provide an administrative service and secretariat support to the Directorate: Internal Audit. Maintain Internal Audit Compliance records. Collect and consolidate information in reference to Audit plans and Internal Audit Matrices. Provide support during the implementation of Internal Audit Quality Assurance and Combined Assurance Programmes. Document audit analysis and results. Assist in conducting Internal Audits. Facilitate the submission of monthly and quarterly reports for Internal Audit. Communicate with internal and external stakeholders.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5281/ 43097/41440
- NOTE** : Preference will be given to Asian or Indian Male & Female / White Male & Female and People with disabilities.
- POST 46/84** : **REGISTRY CLERK REF NO: GI&CT MNGT/24/18**
- SALARY** : R163 563 per annum
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate or equivalent. Knowledge of promotion of Access to Information Act, Administrative Justice Act, National Archives Act and Regulations. Knowledge of Records Management. The successful completion of a National Archives Certificate in Records Management with a minimum of 12 months experience will be an added advantage. Good organizing, planning and coordinating, analytical and problem solving skills. Computer literacy and Good Interpersonal skills. Good Communication (verbal and written) skills, ability to work under pressure to work independently.
- DUTIES** : Provide registry counter services by attending to clients, handling telephonic and other enquiries received. Handle incoming and outgoing correspondence. Receive, register, sort and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service including opening and closing of files according record classification system. File, store, trace (electronically/manually) and retrieve documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to post office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittance to finance. Send wrong remittance back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and/ disposal. Scan files electronically. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5281/ 43097/41440
- NOTE** : Preference will be given to Coloured Female / Asian or Indian Female / White Male and People with disabilities.

SOUTH AFRICAN POLICE SERVICE

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to Division Visible Policing, 540 Pretorius Street, Arcadia or to Private Bag x 12, Arcadia, 0007
- FOR ATTENTION** : Lt Col Setshedi, Personnel Management, Tel No: 012 421 8440
- CLOSING DATE** : 30 November 2018
- NOTE** : Applications are hereby invited from suitably and qualified person to apply for the following post. Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously will no longer be accepted. All instructions on the application forms be adhered to, failure to do so may result in the rejection of the application. Clear indication of the post and reference number that is being applied for must be indicated on your z83. A recent comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after advertisement thereof.

OTHER POST

- POST 46/85** : **ADMINISTRATION CLERK REF NO: VP E1/2018**
- SALARY** : R163 563 per annum
- CENTRE** : Firearms, Liquor and Second Hand Goods Control Services, Arcadia, Pretoria
- REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post. Be (proficient) in at least two official languages, of which one must be English. Must be a SA Citizen. Must have no previous criminal convictions or criminal cases pending. Relevant courses in the field of the post may be an advantage. Be in possession of Senior Certificate (Grade 12). Applicants in possession of a higher qualification in the specific field or who have completed an internship/currently undergoing an internship in the Public Service may receive preference. Appropriate/relevant experience in the field of the post may be in advantage.
- DUTIES** : Rendering duties of administrative nature which will include general administration duties as well as specific administration duties.
- ENQUIRIES** : Capt Maswanganye, Tel No: 012 421 8423/8435/8033

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.
- CLOSING DATE** : 03 December 2018
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

- POST 46/86** : **ASSISTANT DIRECTOR: IT AUDIT REF NO: (DOT/HRM/79)**
Branch: Office of the Director-General
Chief Directorate: Internal Audit & Fraud Investigations
Directorate: Internal, Performance and IT Audit
Sub-Directorate: IT Audit
- SALARY CENTRE REQUIREMENTS** : R356 289 per annum (Level 09)
: Pretoria
: An appropriate 3 year National Diploma or Bachelor's Degree in Information Systems or Internal Auditing or equivalent at NQF Level 6 / 7 as recognised by SAQA plus three (3) years relevant experience plus the registration for a CISA qualification. Membership of ISACA. Knowledge, Skills and Abilities. IIA standards , ISACA standards , Public Service corporate Governance of Information and Communication Technology Policy Framework, COSO, ISO, ITIL / ISO 20000 IT Service management, ISO 9001 Quality management, COBIT and KING III requirements for IT Governance, CMMI-DEV, ISO 12207 Software Development Life Cycle Processes, PRINCE2 Project management methodology, PMBOK, ISO 10006 (Guidelines for quality management in Projects), ISO 27001 (Information Security Management), ISO 9126 (Software Engineering Product Quality), ISO 12119 (Information technology – Software packages - Quality requirements and testing); and appropriate IEEE standards for Software Quality Assurance and Testing. The following will serve as recommendations: substantial experience in IT Audit and Internal Audit or relevant environment, detailed knowledge of PFMA, Treasury Regulations and other relevant legislation, IT Security Qualification, Data Analytics Qualification, understanding of performance management system would be advantageous, knowledge of the public service and applicable legislation, management experience, attention to detail, excellent verbal, liaison and writing communication, planning and coordinating skills, good problem solving and presentation skills, willingness to work irregular hours.
- DUTIES** : Planning IT Audits, executing IT Audits, Reporting on IT Audit projects, follow up on implementation of IT general controls and application review audit findings, participate in the development of the annual IT audit operational plan, perform engagements plans that include engagement's objectives, scope, timing, and resource allocation, perform the execution of audit projects as per annual

operational plan, perform engagement of work programs, compile draft IT reports for review by supervisor, ensure that audit communications are accurate, objective, clear, concise, constructive, complete and timely, provide input in the development of the annual audit opinion report, update findings tracking report in relation to IT general controls and application controls audit findings, provide assistance in the compilation of all required administrative reports, maintain good stakeholder relationships with all relevant stakeholders.

ENQUIRIES

: Ms M Kgwadi Tel No: (012) 309 3950

NOTE

: Kindly note this post was previously advertised as Assistant Director: ICT Audit General Controls with Reference No. DOT/HRM/67 advertised in Public Service Circular number 37 of 2018, closing date 01 October 2018, the job title and the requirements are revised. Applicants who applied previously must re-apply again if they are still interested

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 30 November 2018

NOTE : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment

MANAGEMENT ECHELON

POST 46/87 : **DIRECTOR PLANNING AND INFORMATION REF NO: 301118/01**
Operational Integration KZN
Dir: Planning and Information

SALARY : R1 005 063 per annum (Level 13) (all inclusive salary package)

CENTRE : Durban

REQUIREMENTS : A Bachelor's Degree (NQF 7) qualification in Integrated Water Resources Management. Five (5) to ten (10) years' experience in WRM, Environment, Policy, Strategy Development and Project of which five (5) years should be at Middle / Senior Managerial level. Good understanding of Hydrology. Knowledge of yield calculations. Strategic capability and Leadership skills, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus Communication, Accountability and Ethical Conduct.

DUTIES : The development of strategic and business plans in protection of surface and ground water. Ensure the implementation of WRM policies. Ensure the implementation of business strategy for the component. Develop reconciliation strategies for the catchments system for the component. Ensure maintenance for Coastal and inland Provincial Management WRM strategies and for all rivers. The development of Water Resource Management data information on surface and ground water. Evaluation of Water Sector Business Plans and overseeing the provincial participation in the development of all water reconciliation strategies including all planning related functions for the province. Develop WRM data base for the component. Ensure that WR data is maintained. Ensure that relevant IT systems are developed and maintained in storing data. Develop reconciliation and management strategies for various catchments. Develop water quality management strategies for the catchments and rivers systems. Ensure maintenance of water quality management strategies is developed for all Catchments. Manage flow of water in rivers and catchments accordingly. Management of various stakeholders within the sector. Ensure the application of models for reconciliation is maintained. Ensure Models for reconciliation and allocation process in catchments are implemented. Update hydrology and yield

analysis for all Rivers catchments within the specific WRM boundaries. Manage Human Resources. Promote transformation within the Directorate. Implement HR policies and transformation imperatives. Manage budget and financial resources.

ENQUIRIES : Mr ACC Starkey Tel No: (031) 336 2862
APPLICATIONS : KwaZulu Natal (Durban). For purposes of response handling, please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms LI Mabile

OTHER POSTS

POST 46/88 : **SCIENTIST MANAGER GRADE A REF NO: 301118/02**
Operational Integration Limpopo
Div: Groundwater Resources Information

SALARY : R854 154 per annum (All inclusive OSD salary package)
CENTRE : Polokwane
REQUIREMENTS : An MSc degree or relevant qualification in the fields of Geohydrology, Hydrology, Geology or Earth Sciences. Six (6) years post qualification natural (Scientific) experience. Compulsory registration with SACNASP as a Professional Natural Scientist. (Proof of registration must be attached). A valid driver's license (Please attach certified copy). Willingness to work afterhours. Appropriate experience in groundwater exploration, assessment and groundwater monitoring network development, data assessment, updating HYDSTRA and production of ground water reports. Appropriate experience in all aspects of geohydrology, geophysics and acquisition as well as the provision of groundwater information. Applied knowledge of GIS in groundwater assessment and monitoring. Ability to supervise and manage subordinates. Experience in managing the budget. Knowledge of Financial and Human Resources legislation. Interpersonal skills and leadership ability. Good communication skills both written and verbal and presentation skills. Knowledge of Water legislation. Excellent computer skills.

DUTIES : Ability to manage the Sub-Directorate. Manage and co-ordinate the assessment of existing and new groundwater resources in terms of their occurrence, quality and exploitation potential. Manage the appropriate development of groundwater resources. Management geophysical surveys, borehole census, drilling programmes, supervision, pumping tests and sampling programmes. Interpret and evaluate geophysical, geohydrological and hydro-chemical field data. Manage the implementation of groundwater monitoring network. Manage groundwater monitoring and information systems. Manage and evaluate data and status reports. Manage and evaluate high-quality groundwater and protect the groundwater resources. Populate regional and national groundwater database. Advise water users and managers on groundwater development, management and protection. Educate and inform communities, the public, school children of the basics and management of groundwater. Disseminate groundwater information to local authorities or individuals. Provide a professional service to the geohydrologist and the Department as a whole. Provide geohydrological training to technicians. Manage the budget and the performance of the Sub-Directorate.

ENQUIRIES : M.M Komape, Tel No: 015 – 290 1463.
APPLICATIONS : Limpopo (Polokwane): Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO PLACE Building (Registry Office 4th floor)
Tel (015) 290 1386

FOR ATTENTION : Tel (015) 290 1386

POST 46/89 : **SCIENTIST (PRODUCTION) GRADE A REF NO: 301118/03**
Operational Integration: North West
Div: Compliance and Monitoring

SALARY : R585 366 per annum (OSD salary package, offer based on proven years of experience)

CENTRE REQUIREMENTS : Mafikeng
: A Science Degree Bsc (Honours) or relevant qualification. Compulsory registration with the SACNASP as a Professional Natural Scientist. Three years (3) years post qualification natural scientific experience. Extensive experience in the environmental and water management field, waste management, industries, urban development and mining, including the Department's water use authorization process. A clear understanding of the Department's role and policy with respect to Water Resource Management. Knowledge in water use for agriculture, industries, mines, local government, investigations, inspections, sampling procedures, report writing and relevant legislation. Knowledge of the National Water Act 36 of 1998 and related policies, strategies and guidelines. Understanding of the principles of Integrated Water Resource Management. Innovative thinking, negotiating and networking skills. Good management skills. Good communication skills both verbal and written. The willingness to travel extensively and work irregular hours. Knowledge of Human Resources and Financial Management policies. Knowledge of the National Water Act, 1998, the Water Services Act, 1997, and related policies. Knowledge and understanding of natural resource management which is technical assessment of action plans. Knowledge and experience in ground water resources exploration, aquifer characterizations and development of management information products and ground water abstractions investigation will be an added advantage. Experience in investigations including criminal investigations in a Water Sector environment and/or environmental field.

DUTIES : Provide scientific and technical expertise in the field of physical, water and earth sciences in order to assess, develop, protect, use, conserve and manage ground water resource in the Northwest Regional Office. Ensure compliance of the National Water Act through inspections, investigations, administrative prepare and issue notices and directives, criminal and civil enforcement action. Prepare necessary information, reports and evidence for court applications. Collaborate investigations with appropriate business partners such as legal services and other law enforcement agencies. Conduct investigation and provide support to Water Management Institutions. Analyse available evidence. Support the implementation of the water resources protection strategies and related protocols at regional level. Provide scientific and ground water extension services to other colloquies in the provincial offices regarding water abstraction from water resources. Provide inputs to the determination of lawful water use from surface and related ground waste. Audit water uses licences for industries, mines, agricultural water use and ground water use. Plan, supervise and implement regional water monitoring and information audits in terms of issued licences.

ENQUIRIES APPLICATIONS : Mr WJ Maluleke Tel No: 012 392 1409
: North West (Mafikeng): Please forward your applications quoting the relevant reference number to The Provincial Head: North West, Department of Water and Sanitation, Private Bag x 5, Mmabatho 2735. Cnr Dr. James Moroka Drive and Sekame Road Mega City Shopping Centre Unit 99, Ground Floor.

FOR ATTENTION : Mr MJ Ntwe

POST 46/90 : **CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 301118/04**
Branch: Operational Integration Gauteng
Div: Resource Protection

SALARY CENTRE REQUIREMENTS : R468 513 per annum (OSD)
: Gauteng
: A four (4) year degree or equivalent qualification in Natural/Environmental Sciences. Six (6) years post-qualification experience. A valid driver's license (Code EB). Computer literacy. Experience and knowledge of institutional arrangements and legal regime pertaining to integrated water resource management principles. Knowledge and experience in environmental and water management field. Knowledge of National Water Act and related regulations, their implementation and impacts, Understanding of the environmental law and the environmental compliance and National Compliance Information Management System (NCIMS); Ability to link technical and legal aspects related to environmental compliance issues; Strategic capability and leadership Knowledge of government administration and financial procedures, Ability to develop and apply policies,

- Good communication skills (both verbal and report writing) with experience in stakeholder engagement, Sound organizing and planning skills; Computer literacy; Customer focus Networking, Conflict management, People management, Change management, Problem solving and analysis Analytical skills; Project management skills, ability and willingness to travel and work long hours where necessary.
- DUTIES** : Provide support in the implementation of policies and strategies to manage sector water use impacts in accordance with the National Water Act, 1998 (Act 36 Of 1998) and other Departmental policies and strategies. Undertake both routine and follow-up compliance inspections. Prepare reports, load on the NCIMS and interpret analytical results. Ensure Non-compliance with the conditions of the Integrated Water Use License are reported and are recorded on the NCIMS system and followed fully with the Compliance Business Process. Compile, update the Data base and NCIMS management. Interact with other compliance management agencies and other Departments dealing with environmental compliance. Respond to client queries within and outside the Department. Participate in the Water Use Authorisation Assessment Advisory Committee. The willingness to work irregular hours and travel extensively, including remote areas. Give inputs in the projects relevant to the management of water resources initiated by the Department. Provide strategic planning for the Sub-directorate. Assist in the establishment and regulation of water management institutions. Facilitate training and career development of staff, Supervision of staff.
- ENQUIRIES APPLICATIONS** : Ms VS Qwabe, Tel No: 012 392 1384
: Gauteng Provincial Office: Please forward your applications to the Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Street, Pretoria, 0001
- POST 46/91** : **CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 301118/05 (X2 POSTS)**
Branch: Operational Integration Gauteng
Div: Water Quality / Proto CMA
- SALARY CENTRE REQUIREMENTS** : R468 513 per annum (OSD)
: Gauteng
: A four (4) year degree or equivalent qualification in Natural/Environmental Sciences. Six (6) years post-qualification experience. A valid driver's licence (A certified copy must be attached). Computer literacy. Excellent communication, conflict, project management, problem solving, negotiation and facilitation skills as well as the ability to work in a multi-disciplinary team. Extensive experience in Integrated Water Resource Management.
- DUTIES** : Provide support in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act, 1998 (Act 36 Of 1998) and other Departmental policies and strategies. Supervision of staff. Undertake both routine and special investigations. Prepare reports and interpret analytical results. Assist in the evaluation of licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management and make recommendations regarding the issuing of licences. Promote water conservation and efficient water utilisation through the authorisation process. Respond to client queries within and outside the Department. Participate in the Water Use Authorisation Assessment Advisory Committee. Willingness to work irregular hours and travel extensively including remote areas. Give inputs of projects relevant to the management of water resources initiated by the Department. Facilitate training and career development of staff. Supervision of staff. Assist in the establishment and regulation of water management institutions. Support catchment management forums.
- ENQUIRIES APPLICATIONS** : Mr K Khorommbi, Tel No: (012) 392 1427
: Gauteng Provincial Office: Please forward your applications to the Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Street, Pretoria, 0001

- POST 46/92** : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: 301118/06**
Branch: NWRI
Div: Environmental Impact Monitoring
- SALARY** : R468 513 per annum (OSD)
CENTRE : Pretoria
REQUIREMENTS : A four (4) year degree or equivalent qualification in Natural /Environmental Science. Six (6) years post qualification experience. Computer literacy. A valid driver's licence (A certified copy must be attached). Experience in any of the following fields will serve as an advantage: Environmental Law, Natural Resources Water Economics, Compliance, Monitoring and Enforcement. Knowledge of National Water Act, 1998 (Act no 36 of 1998) and related policies. Knowledge of relevant Environmental Management legislation and policies. Knowledge of Integrated Water Resources Management. Knowledge of PFMA and Treasury Regulations. Knowledge of legal compliance. Ability to review technical and scientific reports and provide recommendations. Technical report writing skills. Ability to provide technical and scientific support to the Department of Water and Sanitation (DWS) units and other government departments. Professional judgement. Good communication, presentation and networking skills, people management skills. Planning, organising, conflict management and change management. Excellent problem solving and analytical skills. The ability to work independently, interact with communities, Professional Service Providers (PSPs) and planning partners in the water sector. Mentor and supervise junior staff. Willingness to travel extensively all over the country and work irregular hours.
- DUTIES** : Provide integrated environmental services towards the development, maintenance, rehabilitation and refurbishment of bulk infrastructure. This include amongst others, the understanding of environmental legislative screening investigations. Compilation of Environmental Management plans. Provide technical inputs to DWS projects. Resolve social and ecological issues that arise during the construction, upgrading of infrastructure, and conducting environmental audits. Assist in developing and implementation of recreational water use policies and guidelines. Implementation of other related legislation dealing with access and use of state dams. Advice on application for commercial recreational water use at state dams especially with regards to PFMA and Treasury Regulation 16 requirements. Give support and guidelines to the DWS cluster offices. Represent the Department in various fora. Develop terms of reference and manage PSPs where required. Ensure human resources management, financial management and risk management.
- ENQUIRIES** : Mr JC Maluleke, Tel No: 012 336 8875
APPLICATIONS : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria
- FOR ATTENTION** : Ms. LI Mabile
- POST 46/93** : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: GRADE A REF NO: 301118/07**
Branch: Operational Integration Gauteng
Div: Resource Protection
- SALARY** : R380 364 per annum (OSD)
CENTRE : Gauteng
REQUIREMENTS : A relevant Honours Degree in Natural/Environmental Sciences or equivalent qualification. Practical experience in the field of water quality management will serve as an added advantage. A valid driver's license (A certified copy must be attached). Computer literacy. Excellent communication, negotiation and facilitation skills as well as the ability to work in a multi-disciplinary team.
- DUTIES** : Provide support in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act, 1998 (Act 36 Of 1998) and other Departmental policies and strategies. Assist with the supervision of staff. Undertake both routine and special investigations related to water resource management. Prepare reports and interpret analytical results. Assist in the

evaluation of license applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management. Make recommendations regarding the issuing of licenses; promote water conservation and efficient water utilisation through the authorisation process. Willingness to work irregular hours and travel extensively including remote areas. Respond to client queries within and outside the Department. Give inputs to projects relevant to the management of water resources initiated by the Department. Implement the principles of Integrated Water Resources Management in water quality management. Support Catchment Management Forums.

ENQUIRIES : Ms VS Qwabe, Tel No: 012 392 1384
APPLICATIONS : Gauteng Provincial Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Street, Pretoria, 0001

POST 46/94 : **PROJECT ADMINISTRATOR REF NO: 301118/08**
 Branch: Operational Integration North West
 Div: Infrastructure, Development and Maintenance

SALARY : R299 709 per annum, (Level 08)
CENTRE : Mmabatho
REQUIREMENTS : A National Diploma or Degree in Public Administration or Project Management. Three (3) to five (5) years' experience in programmes administration environment. Programme and Project Management skills. Governmental financial systems. Knowledge of the Public Finance Management Act, Departmental policies and procedures. Service Delivery Innovation. Problem Solving and analysis skills. Client orientation and customer focus. Good communication skills both verbal and written. People and diversity management. Accountability and ethical conduct. Knowledge of education and training quality and affirmative action guidelines and procedures.

DUTIES : Ensure that plans on water harvesting are implemented. Facilitate project visits and verification of water sector projects. Monitor and evaluate the process of project delivery and its planned objectives in line with set targets and deliverables. Compile database on resource poor farmers as beneficiaries on rain water harvesting. Manage the provisioning of technical support to municipalities in the analysis of infrastructure plans and expenditure against budget including infrastructure maintenance. Oversee the process of conducting the assessment on condition and the extent of municipal infrastructure assets. Manage the provisioning of technical support to municipalities in assessing infrastructure maintenance budgets and expenditure to determine the provision of maintenance requirements. Oversee the development support intervention services to address service delivery needs.

ENQUIRIES : Mr M Mandavha Tel No: 018 387 9500
APPLICATIONS : North-West (Mmabatho): Department Please forward your applications quoting the relevant reference number to of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor.

FOR ATTENTION : Mr MJ Ntwe

POST 46/95 : **SENIOR STATE ACCOUNTANT REF NO: 301118/09**
 Operational Integration Gauteng
 Div: Financial Accounting

SALARY : R299 709 per annum (Level 08)
CENTRE : Gauteng
REQUIREMENTS : A National Diploma or Bachelor Degree or in Financial Management or related qualifications majoring in Financial Accounting 3. Two (2) to three (3) years' experience in financial management (Accounts Payables, Salary Administration, and general Ledger). Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such DORA and PFMA. Knowledge Treasury Regulations, PERSAL,

- Basic Accounting System (BAS), Logis and Data Analysis. Knowledge of administrative and clerical procedures and systems. Understanding of Departmental policies and procedures. Framework for managing performance information. Computer literacy in (Ms Word, Excel, PowerPoint). Framework for managing performance information.
- DUTIES** : Ensure reconciliation of the major supplier accounts of the Gauteng Provincial Office. Ensure effective payroll management within the Provincial Office. Check, verify and certify as correct and compliant to all finance related transactions. Approve and authorise transactions for payments, allowances, deductions etc on the financial systems BAS/ Logis and Persal. Ensure clearing of ledger and suspense accounts. Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system. Supervising and managing the performance of employees in accordance with the departmental policies.
- ENQUIRIES APPLICATIONS** : Ms N Bonkolo Tel No: 012 392 1335
: Gauteng Provincial Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Street, Pretoria, 0001
- POST 46/96** : **ARTISAN FOREMAN GRADE A REF NO: 161118/10**
Branch: NWRI
Div: Open Channel Systems
- SALARY CENTRE REQUIREMENTS** : R286 500 per annum (OSD)
: Pretoria
: An appropriate Trade Test Certificate. Five (5) years post qualification experience as an Artisan. A valid driver's licence (A Certified copy must be attached). Team leadership. Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production, process knowledge and skills. Problem solving and analysis, decision making, team work and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication and computer skills. Planning and organizing skills. Conflict Management. Ability to work independently and under pressure. Knowledge of OHS Act, PMDS and PFMA. Drawing skills and ability to read drawings.
- DUTIES** : Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and facilities against specifications. Service equipment and facilities according to schedule. Quality assure serviced and maintained equipment and facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES APPLICATIONS** : Mr. J Matlala, Tel No: 012 336 8095
: Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Ms. LI Mabile
- POST 46/97** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: 301118/11**
Branch: Operational Integration Gauteng
Div: Water Quality
- SALARY CENTRE REQUIREMENTS** : R256 815 per annum (OSD)
: Gauteng
: A relevant National Diploma in Natural Sciences or Earth Sciences, Environmental Management or related field. One year experience in the field or water quality management and integrated water resource management will serve as an

advantage. A Valid driver's license (Certified copy must be attached). Sound knowledge of the National Water Act (Act 36 of 1998) and related policies including but not limited to water quality management and strategy and resource directed management of water quality. Related strategies and guidelines are essential and knowledge of relevant legislation. Knowledge of industrial, agricultural and mining processes as well as waste water treatment processes. Computer literacy. Good communication skills both verbal and written. Willingness to travel extensively and work irregular hours.

DUTIES : Processing of water use license applications. Provide specialist comments on land use applications, Environmental Impact Assessments, Environmental Management, Program Reports rezoning applications etc. Support Catchment Management Forums. Liaise with stakeholders in water sector and other government departments. Conduct regular monitoring and inspections of industries, local authorities, wastewater treatment works, mines etc. Conduct water quality monitoring in the water management area. Undertake routine and special investigations. Attend emergency incidents such as spills and remediation of contaminated land. Implement the principles of Integrated Water Resources Management in water quality management. Register water quality related water uses for Waste Discharge Charge System (WDCS). Compile monthly reports.

ENQUIRIES APPLICATIONS : Mr ME Matseba, Tel No: 012 392 1374
 : Gauteng Provincial Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Street, Pretoria, 0001

POST 46/98 : **STATE ACCOUNTANT REF NO: 301118/12**
 Operational Integration Gauteng
 Div: Asset Management

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
 : Gauteng
 : A National Diploma or Bachelor Degree in Financial Management or related qualifications majoring in Financial Accounting. Two (2) to three (3) years' experience in the Asset Management environment. Sound knowledge of Public Finance Management Act (PFMA), Treasury regulations and PPPFA. Knowledge of Supply Chain Management practices, notes and circulars. Knowledge of BAS/LOGIS/SAP. Computer literacy. Ability to work under pressure. Administration and organizational skills. The ability to deal with external stakeholders (Asset management functions). Good verbal and written communication skills are essential.

DUTIES : Update asset register, lease register and disposal register daily. Reconcile asset register with BAS/LOGIS/SAP printouts monthly. Control asset movements. Assist with asset stocktaking and verification and safeguarding of redundant assets. Ensure that all newly acquired assets are bar-coded and documents completed. Filing of asset documents. Assist with disposal process. Daily management of asset acquisitions and leases. Provide support to all asset related meetings and committees. Evaluation of disposals and losses report. Necessitate investigation on losses. Determine the value of loss and disposed items. Compile all reporting documents. Update the Suspense register and Loss register.

ENQUIRIES APPLICATIONS : Ms K. Ferreira Tel No: 012 392 1334
 : Gauteng Provincial Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Street, Pretoria, 0001

POST 46/99 : **PERSONAL ASSISTANT REF NO: 161118/13**
 Branch: Corporate Management
 CD: Chief Information Officer

SALARY CENTRE : R242 475 per annum (Level 07)
 : Pretoria

- REQUIREMENTS** : A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years' experience in rendering support services to Senior Management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills inclusive of document tracking, storage and retrieval system. Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills both verbal and written. Good accountability and ethical conduct.
- DUTIES** : Provide personal assistance, including a secretarial support service to the Chief Director. Render administrative support services. Manages the dairy and provide support to the Chief Director regarding meetings. Support the Chief Director with the administration of the budget of the office. Operate and ensure that office equipment, e.g. computer systems and photocopiers are in good working order. Ability to perform advanced typing. Utilise discretion to decide whether to accept, decline or refer requests. Compile schedules for appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation. Obtain inputs, collates reports, e.g. progress reports, monthly reports and management's reports. Scrutinise routine submissions, reports and make notes for the Managers recommendations. Draft documents as required. Manages the leave register and the telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc. Coordinate logistical arrangements for meetings/travelling required and processing of Subsistence and Travel claims for the Manager. Keep record of expenditure commitments, monitor expenditure and alert manager of possible over and under spending. Acquaintance with the relevant Public Services and departmental prescripts or policies and other documents. Remain up to date with regard to the prescripts, policies and procedures.
- ENQUIRIES APPLICATIONS** : Mr Arthur Kekana Tel No: 012 336 8701
: Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Ms. LI Mabile
- POST 46/100** : **ASSISTANT TECHNICAL OFFICER REF NO: 161118/14**
Branch: Planning and Information
SD: Hydrological Information
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum (Level 05)
: Pretoria
: A Senior Certificate with Mathematics / Mathematics Literacy. Computer literacy. Basic knowledge in handling laboratory equipment. A valid driver's license (Certified copy must be attached). Basic problem solving skills. Good communication, interpersonal and organising skills. Willingness to acquire new skills.
- DUTIES** : Maintenance and monitoring measuring equipment's and technical equipment for monitoring stations. Make available information / materials for maintaining monitoring stations. Capture monthly water-related measurements. Collect water samples according to set standards and register the samples on the relevant database. Collection of water-related data. Maintain water-related data for surface and ground water. Capture hydrological data. Provide water-related data to relevant managers. Maintain data related surface and ground water. Provide maps and other related documents. Management of documents relating to water and data systems.
- ENQUIRIES APPLICATIONS** : Mr F. Ramusiyi, Tel No: 012 336 7900
: Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350,

Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
FOR ATTENTION : Ms. LI Mabile

POST 46/101 : **REGISTRY CLERK REF NO: 161118/15**
Branch: Operational Integration: North West

SALARY : R163 563 per annum (Level 05)
CENTRE : Mmabatho
REQUIREMENTS : A Senior certificate. Computer skills in Ms Word and Excel. General administration skills coupled with verbal and written skills. Be innovative with initiative. Have an understanding of MISS Act. Knowledge of process flow and tracking retrieving files. Knowledge of internal sorting and distribution matrix. Practical knowledge of organisations record keeping practices/system.

DUTIES : Manning of the Auxiliary Services Registry by ensuring that filing is always up to date. Maintenance of the file register by recording all files received and those that are sent out. Opening and closing of files. Ensuring that files are returned within timeframe. Assist with other Auxiliary Services adhoc duties.

ENQUIRIES : Ms Z Nkonki Tel No: 018 3879500
APPLICATIONS : North-West (Mmabatho): Department Please forward your applications quoting the relevant reference number to of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor.

FOR ATTENTION : Mr MJ Ntwe

POST 46/102 : **DRIVER REF NO 161118/16 (X2 POSTS)**
Branch: Operational Integration: North West

SALARY : R115 437 per annum (Level 03)
CENTRE : Mmabatho
REQUIREMENTS : A Grade 10 certificate or equivalent. A Driver's License Code 10 with valid PDP (Certified copies must be attached). One (1) to three (3) years' experience in driving. Knowledge and experience in driving services, transport of people. Knowledge of procedures and processes. Knowledge of organisational policies procedures and structures. Basic knowledge of government regulations, practice notes, circulars and policy frameworks. Client orientation and be customer focus. Excellent communication skills. Ability to work under pressure and meet deadlines. An understanding and commitment of government objectives, policies and programmes Good client orientation and customer focus. Knowledge of National and Provincial Road Traffic Act Communication and writing skills needed as well as ability to work in a team.

DUTIES : Responsible for transporting of personnel. The delivery and collection of passengers. Function in accordance with applicable legislative requirements. Routine maintenance of vehicles. Routine inspection on visible defects around the exterior of the vehicles. The monitoring of various fluid levels. Monitor the utilization of vehicles. Attend to special requests. The recording of fuel and fluids levels. The recording of operations of the vehicles. The periodic checks on vehicles maintenance standards. Ensure the safekeeping of vehicles.

ENQUIRIES : Ms Z Nkonki Tel No: 018 3879500
APPLICATIONS : North-West (Mmabatho): Department Please forward your applications quoting the relevant reference number to of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor.

FOR ATTENTION : Mr MJ Ntwe
NOTE : The successful candidate will be subjected to a driving test.

POST 46/103 : **CLEANER REF NO: 161118/17**
Branch: NWRI Southern Operations
Div: Infrastructure Build, Operate and Maintenance
(This is a re-advertisement, applicants who have previously applied need not to re-apply)

SALARY : R96 549 per annum (Level 02)
CENTRE : Mthatha
REQUIREMENTS : An ABET certificate. No experience required. Knowledge of cleaning principles. Knowledge of chemical use (dilution / mix). Knowledge of cleaning equipment to be used. Knowledge of health and safety requirements. Knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly.

DUTIES : The successful candidate will be responsible for the following: Cleaning of office corridors and boardrooms. Dusting, waxing, sweeping, scrubbing and vacuuming of floors. Cleaning walls, windows and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshen office areas. Clean the general kitchen basins, wash and keep stock of kitchen utensils. Cleaning the restrooms by refilling the hand wash liquid soap, replace toilet papers and empty wash waste bins. Report broken machines. Request cleaning materials.

ENQUIRIES : Mr ML Boyce (082 809 5905)
APPLICATIONS : NWRI Southern Operations (Mthatha): Please forward your applications to the Director: Southern Operations (IBOM), Department of Water and Sanitation, P.O. Box 5501, Walmer, 6065.

FOR ATTENTION : Mr S Madyungu

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

APPLICATIONS

- : Applications should be posted to the addresses as indicated below or Hand delivered as indicated below:
All applications for **Chief Executive Officer and DSCT** posts be forwarded to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605
- Madzikane Ka Zulu Hospital** - Post to: HR Office Madzikane ka Zulu Hospital Private Bag x9003 Mt Frere 5900 Enquiries Mr Sigola Tel No: 039 255 8200/11/12.
- St Patrick's Hospital** - Post to: Human Resource Office, St Patricks Hospital Private Bag X 531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Jafta Tel No: 039 251 0236
- Khotsong Hospital** - Post to: Human Resource Office, Khotsong TB Hospital PO Box 115 Matatiele 4730 Enquiries: Ms A Lebata Tel No: 039 737 3801.
- Taylor Bequest Hospital** - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mt Fletcher, 4770, Enquiries: Ms Ngwabeni – Tel No: 039 257 0099.
- Empilisweni District Hospital** - Post to: Human Resource Office, Empilisweni District Hospital, Umlamli Road, P/bag 5029, Sterkspruit, 9762 or Hand deliver to: HR Office, Empilisweni District Hospital. Enquiries: Mr S.L Bosholo – Tel No: 051 611 0037.
- Lukhanji Sub District** - Post to: Human Resource Office, Lukhanji Sub District, Private bag x 1, Queenstown, 5320. Enquiries: Ms M Tweni – Tel No: 045 807 8908.
- Intsika Yethu Sub-District** - Post to: Human Resource, Recruitment Office, Intsika Yethu Sub-District, Private bag X 1250, Cofimvaba, 5380. Enquiries: Ms A Mabentsela – Tel No: 047 874 0079.
- Frontier Hospital** - Post to: Human Resource Office, Frontier Hospital, Private bag X 7063, Queenstown, 5320 or hand delivery to Frontier Hospital, 5320. Enquiries: Mrs P Marongo - Tel No: 045 808 4272.
- Emalahleni Sub District** - Post to: Human Resource Office No 4 Ndarhala Road, Emalahleni Sub District, Lady Frere, 5410. Enquiries: Ms Mtshabe Tel No: 047 878 4300.
- Maletswai Sub-District** - Post to: Human Resource Office, Parklane Avenue no 1, Aliwal North Hospital, Aliwal North, 9750 or Hand deliver to: HR Office, Maletswai Sub-District, Aliwal North Hospital, Aliwal North, 9750. Enquiries: Ms L.J Jood – Tel No: 051 633 9617.
- King Sabata Dalinyebo Sub District** - Post to: District Manager, KSD Sub District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building Enquiries: Ms O Gcagca Tel No: 047 531 0823
- Holy Cross Hospital** - Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, Flagstaff, 4810 Enquiries: Ms Z Nompandana Tel No: 039 252 2026/8.
- St Barnabas Hospital** - Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, Libode, 5160. Enquiries: Ms Ndamase – Tel No: 047 555 5300
- Isilimela Hospital** - Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel No: 047 564 2805
- Nelson Mandela Academic Hospital** - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: 047 502 4469
- Nyandeni Sub District** - Post to Human Resource Office Nyandeni LSA P. O. Box 208, Libode, 5160, or Hand Deliver to Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Ms Daniso – Tel No: 047 555 0151
- Dr Malizo Mpehle Hospital** - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalima Tel No: 047 542 6000

St Elizabeth Regional Hospital - Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mr M Nozaza – Tel No: 039 253 5012

Tower Psychiatric Hospital - Post to: Human Resource Office, Tower Hospital Private Bag X 238 Fort Beaufort 5720 or Hand Deliver to Tower Psychiatric Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Mrs V Whitecross Tel No: 046 645 5000.

SS Gida Hospital - Post to: S.S. Gida Hospital: Private Bag x12 Keiskammahoek, 5670. Enquiries: N. E Fumanisa Tel No: 040 658 0043.

Tafalofefe Hospital - Post to: HR Office, Tafalofefe Hospital, Private Bag x3024 Centane 4980 Enquiries: Ms V. Motabele –Tel No: 047 498 0026.

Victoria Hospital - Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel No: 040 653 1141

Mnquma Sub District - Post to: HR Office, Mnquma Sub-district: 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries Ms N Tengwa Tel No: 047 491 0740.

Mbhashe Sub-district - Post to: Human Resource Section, to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 or Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms X Bushula Tel No: 047 489 2417/16.

Empilweni TB Hospital - Post to: Human Resource Office, Empilweni TB Hospital, Private Bag X 6060, Port Elizabeth, 6200 or Hand delivery to No 1 Mati Road, New Brighton, Port Elizabeth, 6200. Enquiries: Ms B Bomela Tel No: 041 406 7607 / 36.

Dora Nginza Hospital - Post to: HR Office, Dora Nginza Hospital Private Bag X 11951 Algoa Park 6005 or hand deliver to: Room DG71 Admin Building 1st Floor, Dora Nginza Spondo Street Zwide Port Elizabeth 6201. Enquiries: Mr Johaar Tel No: 041 406 4435

Glen Grey Hospital – Post to: Hospital Manager, Glen Grey Hospital, Private Bag x1142, Lady Frere 5410 Enquiries: Mr S Kumalo Tel No: 047 878 2800

Cecilia Makhiwane Hospital: Private Bag X 001, Mdantsane, 5225 Or Hand Deliver to Human Resource Office, Cecelia Makhiwane Hospital, and Billie Road, Mdantsane: Enquiries: Ms. P. Mncotsho Tel No: 0437082118.

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.

Grey Hospital - Post to: Human Resource Office, Grey Hospital, Private Bag X 7443, King Williams Town 5600 or hand deliver to HR Office Grey Hospital 54 Kings Road King Williams Town 5601. Enquiries: Ms Phillip Tel No: 043 643 3304.

Nkqubela Hospital - Post to: HR Office, Nkqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquiries: Ms Langeni Tel No: 043 761 2131.

Buffalo City Metro Office - Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 18 Sheffield Road, Woodbrook, East London 5201. Enquires: Ms Hlulani Tel No: 043 708 1700.

Komani Hospital - Post to: Human Resource Office, Komani Hospital, Private Bag x 4043. Queenstown 5320. Enquiries: Mrs A Sokutu Tel No: 045-858 8400

Sarah Baartman District Office - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, 5 Downing Street, Port Elizabeth 6001. Enquiries: Ms T. Mpitimpiti Tel No: 041 408 8509

Makana Sub- District - Post to: Human Resource, Recruitment Office Makana Sub- District Private Bag X 1023 Grahamstown 6140 or Hand deliver to Makana Sub District 49 Beaufort Street Grahamstown 6140. Enquiries: Ms. Qaleni Tel No: 046 622 4901

Kouga Sub District - Post to: The Human Resource Office, Kouga Sub District, P.O. Box 1154, Humansdorp, or Hand Delivered to Room 131 Ground floor, Kouga Sub District Office Humansdorp, 6300. Enquires Mrs Phillips Tel No: 042 200 4214.

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

Port Alfred Hospital - Post to: HR Office Port Alfred Hospital PO Box 227 Port Alfred 6170 or hand deliver to: HR Office Port Alfred Hospital Southwell Road Port Alfred 6170 Enquiries: Ms N Raco Tel No: 046 604 4000.

Fort England Hospital - Post to: Human Resource Office, Fort England Hospital Private Bag X1002, Grahamstown 6139 or hand deliver to: The Human Resource Office, Fort England Hospital, York Road, Grahamstown 6139. Enquiries: Mr Daniso Tel No: 046 602 2300.

Settlers Hospital - Post to: HR Office, Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquires Ms. S Diva Tel No: 046 602 5046.

Amahlathi Sub-district - Post to: Human Resources Office Amahlathi Sub-District Private Bag X 7425 King Williamstown 5600 or Hand Delivery Amahlathi Sub District 01 Bridge Street West Bank King Williamstown 5600 Enquires: Ms B Mngxe Tel No: 043 6434775/6

Komga Hospital – Human Resource Office, Komga Hospital PO Box 33 Komga 4950 or hand deliver to: Human Resource Office, Victoria Road Komga 4950 Enquiries: Ms T Lali Tel No: 043 831 1013.

Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605

Umzimvubu Sub District - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X 531, BIZANA 4800 Enquiries: Ms D.N Mdanyana Tel No: 039 727 2090

Mt Ayliff Hospital - Post to: Human Resource Office, Private Bag X504, Mount Ayliff Hospital, 4735 or Hand deliver to: Human Resource Office, Mt Ayliff Hospital No .8 Ntsizwa Street Mount Ayliff 4735 Enquiries: Mrs O Mjoka Tel No: 039 254 0236

Joe Gqabi District - Post to: Human Resource Office, 32 Dan Pienaar Street, springs, Aliwal North, 9750 or Hand deliver to: HR Office, Joe Gqabi District Office. Enquiries: Mr J.S Ndzinde – Tel No: 051 633 9629.

Aliwal North Hospital - Post to: Human Resource Office, Aliwal North Hospital, Private Bag x1004, Aliwal North 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklane Street Aliwal North, Enquires: Ms Fourie - Tel No: 051 633 7700.

Elundini Sub–District - Post to: Human Resource Office, P Bag X1129, Mount Fletcher, 4770 or Hand deliver at the HR Office, Elundini Sub–District Office, Enquiries: Mrs Du Plessis – Tel No: 039 257 2400.

Empilisweni District Hospital - Post to: Human Resource Office, Empilisweni District Hospital, Umlamli Road, P/bag 5029, Sterkspruit, 9762 or Hand deliver to: HR Office, Empilisweni District Hospital. Enquiries: Mr S.L Bosholo – Tel No: 051 611 0037.

Steynsburg Hospital - Post to: Human Resource Office, Steynsburg Hospital, Private Bag X03, Steynsburg, 5920 or Hand deliver at the HR Office, 1 Henning Street, Steynsburg. Enquiries: Ms L.J Jood – Tel No: 051 633 9617.

Taylor Bequest Hospital - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mount Fletcher, 4770, Enquiries: Ms Ngwabeni – Tel No: 039 257 0099.

Emalahleni Sub District - Post to: Human Resource Office No 4 Ndarhala road, Emalahleni Sub District, Lady Frere, 5410. Enquiries: Ms Mtshabe Tel No: 047 878 4300.

Dr Malizo Mpehle Hospital - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalima 047-542 6000.

Zithulele Hospital - Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080 or hand deliver to Administration Area, Zithulele Hospital, Mqanduli, 5080. Enquiries: Ms N Tengile Tel No: 047 573 8936/073 200 0217.

OR Tambo District Office - Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Mr S Stuma Tel 047 502 9000.

Bambisana Hospital - Post to: Human Resource Office, Bambisana Hospital P/Bag X1046, Lusikisiki, 4820 or Hand deliver to Goqwana A/A, Lusikisiki, 4820, Enquiries Mr S Mahlangeni –Tel No: 039 253 7262/0835860659.

Qaukeni Sub District - Post to: Human Resource Office, Qaukeni Sub District, Private Bag X1058, Lusikisiki, 4820 or Hand deliver to: Human Resource Office, Lusikisiki College of Education, Lusikisiki, Enquiries: Ms N Hlobo Tel No: 039 253 1541.

Butterworth Hospital - Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquires: Ms P Mtshemla Tel No: 047 401 9000.

Amathole District Office - Post to: Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene Tel No: 043 707 6748.

Mnquma Sub District - Post to: HR Office, Mnquma Sub-district: 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries Ms N Tengwa Tel No: 047 491 0740.

Victoria Hospital - Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel No: 040 653 1141.

Winterberg Hospital - Post to: Winterberg Hospital Alice Road 69, Fort Beaufort, 5720. Enquires: Ms Z Maneli Tel No: 046 645 1142.

Raymond Mhlaba/Nkonkobe Sub-District Post to: Human Resource Office, Raymond Mhlaba/Nkonkobe Sub-District, Room 8, First Floor, Healtown Road, Fort Beaufort 5720, OR P.O. Box 967, Fort Beaufort, 5720: Enquiries: Ms NA Mcetywa Tel No: 046 645 2695.

Fort Beaufort Hospital - Post to: Human Resource Office, Private Bag X226, Fort Beaufort, 5720 or hand delivery to: Human Resource Office, Fort Beaufort Hospital No 6 Bell Street, Fort Beaufort, 5720: Enquiries: S Zetu Tel No: 046 645 1111/12/13/14

Amahlathi Sub-district - Post to: Human Resources Office Amahlathi Sub-District Private Bag X 7425 King Williamstown 5600 or Hand Delivery Amahlathi Sub District 01 Bridge Street West Bank King Williamstown 5600 Enquires: Ms B Mngxe Tel No: 043 6434775/6

Nelson Mandela Bay Health District – Post to: Human Resource Office, Nelson Mandela Bay Health District Private Bag X 28000 Greenacres Port Elizabeth 6000 or Hand delivery to Registry Office Nelson Mandela Bay Health District Office (Old Walton Building) Coningham Street Parsons Hill Port Elizabeth. Enquiries: Ms P Makuluma, Tel No: 041 391 8164.

Elizabeth Donkin Hospital – Post to: Human Recourses Section, Elizabeth Donkin Hospital, Private Bag X 6024, Port Elizabeth 6001. Enquiries: Mr E Felkers Tel No: 041 585 2323

Jose Pearson TB Hospital – Post to: Human Resource Office, Jose Pearson TB Hospital P.O. Box 10692 Linton Grange Port Elizabeth 6015 or hand deliver to: Human Resource Office, Jose Pearson TB Hospital Mission Road, Bethelsdorp Port Elizabeth 6015. Enquiries: Ms N Klassen Tel No: 041 372 8000

Orsmond TB Hospital – Post to: Human Resource Office, Orsmond TB Hospital P.O. Box 246 Uitenhage 6320 or hand deliver to No1 John Dissel Drive Allanridge Uitenhage Enquiries: Mrs C Bekker Tel No: 041 988 1111.

Uitenhage Provincial Hospital – Post to: The Human Resource Office, Uitenhage Provincial Hospital P/Bag X 36 Uitenhage 6230 or Hand deliver to Channer Street 6230 Levyvake. Enquiries: Mr P Oosthuizen Tel No: 041 995 1129

Livingstone Tertiary Hospital- Post to: The Human Resource Manager, Recruitment Section, Livingstone Tertiary Hospital Private bag X Korsten, Port Elizabeth, 6014 or Hand deliver to Nurses Home, 2nd Floor, Stanford Road, Korsten Port Elizabeth 6000. Enquiries: Mr Mjindi Tel No: 041 405 2121.

Dora Nginza Hospital: Post to: HR Office, Dora Nginza Regional Hospital Private Bag X11951 Algoa Park 6005 or Hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries Mr J. Johaar Tel No: 041 406 4435.

Frontier Hospital - Post to: Human Resource Office, Frontier Hospital, Private Bag X 7063, Queenstown, 5320 or hand delivery to Frontier Hospital, 5320. Enquiries: Mrs P Marongo - Tel No: 045 808 4272.

Cecilia Makhiwane Hospital: Private Bag X 001, Mdantsane, 5225 Or Hand Deliver to Human Resource Office, Cecelia Makhiwane Hospital, and Billie Road, Mdantsane: Enquiries: Ms. P. Mncotsho Tel No: 0437082118.

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.

Grey Hospital - Post to: Human Resource Office, Grey Hospital, Private Bag X 7443, King Williams Town 5600 or hand deliver to HR Office Grey Hospital 54 Kings Road King Williams Town 5601. Enquiries: Ms Phillip Tel No: 043 643 3304.

Nkqubela Hospital - Post to: HR Office, Nkqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquires: Ms Langeni Tel No: 043 761 2131.

Buffalo City Metro Office - Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 18 Sheffield Road, Woodbrook, East London 5201. Enquires: Ms Hlulani Tel No: 043 708 1700.

Sarah Baartman District Office - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, 5 Downing Street, Port Elizabeth 6001. Enquiries: Ms T. Mpitimpiti Tel No: 041 408 8509

Fort England Hospital - Post to: Human Resource Office, Fort England Hospital Private Bag X1002, Grahamstown 6139 or hand deliver to: The Human Resource Office, Fort England Hospital, York Road, Grahamstown 6139. Enquiries: Mr Daniso Tel No: 046 602 2300.

Tower Psychiatric Hospital - Post to: Human Resource Office, Tower Hospital Private Bag X 238 Fort Beaufort 5720 or Hand Deliver to Tower Psychiatric Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Mrs V Whitecross Tel No: 046 645 5000.

CLOSING DATE
NOTE

: 30 November 2018
: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, a relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the 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. 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. People with disabilities are encouraged to apply for these posts. The filling of these posts will be in line with the Annual Recruitment Plan 2018/19. The Eastern Cape Department of Health has the right not to fill these posts. Adverts are placed per district so to accommodate other facilities within the district.

MANAGEMENT ECHELON

POST 46/104 : **DIRECTOR: ENGINEERING & TECHNICAL SUPPORT REF NO: ECHEALTH/DIR/ETS/HO/01/11/2018**

SALARY : R1 005 063 – R1 183 932 per annum (Level 13)
CENTRE : Head Office, Bisho
REQUIREMENTS : A Bachelor's degree in Civil / Structure /Electrical or Mechanical Engineering at NQF level 7 as recognized by South African Qualification Authority (SAQA) and a Postgraduate qualification in Civil / Structure or Electrical / Mechanical Engineering. Executive Course or Certificate in Infrastructure Delivery Management will be an added advantage Registration as a professional Engineer with Engineering Council of South Africa (ESCA). Minimum of Five (5) years' experience in middle management level coupled with Five (5) years relevant post registration with (ESCA). Experience in Health care engineering. Extensive knowledge of Public Service Regulatory Framework. Programme and project management, Engineering, legal and operational compliance. Knowledge in Engineering design, analysis, Research and Development and Computer-aided engineering. Technical consulting and management skills. Proven leadership, strategic management and financial management Excellent administrative, coordination and organizational skills. Good communication skills (Verbal and written), report writing and presentation skills. Computer literate. Valid Driver's license.

DUTIES : To provide for the effective and efficient management of the maintenance of Health Facilities, laundries, utilities, other infrastructure and the related technical support services that sustain an enabling environment for healthcare delivery in a cost effective manner. Manage the maintenance of health facilities, utilities and infrastructure. Manage the provision of professional engineering services and providing support to the Chief Directorate and Health Facilities. Manage the provision of linen and laundry services to Health Facilities. Manage the acquisition and development of maintenance resources. Compliance of the provisions of the occupational Health and Safety Act (OHS) related to equipment and effective waste management. Management healthcare infrastructure risk and quality improvement programme. Management of the finances as Programme Manager for the Directorate. Strategic Management. Management of the human resources.

ENQUIRIES : Mr M Tuswa Tel No: 040 608 1170
APPLICATIONS : Bisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bisho, 5605

OTHER POSTS

POST 46/105 : **ADVANCED PAEDIATRIC NURSING PROFESSIONAL (DCST) NO: ECHEALTH/APNP/CHD01/11/2018**

SALARY : R902 550 – R1 015 842 per annum (OSD)
CENTRE : Chris Hani District
REQUIREMENTS : A basic qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse; plus a post basic nursing qualification (Advanced Paediatric or Neonatal Nursing Science) with a duration of at least 1 year accredited with the SANC; plus 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. At least 4 years of the period referred to above must be appropriate/ recognisable experience at management level. (Please note: Appropriate/recognisable experience in the context of these requirements also includes experience gained after registration in the particular discipline in a foreign country, and which registration is recognised by the SANC for registration in the particular discipline). Sound knowledge of the following: Ethical nursing practices,

DUTIES

Programme planning, implementation and evaluation, Clinical governance, Information management programmes, Human resources and financial management, Health and Public Service legislation, regulations and policy. Demonstrated skills in the following areas: Leadership, Communication, Problem solving, Functioning in a multi-disciplinary team, Teaching, mentorship and coaching, Diversity management, Basic computer literacy.

: Represent paediatric and neonatal nursing as a member of a DCST responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency in paediatric and neonatal health care. Primarily support district hospitals with all aspects of service delivery related to paediatric and neonatal health care. Secondly support clinics and community health centres with service delivery related to paediatric and neonatal health care. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination and implementation of clinical and nursing protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Support the training, development and mentorship of nursing and allied health professionals and community workers. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality nursing care. Assist, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Assist, support and participate in clinical audit and quality improvement cycles in health facilities in the district. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Assist, support and participate in relevant research. Foster effective teamwork and collaboration within the DCST and with other professionals in the district involved in the delivery of paediatric and neonatal care. Enable engagement with the local community and relevant non-government organisations and private providers, promoting adherence to district clinical public health guidance as appropriate. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Coordinate and supervise discipline related services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES

: Dr ML Matiwane Tel No: 040 608 1133/66

POST 46/106

: **ADVANCED PAEDIATRIC NURSING PROFESSIONAL (DCST) NO: ECHEALTH/APNP/CHD01/11/2018**

SALARY

: R902 550 – R1 015 842 per annum (OSD)

CENTRE

: Nelson Mandela Metro

REQUIREMENTS

: A basic qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse; plus a post basic nursing qualification (Advanced Paediatric or Neonatal Nursing Science) with a duration of at least 1 year accredited with the SANC; plus 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. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. (Please note: Appropriate/recognisable experience in the context of these requirements also includes experience gained after registration in the particular discipline in a foreign

country, and which registration is recognised by the SANC for registration in the particular discipline). Sound knowledge of the following: Ethical nursing practices, Programme planning, implementation and evaluation, Clinical governance, Information management programmes, Human resources and financial management, Health and Public Service legislation, regulations and policy. Demonstrated skills in the following areas: Leadership, Communication, Problem solving, Functioning in a multi-disciplinary team, Teaching, mentorship and coaching, Diversity management, Basic computer literacy.

DUTIES : Represent paediatric and neonatal nursing as a member of a DCST responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency in paediatric and neonatal health care. Primarily support district hospitals with all aspects of service delivery related to paediatric and neonatal health care. Secondly support clinics and community health centres with service delivery related to paediatric and neonatal health care. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination and implementation of clinical and nursing protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Support the training, development and mentorship of nursing and allied health professionals and community workers. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality nursing care. Assist, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Assist, support and participate in clinical audit and quality improvement cycles in health facilities in the district. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Assist, support and participate in relevant research. Foster effective teamwork and collaboration within the DCST and with other professionals in the district involved in the delivery of paediatric and neonatal care. Enable engagement with the local community and relevant non-government organisations and private providers, promoting adherence to district clinical public health guidance as appropriate. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Coordinate and supervise discipline related services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES : Dr ML Matiwane Tel No: 040 608 1133/66

POST 46/107 : **CHIEF QUANTITY SURVEYOR: PLANNING REF NO: ECHEALTH/CQS-P/HO/02/11/2018**

SALARY CENTRE REQUIREMENTS : R854 154 - R821 052 per annum (OSD)
: Head Office, Bisho
: Bachelor's Degree in Quantity Surveying at NQF level 7 as recognized by South African Qualification Authority (SAQA). Six (6) years' experience post qualification as a Quantity Surveyor. Registration as Professional Quantity Surveyor with South African Council of Quantity Surveyor Profession (SACQSP). Valid driver's license. Computer Literacy.

DUTIES : Perform final review and approvals or audits on quantity survey procedures. Coordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology. Maintain quantity survey operational effectiveness manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources. Set quantity survey

standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial added value of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management.: Allocate, monitor and control resources Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks. Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements.

ENQUIRIES : Mr M Tuswa Tel No: 040 608 1170
APPLICATIONS : Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605

POST 46/108 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/EH/01/11/2018**

SALARY : R826 053 – R973 047 per annum (Level 12)
CENTRE : Joe Gqabi District, Empiliseni 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 management experience in the Health Sector at middle management. Experience as a Health Service Manager or significant experience in management in a Health service environment. Knowledge of relevant legislation 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 Administrative support services through working with 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 efficiently 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 mobilisation. 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 mobilisation. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Dr ML Matiwane Tel No: 040 608 1133/66

POST 46/109 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/MJH/01/11/2018**

SALARY : R826 053 – R973 047 per annum (Level 12)
CENTRE : Chris Hani District, Mjanyana 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 or 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 : Dr ML Matiwane Tel No: 040 608 1133/66

POST 46/110 : **DEPUTY MANAGER: NURSING REF NO: ECHEALTH/DMN/HCH/01/11/2018**

SALARY : R801 918 – R902 550 per annum (OSD)
CENTRE : OR Tambo District, Holy Cross Hospital
REQUIREMENTS : Basic R425 qualification diploma/degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. 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. A valid driver's licence.

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 : Ms Z Nompandana Tel No: 039 252 2026/8

POST 46/111 : **DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/EMPH/01/11/2018**

SALARY : R801 918 – R902 550 per annum (OSD)
CENTRE : Nelson Mandela Metro, Empilweni TB Hospital
REQUIREMENTS : Basic R425 qualification diploma/degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. A 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 : Ms B Bomela Tel No: 041 406 7607/36

POST 46/112 : **MEDICAL OFFICER GRADE 1 -3 REF NO: ECHEALTH/MO/MDZKH/01/11/2018**

SALARY : Grade 1: R780 612 – R840 942 per annum (OSD)
Grade 2: R892 551 – R975 945 per annum (OSD)
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE : Alfred Nzo District, Madzikane Ka Zulu Hospital
REQUIREMENTS : An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. **Grade 2:** Minimum of 5 years relevant experience after registration. **Grade 3:** Minimum of 10 years' experience after registration.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

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

POST 46/113 : **MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/FEH/01/11/2018**

SALARY : Grade 1: R780 612 – R840 942 per annum (OSD)
Grade 2: R892 551 – R975 945 per annum (OSD)
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital

<u>REQUIREMENTS</u>	:	An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
<u>ENQUIRIES</u>	:	Mr Daniso Tel No: 046 602 2300
<u>POST 46/114</u>	:	<u>MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/SETH/01/11/2018</u>
<u>SALARY</u>	:	Grade 1: R780 612 – R840 942 per annum (OSD) Grade 2: R892 551 – R975 945 per annum (OSD) Grade 3: R1 035 831 – R1 295 025 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Sarah Baartman District, Settlers Hospital
<u>REQUIREMENTS</u>	:	An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years' experience after registration.
<u>DUTIES</u>	:	Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
<u>ENQUIRIES</u>	:	Ms S Diva Tel No: 046 602 5046
<u>POST 46/115</u>	:	<u>MEDICAL OFFICER GRADE 1 -3: REF NO: ECHEALTH/MO/KOMGH/01/11/2018</u>
<u>SALARY</u>	:	Grade 1: R780 612 – R840 942 per annum (OSD) Grade 2: R892 551 – R975 945 per annum (OSD) Grade 3: R1 035 831 – R1 295 025 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amathole District, Komga Hospital
<u>REQUIREMENTS</u>	:	An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years' experience after registration.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES : Ms T Lali Tel No: 043 831 1013

POST 46/116 : **DEPUTY DIRECTOR: MONITORING & EVALUATION/INFRASTRUCTURE REF NO: ECHEALTH/DD/ME/HO/03/11/2018**

SALARY : R697 011 - R821 052 per annum (Level 11)
CENTRE : Head Office, Bisho
REQUIREMENTS : A Bachelor's degree or National Diploma in Monitoring and Evaluation at NQF level 7.as recognized by South African Qualification Authority (SAQA). Minimum of three (3) years' experience of the health system, standards, management practices, Monitoring & Evaluation systems, and provincial infrastructure delivery systems of which two (2) years must be at Assistant Director Level. Ability to interact at high level while maintaining sound interpersonal relations. Presentation skills, knowledge and practical experience on Microsoft Office. Well-developed co-ordination skills and report writing. Knowledge of government prescripts and legislations. Valid driver's license. Computer Literate.

DUTIES : To initiate, lead, coordinate, report and manage the monitoring and evaluation of all activities required to successfully implement the infrastructure and related technical support services portfolio of the Department. Strategic alignment of infrastructure projects and related technical support services. Infrastructure inputs and reporting. Establish norms and benchmarks for monitoring and evaluation of infrastructure and related technical support programme and projects. Programme and Project performance measurement.

ENQUIRIES : Mr M Tuswa Tel No: 040 608 1170
APPLICATIONS : Bisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bisho, 5605

POST 46/117 : **DEPUTY DIRECTOR: INSTITUTIONAL IMPROVEMENT REF NO: ECHEALTH/DD/IIMPR/HO/04/11/2018**

SALARY : R697 011 - R821 052 per annum (Level 11)
CENTRE : Head Office, Bisho
REQUIREMENTS : A Bachelor's degree in Health Sciences at NQF level 7 as recognized by South African Qualification Authority (SAQA). Professional Registration with Health Profession Council of South Africa (HPCSA) Valid driver's license. Computer literacy. Minimum of three (3) years' experience of the health system, standards, management practices, Institutional Improvement of which two (2) years must be at Assistant Director Level.

DUTIES : To provide institutional support to the identified health facilities where infrastructure projects are implemented and charges in the operational health systems are required. Implementation of organizational development strategies aimed towards seamless service delivery during infrastructure project implementation at Health Facilities. Facilitate change management programmes at Health Facilities as part of the delivery of infrastructure. Implementation of quality assurance programmes as part of the delivery of infrastructure. Monitor and report progress with implementation of institutional systems aligned to infrastructure delivery.

ENQUIRIES : Mr M Tuswa Tel No: 040 608 1170

APPLICATIONS : Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605

POST 46/118 : **ENGINEER REF NO: ECHEALTH/ENG/HO/05/11/2018 (X2 POSTS)**

SALARY : R679 338 - R728 400 per annum (OSD)

CENTRE : Head Office, Bisho

REQUIREMENTS : A Bachelor Degree in Engineering and / or equivalent qualification at NQF level 7 as recognized by South African Qualification Authority (SAQA). Registration as a professional Engineer with Engineering Council of South Africa (ECSA). Certificate in Infrastructure Delivery Management System will be an added advantage. Minimum of three (3) years' experience post qualification. Valid drivers' license. Computer literate.

DUTIES : Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and Approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes; and Administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; and Report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr M Tuswa Tel No: 040 608 1170

APPLICATIONS : Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605

POST 46/119 : **CONSTRUCTION PROJECT MANAGER REF NO: ECHEALTH/CPM/HO/06/11/2018**

SALARY : R679 338 - R728 400 per annum (OSD)

CENTRE : Head Office, Bisho

REQUIREMENTS : National Diploma (Built Environment field) at NQF level 6 as recognized by South African Qualification Authority (SAQA) with a minimum of 4 years and six months certified experience. BTech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Computer Literate.

DUTIES : Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope and effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management Report project progress to Chief Construction Project Manager; and Manage project budget and resources; Office administration. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management; contribute to the human resources and related activities; maintain the record management system and the architectural library;

and utilize resources allocated effectively. Research and development. Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies and Liaise with relevant bodies/councils on project management.

ENQUIRIES : Mr M Tuswa Tel No: 040 608 1170
APPLICATIONS : Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605

POST 46/120 : **PHARMACIST GRADE 1 - 3 REF NO: ECHEALTH/PHARM/VICTH/01/11/2018**

SALARY : Grade 1: R655 980 – R696 234 per annum (OSD)
Grade 2: R713 904 – R757 707 per annum (OSD)
Grade 3: R780 612 – R828 507 per annum (OSD)

CENTRE : Amathole District, Victoria Hospital
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. **Grade 2:** A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.

DUTIES : Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

ENQUIRIES : Ms L Mangesi Tel No: 040 653 1141

POST 46/121 : **ARCHITECT REF NO: ECHEALTH/ARCT/HO/07/11/2018**

SALARY : R585 366 – R630 597 per annum (OSD)

CENTRE : Head Office, Bisho

REQUIREMENTS : A Bachelor's Degree in Architecture or relevant qualification at NQF level 7 as recognized by South African Qualification Authority (SAQA Three (3) years post qualification architectural experience required. Computer Literate. Valid driver's license. Registration as a Professional Architect with SACAP.

DUTIES : Perform architectural activities on state-owned or leased buildings, structures or facilities.co-ordinate professional teams on all aspects regarding architecture; ensure adherence and compliance to legal, safety and health requirements. Provide architectural advice and technical support in the evaluation of solutions. ensure the adoption of technical and quality strategies; develop architectural related policies, methods and practices; provide solution on non-compliance and failure of designs; review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and ensure adherence to the requirements of professional registration .Mentor and

train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise architectural work and processes Administer Performance management and development. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement SCM and human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; liaise with relevant bodies/councils on architectural-related matters

ENQUIRIES : Mr M Tuswa Tel No: 040 608 1170
APPLICATIONS : Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605

POST 46/122 : **ASSISTANT MANAGER NURSING SPECIALTY MATERNITY REF NO: ECHEALTH/AMNS/SPH/01/11/2018**

SALARY : R581 826 – R654 840 per annum (OSD)
CENTRE : Alfred Nzo District, St Patrick’s Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425(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. 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 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. A valid driver’s licence.

DUTIES : Promote quality of nursing care. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. 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 hospital. Ensure the implementation of the Patient’s Rights Charter as well as Batho Pele Principles.

ENQUIRIES : Ms Jafta Tel No: 039 251 0236

POST 46/123 : **ASSISTANT MANAGER NURSING SPECIALTY (MATERNITY) REF NO: ECHEALTH/AMN -MAT/DMMMH/01/11/2018**

SALARY : R581 826 – R654 840 per annum (OSD)
CENTRE : OR Tambo District, Dr Malizo Mpehle Memorial Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425(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. 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 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. A valid driver’s licence.

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

- ENQUIRIES** : Ms Makalima Tel No: 047 542 6000
- POST 46/124** : **ASSISTANT MANAGER NURSING SPECIALTY (THEATRE CSSD & HIGH CARE) REF NO: ECHEALTH/AMN-T&HC/DMMMH/01/11/2018**
- SALARY CENTRE REQUIREMENTS** : R581 826 – R654 840 per annum (OSD)
: OR Tambo District, Dr Malizo Mpehle Memorial Hospital
: Basic qualification accredited with SANC in terms of Government Notice 425(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 Theatre Technique. 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 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. A valid driver's licence.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set of standards and a professional/ legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms Makalima Tel No: 047 542 6000
- POST 46/125** : **ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: ECHEALTH/PN-B4/CH/TOWEH/01/11/2018**
- SALARY CENTRE REQUIREMENTS** : R581 826 – R654 840 per annum (OSD)
: Amathole District, Tower Psychiatric 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 plus a post basic qualification with a duration of at least 1 year accredited with the South African Nursing Council in terms of Government Notice R212 (Advanced Midwifery and Neonatal Science). A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse in General Nursing. At least 6 years of the period referred to above must be recognisable experience after obtaining the 1 year post basic qualification. At least 3 years of the period referred to above must be appropriate recognisable experience at management level. A valid driver's licence.
- DUTIES** : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilisation of financial and physical resources.
- ENQUIRIES** : Mrs V Whitecross Tel No: 046 645 5000
- POST 46/126** : **ASSISTANT MANAGER NURSING (THEATRE) REF NO: ECHEALTH/AMN-THR/DORAH/01/11/2018**
- SALARY CENTRE REQUIREMENTS** : R581 826 – R654 840 per annum (OSD)
: Nelson Mandela Metro, Dora Nginza Regional Hospital
: Basic R425 Qualification i.e. (Diploma / Degree) in Nursing or Equivalent that follows registration with the South African Nursing Council. A post basic qualification in Theatre specialty, with at least 1 year accredited with SANC. A minimum of 10 years appropriate / recognizable experience in nursing as a professional nurse with the SANC in general nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience in the specific

specialty 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 / recognizable experience at management level. Knowledge of PFMA, Batho Pele Principles, Patient's 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 the six Key Priority Area, Ability to work under pressure. Computer literacy and valid driver's license.

DUTIES : Co-ordination of optimal / holistic specialized nursing care provided within set standards and a professional / legal frame work. Manage effectively utilization of resources and supervision of resources. Co-ordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Provision of effective support to nursing services. General management i.e. PMDS, payroll management, leave register, attendance / time management, quality improvement projects, formal and informal training including WSP, Resuscitation trolley, monthly checking of drug registers.

ENQUIRIES : Mr Johaar Tel No: 041 406 4435

POST 46/127 : **ASSISTANT MANAGER NURSING SPECIALITY REF NO: ECHEALTH/PAC/CH-CH/01/11/2018 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R581 826 – R654 840 per annum (OSD)
 : Chris Hani District, Komani 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 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 10 years appropriate/recognizable 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/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty (ADVANCED PSYCH). At least 3 years of the period referred to above must be appropriate/ recognizable experience at management Ability to work in a multi-disciplinary team. Management qualification and computer literacy. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. 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 is a pre-requisite.

DUTIES : Ensure comprehensive nursing treatment and care in a cost effective and efficient and equitable manner and ensure compliance to professional, legal and ethical practice. Demonstrate overall management of nursing services i.e. operational human resource and finance. Ensure that nursing care is rendered in accordance with the scope of practice and standards. Promote quality care, give direction to and coordinate nursing services. Demonstrate effective communication with all health workers and stake holders. To maintain an environment that promotes the rights of patients and advocacy of the patients. To ensure that the Batho Pele Principles, 6 Ministerial Priorities and the National Core Standards are adhered to at all times. To be able to develop contact and build network of professional relation and to enhance service delivery. Demonstrate the required computer literacy to adequate manage information and report writing. To demonstrate the understanding of strategic, operational and turnaround planning. Co-ordination of optimal, holistic specialised nursing care provided within set standards and a professional/ legal framework. Manage effectively the supervision and utilisation of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ ethical standards and self-development.

ENQUIRIES : Mrs A Sokutu Tel No: 045 858 8400

POST 46/128 : **ASSISTANT MANAGER NURSING (BURNS UNIT) REF NO: ECHEALTH/AMN-BUR/DORAH/01/11/2018**

SALARY : R532 449 – R617 253 per annum (OSD)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : Basic R425 Qualification i.e. (Diploma / Degree) in Nursing or Equivalent that follows registration with the South African Nursing Council. A minimum of 8 years appropriate / recognizable experience in nursing as a professional nurse with the SANC in general nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. An experience in surgical unit / Ability to work in multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient's 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 the six Key Priority Area, Ability to work under pressure. Computer literacy and valid driver's license.

DUTIES : Delegate, supervise and Co-ordinate the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and stakeholders (inter-professional, inter-sectoral and multidisciplinary team work). 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 relevant, accurate and comprehensive information on health care. General management i.e. PMDS, payroll management, leave register, attendance / time management, quality improvement projects, formal and informal training including WSP, Resuscitation trolley, monthly checking of drug registers.

ENQUIRIES : Mr Johaar Tel No: 041 406 4435

POST 46/129 : **ASSISTANT MANAGER NURSING (OPD) REF NO: ECHEALTH/AMN/TBH/01/11/2018**

SALARY : R532 449 – R617 253 per annum (OSD)
CENTRE : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
REQUIREMENTS : 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.

DUTIES : 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 (inter-professional, inter-sectoral 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.

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

POST 46/130 : **ASSISTANT MANAGER: NURSING (AREA) REF NO: ECHEALTH/AMN/KTBH/01/11/2018**

SALARY : R532 449 – R617 253 per annum (OSD)
CENTRE : Alfred Nzo District: Khotsong TB Hospital

- REQUIREMENTS** : 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.
- DUTIES** : 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 (inter-professional, inter-sectoral 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.
- ENQUIRIES** : Ms A Lebata Tel No: 039 737 3801
- POST 46/131** : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OM/GWABC/01/11/2018**
- SALARY CENTRE REQUIREMENTS** : R532 449 – R599 274 per annum (OSD)
: Amahlati Sub District, Gwabeni 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.
- 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 B Mngxe Tel No: 043 6434775/6
- POST 46/132** : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE (X2 POSTS)**
- SALARY CENTRE** : R532 449 – R599 274 per annum (OSD)
: Lukhanji Sub District:
Mitford Clinic Ref No ECHEALTH/OMPHC/MC/01/11/2018
Thornhill Clinic Ref No: ECHEALTH/OMPHC/NORC/01/11/2018
- 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 in Curative Skills in Primary Health Care accredited with SANC. 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 M Tweni – Tel No: 045 807 8908
- POST 46/133** : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE (X3 POSTS)**
- SALARY CENTRE** : R532 449 – R599 274 per annum (OSD)
King Sabata Dalinyebo Sub District:
Mahlungulu Clinic Ref No ECHEALTH/OM-PHC/KSD/MAH/01/11/2018
Mapuzi Clinic Ref No ECHEALTH/OM-PHC/KSD/MAP/01/11/2018
Ndibela Clinic Ref No: ECHEALTH/OM-PHC/KSD/NDI/01/11/2018
- 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 O Gcagca Tel No: 047 531 0823
- POST 46/134** : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE**
- SALARY CENTRE** : R532 449 – R599 274 per annum (OSD)
Nyandeni Sub District, Libode Clinic Ref No: ECHEALTH/OM-PHC/NSD-
/LIBC/01/11/2018
Mgwenyane Clinic Ref No: ECHEALTH/OM-PHC/NSD/MGWC/01/11/2018
- 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/recognizable 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/ recognizable 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 Daniso – Tel No: 047 555 0151

POST 46/135 : **OPERATIONAL MANAGER (PAEDS) REF NO: ECHEALTH/OM-PDSR/DORAH/01/11/2018**

SALARY : R532 449 – R599 274 per annum (OSD)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : Diploma/Degree in nursing that allows registration with SANC as a professional Nurse. One year post basic qualification in Child Nursing Science. A minimum of 9 years appropriate experience in Nursing after registration as a general Professional Nurse with SANC as a general Nurse. Proof of current registration with SANC. At least 5 years recognisable experience in Child Nursing after obtaining a post basic qualification in Child Nursing Science. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedure as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills are essential. Added advantage: One year Post basic Qualification in Nursing Administration obtained from a recognisable university. Valid driver's licence.

DUTIES : Managing effectively the supervision and utilisation of material, human and financial resources. Ensure implementation of quality nursing standards in accordance with nursing legislation and ethical practice. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programmes. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, protocol/procedures and standards pertaining to nursing care. Establish, maintain and participate in the inter-professional multidisciplinary team for effective and efficient health care. Manage clinical learning exposure to nurses and students between universities, colleges and clinical areas. Manage and monitor absenteeism in accordance with relevant directives and prescripts. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Actively participate in the implementation of the National Core Standards (NCS). Co-ordinate the implementation of continuing professional development (CPD) for nurses. Working shifts. Monitoring and reporting Patient Safety Incidents and complaints. Develop and implement Quality Improvement Plans. Actively participate in the implementation of the health information policy.

ENQUIRIES : Mr Johaar Tel No: 041 406 4435

POST 46/136 : **OPERATIONAL MANAGER (THEATRE) REF NO: ECHEALTH/OM-THR/DORAH/01/11/2018**

SALARY : R532 449 – R599 274 per annum (OSD)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R245 (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 Theatre Technique accredited with SANC in terms of Governmental 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 the period referred to the appropriate / recognizable experience in the specific specialty. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Computer literacy and valid driver's license.

DUTIES : Co-ordination / provide optimal, holistic specialized nursing care provided within set standards and a professional / legal frame work. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Co-ordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Provision of effective support to nursing service. General management i.e. PMDS, payroll management, leave register, attendance / time management, quality improvement projects, formal and informal

training including WSP, Resuscitation trolley, monthly checking of drug registers. Client orientation and customer focused, personnel management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. (National Core Standards). Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues more complex report writing when required.

ENQUIRIES : Mr Johaar Tel No: 041 406 4435

POST 46/137 : **CANDIDATE ARCHITECT: DELIVERY REF NO: ECHEALTH/CA-D/HO/08/11/2018**

SALARY CENTRE REQUIREMENTS : R506 682 - R537 789 per annum (OSD)
: Head Office, Bisho
: A Bachelor's Degree in Architecture or relevant qualification at NQF level 7 as recognized by South African Qualification Authority (SAQA. Valid driver's license. Registration with SACAP as an Architect in training is compulsory upon appointment. No previous experience required.

DUTIES : Perform architectural activities on state-owned or leased buildings, structures or facilities: adhere to legal, safety and health requirements provide technical support; contribute to the development of architectural related policies, methods and practices; and contribute to the review of plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel. Provide assistance with tender (bid) administration; liaise and interact with service providers; contribute to the human resources and related activities; maintain the record management system and the architectural library Report on service delivery regularly; and utilise resources allocated effectively. Keep up with new technologies and procedures Research/literature on new architectural and construction material, techniques, and methods. Liaise with relevant bodies/councils on architectural-related matters; and Follow approved programme of development for registration purposes.

ENQUIRIES APPLICATIONS : Mr M Tuswa Tel No: 040 608 1170
: Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605

POST 46/138 : **CANDIDATE QUANTITY SURVEYOR: DELIVERY REF NO: ECHEALTH/CQC-D/HO/09/11/2018**

SALARY CENTRE REQUIREMENTS : R506 682 - R537 789 per annum (OSD)
: Head Office, Bisho
: A Bachelor's Degree in Quantity Survey or relevant qualification at NQF level 7 as recognized by South African Qualification Authority (SAQA valid driver's license. Registration with SACQSP as a candidate is compulsory upon appointment. No experience required.

DUTIES : Perform quantity surveying activities on project plans, structures or facilities under the supervision of a quantity surveyor. Adhere to building standards to ensure safety and health requirements. Provide technical support, contribute to the development of quantity survey related policies, methods and practices and contribute to the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel. Provide assistance with tender (bid) administration. Liaise and interact with service providers; contribute to the human resources and related activities. Maintain the record management system and the quantity survey library and utilise resources allocated effectively. Keep up with new technologies and procedures; Research/literature on new quantity survey and construction material, techniques, and methods. Liaise with relevant bodies/councils on quantity survey related matters and follow approved programme of development for registration purposes.

ENQUIRIES APPLICATIONS : Mr M Tuswa Tel No: 040 608 1170
: Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life

Building (Old Department of Education space), Independence Avenue, Bisho, 5605

POST 46/139 : **ASSISTANT DIRECTOR: RADIOGRAPHER REF NO:**
ECHEALTH/ASDR/NMAH/01/11/2018

SALARY : R489 429 – R543 195 per annum (OSD)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : An appropriate three year National Diploma/Degree in Diagnostic Radiography that allows for registration with HPCSA. A certified Proof of current renewal of practice license with HPCSA as a Radiographer. (Independent practice). A minimum of 6 years in a hospital environment post community service of which a minimum of current working experience must be 3 years at chief level. Certificate of service or proof of experience must be endorsed by HR section. Added advantage: Experience in a radiotherapy and nuclear medicine environment. A post qualification in management and or a Specialty in radiography and management experience in the public sector. Knowledge, skills and Competencies required: Sound knowledge of radiography procedures and equipment including CT, MRI and or Mammography and PACS/RIS application. Public service act and regulations, Health and safety Act and any other Act required in executing duties, extensive radiation knowledge and sound clinical skills, ability to perform quality assurance tests, applied strategic capability, strong leadership and management, diversity management, problem solving and decision making skills, Budgeting and financial management, human resource management, computer literacy, good communication and interpersonal skills. A valid driver's licence.

DUTIES : Ensure provision of high quality radiology/imaging services (Diagnostic, Ultrasonography, Oncology/radiation therapy and Nuclear medicine services) and coordination of the radiation protection program for the radiology/imaging department, performance management and development of staff, ensuring that safety protocols are in compliance with the department of health radiation protection services. Assist in the integration of all radiology/imaging services and plan strategically in consultation with the Radiology management team, coordinate development of budgeting for own section and exercise control of expenditure within your departmental cost centre.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 46/140 : **ASSISTANT DIRECTOR: PHYSIOTHERAPY REF NO:**
ECHEALTH/ASDPHY/NMAH/01/11/2018

SALARY : R489 429 – R543 195 per annum (OSD)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : An appropriate three year National Diploma/Degree in Physiotherapy that allows for registration with HPCSA. A certified Proof of current renewal of practice license with HPCSA as a Physiotherapist. (Independent practice). A minimum of 7 years in a hospital environment post community service of which a minimum of current working experience must be 3years at supervisory/management level. Certificate of service or proof of experience must be endorsed by HR section. Added advantage: Experience in management of Club foot and Cerebral Palsy services, Management experience in the public sector academic hospital and a post qualification. Knowledge, skills and Competencies required: Sound knowledge of Physiotherapy policies, procedures and equipment application. Public service act and regulations, Health and safety Act and any other Act required in executing duties, sound clinical skills, applied strategic capability, strong leadership and management, diversity management, problem solving and decision making skills, Budgeting and financial management, human resource management, computer literacy, good communication and interpersonal skills. A valid driver's licence.

DUTIES : Responsible for the overall management of Physiotherapy services in an academic hospital, Ensure provision of high quality physiotherapy services and coordination of Physiotherapy programs, Responsible for performance management and development of staff, Responsible for the implementation of appropriate measures and systems for optimal Clinical, administration and good governance. Assist in the integration of all Physiotherapy services and plan strategically in consultation

with the Clinical support management team, coordinate development of budgeting for own section and exercise control of expenditure within your departmental cost center. Responsible for procurement, management and maintenance of all physiotherapy equipment and service level agreements. Responsible for the production and compilation of monthly, quarterly and annual reports for the physiotherapy department.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 46/141 : **CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: ECHEALTH/CRGR/HCH/01/11/2018**

SALARY : R440 982 – R468 051 per annum (OSD)

CENTRE : OR Tambo District, Holy Cross Hospital

REQUIREMENTS : An appropriate qualification that allows registration with the HPCSA as a Diagnostic Radiographer. A minimum of 3 years appropriate/recognizable experience in the relevant experience profession after registration with the HPCSA. Current registration with the HPCSA as a Diagnostic Radiographer. Supervisory Experience will be an added advantage. Competencies: Knowledge of relevant legislation guiding the provision of clinical care in the public sector i.e. Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Ministerial Priorities and National Core Standards. Good communication skills. Report writing skills. Ability to function as part of a team. Decision making skills. Effective communication with patients, supervisors, other health professionals and colleagues in the multidisciplinary health team. Computer skills.

DUTIES : To administer the operations, management and good governance of diagnostic radiography services including all the resources in the Department. Manage the provision of quality Radiography services in the Department, through the implementation of appropriate systems and measures. Adhere and ensure compliance with HPCSA Legislation. Monitor and Evaluate services rendered in order to implement continuous quality improvement programs. Performance and supervision of all clinical duties pertaining to the provision of Diagnostic Radiography services. Participate in the development of internal policy, and interact with other related professions within the multi-disciplinary health team. Manage and facilitate the continuous training and Development of staff.

ENQUIRES : Ms Z Nompanana Tel No: 039 252 2026/8

POST 46/142 : **CHIEF DIAGNOSTIC RADIOGRAPHER (CATHLAB) GRADE 1 REF NO: ECHEALTH/CRGR/NMAH/01/11/2018**

SALARY : R440 982 – R468 051 per annum (OSD)

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS : National Diploma/Degree in Diagnostic Radiography, Certified copy of original registration with Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. A minimum of 3 years appropriate the experience in the relevant profession after registration with HPCSA. Certified copy of current registration with HPCSA for 2018/2019 as a diagnostic radiographer (independent Practise). Certificates of service to be attached as proof of experience. Knowledge, skills and experience: Sound knowledge of diagnostic radiography procedures and equipment including CT, MRI and PACS/RIS applications. Good communication, interpersonal relations and problem solving skills. Knowledge of radiation control and safety measures. Ability to perform quality assurance tests as stipulated by the Radiation Control Directorate. Computer literacy. 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. Must have an ability to communicate with people of all ages and react quickly in emergencies is essential. Participate in after hours and standby duties which include nights, weekends and Public Holidays.

DUTIES : To administer the operations, management and good governance of diagnostic radiography services including all the resources in the Department. Manage the

provision of quality Radiography services in the Department, through the implementation of appropriate systems and measures. Adhere and ensure compliance with HPCSA Legislation. Monitor and Evaluate services rendered in order to implement continuous quality improvement programs. Performance and supervision of all clinical duties pertaining to the provision of Diagnostic Radiography services. Participate in the development of internal policy, and interact with other related professions within the multi-disciplinary health team. Manage and facilitate the continuous training and Development of staff.

ENQUIRIES :

Ms Calaza - Tel No: 047 502 4320

POST 46/143 :

OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM/FH/01/11/2018

SALARY CENTRE REQUIREMENTS :

R420 318 – R473 067 per annum (OSD)
Chris Hani District, Frontier 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.

DUTIES :

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 :

Mrs P Marongo - Tel No: 045 808 4272

POST 46/144 :

OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/BH/01/11/2018 (X2 POSTS)

SALARY CENTRE REQUIREMENTS :

R420 318 – R473 067 per annum (OSD)
Buffalo City Metro, Bisho 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.

DUTIES :

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 T Alwyn Tel No: 040 635 2950

POST 46/145 :

OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OMG/STBH/01/11/2018

SALARY CENTRE REQUIREMENTS :

R420 318 – R473 067 per annum (OSD)
OR Tambo District, St Barnabas Hospital
Diploma / Degree in nursing that allows registration with SANC as a Professional Nurse. A minimum of 9 years' experience in Nursing after registration as a general Professional Nurse with SANC. Current registration with SANC. Good

communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills are essential. Valid driver's license.

DUTIES : Managing material, human and financial resources. Ensure implementation of quality nursing standards in accordance with nursing legislation and ethical practice. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocol / procedures and standards pertaining to nursing care. Establish, maintain and participate in the inter-professional multi-disciplinary team for effective and efficient health care. Manage clinical learning exposure to nurses and students between universities, colleges and clinical areas. Manage and monitor absenteeism in accordance with relevant directives and prescripts. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Actively participate in the implementation of the National Core Standards (NCS). Coordinate the implementation of continuing professional development (CPD) for nurses and midwives. Working shifts. Monitoring and reporting of Adverse Events and complaints. Develop and implement Quality Improvement Plans. Actively participate in the implementation of the health information policy.

ENQUIRIES : Ms Ndamase – Tel No: 047 555 5300

POST 46/146 : **OPERATIONAL MANAGER GENERAL REF NO:**
ECHEALTH/OMG/STEH/01/11/2018

SALARY CENTRE REQUIREMENTS : R420 318 – R473 067 per annum (OSD)
: OR Tambo District, St Elizabeth Hospital
: Diploma / Degree in nursing that allows registration with SANC as a Professional Nurse. A minimum of 9 years' experience in Nursing after registration as a general Professional Nurse with SANC. Current registration with SANC. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills are essential. Valid driver's license.

DUTIES : Managing material, human and financial resources. Ensure implementation of quality nursing standards in accordance with nursing legislation and ethical practice. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocol / procedures and standards pertaining to nursing care. Establish, maintain and participate in the inter-professional multi-disciplinary team for effective and efficient health care. Manage clinical learning exposure to nurses and students between universities, colleges and clinical areas. Manage and monitor absenteeism in accordance with relevant directives and prescripts. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Actively participate in the implementation of the National Core Standards (NCS). Coordinate the implementation of continuing professional development (CPD) for nurses and midwives. Working shifts. Monitoring and reporting of Adverse Events and complaints. Develop and implement Quality Improvement Plans. Actively participate in the implementation of the health information policy.

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

POST 46/147 : **CONTROL ENGINEERING TECHNICIAN REF NO:**
ECHEALTH/CET/HO/10/11/2018

SALARY CENTRE : R422 139 - R482 676 per annum (OSD)
: Head Office, Bisho

<u>REQUIREMENTS</u>	:	Bachelor of Technology in Engineering (B Tech) or relevant qualification at NQF level 7 as recognized by South African Qualification Authority (SAQA) with Six years post experience in Engineering Technology. Valid driver's license. Compulsory registration with ECSA as an Engineering Technologist.
<u>DUTIES</u>	:	Manage technical services: Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities Ensure the promotion of safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. (b) Manage administrative and related functions. Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Ensure the development, implementation and maintenance databases; and Manage, supervise and control technical and related personnel and assets (c) Research and development: Continuous professional development to keep up with new technologies and procedures Research/literature studies on technical engineering technology to improve expertise; and To liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Tuswa Tel No: 040 608 1170
<u>POST 46/148</u>	:	<u>CHIEF ARTISAN (MECHANICAL) REF NO: ECHEALTH/CART-MEC/DORAH/01/11/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R362 559 – R420 318 per annum (OSD) Nelson Mandela Metro, Dora Nginza Regional Hospital
<u>DUTIES</u>	:	Grade 12 certificate and mechanical trade test certificate from an accredited trade test centre with NTC 6 Mechanical Diploma. Minimum of ten (10) years' experience after trade test has been completed. A valid code EB drivers' license. Additional Requirements: Working experience in a hospital workshop environment. Experience working with mechanical plant, infrastructure and equipment. Manage and control all mechanical workshops resources to ensure an effective service delivery. Ensure Admin work is in order. Manage planned maintenance and break down repairs. To maintain a safe & healthy working environment according to the OHS Act. Responsible for all staff of the mechanical workshop as well assisting with the building maintenance. Supervise and progress monitoring of all staff in mechanical sections as well the building section. Responsible for all maintenance work and defects repairs of the selection under supervision. Liaise with Manager with scheduling of all project and installation maintenance as and when necessary. Responsible for repairs on all equipment performed or complete within the predetermined response time and benchmarks. Equipment, plant and infrastructure maintenance and service confirm to the OHS Act and related legislation. Ensure that the quality of work done by the staff is of recommendable standard.
<u>ENQUIRIES</u>	:	Mr Johaar Tel No: 041 406 4435
<u>POST 46/149</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1 – 2 (THEATRE) REF NO: ECHEALTH/PNS/SPH/01/11/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R362 559 – R420 318 per annum (OSD) Grade 2: R445 917 – R548 436 per annum (OSD) Alfred Nzo District, St Patrick's Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Theatre Technique accredited with SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as

		Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate/recognisable experience in Nursing after registration as a 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 in the relevant specialty.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with 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. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.
<u>ENQUIRIES</u>	:	Ms Jafta Tel No: 039 251 0236
<u>POST 46/150</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (ANTENATAL) GRADE 1-2 REF NO: ECHEALTH/PNS-ANT/DORAH/01/11/2018</u>
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum (OSD) Grade 2: R445 917 – R548 436 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
	:	Basic R425 qualification (i.e. Degree / Diploma in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Advanced Midwifery and Neonatal Nursing Science. Current registration with SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate/recognisable experience in Nursing after registration as a 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 in the relevant specialty.
<u>DUTIES</u>	:	Provide optimal, holistically specialized care with set standards and within a professional / legal frame work. Utilize human, material resource and physical resources efficiently and effectively. Participate in training and research. Maintain professional growth / ethical standards and self-development. Provide support to nursing services. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Maintain a constructive working relationship with nursing and other stakeholders. Provide direction and supervision for the implementation of the nursing plan (clinical practice / quality patient care). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.
<u>ENQUIRIES</u>	:	Mr Johaar Tel No: 041 406 4435
<u>POST 46/151</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (PAEDS) GRADE 1-2 REF NO: ECHEALTH/PNS-PDS/DORAH/01/11/2018</u>
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum (OSD) Grade 2: R445 917 – R548 436 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
	:	Basic R425 qualification (i.e. Degree / Diploma in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Child Nursing Science (Midwifery Nursing Science. Current registration with SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate/recognisable experience in Nursing

after registration as a 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 in the relevant specialty.

DUTIES : Provide optimal, holistically specialized care with set standards and within a professional / legal frame work. Utilize human, material resource and physical resources efficiently and effectively. Participate in training and research. Maintain professional growth / ethical standards and self-development. Provide support to nursing services. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Maintain a constructive working relationship with nursing and other stakeholders. Provide direction and supervision for the implementation of the nursing plan (clinical practice / quality patient care). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES : Mr Johaar Tel No: 041 406 4435

POST 46/152 : **PROFESSIONAL NURSE SPECIALTY (NEONATAL HIGH CARE) GRADE 1-2 REF NO: ECHEALTH/PNS-NHC/DORAH/01/11/2018 (X2 POSTS)**

SALARY : Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Dora Nginza Regional Hospital
Basic R425 qualification (i.e. Degree / Diploma in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Neonatal Science, Child Nursing Science (Midwifery and Neonatal Nursing Science). Current registration with SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate/recognisable experience in Nursing after registration as a 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 in the relevant specialty.

DUTIES : Provide optimal, holistically specialized care with set standards and within a professional / legal frame work. Utilize human, material resource and physical resources efficiently and effectively. Participate in training and research. Maintain professional growth / ethical standards and self-development. Provide support to nursing services. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Maintain a constructive working relationship with nursing and other stakeholders. Provide direction and supervision for the implementation of the nursing plan (clinical practice / quality patient care). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES : Mr Johaar Tel No: 041 406 4435

POST 46/153 : **PROFESSIONAL NURSE SPECIALTY (MATERNITY) - REF NO: ECHEALTH/PN-S/BH/01/11/2018**

SALARY : Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Bisho Hospital
Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Advanced Midwifery and Neonatology accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a

Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Provide optimal, holistically specialized care with set standards and within a professional / legal frame work. Utilize human, material resource and physical resources efficiently and effectively. Participate in training and research. Maintain professional growth / ethical standards and self-development. Provide support to nursing services. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Maintain a constructive working relationship with nursing and other stakeholders. Provide direction and supervision for the implementation of the nursing plan (clinical practice / quality patient care). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES : Ms. T Alwyn Tel No: 040 635 2950

POST 46/154 : **PROFESSIONAL NURSE SPECIALTY REF NO: ECHEALTH/PROFSWILLCC/01/11/2018**

SALARY : Grade 1: R362 559 – R420 318 per annum (OSD)

Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE : Mbhashe District, Willowvale CHC

REQUIREMENTS : Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Advanced Midwifery and Neonatology accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a 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 in the relevant specialty.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with 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. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

ENQUIRIES : Ms X Bushula Tel No: 047 489 2417/16

POST 46/155 : **PROFESSIONAL NURSE SPECIALTY (OPERATING THEATRE) GRADE 1-2 REF NO: ECHEALTH/PNS/GGH/01/11/2018**

SALARY : Grade 1: R362 559 – R420 318 per annum (OSD)

Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE : Chris Hani District, Glen Grey Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Degree /Diploma in Nursing with Theatre technique) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in the Theatre Technique. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A

		Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a 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 in the relevant specialty
<u>DUTIES</u>	:	Provision of optimal, holistic specialised nursing care with set standards and within a professional / legal framework. Effective utilisation of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ ethical standards and self-development. The incumbent will also be required to practise nursing and health care in accordance with laws and regulations of the department. Maintain constructive working relationship with nursing and other stakeholders. Promote quality nursing care.
<u>ENQUIRIES</u>	:	Mr S Kumalo Tel No: 047 878 2800
<u>POST 46/156</u>	:	<u>PROFESSIONAL NURSE SPECIALTY REF NO: ECHEALTH/PRO-NURSE-SPEC/NONTYA/01/11/2018 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum (OSD) Grade 2: R445 917 – R548 436 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Nontyatyambo CHC
	:	Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year ,accredited with the SANC in terms of Government Notice R212 in Clinical Assessment, Treatment and Care. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms H Hlulani Tel No: 043 708 1700
<u>POST 46/157</u>	:	<u>PROFESSIONAL NURSE SPECIALTY REF NO: ECHEALTH/PRO-NURSE-SPEC/DVDH/01/11/2018 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum (OSD) Grade 2: R445 917 – R548 436 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Duncan Village Day Hospital
	:	Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year ,accredited with the SANC in terms of Government Notice R212 in Clinical Assessment, Treatment and Care. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least

10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms. H Hlulani Tel No: 043 708 1700

POST 46/158 : **CLINICAL NURSE PRACTITIONER REF NO:**
ECHEALTH/CNP/JAMAC/01/11/2018

SALARY : Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE REQUIREMENTS : Amahlali Sub District, Jama Clinic
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification in "Curative Skills in Primary Health Care" with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse. **Grade 1:** Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Provision of quality comprehensive Primary Health Care, promotive, Preventative curative and Rehabilitative, assessment, screening, diagnosis and treatment of patients/clients. To integrate HCT to PHC package of services and evaluate patients' conditions and counsel according to needs. Participate and support the implementation of quality improvements programmes. Maintain accurate patients/clients records. Ensure proper and effective utilization of resources equipment, pharmaceuticals and other supplies. Implementation of ARV/PMTCT services support. Provision of support and supervision of lower categories according to the code of conduct in Public Service. To demonstrate effective communication with patients, supervision and other staff members. To work as part of Multi-Disciplinary team to ensure quality nursing care at PHC setting in all health programmes. Compile monthly, quarterly statistics reports.

ENQUIRIES : Ms B Mngxe Tel No: 043 6434775/6

POST 46/159 : **CLINICAL NURSE PRACTITIONER REF NO:**
ECHEALTH/CNP/KAKC/01/11/2018

SALARY : Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE REQUIREMENTS : Amahlali Sub District, Kati Kati Clinic
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification in "Curative Skills in Primary Health Care" with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse. **Grade 1:** Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** Minimum of

		fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant speciality
<u>DUTIES</u>	:	Provision of quality comprehensive Primary Health Care, promotive, Preventative curative and Rehabilitative, assessment, screening, diagnosis and treatment of patients/clients. To integrate HCT to PHC package of services and evaluate patients' conditions and counsel according to needs. Participate and support the implementation of quality improvements programmes. Maintain accurate patients/clients records. Ensure proper and effective utilization of resources equipment, pharmaceuticals and other supplies. Implementation of ARV/PMTCT services support. Provision of support and supervision of lower categories according to the code of conduct in Public Service. To demonstrate effective communication with patients, supervision and other staff members. To work as part of Multi-Disciplinary team to ensure quality nursing care at PHC setting in all health programmes. Compile monthly, quarterly statistics reports.
<u>ENQUIRIES</u>	:	Ms B Mngxe Tel No: 043 6434775/6
<u>POST 46/160</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO:</u> <u>ECHEALTH/CNP/PUNZC/01/11/2018</u>
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum (OSD) Grade 2: R445 917 – R548 436 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amahlati Sub District, Punzana Clinic
	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification in "Curative Skills in Primary Health Care" with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse. Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant speciality
<u>DUTIES</u>	:	Provision of quality comprehensive Primary Health Care, promotive, Preventative curative and Rehabilitative, assessment, screening, diagnosis and treatment of patients/clients. To integrate HCT to PHC package of services and evaluate patients' conditions and counsel according to needs. Participate and support the implementation of quality improvements programmes. Maintain accurate patients/clients records. Ensure proper and effective utilization of resources equipment, pharmaceuticals and other supplies. Implementation of ARV/PMTCT services support. Provision of support and supervision of lower categories according to the code of conduct in Public Service. To demonstrate effective communication with patients, supervision and other staff members. To work as part of Multi-Disciplinary team to ensure quality nursing care at PHC setting in all health programmes. Compile monthly, quarterly statistics reports.
<u>ENQUIRIES</u>	:	Ms B Mngxe Tel No: 043 6434775/6
<u>POST 46/161</u>	:	<u>ASSISTANT DIRECTOR OPERATIONS REF NO:</u> <u>ECHEALTH/ADOP/FH/02/11/2018</u>
<u>SALARY</u>	:	R356 289 – R419 679 per annum (Level 09)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani District, Frontier Hospital
	:	National Diploma/Degree in Facilities /Operations or equivalent qualification with 3-5 years' experience in Operations and Auxiliary services. A valid driver's licence. Knowledge of public service regulations, the public service act, 1994 (Act 103 of 1994), PFMA, OHSA and National Building Regulations. Skills and competencies: Project Management skills. Good financial management skills, planning and organising. Strong communication skills, strategic and conceptual orientation. People management skills and computer literacy.

DUTIES : Supervise general operations in the hospital. Monitor compliance with necessary statutory requirements for facility, building maintenance and related work. Provide support to Housekeeping, horticulture, pest control and landscape. Compile business report for facility maintenance. Provide technical inputs in drawing up specifications and monitor compliance by service providers regarding health and safety matters. Implement regular compliance inspections and audits. Report emergency cases affecting Land and Buildings i.e., interruptions to power supply, water supply and sewage system. Provide security services for buildings and assets. Supervise and train sub-ordinates in Facility Management Unit (FMU). Monitor construction projects and identify areas that need urgent and on-going attention. Validate recommendations on payment for work completed. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the Deputy Director. Assess process and performance risks in the Section in order to provide corrective mechanisms.

ENQUIRIES : Mrs P Marongo - Tel No: 045 808 4272

POST 46/162 : **ASSISTANT DIRECTOR: JOB EVALUATION REF NO: ECHEALTH/AD/JE/HO/02/11/2018**

This is a re-advertisement. (Those who had applied before are welcome to apply again)

SALARY : R356 289 – R419 679 per annum (Level 09)

CENTRE : Head Office, Bhisho

REQUIREMENTS : A three year National Diploma / Bachelor's degree at NQF level 7 as recognised by SAQA, in Workstudy/Organizational Development, Management Services or equivalent qualification in the related field. A minimum of seven (7) years as a Workstudy Officer/ Workstudy Practitioner / OD Practitioner with relevant workstudy or OD experience. Valid driver's licence. Practical understanding of workstudy or OD strategy. Extensive and in-depth knowledge and understanding of policies and regulatory framework governing Organizational Development / Workstudy field in the Public Service. Knowledge of Organizational Design, Human Resource Planning and change management functions and processes as well as understanding of the Web- enabled or Evaluate Job Evaluation Systems as prescribed by MPSA is required. Competencies: Strong and proven skills in organizational design, People management, Project management, Financial management, Change management and Service Delivery Innovation, Presentation, Analytical, diagnostic and investigative capabilities, interpersonal and communication (verbal and written) skills, Computer Literacy and report writing skills. A valid driver's licence.

DUTIES : Facilitate and supervise development and maintenance of organizational design processes and systems. Support and facilitate determination and alignment of organizational structures with departmental strategy to improve efficiency and effectiveness. Supervise development and implementation of relevant OD interventions such as development of organizational structures, undertaking of business process mapping, organizational functionality assessment examinations, facilitate and supervise process of job grading, change management processes, guide and direct implementation of OD policies and guidelines. Provide overall utilization and supervision of human resources.

ENQUIRIES : Dr S Ngantweni Tel No: 040 608 9635

POST 46/163 : **ASSISTANT DIRECTOR: DESIGN & LAYOUT (AUDIO-VISUAL) REF NO: ECHEALTH/ASDGD/HO/02/11/2018**

SALARY : R356 289 – R419 679 per annum (Level 09)

CENTRE : Head Office, Bhisho

REQUIREMENTS : A National Diploma/Degree in Graphic Design or equivalent qualification with 3 - 5 years' experience in the field. In-depth knowledge of the following software: Coral

Draw, Photoshop, Microsoft Suite Products, Outlook, Adobe Acrobat pro. Highly specialized skills in design, layout and related capabilities. Innovative mind with team-building attributes. Ability to work under extreme pressure, meet deadlines. And be willing to work irregular and sometimes long hours. A sound layout profile with a proven track record. (Those short listed will be asked to bring in their profiles). A valid driver's licence.

DUTIES : The successful candidate will be responsible to assist the Manager in the Design and Layout Unit. The candidate's will be maintaining good working relationship with programme managers both internally and externally. To initiate designs that are consistent with the departments corporate identity and image as and when required. To provide graphic design support to programmes in terms of design of all corporate material. To provide graphic design support to Strategic Planning and Monitoring and evaluation Unit in terms of design of all the departmental Statutory Documents (Policy Speech, Operational and Annual Performance Plan, Service Delivery Improvement Plan and Annual report). In conjunction with corporate communication to ensure proper utilization of corporate colours and adherence to corporate guidelines.

ENQUIRIES : Mr S Manana Tel No: 040 608 1065

POST 46/164 : **PHYSIOTHERAPIST GRADE 1-3 REF NO: ECHEALTH/PHY/GGH/01/11/2018**

SALARY : Grade 1: R300 828 – R342 357 per annum (OSD)
Grade 2: R352 707 - R403 302 per annum (OSD)
Grade 3: R415 482 – R504 219 per annum (OSD)

CENTRE REQUIREMENTS : Chris Hani District, Glen Grey Hospital
Appropriate qualification that allows for the required registration with the health professional council of South Africa (HPCSA) as a physiotherapist. Current registration with the health professional council of South Africa (HPCSA). Knowledge in the application of clinical theory practice, ethics in health care , current ,clinical literature, current protocols as well as current health public services regulations an, regulation and policies ,skills in terms of consultation, examination ,clinical assessment and clinical procedures. **Grade 1:** experience none after registration with the health professional council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of qualified employees who performed community services as required. **Grade 2:** A minimum of 10 years relevant experience after registration with HPCSA in the relevant profession in respect of qualified employees who performed community service as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with HPCSA in the relevant profession in respect of qualified employees who performed community services as required in South Africa.

DUTIES : Provide clinical responsibility and management of resources to ensure optimal services delivery in the institution. Apply correct protocols to obtain service delivery. Screening of patients in wards. Implement quality assurance programmes effective and efficient service delivery. Ensure that and effective physiotherapy service is delivered by the unit. Participate in Education and training programs for continuous professional development and quality service delivery. Provide quality physiotherapist treatment to the highest possible level. Consult and collaborate with consulting physicians and other medical professionals in providing physiotherapy treatment.

ENQUIRIES : Mr S Kumalo Tel No: 047 878 2800

POST 46/165 : **PHYSIOTHERAPIST GRADE 1-3 REF NO: ECHEALTH/PHY/BH/01/11/2018**

SALARY : Grade 1: R300 828 – R342 357 per annum (OSD)
Grade 2: R352 707 - R403 302 per annum (OSD)
Grade 3: R415 482 – R504 219 per annum (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Bisho Hospital
Appropriate qualification that allows for the required registration with the health professional council of South Africa (HPCSA) as a physiotherapist. Current registration with the health professional council of South Africa (HPCSA). Knowledge in the application of clinical theory practice, ethics in health care , current ,clinical literature, current protocols as well as current health public services

regulations an, regulation and policies ,skills in terms of consultation, examination ,clinical assessment and clinical procedures. **Grade 1:** experience none after registration with the health professional council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of qualified employees who performed community services as required. **Grade 2:** A minimum of 10 years relevant experience after registration with HPCSA in the relevant profession in respect of qualified employees who performed community service as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with HPCSA in the relevant profession in respect of qualified employees who performed community services as required in South Africa.

DUTIES : Provide clinical responsibility and management of resources to ensure optimal services delivery in the institution. Apply correct protocols to obtain service delivery. Screening of patients in wards. Implement quality assurance programmes effective and efficient service delivery. Ensure that and effective physiotherapy service is delivered by the unit. Participate in Education and training programs for continuous professional development and quality service delivery. Provide quality physiotherapist treatment to the highest possible level. Consult and collaborate with consulting physicians and other medical professionals in providing physiotherapy treatment.

ENQUIRIES : Ms. T Alwyn Tel No: 040 635 2950

POST 46/166 : **DIAGNOSTIC RADIOGRAPHER GRADE 1-3 REF NO:**
ECHEALTH/RADIO/DMMM/01/11/2018

SALARY : Grade 1: R300 828 – R342 357 per annum (OSD)
Grade 2: R352 707 - R403 302 per annum (OSD)
Grade 3: R415 482 – R504 219 per annum (OSD)

CENTRE REQUIREMENTS : OR Tambo District, Dr Malizo Mpehle Memorial Hospital
National Diploma/Degree in Diagnostic Radiography or equivalent qualification. Registration with HPCSA as Diagnostic Radiographer. Current registration with HPCSA as a Diagnostic Radiographer. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years' experience after registration with HPCSA as Diagnostic Radiographer. **Grade 3:** A minimum of 20 years' experience after registration with HPCSA as Diagnostic Radiographer. Ability to work as a member of a multi-disciplinary team. Ability to use initiative. Service delivery innovation. Written and verbal communication skills. Accurate and hard working. Shift work in Diagnostic Radiography (24 hour service).

DUTIES : Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the District Hospital. Register patients as and when X-Rays are performed.

ENQUIRIES : Ms Makalima Tel No: 047 542 6000

POST 46/167 : **DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO:**
ECHEALTH/RGR/TAFAH/01/11/2018

SALARY : Grade 1: R300 828 – R342 357 per annum (OSD)
Grade 2: R352 707 - R403 302 per annum (OSD)
Grade 3: R415 482 – R504 219 per annum (OSD)

CENTRE REQUIREMENTS : Amathole District, Tafalofefe Hospital
Appropriate qualification that allows registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Current Registration as a Diagnostic Radiographer. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years' experience after registration with HPCSA as Diagnostic Radiographer. **Grade 3:** A minimum of 20 years' experience after registration with HPCSA as Diagnostic Radiographer. Ability to work as a member of a multi-disciplinary team. Ability to use initiative. Service delivery innovation. Written and verbal communication skills.

		Accurate and hard working. Shift work in Diagnostic Radiography (24 hour service).
<u>DUTIES</u>	:	Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the District Hospital. Register patients as and when X-Rays are performed.
<u>ENQUIRIES</u>	:	Ms V. Motabele –Tel No: 047 498 0026
<u>POST 46/168</u>	:	<u>DIETICIAN GRADE 1-3 REF NO: ECHEALTH/DIETI/STEH/01/11/2018</u>
<u>SALARY</u>	:	Grade 1: R300 828 – R342 357 per annum (OSD) Grade 2: R352 707 - R403 302 per annum (OSD) Grade 3: R415 482 – R504 219 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, St Elizabeth Hospital Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician. Grade 1: No experience required. Grade 2: A minimum of 10 years' experience after registration with HPCSA as Dietician. Grade 3: A minimum of 20 years' experience after registration with HPCSA as Dietician. Knowledge related to clinical practise. Nutrition analysis and patient assessment, interest in Public health and wellbeing.
<u>DUTIES</u>	:	Counsel and educate individuals, groups and communities, diets menu planning and preparation of food to treat illness or disease and to enhance and maintain optimum health. Manage nutrition and related food services in the institution. Plan, evaluate and conduct nutrition programmes for vulnerable groups to promote appropriate dietary practice in the community. Provide food and nutrition information to staff and public. Participate in preventative health programmes. Consult with health professionals to manage the dietary/ nutrition requirements of patients.
<u>ENQUIRIES</u>	:	Mr M Nozaza – Tel No: 039 253 5012.
<u>POST 46/169</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: ECHEALTH/OT/STEH/01/10/2018 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R300 828 – R342 357 per annum (OSD) Grade 2: R352 707 - R403 302 per annum (OSD) Grade 3: R415 482 – R504 219 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, St Elizabeth Hospital Degree/Diploma in Occupational Therapy. Proof of current registration with HPCSA as an occupational Therapist. Good written and verbal communication skills. Good Clinical Assessment and Diagonal skills. Knowledge of legislation applicable to the practice of Occupational Therapy. Grade 1: No experience required. Grade 2: A minimum of 10 years' experience after registration with HPCSA as Occupational Therapist. Grade 3: A minimum of 20 years' experience after registration with HPCSA as Occupational Therapist.
<u>DUTIES</u>	:	Render Occupational Therapy Services. Implement National and Provincial Policies and Strategies. Assess, plan interventions and implement the treatment plan intervention. Exercise clinical responsibility to ensure optimal diagnostic imaging. Proper utilization of allocated financial and physical resources. Supervise allocated students according to the agreement with the tertiary institution and contribute tolerated training activities. Promote and market Occupational Therapy Services in the institution. Render daily Assessment and Treatment to the Patients that comply with National Rehabilitation Policies. Implement Therapy Programmes for the different areas. Give support and guidance to other staff.
<u>ENQUIRIES</u>	:	Mr M Nozaza – Tel No: 039 253 5012

<u>POST 46/170</u>	:	<u>OPTOMETRIST GRADE 1-3 REF NO: ECHEALTH/OPT/STEH/01/10/2018 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R300 828 – R342 357 per annum (OSD) Grade 2: R352 707 - R403 302 per annum (OSD) Grade 3: R415 482 – R504 219 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, St Elizabeth Hospital Appropriate qualification that allows registration with HPCSA as Optometrist. Current registration receipt with HPCSA. Grade 1: No experience required. Grade 2: A minimum of 10 years' experience after registration with HPCSA as Optometrist. Grade 3: A minimum of 20 years' experience after registration with HPCSA as Optometrist.
<u>DUTIES</u>	:	Conduct community outreach programmes to PHCs, District Hospitals and Community Health Centres. Assess and diagnose refractive errors and ocular conditions. Give guidance to patients on usage of medicine according to scripts. Problem solving, solving procedural, technical, professional problems whereby a variety of information is analysed which may result in a number of possible solutions/outcomes. Keeping accurate patient records and statistical data. Sound knowledge of ophthalmic therapeutic procedures and utilisation of equipment and ability to interpret findings from such equipment. Ability to recognise and refer conditions that require an ophthalmologist opinion. Sound knowledge of safe treatment and diagnosis of refractive errors. Sound knowledge of relevant Health and Safety Acts. Communication and compiling complex memo's and reports (written and verbal). Providing or obtaining information requiring complex and technical explanation
<u>ENQUIRIES</u>	:	Mr M Nozaza – Tel No: 039 253 5012
<u>POST 46/171</u>	:	<u>CHIEF WORKS INSPECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: ECHEALTH/CWI-OHS/HO/11/11/2018</u>
<u>SALARY</u>	:	R299 709 - R353 043 per annum (Level 08)
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Bisho National Diploma in Building, Mechanical or Electrical or Equivalent at NQF level 7 as recognized by South African Qualification Authority (SAQA) or N3 with passed trade test or National Diploma in Engineering. Three (3) year's work experience post qualification as Chief Work Inspector (OHS). Knowledge and ability to supervise contractors. Valid drivers' license. Computer Literate.
<u>DUTIES</u>	:	To manage the design and implementation of inspections of buildings and machinery to validate compliance with Occupational Health and Safety Requirements. Maintain compliance with the Occupational Health & Safety (OHS) Act at all Health Facilities. Remedial Plans. OHS Training. Occupational Health and Safety Committees.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Tuswa Tel No: 040 608 1170 Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605
<u>POST 46/172</u>	:	<u>CHIEF WORKS INSPECTOR: MAINTENANCE REF NO: ECHEALTH/CWI/HO/12/11/2018 (X2 POSTS)</u>
<u>SALARY</u>	:	R299 709 - R353 043 per annum (Level 08)
<u>CENTRE REQUIREMENTS</u>	:	Head Office Bisho National Diploma in Building or Mechanical or Electrical or National Diploma in Engineering at NQF level 7 as recognized by South African Qualification Authority (SAQA) or N3 with passed trade test or National Diploma in Engineering. Three (3) to five (5) years' experience post qualification. Valid drivers' license. Computer Literate.
<u>DUTIES</u>	:	Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects facilities and resolve technical problem. Implement condition assessments. Manage people and finances. Manage planned and unplanned maintenance projects in order to ascertain that they progress

according to plan and specifications. Compile progress payment certificates on all in house projects. Administer maintenance and capital works projects. Travel to sites on a regular basis for quality control inspections. Conduct condition assessments of provisionally state owned assets. Prepare/Check tender documentation and adjudication of same. Prepare estimates and call for quotations for work done. Be prepared to travel and work overnight within the district. Monitor performance and management of multi-disciplinary consultants/contracts in terms of time, cost, quality and socio- economic objectives. Compile specifications for in-house projects.

ENQUIRIES : Mr M Tuswa Tel No: 040 608 1170
APPLICATIONS : Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605

POST 46/173 : **INFRASTRUCTURE PROGRAMME ADMINISTRATOR REF NO: ECHEALTH/IPA/HO/13/11/2018**

SALARY : R299 709 - R353 043 per annum (Level 08)
CENTRE : Head Office Bisho
REQUIREMENTS : A Bachelor's degree in Public Administration or equivalent qualification at NQF level 7 as recognized by South African Qualification Authority (SAQA). Minimum of four (4) years' relevant experience. A good understanding of the Public Service Regulatory framework. Good interpersonal skills. Ability to work under pressure. Computer literate. Valid drivers' license.

DUTIES : To provide infrastructure administrative, project management and information collection, analysis and capturing support to the infrastructure Programme Managers and the Chief Infrastructure Programme Managers. Administrative programme and project support with the planning, implementation and monitoring of the capital and maintenance sub programmes and projects. Projects / Programme Management systems updated with credited data and information. Administrative system and procedures. General administrative support. Human Resources and Financial Administrative.

ENQUIRIES : Mr M Tuswa Tel No: 040 608 1170
APPLICATIONS : Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605

POST 46/174 : **SENIOR ADMINISTRATION OFFICER: HR PLANNING & EMPLOYMENT EQUITY REF NO: ECHEALTH/HO/SAO: HR/02/11/2018**

This is a re-advertisement. (Those who had applied before are welcome to apply again)

SALARY : R299 709 – R353 043 per annum (Level 08)
CENTRE : Head Office, Bhisho
REQUIREMENTS : An appropriate recognized three-year National Diploma / Degree in HRM / Public Administration plus at least three (3) years administrative / support experience. Functional experience in HR Planning and Employment Equity Environment. Must be able to draw HR information reports. Capable of analyzing statistical data. Knowledge of Public Service Legislative and regulatory framework. Good written & verbal communication skills. Good administration and record keeping skills. Ability to liaise and co-operate with key stakeholders. Good Planning and organizing skills. Must be able to extract information on PERSAL and draw routine monitoring reports. Ability to work under pressure and meet strict deadlines. A valid code 08 (Code EB) drivers' license would be an added advantage.

DUTIES : Facilitate information gathering process towards development of draft Human Resource Plan (HRP) and Employment Equity Plan (EEP) Undertake administrative assessment on the existing Human Resource Plan to identify gaps for future human resource planning and forecasting. Conduct workforce analysis exercises through drawing employee related information on PERSAL. Compile HR Planning and EE plan employee status profile. Compile employee information

databases of HR Planning and Employment Equity. Conduct desktop exercise to monitor implementation of both HR and EE plan. Support placement of Internships, Community Service and Post community Service Health Professionals through collecting personal details and drawing up of placement lists. Develop and maintain statistical database of all Placed Internships and Comm Serves. Facilitate and Liaise with HR appointments on appointment of Internships and Comm Serves. Prepare and compile reports on Placement of the new internships and Comm Serves. Communicate/update all stake holders with regards to HR Planning, Employment equity and Placement of New Internships, Comm Serves and post comm serves. Facilitate procurement of goods and services for the Sub-component.

ENQUIRIES : Mr A Nnyaiza Tel No: 040 608 1484

POST 46/175 : **HUMAN RESOURCE PRACTITIONER REF NO:**
ECHEALTH/HRP/SBDO/02/11/2018

SALARY : R242 475 - R285 630 per annum (Level 07)
CENTRE : Sarah Baartman District Office
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well 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, Transfer, 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. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms T. Mpitimpiti Tel No: 041 408 8509

POST 46/176 : **HUMAN RESOURCE PRACTITIONER REF NO:**
ECHEALTH/HRP/FEH/02/11/2018

SALARY : R242 475 - R285 630 per annum (Level 07)
CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well 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, Transfer, 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. Handle

human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
Mr Daniso Tel No: 046 602 2300

ENQUIRIES

POST 46/177

ADMINISTRATION OFFICER: CONTRACT MANAGEMENT REF NO: ECHEALTH/AO-CM/AMDO/02/11/2018

SALARY

CENTRE

REQUIREMENTS

R242 475 - R285 630 per annum (Level 07)
Amathole District Office
A Bachelor's degree or National Diploma in a Business field such as Economics, Logistics, Supply Chain Management or equivalent qualification with 2-3 years' experience in Contract Management. Knowledge of supply chain, applicable laws and legislation, critical thinking, analytical thinking and project management. Must have flexible work styles. Must at least 3 – 5 years' experience in Contract Management. Computer literacy and must have a valid driver's licence.

DUTIES

Management and administer contract register. Ensure that all suppliers on the database have completed all the essential forms and have valid contracts in place. Monitor progress and performance to ensure goods and services conform to the contract requirements. Resolves disputes in a timely manner. Developing a timetable with a start and end date for each contract. Meeting with contractors when necessary to review progress, discuss problems and consider necessary changes. Drafting of Service Level Agreements (SLA) and Letter of Awards (LOA) for goods and service as per delegation.

ENQUIRIES

Ms N Nene Tel No: 043 707 6748

POST 46/178

FINANCIAL PRACTITIONER REF NO: ECHEALTH/FP/SBDO/02/11/2018

SALARY

CENTRE

REQUIREMENTS

R242 475 - R285 630 per annum (Level 07)
Sarah Baartman District Office
Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 0-2 year's relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' licence.

DUTIES

Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.

ENQUIRIES

Ms T. Mpitimpiti Tel No: 041 408 8509

POST 46/179

OCCUPATIONAL HEALTH & SAFETY OFFICER REF NO: ECHEALTH/OHSO/ANH/02/11/2018

SALARY

CENTRE

REQUIREMENTS

R242 475 - R285 630 per annum (Level 07)
Joe Gqabi District, Aliwal North Hospital
National Diploma/Degree Environment Health, Industrial Hygiene, Safety Engineering or Occupational Health with 2-5 years' experience in the field. Safety training courses e.g. SHEQ, Safety Representative, Advanced Safety Representative and advanced SAMTREC. Tact and diplomacy, Able to work as part of a team, able to work independently. Integrity and honest, approach every query/ task with an open mind. Good communication and negotiation skills. Strict with company policy and rules and enforcing to work under the Act of 85 of 1993 regulations. Energetic and regular site inspection. Hard working and enforcing daily housekeeping at the workplace. A valid driver's licence.

DUTIES

To develop, implement and direct the hospital Safety and Risk Management program. To be responsible for safety planning, inspection and accident preventing work. To serve as chairperson of the hospital's Safety and Disaster Planning Committees and to perform related work as required. Identify hazards and assess

risks to health and safety, put appropriate safety controls in place. Provide advice on accident prevention and occupational health to management and employees. Identifies the causes and advises on improvements in safety standards that needs to be made. Safety officers also liaise with other agencies and internal staff over health and safety issues. Conduct training sessions for management, supervisors and workers on health and safety practices and legislation.

- ENQUIRIES** : Ms Fourie Tel No: 051 633 7700
- POST 46/180** : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/BAMH/02/11/2018**
- SALARY** : R242 475 - R285 630 per annum (Level 07)
CENTRE : OR Tambo District, Bambisana Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Financial Management /Supply Chain Management or relevant qualification with 0-2 years' experience. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver's licence.
- DUTIES** : Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.
- ENQUIRIES** : Mr S Mahlangeni –Tel No: 039 253 7262/0835860659
- POST 46/181** : **LOGISTIC SUPPORT OFFICER: REF NO: ECHEALTH/LSO/PEDDC/02/11/2018**
- SALARY** : R242 475 – R285 630 per annum (Level 07)
CENTRE : Amahlathi Sub District, Peddie Clinic
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years' experience or B Degree/ Diploma in Financial Management or Supply Chain Management with at least 0-2 years' experience in contract Management. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver's licence.
- DUTIES** : Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.
- ENQUIRIES** : Ms B Mngxe Tel No: 043 6434775/6
- POST 46/182** : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/ORSH/02/11/2018**
- SALARY** : R242 475 – R285 630 per annum (Level 07)
CENTRE : Nelson Mandela Metro, Orsmond TB Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years' experience in the field or A National Diploma/Degree in Finance / Accounting / SCM or equivalent qualification plus 2 years' relevant experience. Sound knowledge of Accounting Systems, BAS and LOGIS. Knowledge of PFMA, PPPFA, Treasury Regulations, Circulars and Auditors-General Act, Assets and Inventory control processes. Computer and LOGIS Literacy compulsory. A valid driver's licence, compulsory.
- DUTIES** : To ensure the efficient, effective and uniform planning and procurement of all goods & services required for the proper functioning of Supply Chain Systems at the institution that conforms to constitutional and legislative principles whilst developing, supporting and promoting PFMA, PPPFA, Treasury Regulations, Circulars and Auditor-General Act. To manage the resources economically and effectively and prevent fruitless and or wasteful, irregular and authorized

expenditures. Responsible for execution of procurement plan, upheld a support service within an internal audit and reporting system. Supervision and overseeing all transactions of procurement and Logistic staff and report to AD Finance.
Mrs C Bekker Tel No: 041 988 1111

ENQUIRIES :

POST 46/183 : **HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: ECHEALTH/HRDP/JOSEPH/02/11/2018**

SALARY : R242 475 – R285 630 per annum (Level 07)
CENTRE : Nelson Mandela Metro, Jose Pearson TB Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years' experience or A National Diploma/Degree in Human Resource Management / Management of Training / Human Resource Development with 0-2 years' experience in Performance Management and Development. Knowledge of Public Service Act, Public Service Regulations, Skills Development Act and other HRD related polices and prescripts. Knowledge of PERSAL. Computer Literacy. A valid driver's licence.

DUTIES : Coordinate and implement Performance Management related activities. Facilitate and drafting of the WSP (Workplace Skills Plan) and Annual Training Plan. Coordinate induction programmes. Coordinate, administer training programmes and skills programme. Arrange and conduct skills development meetings. Facilitate and provide in house trainings and awareness sessions on Performance Management and related issues.

ENQUIRIES : Ms N Klassen Tel No: 041 372 8000

POST 46/184 : **FINANCIAL PRACTITIONER REF NO: ECHEALTH/FP/GREYH/01/11/2018**

SALARY : R242 475 – R285 630 per annum (Level 07)
CENTRE : Buffalo City Metro, Grey Hospital
REQUIREMENTS : Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 0-2 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' licence.

DUTIES : Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.
Ms Phillip Tel No: 043 643 3304

ENQUIRIES :

POST 46/185 : **FOOD SERVICE MANAGER REF NO: ECHEALTH/FSA/GREYH/01/11/2018**

SALARY : R242 475- R285 630 per annum (Level 07)
CENTRE : Buffalo City Metro, Grey Hospital
REQUIREMENTS : Degree/ National Diploma in Food Service Management or relevant field. 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, Labor Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.

DUTIES : 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.

ENQUIRIES : Ms Phillip Tel No: 043 643 3304

<u>POST 46/186</u>	:	<u>ADMINISTRATION OFFICER (FINANCE) REF NO: ECHEALTH/AOF/BCM/01/11/2018</u>
<u>SALARY</u>	:	R242 475 – R285 630 per annum (Level 07)
<u>CENTRE</u>	:	Buffalo City Metro Office
<u>REQUIREMENTS</u>	:	Grade 12 with 10 years working experience in the field or a National Diploma in Financial Management or equivalent qualification coupled with 0-2 years' experience on payment management. Understanding of specific delegations from the relevant Act, Treasury Regulations and PFMA. Sound knowledge of LOGIS and BAS. Ability to work well under pressure and be customer focused. A valid driver's license is added advantage
<u>DUTIES</u>	:	Assist to manage and document compliance with PFMA in respect of reporting, performance expenditure. Assist in planning payment within 30 days, reporting, Authorise payments manually and on the transversal system of the ECDOH. Identify and process payments. Assist in preparation and implementation of the payment monitoring tool and creditor's reconciliation. Promote sound financial management in line with the PFMA. Supervise; provide direction and capacity building to the staff. Promote good employee relations.
<u>ENQUIRIES</u>	:	Ms. H Hlulani Tel No: 043 708 1700
<u>POST 46/187</u>	:	<u>WORK INSPECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: ECHEALTH/WI-OHS/HO/14/11/2018 (X2 POSTS)</u>
<u>SALARY</u>	:	R242 475- R285 630 per annum per annum (Level 07)
<u>CENTRE</u>	:	Head Office Bisho
<u>REQUIREMENTS</u>	:	A National Diploma in Mechanical/ Building or Engineering stream at NQF level 7 as recognized by South African Qualification Authority (SAQA) or a N3 and a passed Trade Test Certificate. Ability to read, interpret drawings, layouts and specifications. Computer Literate A valid driver's license
<u>DUTIES</u>	:	To implement inspections on compliance with the OHS legislation in terms of machinery or buildings at all Health Facilities and assist with the development and implementation of remedial plans. Conduct condition assessments to determine compliance with relevant registration. Diagnose and analyse problems on built environment. Implement solutions on any built environment related challenges Carry out inspections on a continuous basis to ensure that work is performed according to the set standards. Trace defects in equipment. Inform on serviceable and or unserviceable equipment.
<u>ENQUIRIES</u>	:	Mr M Tuswa Tel No: 040 608 1170
<u>APPLICATIONS</u>	:	Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605
<u>POST 46/188</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/MC/01/11/2018</u>
<u>SALARY</u>	:	Grade 1: R241 908 – R280 437 per annum (OSD) Grade 2: R297 516 – R343 296 per annum (OSD) Grade 3: R362 559 – R459 294 per annum (OSD)
<u>CENTRE</u>	:	Maletswai Sub District, Maletswai Clinic
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented.

Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES :

Ms L.J Jood – Tel No: 051 633 9629

POST 46/189 :

PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/VC/01/11/2018

SALARY :

Grade 1: R241 908 – R280 437 per annum (OSD)

Grade 2: R297 516 – R343 296 per annum (OSD)

Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE :

Maletswai Sub-District, Venterstad Clinic

REQUIREMENTS :

Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES :

Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES :

Ms L.J Jood – Tel No: 051 633 9629

POST 46/190 :

PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/ISH/01/11/2018

SALARY :

Grade 1: R241 908 – R280 437 per annum (OSD)

Grade 2: R297 516 – R343 296 per annum (OSD)

Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE :

OR Tambo District, Isilimela Hospital

REQUIREMENTS :

Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required. **Grade 2:** A minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES :

Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall

management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Any other duties as required by the supervisor.

ENQUIRIES : Ms N Gwiji – Tel No: 047 564 2805

POST 46/191 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/STEH/01/11/2018 (X4 POSTS)**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE REQUIREMENTS : OR Tambo District, St Elizabeth Hospital
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required. **Grade 2:** A minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Any other duties as required by the supervisor.

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

POST 46/192 : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/SSGH/01/11/2018**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE REQUIREMENTS : Amathole District, S.S Gida Hospital
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with 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. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

ENQUIRIES : Ms N. E Fumanisa Tel No: 040- 658 0043

POST 46/193 : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/DOHNC/01/11/2018**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE REQUIREMENTS : Amahlati Sub District, Dohne Clinic
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with 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. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

ENQUIRIES : Ms B Mngxe Tel No: 043 6434775/6

POST 46/194 : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/MTYHC/01/11/2018**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE REQUIREMENTS : Amahlati Sub District, Mtyholo Clinic
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with 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. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

ENQUIRIES : Ms B Mngxe Tel No: 043 6434775/6

POST 46/195 : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/NIERC/01/11/2018**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE REQUIREMENTS : Amahlati Sub District, Nier Clinic
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with 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. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

ENQUIRIES : Ms B Mngxe Tel No: 043 6434775/6

POST 46/196 : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/STTOC/01/11/2018**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE REQUIREMENTS : Amahlati Sub District, Stutterheim Town Clinic
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with 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. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

ENQUIRIES : Ms B Mngxe Tel No: 043 6434775/6

POST 46/197 : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/BURSC/01/11/2018**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE REQUIREMENTS : Amahlati Sub District, Burnshill Clinic
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with 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. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

ENQUIRIES : Ms B Mngxe Tel No: 043 6434775/6

POST 46/198 : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/CATAC/01/11/2018**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)

		Grade 2: R297 516 – R343 296 per annum (OSD)
		Grade 3: R362 559 – R459 294 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amahlati Sub District, Cata Clinic
	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with 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. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.
<u>ENQUIRIES</u>	:	Ms B Mngxe Tel No: 043 6434775/6
<u>POST 46/199</u>	:	<u>PROFESSIONAL NURSE GRADE 1 -3 REF NO: ECHEALTH/PROFN/MGWAC/01/11/2018</u>
<u>SALARY</u>	:	Grade 1: R241 908 – R280 437 per annum (OSD)
		Grade 2: R297 516 – R343 296 per annum (OSD)
		Grade 3: R362 559 – R459 294 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amahlati Sub District, Mgwali Clinic
	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with 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. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.
<u>ENQUIRIES</u>	:	Ms B Mngxe Tel No: 043 6434775/6
<u>POST 46/200</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/SSGG/01/11/2018</u>
<u>SALARY</u>	:	Grade 1: R241 908 – R280 437 per annum (OSD)
		Grade 2: R297 516 – R343 296 per annum (OSD)
		Grade 3: R362 559 – R459 294 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amahlati Sub District, S.S Gida Gateway Clinic
	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with 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. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

- ENQUIRIES** : Ms B Mngxe Tel No: 043 6434775/6
- POST 46/201** : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PROFN/SSGH/01/11/2018**
- SALARY** : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)
- CENTRE REQUIREMENTS** : Amathole District, S.S Gida Hospital
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with 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. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.
- ENQUIRIES** : Ms N. E Fumanisa Tel No: 040- 658 0043
- POST 46/202** : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO. ECHEALTH/PN-G/NONTYA/01/11/2018 (X3 POSTS)**
- SALARY** : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)
- CENTRE REQUIREMENTS** : Buffalo City Metro, Nontyatyambo CHC
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
- DUTIES** : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
- ENQUIRIES** : Ms. Tumeka Tel No: 040 635 2950

POST 46/203 : **PROFESSIONAL NURSE GENERAL GRADE 1 REF NO: ECHEALTH/PN-G/DVDH/01/11/2018**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Duncan Village Day Hospital
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms. H Hlulani Tel No: 043 708 1700

POST 46/204 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN-G/01/11/2018 (X2 POSTS)**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Bisho Hospital
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms. T Alwyn Tel No: 040 635 2950

POST 46/205 : **PROFESSIONAL NURSE GENERAL GRADE 1 -3 REF NO: ECHEALTH/PN/EMPH/01/11/2018**

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)

		Grade 2: R297 516 – R343 296 per annum (OSD)
		Grade 3: R362 559 – R459 294 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Empilweni TB Hospital
	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: A minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms B Bomela Tel No: 041 406 7607/36
<u>POST 46/206</u>	:	<u>PHARMACY ASSISTANT (POST BASIC) GRADE 1-3 REF NO: ECHEALTH/PHA-PB/STEH/01/10/2018</u>
<u>SALARY</u>	:	Grade 1: R196 218 – R221 034 per annum (OSD)
		Grade 2: R227 721 - R241 701 per annum (OSD)
		Grade 3: R246 768 – R282 165 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, St Elizabeth Hospital
	:	As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). Grade 2: A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. Grade 3: A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.
<u>DUTIES</u>	:	Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.
<u>ENQUIRIES</u>	:	Mr M Nozaza – Tel No: 039 253 5012
<u>POST 46/207</u>	:	<u>ARTISAN GRADE A - C REF NO: ECHEALTH/ART/STBH/01/11/2018</u>
<u>SALARY</u>	:	Grade A: R179 523 – R199 242 per annum (OSD)
		Grade B: R211 464 – R234 696 per annum (OSD)
		Grade C: R246 870 – R307 197 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, St Barnabas Hospital
	:	An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years' experience in supervisory level. Valid Driver's License is required. Display the willingness to work extended hours and perform stand-by duty and to travel. Computer literacy. Experience in serving a Health Institution in relevant field of work. Knowledge of OHS Act and other legislation applicable to the post. Good Verbal and written communication skills. A valid driver's licence.

- DUTIES** : Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.
- ENQUIRIES** : Ms Ndamase – Tel No: 047 555 5300
- POST 46/208** : **ARTISAN PRODUCTION A REF NO: ECHEALTH/AP/TOWHH/08/10/2018 (X2 POSTS)**
- SALARY** : Grade A: R179 523 – R199 242 per annum (OSD)
Grade B: R211 464 – R234 696 per annum (OSD)
Grade C: R246 870 – R307 197 per annum (OSD)
- CENTRE REQUIREMENTS** : Amathole District, Tower Psychiatric Hospital
: Trade Test Certificate, Minimum of 2 years after trade test working experience. Demonstrate working knowledge of locksmith skills. Display the willingness to work extended hours and perform stand-by duty and to travel. Computer literacy. Experience in serving a Health Institution in relevant field of work. Knowledge of OHS Act and other legislation applicable to the post. Good Verbal and written communication skills. A valid driver's licence.
- DUTIES** : Oversee the workshop keys room and ensure spare key cabinets, tools and equipment are secured. Provide the following services: Key cutting, issuing of keys, repairs and installation of locks and respond promptly to all key and lock related request made to the workshop. Attend to emergency request including after hours and be available for standby duties. Ensure availability of tools and materials for the workshop. Provide technical advice and ensure training of subordinates. Assist with new installations and upgrade of hospital facilities, equipment and services in compliance with the Occupational Health and Safety Act regulations and requirements.
- ENQUIRIES** : Mrs V Whitecross Tel No: 046 645 5000
- POST 46/209** : **ARTISAN PLUMBING A -C REF NO: ECHEALTH/ARTP/NMAH/02/11/2018**
- SALARY** : Grade A: R179 523 – R199 242 per annum (OSD)
Grade B: R211 464 – R234 696 per annum (OSD)
Grade C: R246 870 – R307 197 per annum (OSD)
- CENTRE REQUIREMENTS** : OR Tambo District, Nelson Mandela Academic Hospital
: A N2 Certificate with Trade Test Certificate in Plumbing environment with at least 2 years relevant pre-trade test experience as a Plumber/Tradesman Aid (plumbing). A completed apprenticeship as a Plumber. Display the willingness to work extended hours and perform stand-by duty and to travel. Recommendations a relevant Diploma or higher qualification. Computer literacy. Experience in serving a Health Institution in relevant field of work. Knowledge of the National Building Regulations, OHS Act and other legislation applicable to the post. Good Verbal and written communication skills. A valid driver's licence.
- DUTIES** : The successful incumbent will perform maintenance work and minor new installations plumbing. Manage the equipment, tools and machinery generally

used. Compile material lists. Support the institution in its strategic goals and objectives. Render overall quality control of work in line with Batho Pele principles. Ms Calaza Tel No: 047 502 4469

<u>ENQUIRIES</u>	:	
<u>POST 46/210</u>	:	<u>ARTISAN PRODUCTION A GRADE 1-3 REF NO: ECHEALTH/ARTP/DORAH/01/11/2018</u>
<u>SALARY</u>	:	Grade 1: R 179 523 – R199 242 per annum (OSD) Grade 2: R211 464 – R234 666 per annum (OSD) Grade 3 R246 870 – R307 197 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital An applicant must be in possession of trade test certificate in mechanical or electrical studies and with 3-5 years' experience in supervisory level. Valid drivers' license is required.
<u>DUTIES</u>	:	General carpenter maintenance of hospital. Do preventative maintenance. Liaise with Superintendent in scheduling of projects and installations maintenance as and when necessary. Supervision and progress monitoring of general assistants / trade labourer.
<u>ENQUIRIES</u>	:	Mr Johaar Tel No: 041 406 4435
<u>POST 46/211</u>	:	<u>STAFF NURSE GRADE 1-3 (NEONATAL HIGH CARE) REF NO: ECHEALTH/EN-NHC/DORAH/01/11/2018</u>
<u>SALARY</u>	:	Grade 1: R161 376 – R181 620 per annum (OSD) Grade 2: R192 681 – R216 861 per annum (OSD) Grade 3: R228 027 – R280 437 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.
<u>DUTIES</u>	:	Maintain growth, ethical standards and self-development. Effective utilization of resources. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedure and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.
<u>ENQUIRIES</u>	:	Mr Johaar Tel No: 041 406 4435
<u>POST 46/212</u>	:	<u>STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/EN/ISH/01/11/2018 (X5 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R161 376 – R181 620 per annum (OSD) Grade 2: R192 681 – R216 861per annum (OSD) Grade 3: R228 027 – R280 437 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Isilimela Hospital Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 2: A minimum of 10 years appropriate experience in Nursing after registration as a Staff Nurse. Grade 3: A minimum of 20 years appropriate experience in Nursing after registration as a Staff Nurse.
<u>DUTIES</u>	:	To execute Duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care Duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs

and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES : Ms N Gwiji – Tel No: 047 564 2805

POST 46/213 : **DENTAL ASSISTANT GRADE 1 - REF NO: ECHEALTH/DA/NGCHC/01/11/2018**

SALARY : R158 595 – R181 332 per annum (OSD)
CENTRE : Emalahleni Sub District, Ngonyama CHC
REQUIREMENTS : Grade 12 Registration as a Dental Assistant with HPCSA. At least 3 years' experience in dental care service. Good written and verbal communication skills. Service record as proof of previous where applicable. Current registration with HPCSA.

DUTIES : Assist in provision of Dental care service by providing quality dental care patient to PHC dental clinics. Maintain infection control standards in all oral Health Clinics in the CHC. Provide Oral Health Education.

ENQUIRIES : Ms Mtshabe Tel No: 047 878 4300

POST 46/214 : **AUXILLIARY WORKER – REF NO: ECHEALTH/AW/CMH/01/11/2018**

SALARY : R136 800 – R161 148 per annum (Level 04)
CENTRE : Buffalo City Metro, Cecilia Makiwane Hospital
REQUIREMENTS : Grade 12 or equivalent with a minimum of 4 years working experience. Good interpersonal skills. Ability to transcribe data from a Dictaphone (type text from audio source) accurately. Good command of English. Ability to read request forms and enter data in radiology information system accurately. Ability to work as a member of a multi-disciplinary team. Ability to use initiative. Ability to work under pressure in a busy department in order to meet deadlines. Computer literate (A practical computer test will form part of the interview).

DUTIES : Entering and retrieving patient data on the Radiology Patient Information System. Compilation of X-Ray examination request documentation. Capturing radiology reports to Radiology Patient Information System. Administrative duties. Telephone enquiries. Shift work will be required as the department offers a 24 hour service. Assisting with patient bookings and preparations for specialized procedures and explanation of preparation forms to clients. Previous exposure or experience in typing of text from Dictaphone will be a bonus.

ENQUIRIES : Ms P. Mncotsho Tel No: 043 708 2118

POST 46/215 : **NURSING ASSISTANT REF NO: ECHEALTH/ENA/BH/01/11/2018**

SALARY : Grade 1: R124 788 – R140 454 per annum (OSD)
CENTRE : Buffalo City Metro, Bisho Hospital
REQUIREMENTS : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.

DUTIES : Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of

patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.

ENQUIRIES : Ms. T Alwyn Tel No: 040 635 2950

POST 46/216 : **NURSING ASSISTANT GRADE 1 - 3 REF NO: ECHEALTH/NA/ISH/01/11/2018 (X3 POSTS)**

SALARY : Grade 1: R124 788 – R140 454 per annum (OSD)
Grade 2: R147 690 – R166 221 per annum (OSD)
Grade 3: R176 331 – R216 861 per annum (OSD)

CENTRE REQUIREMENTS : OR Tambo District, Isilimela Hospital
Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.

DUTIES : Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.

ENQUIRIES : Ms N Gwiji Tel No: 047 564 2805

POST 46/217 : **NURSING ASSISTANT GRADE 1 -3 REF NO: ECHEALTH/NA/LOZIC/01/11/2018**

SALARY : Grade 1: R124 788 – R140 454 per annum (OSD)
Grade 2: R147 690 – R166 221 per annum (OSD)
Grade 3: R176 331 – R216 861 per annum (OSD)

CENTRE REQUIREMENTS : Amahlati Sub District, Lower Zingcuka Clinic
Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.

DUTIES : Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.

ENQUIRIES : Ms B Mngxe Tel No: 043 6434775/6

POST 46/218 : **NURSING ASSISTANT GRADE 1 -3 REF NO: ECHEALTH/NA/MASIC/01/11/2018**

SALARY : Grade 1: R124 788 – R140 454 per annum (OSD)
Grade 2: R147 690 – R166 221 per annum (OSD)
Grade 3: R176 331 – R216 861 per annum (OSD)

CENTRE REQUIREMENTS : Amahlati Sub District, Masincedane Clinic
Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.

DUTIES : Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.

ENQUIRIES : Ms B Mngxe Tel No: 043 6434775/6

OFFICE OF THE PREMIER

APPLICATIONS : The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 2013, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION : Mnikelo Mbangi
CLOSING DATE : 30 November 2018

OTHER POSTS

POST 46/219 : **DEPUTY DIRECTOR: HRD & PERFORMANCE MANAGEMENT REF NO: OTP 01/11/2018**
(Re-Advertisement)

SALARY : R697 011 per annum (Level 11)
CENTRE : Bhisho
REQUIREMENTS : NQF Level 7 recognised by SAQA/ Bachelor Degree or Advanced Diploma in HRM or Public Management. Minimum of three (3) years' experience as an Assistant Director in HRD & Performance Management environment. Knowledge & Skills: In depth knowledge of legislative framework that governs the Public Service; knowledge and application of legislative framework as well as policies that govern the skills development. The candidate must be able to manage conflict and resolve problems; must demonstrate applied strategic thinking; ability to apply technology and financial management and budgeting. He/she must also be in possession of communication and information Management skills and ability to manage diversity and implement continuous improvement techniques.

DUTIES : Manage and monitor the implementation of the skills development policies and strategy. Manage implementation of training and development processes and programmes. Manage learnership and internship programmes. Manage and monitor implementation of performance management and development system. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : can be directed to Mr M Mbangi @ 040 609 6424.

POST 46/220 : **ASSISTANT DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: OTP 02/11/2018**
(Re-Advertisement)

SALARY : R356 289 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : NQF Level 7 Degree/Advanced Diploma in Public Administration/Public Management/Management/Administrative Management/Management Assistant with 3-5 years' experience in an Administrative environment at a Supervisory Level. Knowledge: Government policies, Government procedures and processes in Finance, Human Resources and Supply Chain Management. Skills: Writing, Communications, Computer Literacy, Planning and Organising.

DUTIES : Aid and support the office of the director general: Support the Director on the implementation of the departmental programmes. Coordinate departmental reporting. Coordinate departmental meetings chaired by the Director General. Provide support to ensure efficient and effective programme management within the office of the Director General. Support the management and monitoring structures both at departmental and provincial levels: Compile and collate

management reports on the implementation of provincial administration programmes. Coordinate and facilitate the timely submission of statutory planning and reporting documents. Support the director in delivering effective operation of the departmental and provincial management structures coordinated by the Director General. Aid the facilitation of quality responses to requests for information from oversight bodies and relevant stakeholders including management reporting to the same; Coordinate responses to requests for information from the portfolio committee including parliamentary questions from both the Provincial Legislature and National Parliament. Coordination responses to requests for information from the Presidency and other national departments. Facilitate responses to client/stakeholders corresponding with both the Director General and the Premier on administration matters. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES :

can be directed to Mr M Mbangi @ 040 609 6424.

POST 46/221 :

ASSISTANT DIRECTOR: OD & CHANGE MANAGEMENT REF NO: OTP 03/11/2018
(Re-Advertisement)

SALARY CENTRE REQUIREMENTS :

R356 289 per annum (Level 09)
Bhisho
An NQF level 7 Degree/ Advanced Diploma in Industrial Engineering /Operations management / Management Services / Industrial Psychology and Job Evaluation Certificate with Minimum 3 years' experience in the field of OD at a Supervisor level. Knowledge of relevant legislation, policies and prescripts that governs OD & JE in the Public Sector, Public Service Act, Public Service Regulations, Labour Relations Act, South Africa Constitution & Job Evaluation Systems. Skills in Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Diversity Management, Managing Interpersonal Conflict and Resolving Problems, Planning and Organising & Project Management.

DUTIES :

Review and redesign departmental Organisational structure: Facilitate the processes in conducting a diagnosis analyses and compile diagnostic report. Develop and maintain functional structure. Consult proposed functional structure with internal and external stakeholders in the department. Develop Organisational structure. Compile OD report. Implement and maintain post establishment. Conduct business processes mapping and develop standard operating procedures for the department: Identify and prioritize processes to be mapped. Conduct business process modelling. Conduct business process analysis. Conduct process improvement. Develop Standards Operating Procedures for the department. Facilitate the development of job description for the department: Review Job Descriptions and ensure alignment to the approved Organisational structure. Render guidance / assistance to all stakeholders on the development of Job Descriptions. Conduct workshops on development and reviewal of Job Descriptions. Ensure job description database is developed. Maintain the job description database and keep it up to date. Coordinate and ensure implementation of job evaluation: Identify all positions that are due for a job evaluation process. Conduct job analysis and the capture data in the system. Present evaluated positions to relevant je structures. Draft report requesting approval of je results and implementation of results. Capture JE results in the system (PERSAL). Assist in the reviewal of departmental job evaluation (JE) policy. Conduct workshop on changes with regards to job evaluation process. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES :

can be directed to Mr M Mbangi @ 040 609 6424.

DEPARTMENT OF PUBLIC WORKS

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

- APPLICATIONS** : Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho. Post to: The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605.
- FOR ATTENTION** : Ms N.H Malgas
- CLOSING DATE** : 30 November 2018
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or <http://eclgta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

OTHER POSTS

- POST 46/222** : **ARCHITECT, COMPONENT: BUILDINGS, EDUCATION PORTFOLIO (BUILDINGS) REF NO: DPW 01/11/2018**
- SALARY** : R855 366 per annum (OSD)
- CENTRE** : Head Office (Bhisho)
- REQUIREMENTS** : B degree in Architecture or relevant qualification. Three years post qualification architectural experience required. A Valid driver's license. Compulsory registration with SACAP as a Professional Architect.
- DUTIES** : Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; provide architectural advice and technical support in the evaluation of solutions; ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and Ensure adherence to the requirements of professional registration. Human capital development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural work and processes; Administer Performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement SCM and human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; Liaise with relevant bodies/councils on architectural-related matters.

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 46/223 : **ASSISTANT DIRECTOR, COMPONENT: HEAD OF DEPARTMENT'S OFFICE REF NO: DPW 02/11/ 2018**

SALARY : R356 289 per annum (Level 09)

CENTRE : Head Office (Bhisho)

REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma in Public Administration/ Management/ Business Studies. A minimum of four (4) years Office Management experience of which two (3) years must be at supervisory level. Knowledge and Skills: Knowledge of Public Service legislation/policies/prescripts and procedures. Good co-ordination Skills. Basic knowledge of Financial Administration. Good telephone etiquette. Computer literacy. Advanced PowerPoint Presentation Skills. Effective record-keeping skills. Sound organizational skills. Good people skills. High level of reliability. High level of written communication skills. Ability to act with discretion. Ability to do research and analyze documents and situations and also provide reports. Ability to work under pressure and independently. A working knowledge of EXCEL, PowerPoint, LOGIS and BAS Financial systems and Supply Chain Management procedures will be an added advantage.

DUTIES : Manage physical and financial resources of the office. Compile financial reports for Management meetings. Prepare submissions, reports and memorandums. Plan and coordinate the logistics for the HOD's Office. Liaise with clients and stakeholders. Planning and organizing in the office of the Head of Department. Provide administrative executive support to the Director: Executive Support. Prepare PowerPoint presentations. Maintain information management system in the Office of the Head of Department. Review submissions to the OHOD and manage general administrative queries.

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 46/224 : **ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT UNIT REF NO: DPW 03/11/ 2018**

Sub-Directorate: Gender Equality

SALARY : R356 289 per annum (Level 09)

CENTRE : Head Office (Bhisho)

REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma (NQF Level 6) in Administration/ Public Administration/Business Administration/Development Studies/ Social Sciences with a minimum of four (4) years in Private Sector or Government Service of which three (3) years must be at a supervisory level A working experience in the field of community services, promoting and protecting human rights of vulnerable groups. A valid driver's licence. Knowledge: Understanding of Public Service Act and Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Commission on Gender Equality Act, Employment Equity Act with its applicable Codes of Good Practice. Broad knowledge of PFMA, Treasury Regulations and the Strategic Framework on Women Empowerment and Gender Equality in the Public Service and other relevant prescripts and application of human resources as well as the legislative framework governing the Public Service

DUTIES : Establish and support departmental Women's fora. Conduct gender audits. Develop gender specific databases which may be used for gender training and programs. Create enabling environment for gender mainstreaming. Monitor and report on intervention programs. Facilitate full participation of women in decision making processes. Arrange, coordinate and monitor gender capacity programs. Workshop employees on gender analysis and sensitization. Initiate and promote cross cutting gender issues i.e. youth and disability within the department. Ensure implementation of national gender policy and alignment with international instruments for gender equality. Develop and implement policies, strategies and guidelines to promote women empowerment, gender equality and equality in line with HODs 8-Principle Plan of Action. Liaise with the Office of the Premier and other relevant bodies on issues of strategies affecting and impacting women

empowerment. Establish and maintain good relations with internal and external stakeholders. Liaise and network with gender structures. Develop and implement awareness programmes on the legal framework and mandates pertaining to women's empowerment in line with the Gender Strategic Framework for Public Service.

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

DEPARTMENT OF TRANSPORT: GFMS

APPLICATIONS : should be directed to Government Fleet Management Services: Private Bag X 0001 East London – 5208 or Hand delivery applications should be submitted at No 9 Cotton Road, Westbank office no 9

FOR ATTENTION : Mrs P. Mbewu
CLOSING DATE : 30 November 2018

OTHER POSTS

POST 46/225 : **MANAGER: SUPPLY CHAIN MANAGEMENT REF NO: DOT 01/11/2018**
(One year contract)
(Re-Advertisement). Previous applicants are encouraged to re – apply.

SALARY : R697 011 per annum (Level 11)
CENTRE : East London
REQUIREMENTS : Bachelor's Degree / National Diploma (NQF Level 6) in Finance/ Supply Chain Management/ Logistics Management/ Purchasing Management/ Inventory Management with a minimum of 5 years' experience in Supply Chain Management environment of which 3 years must be in a Supervisory level (level 9). Competencies: Applied Strategic Thinking, Budgeting and Financial Management. Continuous Improvement, Impact and Influence. Planning and Organising. Decision Making and Problem Solving. Project Management. In-depth understanding of legislative framework that governs the Public Service.

DUTIES : Manage demand management for the entity. Manage acquisition services for the entity. Develop and implement contracts management. Manage the Supply Chain Management team.

ENQUIRIES : can be directed to Mrs P. Mbewu at 043 731 1249 / Ms S. Njokweni at 043 731 2319

POST 46/226 : **FLEET ANALYST: FLEET DEVELOPMENT & PROVISIONING REF NO: DOT 02/11/2018**
(One year contract)

SALARY : R299 709 per annum (Level 08)
CENTRE : East London
REQUIREMENTS : A Bachelor's Degree (NQF Level 7)/ National Diploma (NQF Level 6) majoring in Financial Management/Finance Accounting/Cost and Management Accounting/ Economics. At least 3 years working experience in fleet management or in the motor industry. Proficiency in Micro-soft Excel. High numeracy level. Academic transcripts must be submitted. Competencies: Creative Thinking, Decision Making, Communication, Problem Analysis, Self-Management, Team Membership.

DUTIES : Analysis of performance of the maintenance and insurance funds and tracking of vehicle compliancy ratios. Management of the vehicle replacement fund. Facilitating the development of the vehicle replacement projections and budget. Maintenance and updating of the pricing model. Coordinate the collection and processing of data and information requirements for rate card review. Identification of vehicles to be procured by GFMS on the RT57 Contract for the implementing the Fleet Procurement Plan. Carrying out total cost ownership analysis on vehicles to be procured and assessing Original Equipment Manufacturer (OEM) dealer availability in the Eastern Cape Province. Assessing the performance of the rate card. Providing research and business intelligence services. Implementing metrics for measuring the general performance of the fleet. Facilitating the disposal of defleeted vehicles. Assisting in the vehicle procurement process.

ENQUIRIES : can be directed to Mrs P. Mbewu at 043 731 1249 / Ms S. Njokweni at 043 731 2319

POST 46/227 : **NETWORK CONTROLLER: ICT**
(1 year contract)

SALARY : R299 709 – R353 043 per annum (Level 08)
CENTRE : East London
REQUIREMENTS : Bachelor's Degree/ National Diploma (NQF Level 6) in Computer Science/ Information Technology with a minimum of 3 year's experience in ICT Enterprise environment. A+, N+ or CCNA will be an added advantage. Competencies: Good knowledge of ICT user requirement. Microsoft Office Suit. Desktop operation Systems. WAN and LAN infrastructure is essential. Hands on experience and knowledge of troubleshooting and resolving hardware and software related problems is required. Knowledge of Department transversal systems will be an added advantage.

DUTIES : Log calls on Helpdesk. Status update on calls logged on Helpdesk. Escalate unresolved calls to the next level of support personnel. Provide 1st and 2nd line support services. Collaborate with vendor support to resolve technical issues. Facilitate network installations, upgrades or enhancements and assist in evaluation of new products. Set up new computers, connect to the domain and install software. Connect users to printers on the GFMS network and create user boxes and passwords. Maintain a register for ICT equipment upgrades/repairs. Report user feedback and product requests. Record keeping. Develop and maintain installation and configuration procedures. Maintain the ICT infrastructure asset register. Ensure compliance with supply chain policies and procedures.

ENQUIRIES : can be directed to Mrs P. Mbewu at 043 731 1249 / Ms S. Njokweni at 043 731 2319

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

CLOSING DATE : 03 December 2018
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver's license where applicable]. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 46/228 : **DEPUTY DIRECTOR: ORGANIZATIONAL DEVELOPMENT: REF NO: H/D/100**
Human Resource Directorate

SALARY : R697 011 per annum. (Level 11) (All-inclusive package)
CENTRE : Corporate Office: Bloemfontein
REQUIREMENTS : 3 Year's relevant tertiary qualification in any of the field of Management Services, Operations Management, Production Management, Industrial Engineering and Organisational Development. A minimum of 3 – 5 years' functional experience in management of Organisational Development. Knowledge: Understanding of National Health Act and policies, Nursing Act, Health Professionals Act, Public Service Act and Regulations, Labour Relations Act, prescripts and legislation, Organisational behavior tools, Job profile design and Job Evaluation, Public Finance Management Act. Skills: Business process management, change management, problem solving and solution driven, computer literacy, well-developed communication skills (verbal and written), facilitation, presentation, interpersonal, project management, analytical, management skills. Recommendations: None.

DUTIES : Facilitate the development, maintenance and implementation of the job evaluation strategy. Manage job evaluation and job profiling processes in line with relevant prescripts. Manage organizational design processes and activities for improvement and maintenance of the organizational structure of the Department of Health. Facilitate and coordinate processes and interventions for Business Process management and improvement. Manage the implementation of change management and culture surveys in the Department of Health. Manage all resources of the Sub-Directorate.

- ENQUIRIES** : Ms NL Mahlangeni: Director Human Resources Management and Planning Tel No: (051) 408 1162/ 1161
- APPLICATIONS** : applications to be sent to: The Director, Human Resources Management and Planning (Contact person: Ms N P Mpu) P.O Box 227, Bloemfontein, 9300, or hand deliveed @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein 9300
- POST 46/229** : **DEPUTY DIRECTOR: LABOUR RELATIONS: REF NO: H/D/101**
Labour Relations Directorate
- SALARY** : R697 011 per annum. (Level 11) (All-inclusive package)
- CENTRE** : Corporate Office: Bloemfontein
- REQUIREMENTS** : A Recognized three-year degree/diploma in Labour Law/Labour Relations or equivalent qualification. 3 – 5 years' experience of which 3 years should at least be supervisory/management level. A valid driver's license. Recommendations: General working conditions within the Public Service. Knowledge of the Public Service and Processes of the CCMA, PSCBC and PHSDCBC. Public Service Resolution in terms of labour relation issues e.g. Grievance Rules PSCBC Rules. Policy analysis and development skills. Computer literacy, good communication skills, facilitation skills, conflict management skills, analytical skills, interpretation skills, training skills, presentation skills, negotiation skills, organizing skills, interpersonal skills, management skills.
- DUTIES** : Develop labour relations policies. Manage the investigation of misconduct and grievance cases and to advise appropriately thereon. Advice management on all labour relations matters in order to minimize unfair labour practices. Represent the Department in bilateral discussions with organized labour unions. Perform and manage administrative and related functions.
- ENQUIRIES** : Mr D P Maqina, Tel No: (051) 405 1355
- APPLICATIONS** : applications to be sent to: The Director, Human Resources Management and Planning (Contact person: Ms N P Mpu) P.O Box 227, Bloemfontein, 9300, or hand deliveed @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein 9300
- POST 46/230** : **ASSISTANT MANAGER NURSING SPECIALTY PNB4 REF NO: H/A/40 (X2 POSTS)**
- SALARY** : R581 826 per annum (OSD)
- CENTRE** : Free State Psychiatric Complex, Bloemfontein
- REQUIREMENTS** : Registration with the South African Nursing Council (SANC) as Professional Nurse. Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nursing plus a post- basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of 10 years appropriate/ recognizable experience in nursing after registration with SANC as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Recommendation: Knowledge of Public Services Act, and Public Finance Management Act (PFMA) and Mental Health Care Act of 2002. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices 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. Demonstrate a basic understanding of HR and financial policies and practices. Knowledge OSD for Nurses, Computer literacy, Driver's license, Experience in management will serve as an advantage. Promote quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility.
- DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive

information on healthcare. Develop/ establish and maintain constructive working relationships with Nursing and other stakeholders (i.e. inter professional, inter sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of Nursing guidelines, practices, standards and procedure. Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources.

ENQUIRIES : The Nursing Manager Me. MJ Mafereka Tel No: 051 409 331/ 236
APPLICATIONS : applications to be sent to: The Chief Executive Officer, Free State Psychiatric Hospital Complex, (Contact person: Me N V Mokopanele) Private Bag X20607, Bloemfontein, 9300. Hand deliver at Free State Psychiatric Hospital Complex, Bloemfontein

POST 46/231 : **CHIEF RADIOGRAPHER GRADE 1: REF NO: H/C/43**

SALARY : R440 982 per annum (OSD)
CENTRE : Universitas Academic Hospital, Bloemfontein
REQUIREMENTS : Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer. National Diploma: Radiography, 3years experience. 2years experience and skilled in cath lab procedures. Recommendations: Knowledge of human anatomy. Specialized X-Ray equipment, radiation control and quality control.

DUTIES : To render a comprehensive radiographer service to the Catheterization laboratory. Maintain and up-keeping of X-Ray equipment. Radiation control. Administrative tasks. Patient care.

ENQUIRIES : Me EF van der Heever, Tel No: 051 405 3390 / 3363
APPLICATIONS : Applications to be send to: The Chief Executive Officer; Universitas Academic Hospital, Private Bag X 20660; Bloemfontein; 9300 Contact person: Me CH Cloete. Hand deliver at Universitas Academic Hospital, Bloemfontein

POST 46/232 : **CLINICAL PROGRAMME COORDINATOR PNA5 QUALITY ASSURANCE REF NO: H/C/44**

SALARY : R420 318 per annum (OSD)
CENTRE : Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Professional Nurse. Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwifery. Recommendations: Knowledge of patient safety processes. Knowledge of National Health Insurance (NHI) processes. Knowledge of National Core Standard (NCS). Leadership, change and general management, teaching and training skills. Ability to work independently, under pressure, co-operatively with colleagues and stakeholders at all levels. Computer skills with working knowledge of MS.

DUTIES : Coordinate and promote implementation of Quality Assurance. Continuous monitoring and evaluation of National Core Standards (NCS). Conducting of Annual Self Assessments, development and monitoring of Quality Assurance improvement plans. Maintain standards and norms of nursing practices to promote the healthcare status of healthcare users. Conducting of patient's experience of care surveys and analysis of data. Ensuring the conducting of regular clinical Audits. Ensuring the implementation and monitoring of Patients Safety Programme. Manage and utilize resources in accordance with relevant directives and legislation.

ENQUIRIES : The Nursing Manager Me. MJ Mafereka Tel No: 051 409 331/ 236
APPLICATIONS : applications to be sent to: The Chief Executive Officer, Free State Psychiatric Hospital Complex, Contact person: Me N V Mokopanele), Private Bag X20607, Bloemfontein, 9300. Hand deliver at Free State Psychiatric Hospital Complex, Bloemfontein

- POST 46/233** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: H/A/101 (X2 POSTS)**
Labour Relations Directorate
- SALARY** : R356 289 per annum (Level 09)
CENTRE : Corporate Office: Bloemfontein
REQUIREMENTS : A Recognized three-year degree/diploma in Labour Law/Labour Relations or equivalent qualification. 3 – 5 years' experience AS Labour Relations Officer. A valid driver's license. Recommendations: Experience: Conducting misconduct investigations. Handling of grievances, Conciliation and Arbitration. Labour Relations Legislation, processes of labour relation matters, general working conditions within the Public Service, Processes of CCMA, PSCBC and PHSDCDC. Computer literacy, good communication skills, facilitation skills, conflict management skills, analytical skills, interpretation skills, training skills, presentation skills, negotiation skills, organizing skills, interpersonal skills, management skills.
- DUTIES** : Assist with the development of labour relations policies. Coordinate / conduct investigations on misconduct and grievance cases to advise appropriately thereon. Advise management on labour relations matters in order to minimize unfair labour practices. Represent the Department in bilateral discussions with organized labour unions. Perform and manage administrative and related functions.
- ENQUIRIES** : Mr D P Maqina, Tel No: (051) 405 1355
APPLICATIONS : applications to be sent to: The Director, Human Resources Management and Planning (Contact person: Ms N P Mpu) P.O Box 227, Bloemfontein, 9300, or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein 9300
- POST 46/234** : **DENTAL THERAPIST GRADE 1: REF NO: H/D/10**
- SALARY** : R300 828 per annum (OSD)
CENTRE : Seniorita Ntlabathi District Hospital, Ladybrand
REQUIREMENTS : Registration with the Health Professions Council of South Africa (HPCSA) as Dental Therapist. Experience: None after registration with the HPCSA in respect of South African qualified employees who performed Community Service, as required in South African. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Recommendation: None
- DUTIES** : Effective promotion of oral care. Effective management of Dental Clinic. Effective supervision or training of oral health and / or Dental students at Thabo Mofutsanyana District. Effective coordination of the oral health programme within Thabo Mofutsanyana District.
- ENQUIRIES** : Me. PR Phuroe: Tel No: 051 923 2014
APPLICATIONS : applications to be sent to: The Chief Executive Officer, Seniorita Ntlabathi District Hospital, (Contact person: Me. PR Phuroe), Private Bag X09, Ladybrand, 9745. Hand deliver at Seniorita Ntlabathi District Hospital, Ladybrand
- POST 46/235** : **SENIOR STATE ACCOUNTANTS REF NO: H/S/72 (X2 POSTS)**
Internal Control Directorate
- SALARY** : R299 709 per annum (Level 08)
CENTRE : Corporate Office, Bloemfontein
REQUIREMENTS : A Bachelor's Degree or National Diploma in Public Management, Accounting, Auditing or Legal qualification. 4-5yrs relevant experience. Valid driver's license – extensive travelling is the inherent responsibility of this post. This post is calling for candidates who are currently in the employment of the South African Public Service. Recommendations: Experience in public service internal control/ compliance management environment e.g. Risk Management, Auditing or Fraud Management. Experience in public service policymaking environment. Ability to interpret and apply Legislative Framework (PFMA, Treasury Regulation, Public Service Act, Health Act et cetera). Ability to conduct presentations. Communication, analytical thinking, decision making and problem solving skills.

- DUITES** : Provide support to the institutions regarding compliance with various prescripts and Legislative Frameworks. Analyze compliance monitoring reports and recommend corrective measures to the Assistant Director. Identify deficiencies in policies, Standard Operating Procedures, delegations and any other relevant prescripts and make necessary recommendations. Ensure that all reports are due for submission are received, consolidated and submitted in line with prescribed timeframes. Facilitate the review of Governance Structures, Policies, Balanced Scorecards including follow up of all, prescripts that are due for review and revision. Execute supervisory functions including management of assets within the applicable parameters. Coordinate and monitor that all official trips to the institutions are undertaken as per approved travelling plan. Monitor the implementation of the Risk Register and Risk Action plan of the component and report the progress accordingly. Provide stewardship to all business units on matters pertaining to governance.
- ENQUIRIES APPLICATIONS** : Mr MA Sensile, Tel No: 051 408 1637
: applications to be sent to: The Director, Human Resources Management and Planning (Contact person: Ms N P Mpu) P.O Box 227, Bloemfontein, 9300, or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein 9300
- POST 46/236** : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: H/S/58**
- SALARY CENTRE REQUIREMENTS** : R299 709 per annum (Level 08)
: Seniorita Ntlabathi District Hospital, Ladybrand
: A National Diploma or Bachelor's Degree (requiring a minimum period of study of 3 years in Finance / SCM/ Admin). Knowledge of LOGIS and Asset Management. 4-5 years relevant Supply Chain and Asset Management experience. Valid driver's license. Recommendations: Knowledge of relevant SCM, Asset and Finance legislation and directives. Problem solving skills. Computer literacy. Planning and organizing skills. Integrity and professionalism.
- DUTIES** : Supervise the activities of the Supply Chain Management Clerks. Update the institutional asset register and ensure compliances to Asset Management Policies and Directives. Render SCM and Asset Management advisory services to management. Promote effective SCM and Asset Management policies, procedures and practices. Prepare and provide monthly reports. Consolidate Asset Acquisition plans for the institution. Compile monthly reports to management regarding asset movement, acquisitions and losses. Facilitate auction or re-allocation of redundant assets. Do the required stock taking, spot checks and visits as required by Asset Management Policy Directives. Ensure compliances to SCM and Finance prescript and procedures. Approve/ Authorize transactions on LOGIS.
- ENQUIRIES APPLICATIONS** : Me. PR Phuroe: Tel No: 051 923 2014
: applications to be sent to: The Chief Executive Officer, Seniorita Ntlabathi District Hospital, (Contact person: Me. PR Phuroe), Private Bag X09, Ladybrand, 9745. Hand deliver at Seniorita Ntlabathi District Hospital, Ladybrand
- POST 46/237** : **SOCIAL WORKER GRADE 1: REF NO: H/S/59**
- SALARY CENTRE REQUIREMENTS** : R242 553 per annum OSD
: Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
: Registration with the SACSSP as a Social Worker. Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work). Experience: None. Recommendations: Experience in social work in Mental Health. Experience of Multi Professional team in Health setting.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programs. Attend to any other matters that could result in, or stem from social instability in any form. Support social auxiliary workers and volunteers. Keep up to date with the new developments in the social work and social welfare fields. Perform all the administrative functions required of the job.
- ENQUIRIES APPLICATIONS** : Me. DJ Malebo Tel No: 058 718 3381
: applications to be sent to: The Acting Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, (Contact person: SS. Diso), Private Bag X820,

Witsieshoek, 9870. Hand deliver at Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek

- POST 46/238** : **SENIOR HUMAN RESOURCE OFFICER: REF NO: H/S/60**
- SALARY** : R242 475 per annum (Level 07)
CENTRE : Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
REQUIREMENTS : Grade 12 (or equivalent) qualification, Persal training courses. Three years' experience in Human Resource. Recommendation: A National Diploma/Degree in Human Resource or equivalent qualification. Good communication skills and interpersonal relationships.
- DUTIES** : Supervise, plan and coordinate the activities of personnel Officers to contribute to rendering of professional Human resource management e.g. Personnel Development (PDMS) Performance and discipline. Ensure quality of work. Supervise the implementation maintenance of Human resource administration practice concerning service benefits or maintenance and provisioning of human resources department to contribute to the rendering of professional Human Resource Management Service. Address Human resource management enquiries to ensure the correct implementation of human resource management practices. Approve transactions on PERSAL according to delegations. Prepare reports on personnel administration issues and statistics. Write submission of overtime and vacant posts. Check and update leave records for staff as a whole. Verification of qualifications. Verifications of compiled documents.
- ENQUIRIES** : Me. DJ Malebo Tel No: 058 718 3381
APPLICATIONS : applications to be sent to: The Acting Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, (Contact person: SS. Diso), Private Bag X820, Witsieshoek, 9870. Hand deliver at Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
- POST 46/239** : **SENIOR HUMAN RESOURCE OFFICER REF NO: H/S/61**
- SALARY** : R242 475 per annum (Level 07)
CENTRE : Phekolong District Hospital, Bethlehem
REQUIREMENTS : Grade 12 (or equivalent) qualification, Persal training courses. 3 years' experience in Human Resource. Recommendations: A National Diploma/Degree in Human Resource or equivalent qualification. Knowledge of HR Management Legislation/Directives, Communication and interpersonal skills, Problem solving skills, Computer skills, Numeracy skills, Literacy skills, supervisor skills, analytical skills, commitment, integrity, professionalism, loyal, confidentiality, team leadership, planning and organizing, time management, creative and innovative, presentation skills.
- DUTIES** : Supervise, plan and co-ordinate the activities of the Personnel Officers to contribute to the rendering of a professional human resource management service for examples. Personnel development, Performance and discipline, Ensure quality of work. Supervise the implementation and maintenance of human resource administration practices concerning service benefits and/or maintenance and provisioning of human resources in the department to contribute to the rendering of a professional Human Resource Management Service. Conditions of Service and service benefits: (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, Overtime, Re-allocation, Pension, allowances, etc.) HR Provisioning: (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.); Performance Management. Address Human Resource Management enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice Department / personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/policies. Approve transactions on PERSAL according to delegations (Authorization should happen on a higher level preferable at AD or Control level 9). Prepare reports on personnel administration issues and statistics.
- ENQUIRIES** : Mr. TA Mohaeka, Tel No: 058 303 5123

- APPLICATIONS** : applications to be sent to: Chief Executive Officer, Phekolong/Nketoana District Hospital Complex, (Contact person: Mr. PP Radebe). Private Bag X1, Bethlehem, 9700. Hand deliver at Phekolong/Nketoana District Hospital Complex, Bethlehem
- POST 46/240** : **STATE ACCOUNTANT REF NO: H/S/62**
- SALARY** : R242 475 per annum (Level 07)
CENTRE : Thusanong District Hospital, Odendaalsrus
REQUIREMENTS : Grade 12 or Equivalent Certificate/ NQF equivalent. LOGIS/ BAS Certificate. 3 Years relevant experience in Revenue and Accounts. Recommendations: Experience in Basic Accounting Systems. Experience in Patient Debt Billing System. Experience in Revenue Debt Management processes within the Public Sector. Knowledge and understanding of PFMA and Treasury Regulations. Computer literacy in Microsoft Office and Excel.
- DUTIES** : To ensure maximum Revenue collection timeously to achieve targets. Financial functions on BAS as per PFMA and Treasury Regulations like reconciliation of payments on BAS and PADS, Banking Reports, etc. Address Financial Administration enquiries and respond to Audit and Treasury enquiries. Supervise and coordinate Administrative personnel to ensure proper filing and retrieval of source documents. Manage and follow-up outstanding debt and write-off irrecoverable debt according to Delegations.
- ENQUIRIES** : Mrs M Tsibulane Tel No: 057 391 7900
APPLICATIONS : applications to be send to: The Chief Executive Officer, Thusanong District Hospital, (Contact person: Mr TD Tsotetsi), Private Bag X1, Odendaalsrus, 9480. Hand deliver at Thusanong Hospital, Odendaalsrus
- POST 46/241** : **STATE ACCOUNTANT REF NO: H/S/63**
Internal Control Directorate
- SALARY** : R242 475 per annum (Level 07)
CENTRE : Corporate Office, Bloemfontein
REQUIREMENTS : Grade 12. 3yrs relevant experience. Experience in working with irregular expenditure (identifying). Recommendations: Knowledge of the Identification of irregular expenditure. Knowledge in opening an irregular expenditure case.
- DUTIES** : Supervise activities of the clerks. Supervise the implementation and maintenance of financial management practices. Address financial management enquiries. Advice the Department on financial management practices. Clearing of Persal exception reports. Investigate RACF reports on a daily basis. Fund requests for the overpayment of SARS, GEFP and GEMS.
- ENQUIRIES** : Mrs PC Piek Tel No: 051 408 1507
APPLICATIONS : applications to be sent to: The Free State Department of Health, (Contact person: Me P Mpu), PO Box 227, Bloemfontein 9300 or hand deliver @ Bophelo House, Charlotte Maxeke Street, Bloemfontein, 9300, Bloemfontein
- POST 46/242** : **SUPPLY CHAIN PRACTITIONER REF NO: H/S/64**
- SALARY** : R242 475 per annum (Level 07)
CENTRE : Seniorita Ntlabathi District Hospital, Ladybrand
REQUIREMENTS : Grade 12 or equivalent qualification, LOGIS 1 & 11/ BAS certificate. 3 years' relevant experience. Knowledge and understanding of policies and legislation governing SCM. Good interpersonal skills. Knowledge of problem solving.
- DUTIES** : Supervise the activities of the Supply Chain Management Clerks to contribute to the rendering of a professional supply chain management for example: Personnel development, Performance and discipline, Ensure quality of work. Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Service. Logistics (Ordering, Payments, Transit in, Transit out, Warehouse, quotations). Assets (Disposals). Loss control, Demands, Acquisitions. Address supply chain management enquiries to ensure the correct implementation of supply chain management to enhance the correct implementation of supply chain management

practices and policies. Approve transactions on LOGIS / BAS according to delegations.

ENQUIRIES : Me. PR Phuroe Tel No: 051 923 2014
APPLICATIONS : applications to be sent to: The Chief Executive Officer, Seniorita Ntlabathi Hospital, Contact person: Me. PR Phuroe), Private Bag X09, Ladybrand, 9745. Hand deliver at Seniorita Ntlabathi Hospital, Ladybrand

POST 46/243 : **HUMAN RESOURCE OFFICER REF NO: H/H/16**

SALARY : R163 563 per annum (Level 05)
CENTRE : Pelonomi Tertiary Hospital, Bloemfontein
REQUIREMENTS : Grade 12 (or equivalent) qualification. Recommendations: 0-1-year experience in HR. Working knowledge of PERSAL. Good communication skill and personal relationship. Knowledge of Labour Relation Act: Basic Condition of Employment Act, Skill Development Act and Public Finance Management Act.

DUTIES : Render a comprehensive HR service at Pelonomi Hospital. Computer literacy especially MS Word, Excel and Power Point. Able to capture all types of leave, Auditing, Recruitment and Appointment, Freezing and Termination of Service. Payment of S&T, petrol claims, relocation and accommodation of staff. Capturing of overtime and standby allowances. Willing to work under pressure in order to meet deadlines. Confidentiality and diligence. Dealing and updating payrolls. Training the interns on all human Resource matters on rotation basis. Address HRM enquiries to ensure correct implementation of HRM practices.

ENQUIRIES : Mr. LB Aaron Tel No: 051 405 1788
APPLICATIONS : applications to be sent to: Pelonomi Tertiary Hospital, (Contact person: Mr LB Aaron) Private Bag x20581, Bloemfontein, 9300. Hand deliver at Pelonomi Hospital, Bloemfontein

POST 46/244 : **SUPPLY CHAIN CLERK REF NO: H/S/65 (X2 POSTS)**

SALARY : R163 563 per annum (Level 05)
CENTRE : Phuthuloha District Hospital, Ficksburg
REQUIREMENTS : Grade 12 or equivalent qualification. Recommendations: 0-1-year Supply Chain Management experience. Good verbal and communication skills. Knowledge of LOGIS. Appropriate experience in SCM.

DUTIES : Implement and administer Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores. Maintenance of supply chain management processes. Rendering of a professional Supply Chain Management Service. Logistics (Ordering, payments, Transit in, Trans Out, Warehouse, Quotations e.g. Assets, Disposals). Loss control, Demands and Acquisitions. Address Supply Chain Management enquires to ensure correct implementation of supply chain management practices.

ENQUIRIES : Me Khotha Mankekere Tel No: 051 933 2284
APPLICATIONS : applications to be sent to: Phuthuloha District Hospital (SCM Office based in Itemoheng District Hospital, Senekal), (Contact person: Me Ina du Toit), Private Bag x05, Ficksburg, 9730., Hand deliver at Phuthuloha Hospital, Ficksburg

POST 46/245 : **STATE ACCOUNTANT CLERK REF NO: H/S/66**

SALARY : R163 563 per annum (Level 05)
CENTRE : Mofumahadi Manapo Mopeli Regional Hospiital, Witsieshoek
REQUIREMENTS : Grade 12 or equivalent qualification. Recommendations: 0 – 1-year experience in finance. Computer literacy including MS Office. Ability to contribute to the rendering of financial administration. Good interpersonal analysis skills. Have knowledge and understanding Revenue SOP, policies. Understanding and implementing of all revenue UPFS Tariffs. Team management skills, customer care, pay attention to details. Creative and innovative. Knowledge of LOGIS / BAS and PERSAL. Knowledge of related policies, directives and legislation. Knowledge and understanding of patients debiting system BAS. Personnel development. Performance and discipline. Ensure quality at work.

- DUTIES** : Implement and administer Financial Accounting practices (LOGIS / BAS Transaction) concerning financial processes in the department to contribute to the rendering of a professional Financial Administration Service.
- ENQUIRIES** : Me. DJ Malebo Tel No: 058 718 3381
- APPLICATIONS** : applications to be sent to: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, (Contact person: Me MC Mosia), Private Bag X820, Witsieshoek, 9870. Hand deliver at Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
- POST 46/246** : **CLERK REF NO: H/C/45**
- SALARY** : R163 563 per annum (Level 05)
- CENTRE** : Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
- REQUIREMENTS** : Grade 12 or equivalent. Recommendations: 0 – 1-year clerical experience. Computer literacy including MS Office. Proficiency in English and the local language spoken in the area of the position. Have knowledge of PADS. Good interpersonal analysis skills. Experience in working with the team.
- DUTIES** : Record, organize, store, capture and retrieve correspondence and data and patient records. Update patients register and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintained the filing system for the facility. Type letters and / or other correspondences when required. Keep and maintain the incoming and outgoing of documents register of the component.
- ENQUIRIES** : Me. DJ Malebo Tel No: 058 718 3381
- APPLICATIONS** : applications to be sent to: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, (Contact person: Me MC Mosia), Private Bag X820, Witsieshoek, 9870. Hand deliver at Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
- POST 46/247** : **STATE ACCOUNTING CLERK REF NO: H/S/67 (X2 POSTS)**
- SALARY** : R163 563 per annum (Level 05)
- CENTRE** : Seniorita Ntlabathi District Hospital, Ladybrand
- REQUIREMENTS** : Grade 12 (or equivalent) certificate. Recommendations: 0 – 1-year finance experience. Computer literacy. Ability to contribute the rendering of financial administration. Good interpersonal skills. Knowledge and understanding of policies, legislation governing finance.
- DUTIES** : Implement and administer Financial Accounting Practices (LOGIS/ BAS Transactions) concerning financial processes in the department to contribute to the rendering of a professional financial Administration Service. Address Financial Administration enquiries to ensure the correct implementation of financial administration practices.
- ENQUIRIES** : Me. PR Phuroe Tel No: 051 923 2014
- APPLICATIONS** : applications to be sent to: The Chief Executive Officer, Seniorita Ntlabathi Hospital, Contact person: Me. PR Phuroe, Private Bag X09, Ladybrand, 9745. Hand deliver at Seniorita Ntlabathi Hospital, Ladybrand
- POST 46/248** : **SUPPLY CHAIN CLERK REF NO: H/S/68**
- SALARY** : R163 563 per annum (Level 05)
- CENTRE** : Seniorita Ntlabathi District Hospital, Ladybrand
- REQUIREMENTS** : Grade 12 or equivalent qualification. Recommendations: 0 – 1-year Supply Chain Management experience. Good interpersonal skills and relations. Problem solving skills. Ability to work under pressure. Good communication skills. Computer literate.
- DUTIES** : Implement and administer Supply Chain Management practices (including LOGIS transactions) concerning logistics and stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Services. Logistics (Ordering, Payments Transit in, Transit out of warehouse, quotations). Asset Disposal, Loss control, Demand and Acquisition. Address Supply Chain Management enquiries to ensure the correct implementation of supply chain management practices.

ENQUIRIES : Me. PR Phuroe Tel No: 051 923 2014
APPLICATIONS : applications to be sent to: The Chief Executive Officer, Seniorita Ntlabathi Hospital, Contact person: Me. PR Phuroe), Private Bag X09, Ladybrand, 9745. Hand deliver at Seniorita Ntlabathi Hospital, Ladybrand

POST 46/249 : **SECURITY OFFICER SUPERVISOR REF NO: H/S/69**

SALARY : R163 563 per annum (Level 05)
CENTRE : Nketoana District Hospital, Reitz
REQUIREMENTS : Grade 12, Security certificate, 3 years' security experience. Grade C certificate. PSIRA Certificate. Knowledge of standard operating security procedures. Knowledge of relevant emergency procedures. Knowledge of report writing skills. Recommendations: None

DUTIES : Supervise the security functions performed by the security officers, ensuring adherence to department security policies: Allocate duties to security officers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards; Monitor access control; Authorisation of the equipment, documents and stores into or out of the premises; Check incidents / occurrence books; Provide support in case of emergencies. Administrative and related functions: Determining rosters, shift schedules and overtime; Monitor performance of employees and determine training needs, Control leave and related personnel matters in line with HR procedures. Provide security related services: Administer key control system; Identify risks and threats to the security of the dept; Provide info regarding incidents to investigation officers, Report faulty equipment, Ensure systems are functioning optimally; Conduct preliminary incident investigations and submit reports.

ENQUIRIES : Mr J.A.H Kotze Tel No: 058 863 2806
APPLICATIONS : applications to be sent to: Chief Executive Officer, Nketoana District Hospital, (Contact person: Mr PP Radebe), Private Bag X 05, Reitz, 9810, Hand deliver at Nketoana District Hospital, Reitz

POST 46/250 : **BOILER OPERATOR REF NO: H/B/4 (X2 POSTS)**

SALARY : R136 800 per annum (Level 04)
CENTRE : Mofumahadi Mananapo Mopeli Regional Hospital, Witsieshoek
REQUIREMENTS : Grade 10, Recognized National Steam Certificate. 1-3years Experience. Recommendations: Prepare to work shifts and overtime. Good interpersonal relation. Must be able to work under pressure. Relevant experience in working in the boiler.

DUTIES : Ensure correct usage and flow of chemicals. Monitoring boiler pressure in accordance with demand. Monitoring the water/fuel level in the boiler. Ensure adherence and compliance and the Occupational and Health Standards and the Occupational Health and Safety Act. Perform administrative functions.

ENQUIRIES : Me. DJ Malebo Tel No: 058 718 3381
APPLICATIONS : applications to be sent to: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, (Contact person: Me MC Mosia), Private Bag X820, Witsieshoek, 9870. Hand deliver at Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek

POST 46/251 : **SECURITY OFFICER: REF NO: H/S/71**

SALARY : R115 437 per annum (Level 03)
CENTRE : Nketoana District Hospital, Reitz
REQUIREMENTS : ABET- Basic Education. Basic Security Officer's Course. Grade C certificate. PSIRA Certificate. Security Clearance before permanent appointment. Knowledge of measures of the control of movement of equipment and stores. Knowledge of access control procedures. Knowledge of prescribe security procedures (i.e. MIS, NISA, Protection of information Act, etc.) and the authority of security officers under these documents. Knowledge on the relevant emergency and access control procedures.

DUTIES : Perform access control functions. Ensure safety in the building and premises. Ensure that equipment, documents and stores do not leave or enter the building

or premises unauthorized. Ensure all incidents are recorded in the occurrence books/registers.

ENQUIRIES : Mr J.A.H Kotze Tel No: 058 863 2806
APPLICATIONS : applications to be sent to: Chief Executive Officer, Nketoana District Hospital, (Contact person: Mr PP Radebe), Private Bag X 05, Reitz, 9810, Hand deliver at Nketoana District Hospital, Reitz

POST 46/252 : **FOOD SERVICE AID: REF NO: H/F/13**

SALARY : R115 437 per annum (Level 03)
CENTRE : Nketoana District Hospital, Reitz
REQUIREMENTS : Grade 10: Ability to operate food service equipment. Recommendations: Physically fit to comply with the demands of the post.

DUTIES : Taking orders for breakfast, supper and lunch; Serving food to patients in wards. Serving tea, drinks and supplements for both normal and therapeutic diets; Prepare food for patients. Dish up food; stock count of cutlery, crockery and delivery control of food to wards; Cleaning of walls, windows, floors, patient tables and equipment in the food service unit; Clean equipment used for preparation of food (Pots, shelves, trolleys etc.).

ENQUIRIES : Mr J.A.H Kotze Tel No: 058 863 2806
APPLICATIONS : applications to be sent to: Chief Executive Officer, Nketoana District Hospital, (Contact person: Mr PP Radebe), Private Bag X 05, Reitz, 9810, Hand deliver at Nketoana District Hospital, Reitz

POST 46/253 : **CLEANER: REF NO: H/C/46**

SALARY : R96 549 per annum (Level 02)
CENTRE : Nketoana District Hospital, Reitz
REQUIREMENTS : ABET literacy; must be able to read and write. Recommendations: Physically fit to comply with the demands of the post

DUTIES : Cleaning office corridors, elevators, wards and boardroom by: Dusting and waxing office furniture, sweeping, scrubbing and waxing of floors, vacuuming and shampooing floors, cleaning walls, windows and doors, emptying and cleaning of dust bins, collecting and removing of waste paper, freshen the office areas. Clean general kitchens by: Cleaning of basins, wash and keep stock of kitchen utensils. Cleaning the restrooms by: refilling hand wash liquid soap, replace toilet paper, hand towels and refreshners, empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (microwaves, vacuum cleaners etc.) and equipment after use. Request cleaning materials.

ENQUIRIES : Mr J.A.H Kotze Tel No: 058 863 2806
APPLICATIONS : applications to be sent to: Chief Executive Officer, Nketoana District Hospital, (Contact person: Mr PP Radebe), Private Bag X 05, Reitz, 9810, Hand deliver at Nketoana District Hospital, Reitz

POST 46/254 : **CLEANERS REF NO: H/C/47 (X36 POSTS)**

SALARY : R96 549 per annum (Level 02)
CENTRE : Pelonomi Tertiary Hospital, Bloemfontein
REQUIREMENTS : ABET. Must be able to read or write. Recommendation: None.
DUTIES : Empty dustbin. Wash crockery and cutlery of Component and officials. Dust furniture. Vacuum carpets. Sweep offices / wards. Washing floors, windows, doors and walls with disinfectant. Clean spillage on floors, walls, equipment and furniture, take off curtains, wash and hang back. Clean bed wheels, frames and lockers. Clean, scrub and maintain corridors. Clean sluice room. Clean bedpans, urinals and sputum mugs, wash basins clean, dust and maintain al offices, bathrooms and toilets, wards, theatres, mortuary, boardrooms, waiting areas, clinics, kitchen and fridge, stores, pharmacy, linen rooms, ICU's, Renal unit, staircases, entrance, residences, polish furniture, refill toilet paper holders, soap holders and disinfectant, place water and crockery on bedside tables, clean meeting venues.

ENQUIRIES : Mr. LB Aaron Tel No: 051 405 1788 / Me. MD Nophale, Tel No: 051 405 1726 / 1788.

- APPLICATIONS** : applications to be sent to: Pelonomi Tertiary Hospital, (Contact person: Mr LB Aaron) Private Bag x20581, Bloemfontein, 9300. Hand deliver at Pelonomi Hospital, Bloemfontein
- POST 46/255** : **GENERAL WORKER REF NO: H/G/5 (X3 POSTS)**
- SALARY** : R96 549 per annum (Level 02)
- CENTRE** : Pelonomi Tertiary Hospital, Bloemfontein
- REQUIREMENTS** : Abet. Recommendation: Good communication skills, good interpersonal relations, technical skills, to be trained to become multi skilled, physical fitness.
- DUTIES** : Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant workstations. To ensure general cleanliness of the outside premises and workshop, to provide general work assistance in all areas of need that requires additional manpower.
- ENQUIRIES** : Mr. LB Aaron Tel No: 051 405 1788 / Me. MD Nophale, Tel No: 051 405 1726 / 1788.
- APPLICATIONS** : applications to be sent to: Pelonomi Tertiary Hospital, (Contact person: Mr LB Aaron) Private Bag x20581, Bloemfontein, 9300. Hand deliver at Pelonomi Hospital, Bloemfontein

DEPARTMENT OF SPORT, ARTS CULTURE AND RECREATION

- APPLICATIONS** : Department of Sport, Arts Culture and Recreation, Attention Ms I Ntulini Human Resource Management (Recruitment Division), Private Bag X20606, Bloemfontein 9300 or place applications in an application box, Ground Floor, Warden Building, Henry Street Bloemfontein
- CLOSING DATE** : 30 November 2018
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that shortlisted candidates are subjected to Personnel Suitability checks. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful

OTHER POSTS

- POST 46/256** : **DEPUTY DIRECTOR: LOGISTICS, ASSET AND TRANSPORT MANAGEMENT REF NO: 1220/ 54**
- SALARY** : R697 011 per annum. This all – inclusive remuneration package consists of a basic salary, the State contribution to the Government Employees Pension Fund (GEPF) and a flexible portion that may be structured in term of the applicable rules.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A relevant tertiary qualification with at least three related experience as Assistant Director. Certificates as evidence that related LOGIS and Asset management training was completed. Advance knowledge eg BAS and LOGIS system.
- DUTIES** : Provide strategic Direction to the he Logistic, Asset and Transport Management Sub-Directorate including human resource financial and asset management. Monitor the implementation of Logistics, Assets and Transport Management practices to ensure compliance to national and provincial prescripts and guidelines as well as departmental policies. Implement and monitor the execution of policies and guidelines within Logistic, Asset and Transport Management Sub-Directorate. Manage the development of policies and procedure manuals on matters related to

Logistic, Asset and Transport Management. Manage. Prepare and consolidate reports on asset management, logistics and transport management related issues. Authorize transactions on LOGIS in terms of the Asset Management / LOGIS Delegations.

- ENQUIRIES** : Ms Le Roux Tel No: 051 – 410 3609
- POST 46/257** : **ASSISTANT DIRECTOR: BASOTHO CULTURAL VILLAGE REF NO: 2210/ 82**
- SALARY** : R444 693 per annum (Level 10)
- CENTRE** : Qwaqwa
- REQUIREMENTS** : Bachelor Degree in Museum / Heritage field. Relevant knowledge in Tourism, museum and or heritage administration/ management. Competency in project management, computer literacy and communication skills Awareness in Public Finance Management act, Public Service Regulation and Public Service act
- DUTIES** : Develop and facilitate the implementation of Basotho Cultural Village programmes for the promotion of museum services to ensure public awareness. Ensure the effective management and development of museum services within the Museum as well as resource Management eg finance, assets and human resources. Manage and facilitate the development, implementation and monitoring of policies, collaborate within the department, external stakeholders in the province and beyond.
- ENQUIRIES** : Ms Le Roux Tel No: 051 – 410 3609
- POST 46/258** : **PRINCIPAL LIBRARIAN (X2 POSTS)**
- SALARY** : R299 709 per annum (Level 08)
- CENTRE** : Welkom Ref No: 3540/84
Bloemfontein Ref No: 3230/83
- REQUIREMENTS** : Relevant B Degree eg B BIBL or related and equivalent NQF 7 Qualifications. Driver's License 2 years' experience in a library environment (Public or provincial library will be an advantage) Library administration, basic management and supervision and library collection knowledge. Planning organising, communication and interpersonal relations skills.
- DUTIES** : Ensure proper planning, coordination the services/activities of the library eg daft and verify annual plan of services and activities, monitor the implementation of the plans, report progress on implementation, ensure the establishment of community structure for consultation. Ensure the rendering of professional library and information services eg reviews and evaluate library materials. Promote the use of libraries and a culture of reading by arranging displays of library material, arrange promotional events and programs, implement and maintain outreach services. Perform administrative duties in the Library. Responsible for management of resources eg Finance assets and human resources.
- ENQUIRIES** : Ms Le Roux Tel No: 051 – 410 3609
- POST 46/259** : **LIBRARY ASSISTANT (X11 POSTS)**
- SALARY** : R196 407 per annum (Level 06)
- CENTRE** : Trompsburg Public Library Ref No: 3208/68
Tsholo School/Public Library (Qwaqwa) Ref No: 3428/70
Welkom Public Library Ref No: 3505/71
Bronville Public Library Ref No: 3507/72
Odendaalsrus Public Library Ref No: 3508/73
Nyakollong Public Library Ref No: 3510/74
Kutlwanong Public Library Ref No: 3511/75
Hennenman Public Library Ref No: 3512/ 76
Phomolong Public Library Ref No: 3513/77
Viginia Public Library Ref No: 3514/78
Meloding Public Library Ref No: 3515/79
- REQUIREMENTS** : Relevant Diploma in Library and Information Studies/Science (NQF 6) or equivalent and related qualification. Knowledge in library administration, library materials as well as, basic management and supervision. Planning .organizing,

- research skills with ability do to analysis. Basic experience in a library environment will serve as an advantage
- DUTIES** : Plan, coordinate the services/activities of the library. Establish community structure eg library committees including consultation with such structures. Render professional library and information services eg check books in and out of library, assist variety of users to locate materials and use library resources. Catalogue and shelve library material. Promote the use of libraries and a culture of reading. Perform administrative duties in the Library. Responsible for management of resources eg assets and human resources.
- ENQUIRIES** : Ms Le Roux Tel No: 051 – 410 3609
- POST 46/260** : **LIBRARY ASSISTANT (X15 POSTS)**
- SALARY** : R163 563 per annum (Level 05)
CENTRE : Fauresmith Public Library Ref No: 3209 / 55
 Smithfield Public Library Ref No: 3219 / 56
 BP Leinaeng Public Library Ref No: 3304/ 57
 Bainsvlei Public Library Ref No: 3306 / 58
 Fichardpark Public Library Ref No: 3307 / 59
 Nkhobiso School (Qwaqwa) Ref No: 3428 / 60
 Bothaville Public Library Ref No: 3533/ 61
 Welkom Public Library Ref No: 3502 / 62 (2x Posts)
 Odendaalsrus Public Library Ref No: 3508 / 63
 Kutlwanong Public Library Ref No: 3511 / 64
 Virginia Public Library Ref No: 3514 / 65
 Meloding Public Library Ref No: 3515 / 66
 Mmamahabane Public Library Ref No: 3517 / 67
 Kroonstad Public Library Ref No: 3602/80
 Sedibeng Public Library Ref No: 3604/81
- REQUIREMENTS** : Senior Certificate or equivalent qualification with computer literacy.
- DUTIES** : Render library and information services eg check books in and out of library, assist patrons to find materials and guide user how to use library resources, inspect returned books for condition and due date status, manage reserve materials and removing out dated material etc Promote the use of libraries and a culture of reading by assisting with displays of library materials and during promotional events and programs. Perform administrative duties in the Library eg handle enquiries, request stationary and other goods and services, maintaining of patrons particulars on the computer.
- ENQUIRIES** : Ms Le Roux Tel No: 051 – 410 3609
- POST 46/261** : **GROUNDSMAN REF NO: 3210/69**
- SALARY** : R96 549 per annum (Level 02)
CENTRE : Reddersburg Public Library
REQUIREMENTS : ABET Qualification as minimum requirement.
DUTIES : Provide general cleaning services outside surrounding of the library. Maintain the garden which includes inter alia watering the garden, prune and trim of flowers and trees, remove weeds and refuse, apply insecticides etc. Maintain gardening equipment and tools by repairing minor defects and to detect and report malfunctioning of gardening equipment and tool. Assist with load and off load of library consignments and cleaning duties inside the library more specific days the weather conditions hinder outside working.
- ENQUIRIES** : Ms Le Roux Tel No: 051 – 410 3609

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za/> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House. NB: For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall
- FOR ATTENTION** : Ms Molebatsi Chuene Tel No: (011) 240 3084 – Recruitment
- CLOSING DATE** : 30 November 2018, 12h00. No late applications will be considered.
- NOTE** : Candidates must attach their recently updated CV as well as certified copies of all qualification/s, ID document and Certificate of Registration (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department 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. It is the applicant's responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.
- OTHER POST**
- POST 46/262** : **PHARMACISTS GRADE 1 – 3 REF NO: REFS/003310**
One year contract
Chief Directorate: Veterinary Services
Directorate: Animal Health Advisory & Support
- SALARY** : R655 980 – R780 612 per annum total package (offer will be based on the recognisable years of experience after registration in line with OSD)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12 plus Bachelor degree in Pharmacist (NQF 7) or equivalent and must have a current registration with the South African Pharmacy Council. Fully completed the Compulsory Community Service Year. 3 years recognisable experience after registration with SAPC as Pharmacist. Strong administrative and communication skills. Valid driver's license.
- DUTIES** : Provide pharmaceutical care by taking responsibility for the Veterinary patient's medicine in accordance with the Medicines and Related Substances Act (Act 101 of 1965). Preparing protocols for use of veterinary medicines. Preparing terms of reference and / or specifications for veterinary pharmaceuticals. Purchasing, acquiring, keeping, issuing, releasing, storage, packaging, repackaging, of any veterinary medicine, schedule substance and surgical consumables or the supervision thereof. Dispense any medicine or scheduled substance on the prescription of a veterinarians/ para-veterinary professionals authorized to prescribe medicine. Provide pharmaceutical care by taking responsibility for the outcome of therapy and by being actively involved in the design, implementation and monitoring of pharmaceutical plans. This includes setting up of a pharmacy and drug stores as per the prescripts of the medicines Act. Conduct pharmaceutical research and development. The promotion of public health (promotion with responsible use of antimicrobials). The furnishing of information and advice to any person with regard to the use of medicine. Taking responsibility for internal and external reporting.
- ENQUIRIES** : Ms. Baba Terblanche Tel No: (011) 240 3090

DEPARTMENT OF EDUCATION

- APPLICATIONS** : **Gauteng East [GE]:** Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address Springs: 1560 Enquiries: Mpho Leotlela Tel No: (011) 736-0717
District Gauteng North [GN]: Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Alfred Phaswana Tel No: (012) 846-3754
District Gauteng West [GW]: Physical Address: Corner Boshoff & Human Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini Tel No: (011) 660-4581
District Johannesburg Central [JC]: Physical Address: Corner Morola & Chris Hani road Soweto College Pimville Postal Address: P.O. Box 900064, Bertsham, 2013 Enquiries: Linda Mabutho: Tel No: (011) 983-2231,
District Johannesburg West [JW]: Physical Address: 20 Madeline street Florida Postal Address: P.O. Box 1995, Florida, 1709 Enquiries: Lizwe Jafta @ 061 483 3054
District Sedibeng East [SE]: Physical Address: Corner Joubert & Kruger street SL & M Building Vereeniging Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Peter Nkgage Tel No: (016) 440-1861
District Sedibeng West [SW]: Physical Address: Sebokeng College 6 Samuel Street; Zone 18, Sebokeng Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Bertha Mlotshwa Tel No: (016) 594 9193,
Head Office [HO] Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: check enquiries on the advert

CLOSING DATE
NOTE

- : 30 November 2018
: Application must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently Updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date please accept that your application was unsuccessful

OTHER POSTS

POST 46/263

- : **DEPUTY DIRECTOR: STATISTICS REF NO: HO2018/11/105**
Directorate: Education Planning and Information

SALARY
CENTRE
REQUIREMENTS

- : R697 011 per annum (All-inclusive package)
: Head Office, Johannesburg
: An appropriate, recognized three-year degree or equivalent qualifications backed 5 – 8 years' experience in statistical analysis. Masters will be added an advantage. Computer Literacy in statistical software packages. Word processing, spreadsheets and database. Leadership and organizational skills, Experience in leading large sabbatical research project. Knowledge of legal stative Framework applicable in Education and PFMA will be an added advantage. Good communication skills, written and verbal and interpersonal skills. A round understanding of education indicators and statistics. Research experience especially qualitative research.

DUTIES

- : Design and implement education research products focusing on the qualitative analysis of education provision. Engage in high level data analysis to support decision makers at all levels. Lead statist research projects, design and supervise the statistical components of education related studies. Develop and apply advanced statistical analysis techniques to the design of survey and analysis of data to evaluate education policy. Develop and apply innovative methods and theory in diverse areas such as logistic regression, multivariate analysis, sample design and projection, end evaluation of measurement error, develop, implement and maintain policy on data management. Supervision and Statistical Staff,

		Technical and fiscal management of significant projects. Produce annual statistical reports for public accountability
<u>ENQUIRIES</u>	:	Mr Ebrahim Farista, Tel No: (011) 355 0024
<u>POST 46/264</u>	:	<u>DEPUTY DIRECTOR: SYSTEM DEVELOPER REF NO: HO2018/11/106</u> Directorate: Information Technology Systems
<u>SALARY</u>	:	R697 011 per annum (All-inclusive package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	an appropriate recognized three year Degree in Computer Science or Informatics / ICT, National diploma or equivalent qualifications in the Software Development, with 5 or more years' experience in application software development. Knowledge of RDBMS (Relational Database Management Systems) with SQL Server experience, Strong understanding of Object-Orientated Programming, Significant experience in C# or PHP is Essential, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4, An understanding of MVC software architectural pattern, SQL Stored Procedures, XML, JSON and Knowledge working with Web API experience e.g Google Maps API is an advantage, Server and back-end development experience. Good written communication, enthusiastic, passionate and can identify with the need to making a difference that will enable greater efficiency in the delivery of Quality Education within the Gauteng Province. Experience with Data Warehouse. Must have Driver's license.
<u>DUTIES</u>	:	The primary purpose for the position is to develop or modify application solutions as specified by the Information Systems Directorate. Develop and apply complex modifications/enhancements to existing and new applications. Developing and creating code for applications, Testing, Implementing developed applications, manage development and production environment, provide support for existing applications, maintain and update existing applications, continuous review and propose enhancements to improve current applications, document design and specification, assist with interpreting and documenting business requirements, train Super users on the developed applications, provide expert information that would assist, monitor various applications and produce reports, monthly and quarterly reporting.
<u>ENQUIRIES</u>	:	Rhulani Maluleke Tel No: 011 843 6746
<u>POST 46/265</u>	:	<u>DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: HO2018/11/107</u> Directorate: Office of the HOD
<u>SALARY</u>	:	R697 011 per annum (All-inclusive package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/ Degree plus 3-5 years' relevant experience in Documents Management or Records Management Certificate. At least a minimum of five years' experience in general administration experience, which three years must be at an Assistant Director Level. Excellent communication skills, verbal and written. Presentation skills. Computer literacy in Ms-Excel and Word. Interpersonal relations. Managerial & Organizing skills. Reporting skills. Communicate with the office of the MEC, DDG's, Chief Directors, Directors, Provincial / National Departments. A valid driver's license.
<u>DUTIES</u>	:	Provide Executive support to the office of the HOD. Ensuring that the HOD's diary, Year plan are effectively managed. Ensure that Clients reporting to the HOD's desk are assisted promptly in line with Batho Pele Principles. Filing system for the office of the HOD in line with GDE file plan as prescribed. Manage the workflow of the incoming and outgoing correspondence and submissions in the HOD's office. Retrieval and tracing of documents on the system. Quality Assurance of submissions that are received from the Directorate/Units and Districts including the Briefing notes and Parliamentary Questions. Correct the submissions where the HOD has made amendments. Refer the correspondence received from the stakeholders, public and schools for responses to the relevant directorates/Units. Scrutinize documents to determine actions/Information/other documents required for meetings. Collects and compiles all necessary documents for the manager to inform the HOD on the accounts. Ensure that all the documents for the meetings are properly packed. Deal with the inquiries from the public. Coordinate logistical

arrangements for meetings when required. Ensure document management and classification of documents. Ensure appropriate accessibility arrangement for key stakeholders to the office of the HOD.

ENQUIRIES : Mr. Makubetse Sekhonyane Tel No: (011) 355 0896

POST 46/266 : **DEPUTY DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: HO2018/11/108**
Directorate: Recruitment and Selection

SALARY : R697 011 per annum (All-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized three-year National Diploma/ Degree in Human Resource Management or relevant three year qualification. At least a minimum of five years' experience in human Resources Provisioning, which three years must be at an Assistant Director level. Knowledge and understanding of the current education and public service including Senior Management Services legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy, project management, problem solving, report writing skills and presentation skills. A valid South Africa driver's license.

DUTIES : manage recruitment, selection, retention and placement services in the Head Office. Ensure that gaps and challenges are identified, provide solutions to existing recruitment, selection, appointment, movements, and placement and retention strategies. Partake in the development and implementation of the departmental recruitment, selection, retention and placement strategies and ensure the implementation thereof. Manage the implementation of recruitment, selection, retention and placement strategies within the department. Manage the administration of all response handling, transfers, movements, placement and retention of staff. Manage the advertisement of vacancies and departmental recruitment plan. Develop Human Resource Provisioning policies based on gaps identified and norms and standards. Ensure compliances are adhered to, monitoring, maintaining and reporting in line with best practice takes place within established timelines and customer expectations. Manage the monitoring, evaluation and reporting on recruitment, selection, retention and placement outputs. Manage compliance, background and reference checks including competency assessments, verifications of qualifications and liaise with relevant stakeholders/service providers. Advice line managers on matters related to recruitment and selection processes and policies. Manage the performance and development of staff within the sub directorate.

ENQUIRIES : Ms Winny Radzilani Tel No: 011 355 0009

POST 46/267 : **DEPUTY DIRECTOR: COMPLIANCE INSPECTORATE (ANTI-CORRUPTION, ETHICS AND INTERGRITY MANAGEMENT) REF NO: HO2018/11/112**
Directorate: Compliance Inspectorate

SALARY : R697 011 per annum (All-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : an appropriate recognized 3-year National Diploma/degree in Commerce/Law/Auditing/Forensics Investigations or equivalent. At least a minimum of five years' experience within Forensics Investigations environment, which three years must be at Assistant Director level. Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations, Prevention and Combating of Corrupt Activities Act, (PRECCA), Protected Disclosure Act, and Promotion of Access to Information Act (PAIA), Public Service Anti-Corruption Strategy and departmental anti-corruption measures. Fact-finding skills; Factual and legal analysis skills; Good interviewing skills and ability to take statements during investigations; Good project management skills; Document examination and electronic data analysis skills; Excellent communication (written and verbal) skills Ability to work with all levels of management and across business units of the department. Good problem-solving skills. Strong communication skills (written,

oral); A valid driver's license. Certified Fraud Examiner (CFE designation) or similar professional designation; and / or; Experience in managing and investigating fraud, theft, corruption and maladministration within the public sector will be an added advantage.

DUTIES

: Planning and managing multiple investigations at the same time, prioritising investigations; Supervising a team of investigators during all activities in an investigation (from planning to reporting), providing clear and expert guidance and mentoring; Conducting investigations through meticulous fact finding (operational and financial) and evidence retrieval within allocated time frames; Drafting and/or reviewing factual reports containing appropriate findings and recommendations and subsequent follow-up of recommendations made; Testifying in internal disciplinary hearings, civil and criminal proceedings. Present and motivate investigations outcome at executive levels; Develop and maintain professional relationships with all stakeholders. Conduct fraud awareness programs in line with the departmental Fraud Prevention Plan/Strategy. Conduct feedback presentations on investigation outcomes. Provide suggestions to management to enhance the internal controls and systems to address fraud risks. Leading and promoting a culture of fraud risk awareness and training. Assist in communicating new fraud trends in the sector to the stakeholders. Promoting professional ethics within the Department. Ensure the protection of information and persons providing information. Ensure protection of identities of whistle-blowers. Ensure protection of confidential reports relating to anticorruption.

ENQUIRIES

: Mr. William Makgabo Tel No: 011 355 0269

POST 46/268

: **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: HO2018/11/113**
Directorate: Internal Control

SALARY

CENTRE

REQUIREMENTS

: R697 011 per annum (All-inclusive package)
: Head Office, Johannesburg
: An appropriate recognized three-year National Diploma or Degree in Auditing/Accounting/ Management Accounting or equivalent. At least a minimum of five years' experience within an audit or finance environment, of which three years must be at an Assistant Director level. Knowledge of COSO Framework, Public Finance Management Act, Public Audit Act National Treasury Regulations, Generally Accepted Accounting Principles and other relevant legislation. Ability to provide technical guidance when required. Financial analysis skills; Good project management skills; Document examination and electronic data analysis skills; excellent communication (written and verbal) skills. Ability to work with all levels of management and across business units of the department. Good problem-solving skills. Self-starter and ability to work individually and/or in a team. A valid driver's license. Institute of Internal Auditors SA (IIASA), The South African Institute of Professional Accountants (SAIPA) or South African Institute of Chartered Accountants (SAICA) membership or any other professional body; and / or; experience in managing internal and external audit projects will be an added advantage.

DUTIES

: Coordinate the registration of all incidents of non-compliance and financial misconducts. Assist and support the director in implementing consequences management for financial misconduct. Monitor compliance with all financial laws and regulations. Coordinate the in-detail testing of key financial controls in the department. Coordinate the in-detail testing of key financial controls in the department. Coordinate independent and objective assessments of internal controls, financial results, departmental processes and adherence to compliance requirements. Advice management and process owners on accounting and internal control requirements. Advice management and process owners on accounting and internal control requirements. Partake in the compilation of management reports on financial compliance matters. Partake in providing recommendations on improvements in procedures and systems in order to improve the internal control environment (maturity level) within the department. Manage monitoring of internal and external audit processes within the department. Liaise with management and coordinate their responses with respect to audit related requests. Ensure that appropriate corrective measures are implemented by management. Assist with responses to queries from oversight bodies.

Coordinate the monitoring of the implementation of recommendations provided by oversight structures. Partake in the development and maintenance of policies and procedures on asset losses. Partake in the reduction of the percentage of asset losses in the department by identifying risks and mitigations thereof. Coordinate the monitoring of compliance against the Asset Loss policy. Coordinate the registration of all cases of asset losses and ensure that investigations are conducted. Coordinate the recovery of costs for assets lost due to negligence and or non-compliance with the Asset Loss policy. Coordinate site visits and compile reports associated with these. Ensure accurate preservation and protection of all relevant data and case content for successful investigation and prosecution. Manage the performance of subordinates according to a PDMS. Develop staff work plans for the effective distribution of work. Manage leave of subordinates. Manage conflict constructively to maintain a conducive working environment.

ENQUIRIES : Ms Stephina Selepe- Khubedu Tel No: 011 355 0786

POST 46/269 : **DEPUTY DIRECTOR: FINANCE AND ADMINISTRATION REF NO: JC2018/11/98**
Sub Directorate: Finance and Administration

SALARY CENTRE REQUIREMENTS : R697 011 per annum (All-inclusive package)
Johannesburg Central District
: An appropriate recognized three-year National Diploma/ Degree in Accounting/Financial Administration and at least minimum of 5 years working experience within Finance environment, which 3 years must be at an Assistant Director level. Knowledge of PFMA, Treasury Regulations, Reference Guide to New Economic Reporting Format and other relevant financial and educational related policies. Knowledge of public sector procurement and Supply Chain Management. Computer literacy in Excel, Access, Word and PowerPoint. Knowledge of BAS (Basic Accounting System), PERSAL and SAP. Excellent written & verbal communication skills. Valid drivers license.

DUTIES : Provide financial administration and procurement administration to the District office and schools. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget allocation process. Budget forecasting and reporting through Matlotlo council. Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the district. Prepare adjustment budget inputs including virements for the district. Co-ordinate and distribute payroll control sheets. Responsible for accounts payments and revenue collection. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Assist IDSO's with all financial administrative aspects affecting schools. Implement and maintain asset management policies of the department. Link between district and GDF. Manage SLA with the GSSC and all other implementing agencies. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.

ENQUIRIES : Mr Linda Mabutho Tel. No: 011 983 2231

POST 46/270 : **DEPUTY DIRECTOR: DISPUTE MANAGEMENT REF NO: HO2018/11/115**
Directorate: Dispute Management

SALARY CENTRE REQUIREMENTS : R697 011 per annum (All-inclusive package)
: Head Office, Johannesburg
: An appropriate, recognised 3-year degree/ diploma in Labour Relations or relevant three-year qualification. Minimum of 7 years in Labour Relations of which 3 years must be at Assistant Director level. Knowledge of legislations which include but not limited to: LRA; Employment of Educators Act; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. Valid Driver's License.

DUTIES : Implement policy regarding disciplinary enquiries. Manage high profile disciplinary

cases as identified by the employer. Facilitate and manage resolution of dispute, Represent the Department at various bargaining council (GPSSBC, ELRC, PSCBC, CCMA). Promote efficient labour relations policies. Maintain labour peace within the organization.

ENQUIRIES : Mr Patrick Selowa Tel No: 011 355 1505

POST 46/271 : **ASSISTANT DIRECTOR: CONTACT CENTER REF NO: HO2018/11/90**
Directorate: Contact Center

SALARY : R356 289 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized three year National Diploma/ Degree plus 5 years relevant experience of which 3 years must be on supervisory level. Good communication (verbal & written) and interpersonal skills. Good planning and organising skills. Ability to work under pressure. Knowledge of Public Service Administration, /knowledge Management, Operations Management, Client Service Management. A valid driver's license is essential.

DUTIES : Efficient implementation of Contact Centre Process including call Centre, Frontline Management and Query Management. Efficient monthly reporting of enquiry, complaints, analysis and trends. Track, trace and monitor turnaround times and manage escalation process. Conduct Service satisfaction surveys. Manage staff. Manage day to day operations and perform administrative function.

ENQUIRIES : Ms S Mabotja Tel No: 011 355 1032

POST 46/272 : **ASSISTANT DIRECTOR: GRAPHIC DESIGN REF NO: HO2018/11/91**
Directorate: Internal Communication

SALARY : R356 289 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate, recognized 3 year Diploma/Degree in Graphic Design plus 3-5 years' experience in graphic designing. Knowledge of Public Service Act and Regulations, Gauteng Provincial Government's CI manual, Communication Policies and Practices. Working knowledge of Apple Mac OSX. Adobe Creative Suite with proficiency in design, Photoshop and Illustrator. Knowledge of freehand MX, and experience in digital printing. Valid driver's License. Skills: A creative mind-set. Analytical skills - the ability to analyse information and brainstorm solutions when performing tasks and reports. Attention to detail is a vital skill to have. Communication skills - to be able to convey information effectively and efficiently with team members and line functions to ensure that their designs accurately reflect the desired message and effectively express information. Ability to plan, organize and prioritise duties and tasks. Time management plays a vital role in ensuring deadlines are met. Results-orientated. High level of initiative and assertiveness.

DUTIES : Design Collateral: Develop, design, layout and produce artwork for marketing materials including brochures, posters, signs, business cards, letterheads, banners and various other items. Work collaboratively with the photographer, webmaster and other colleagues to design, develop and execute creative layouts, graphics, animation, video, and online tutorials for websites. Demonstrate illustrative skills by designing rough sketches and working on layouts ready for print. Proofreading to produce accurate and high-quality work. Present finalise ideas and concepts to the Deputy Director: Internal Communication for approval Regular maintenance and upkeep of the web content, digital marketing materials, and platforms, including our websites, social media and video channels. Communication: Co-ordinate production and timelines of print jobs with team members, line functions and printers to meet overall deadlines. Working as part of a team with photographer, events and social media specialists. Contribute to team effort by conceptualising ideas, accomplishing related results and as needed. Research: Demonstrate an understanding of the GPG brand, social channels, and consumer trends. Review current marketing material and identify emerging opportunities for growth. Keep abreast with the latest design technologies, techniques and adapt to the changing landscape of technology, social media/tools and digital marketing. AdhocTasks: General administrative duties. Any other

		duties which may be required from time to time as directed by the Deputy Director: Internal Communication.
<u>ENQUIRIES</u>	:	Ms Nanagolo Leopeng Tel No: 011 355 0201
<u>POST 46/273</u>	:	<u>ASSISTANT DIRECTOR: PHOTOGRAPHER REF NO: HO2018/11/92</u> Directorate: Internal Communication
<u>SALARY</u>	:	R356 289 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate, recognized 3 year Diploma/Degree in Photography plus 3-5 years' experience in photography. Knowledge of Public Service Act and Regulations, Gauteng Provincial Government's CI manual, Communication Policies and Practices. The Photographer must use their technical expertise, creativity, and composition skills to produce and preserve images that visually tell a story or record an event. Valid driver's License. Skills: A photographer should: be creative, with a good eye for a picture be reliable and able to meet deadlines, be motivated and determined, have excellent technical and photographic skills, have computer skills, especially with computer programs such as Photoshop, have good communications skills, be confident organising people, be able to listen and interpret the client's needs, be able to focus on getting a good picture no matter what is going on around them, have computer skills, attention to detail, Interpersonal skills.
<u>DUTIES</u>	:	To provide a photographic service to the department. To photographically document all the important events and milestones. To store the pictures in the digital archive specifically setup for this purpose. To maintain the digital archive. To maintain the archive for historical reasons and make this available to any person or organisation that may need or have a use for the images. To ensure that the picture assets in both archives are maintained according to the guidelines as set-out by national archives or alternately best practice procedures in this regard must be employed. All the equipment in the unit must be protected, serviced and maintained. To facilitate and manage the printing, framing and exhibiting of photographs for the department. To work closely with the graphic designer and other related units to ensure that the sourcing of the best pictures on file are used for the publications they produce. Adhoc Tasks: General administrative duties. Any other duties which may be required from time to time as directed by the Deputy Director: Internal Communication.
<u>ENQUIRIES</u>	:	Ms Nanagolo Leopeng Tel No: 011 355 0201
<u>POST 46/274</u>	:	<u>ASSISTANT DIRECTOR: POLICY, MONITORING AND EVALUATION REF NO: HO2018/11/93</u> Directorate: Early Childhood Development
<u>SALARY</u>	:	R356 289 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate, recognised three year National Diploma/ Degree in Public Administration or relevant three-year qualification, at least 5 years relevant working experience of which 3 years must be on supervisory level. Experience in Early Child Development will be an added advantage. Knowledge and understanding of Education legislation and policies in particular those relating to Early Childhood Development and including ECD Integrated policy and Children's Act. Understanding of National and Provincial mandates to improve access and quality for Early Childhood Development; Knowledge and understanding of Monitoring and Evaluation processes and tools applicable to Education and relevant to Early Childhood Development; In-depth understanding of Project Management, Data management and Education IT Systems; Computer literacy in Excel, Access, Word and PowerPoint; Excellent written & verbal communication skills; Valid driver's license.
<u>DUTIES</u>	:	Provide assistance in the coordination of ECD Policy implementation and policy reviews within the province, initiate research issues to establish trends and creating opportunities for improving implementation, Assist with the Coordination of ECD Directorate's Strategic implementation to achieve all the targets as set in PPMs and SPMs and reporting thereof; Development of Monitoring tools,

instruments, guidelines, processes and reporting for ECD outputs; Development of data management processes and Information for ECD; Generation of ECD plans, calendars and reports on ECD activities; Develop monthly and quarterly statutory reports for ECD.

ENQUIRIES : Ms Phumelele Tloubatla Tel No: 011 355 0482

POST 46/275 : **ASSISTANT DIRECTOR: OFFICE OF THE DDG: REF NO: HO2018/11/94**
Directorate: Curriculum Management and Delivery

SALARY : R356 289 per annum plus benefits
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized three-year National Diploma/ Degree or relevant three-year qualification plus 5 years relevant experience in office administrative environment of which 3 years must be on supervisory level. Knowledge of information systems, people management and the understanding of the Batho Pele Principles. Problem solving, analytical, planning, financial management, report writing skills, computer literate skills, administrative, analytical, planning, organizational skills and supervisory skills. Solid understanding of the Head Office and Branches interlink. Good verbal and written communication skills. Ability to interact with top, senior and middle management. Ability to work independently, in a team and under pressure. External communication - written or verbal used frequently such as liaising with stakeholders. Honesty and integrity plus relevant and credible experience in customer relations & resource management. Confidentiality in managing documents. Sound understanding of legislative framework, systems, procedures and processes in government and the GDE. Valid driver's license.

DUTIES : Support the DDG with overall office and administration for all operational activities of the office of the DDG. Monitor and manage an effective information and documentation process flow in the office of the DDG. Liaise with office of the HOD & MEC in terms of tracking, referrals, correspondence and responses and ensure proper work flow. Coordinate and manage the processing of all internal, external and electronic queries Facilitate effective internal stakeholder management and customer relations (Batho Pele) in the Office of the DDG. Assist with secretariat services for the DDG. Coordinate communication with internal staff. Act as supervisor of the office for PS staff. Provide financial administration and procurement administration. Manage SLA's and all other implementing agencies. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.

ENQUIRIES : Ms. Denise Pillay Tel No: 011 355 0315

POST 46/276 : **ASSISTANT DIRECTOR: NETWORK ADMINISTRATION REF NO: HO2018/11/95**
Directorate: IT Support Services

SALARY : R356 289 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized three-year National Diploma/ Degree in the field of computer science OR Information Technology, CCNA VoIP CCNA (mandatory) and (Cisco Certified Network Associate) is desirable, 2+ years successful network troubleshooting experience, Must be able to complete complex projects with minimal supervision, Proven experience managing small to large and complex network, Effective problem-solving skills, Strong safety record and a history of establishing safe work practices, CCNA (Cisco Certified Network Associate). Must have a driver's license.

DUTIES : Work closely with departmental managers to determine future network needs and plan for network changes, Develop methods and tools to be used to test and implement new LAN equipment, Create projects that are designed to either add functionality required by the department, address on-going network failure issues, Engage in regular network troubleshooting activities and resolve network connectivity issues, Analyze the current network structure and submit quarterly comprehensive reports to executive team on how to make the network more

efficient, Ensure network security and connectivity. Installing & repair of UTP cabling, Fully support, configure, maintain and upgrade corporate customer's networks, Monitor network performance (availability, utilization, throughput, and latency) and test for weaknesses, Create projects that are designed to either add functionality required by the department or to address on-going network failure issues, Resolve problems reported by end user, Define network policies and procedures, Specify system requirements and design solutions, Research and make recommendations on system administration.

ENQUIRIES :

Ms. E Motshwaedi Tel No: 011 355 0009

POST 46/277 :

ASSISTANT DIRECTOR: CONDITIONS OF SERVICE (X2 POSTS)

Sub-Directorate: HR Transaction Services

SALARY :

R356 289 per annum

CENTRE :

Gauteng West District Ref No: GW2018/11/96

Gauteng North District Ref No: GN2018/11/97

REQUIREMENTS :

An appropriate recognized three-year National Diploma/ Degree in Human Resource Management or relevant three-year qualification plus 3- 5 years human resource administration experience, with 3 years being at supervisory level. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word MS Access and MS Office. A valid South African driver's license.

DUTIES :

Ensure implementation of HRM operations at district, in a matrix environment; responsible for the sub-directorate conditions of service in accordance with the relevant prescripts and collective agreements within the education sector. Ensure the implementation of the approved post and staff establishment. Responsible for employee records at the district. Ensure the successful implementation of operational plan as sponsored by Head Office. Provide input to the HRTS budget. Fulfil the internal monthly reporting requirements and provide analysis to the management. Interpret HR policies and prescripts. Supervise staff and manage their performance and development according to the PMS.

ENQUIRIES :

Mr. Alfred Phaswana Tel No: 012 846 3641 (GN)

Ms Louisa Dhlamini Tel No: 011 660 4581 (GW)

POST 46/278 :

ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: JC2018/11/99

Sub Directorate: Transversal Human Resource Services

SALARY :

R356 289 per annum

CENTRE :

Johannesburg Central District Ref No: JC2018/11/99

Sedibeng West District Ref No: SW2018/11/102

Sedibeng East District Ref No: SE2018/11/103

REQUIREMENTS :

An appropriate recognized three-year National Diploma/ Degree in Human Resource Management or relevant three-year qualification plus 3 to 5 years' experience in the HRP working environment of which 3 years being at supervisory level. Knowledge of Education Acts. Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of applicable resolutions. National and provincial policy frameworks. Understanding transformation and capacity building processes. Basic Knowledge of PERSAL. PFMA. Computer literacy. Good verbal and written communication skills. Report writing. Strong leadership skills and qualities. Listening skills. Conflict management. Negotiation skills. Time Management. Basic Financial Skills. Project management and Project leader skills. Good inter-personal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Licensed Driver. People management and Supervisory skills. Policy Development and research skills. Facilitation skills. Communicate; District Head, Senior Managers in the Department, National and Provincial Education Departments, Academic Institutions. Valid driver's license.

<u>DUTIES</u>	:	Ensure the implementation of post provisioning for Public Ordinary and Special schools (PS and Educators). Ensure the receipt and verification of post establishment for Special Schools, Ordinary Schools and extraordinary posts. Ensure that post establishments are correctly distributed to all stakeholders. Provide support in issuing of Annual Post Establishments, Growth Posts, Extra Ordinary posts and Grading of schools. Ensure the implementation of GDE Medium Term HR Plan. Monitor utilization of all posts. Placement of personnel i.e. Additional and Funza Lushaka. Conversion of temporary staff. Participate in the analysis and planning of the HR Requirements for the Department. Participate in the development of HR Policies based on gaps identified in the District. Participate in the development of Departmental Recruitment Strategy and ensure the implementation thereof. Provide inputs on the development of the recruitment strategy. Identify vacant posts in the Institutions and / District Offices. Receive and verify GDE 79 / HR1 / GDE 01 / Z83. Capture and submit GDE 79 / HR1 for publication. Receive and distribute vacancy list to institutions and Sub directorates. Oversee the response handling process. Process recommendations. Verify qualifications and ensure they are captured. Ensure the implementation of Organizational Development processes in the District. Coordinate all the processes with regards to the realignment of the structure in the District (e.g. placements, transfers, implementation of the approved structure, etc.). Participate in the evaluation of the implemented HR Strategies in the District and monitor thereof. Ensure the provision administrative support services for the Unit. Ensure all personnel administration verifications are done on PERSAL. Ensure safekeeping of all documentation in the office in line with relevant legislation and policies. Collate and compile of reports e.g. progress reports, monthly reports, etc. Supervise staff.
<u>ENQUIRIES</u>	:	Ms Hlengiwe Biyela Tel No: 011 983 2231 (JC) Mr Seeko Mareletse Tel No: 016 594 9106 (SW) Mr TP Mokoena Tel No: 016 440 1856 (SE)
<u>POST 46/279</u>	:	<u>ASSISTANT DIRECTOR: PROVISIONING & ADMINISTRATION FOR INSTITUTIONS (X2 POSTS)</u> Sub Directorate: Finance and Administration
<u>SALARY CENTRE</u>	:	R356 289 per annum
<u>REQUIREMENTS</u>	:	Johannesburg West District Ref No: JW2018/11/100 Gauteng East District Ref No: GE2018/11/109 or relevant 3-year qualification plus 3-5 years relevant working experience. Applicant must be 3 years on supervisory level. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. How to do basic research. Administration procedures relating to specific working environment, including norms and standards for school funding. Planning and organizing, Computer literacy, Client service, Compilation of Management reports, Interpersonal relations, Problem Solving, to maintain discipline in resolving conflict, Ability to perform ad-hoc task. Knowledge of PMDS process. Ability to communicate with team members. Valid driver's license.
<u>DUTIES</u>	:	Monitoring of financial controls and systems in institutions. Ensure the implementation of policies and procedures regarding Financial Management in all schools. Liaise with schools regarding budget spending in terms of Section 21 function. Ensure the implementation of policies and procedures regarding asset control of Institutions. Ordering, collection and distribution of assets. Transfers of furniture amongst schools. Managing of assets in case of merging and closed schools. Monitoring of municipal accounts for all schools. Meet with the Municipality/Eskom with regard to challenges experienced in schools accounts. Monitor payment of services made by schools and provide reports to Deputy Director and Director. Ensure invoices from municipalities for Partial-Section 21 schools are paid on monthly basis. Monitoring schools expenditure. Ensure financial inspection is done at schools to ensure compliance to Financial and Supply Chain regulations. Monitoring of overdraft, loan, and Investment and school fee compensations applications. Ensure the implementation of policies and procedures regarding overdrafts, loans, investments. Ensure compliance in term

of school fee compensation applications. Ensure compliance in terms submission of Annual Financial Statement as per South African School Act. To ensure registration of institutions on SAP regarding financial matters. Ensure compliance in terms of banking details as required by the Auditor. Provide support in providing the required documentation to the auditors. Ensure procurement for goods and services for new and partial section 21. Ensure compliance in terms PMDS and leave administration.

ENQUIRIES : Mr Lizwe Jafta @ 061 483 3054 (JW)
Mpho Leotlela Tel No: 011 736 0717 (GE)

POST 46/280 : **ASSISTANT DIRECTOR: FINANCE MANAGEMENT REF NO: JW2018/11/101**
Sub Directorate: Finance and Administration

SALARY : R356 289 per annum (plus benefits)
CENTRE : Johannesburg West District
REQUIREMENTS : An appropriate recognized three-year National Diploma/ Degree in Accounting, Financial Management or relevant three-year qualification plus 3-5 relevant experience of which 3 years must be at supervisory level. Knowledge of PFMA, preferential procurement policy framework, Treasury Regulations, public sector procurement and Supply Chain Management. Knowledge of BAS (Basic Accounting System) & PERSAL. Excellent communication skills. Computer literacy in Excel, Access, Word and PowerPoint.

DUTIES : Provide financial administration and procurement administration to the District office and schools. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget allocation process. Budget forecasting and reporting. Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the district. Co-ordinate and distribute payroll control sheets. Responsible for accounts payments and revenue collection. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Implement and maintain asset management policies of the department. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.

ENQUIRIES : Mr Lizwe Jafta @ 061 483 3054

POST 46/281 : **ASSISTANT DIRECTOR: OFFICE SERVICE POOL REF NO: SW2018/11/104**
Sub-Directorate: Finance and Administration

SALARY : R356 289 per annum
CENTRE : Sedibeng West District
REQUIREMENTS : An appropriate recognized three-year National Diploma/ Degree in Accounting, Financial Management or relevant three-year qualification plus 3-5 relevant experience of which 3 years must be at supervisory level. Treasury Regulations, PFMA, PPPFA and Assets Policy. Building and office administration. Fleet management. Data capturing. Filing systems. Procurement directives (Supply chain management manual). Asset management. How to do basic research/gather information. Administration procedures relating to specific working environment, including norms and standards. Planning and organizing. Computer operation. Client service. Reporting procedures. Compilation of Management reports. Computer. Mathematics. Planning and organizing. Ability to perform routine tasks. Ability to operate computer (both hardware and software). Interpersonal relations. Problem solving. Maintaining discipline. Formulating and editing. Conflict resolution. Computer literacy. Verbal exchange of information on requiring helpfulness and politeness. Routine notes, memorandums, reports, minutes and letters. Motivations with regard to PMDS. Share information with team members. Valid driver's license.

DUTIES : Check if the Registry is compliant to the National Archives and Records Service Act, 1996. Ensure the distribution of mail between the District and Schools and within the District. Ensure the collection of mail from the Post Office and the distribution thereof. Management of the Courier Services at the District Office.

Create and manage database for disposal of records. Maintenance and cleanliness of the building. Procurement of cleaning material. Inventory management for cleaning material. Provide assistance on office needs for resources. Management of bulk Printing. Maintenance of the outside environment. Management of contracts, VIZ: Cleaning contract, Hygiene services, Labour Saving Devices Waste paper management. Manage the delivery, distribution and storage of goods ordered. Manage and control of consumable inventories. Liaise with units regarding other resource related to office administration. Maintenance of infrastructure. Ensure assistance with typing & data capturing. Booking of venues. Ensure Departmental Security Policy is implemented. Ensure access control for officials, visitors and cars. Ensure the safeguard of officials and GDE property. Ensure parking is allocated to officials and parking fees are paid as per the policy. Management and control of Logbooks for both Sub cars and G-Fleet as prescribed by Policy. Management of the Asset registers for both G-Fleet and Subsidized vehicles. Monitor effective utilization on of both G-Fleet and Subsidized vehicles. (PFMA compliance) Ensure GG Cars are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure the capturing of expenditure for GG-vehicles take place on a monthly basis on the ELS-system. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of subsidized vehicles to avoid refunds after the officials have left the system. Monitor and manage the allocated budget for the unit. Ensure that the goods and services are procured for the unit and District auxiliary service needed. Ensure that the budget is presented accurately and timeously on a monthly basis. Ensure that the expenditure report aligns with the Operational Plan and Procurement Plan.

ENQUIRIES : Ms B Mlotshwa Tel No: (016) 594 9106

POST 46/282 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING (CLUSTER)**
REF NO: HO2018/11/10 (X2 POSTS)
 Directorate: Recruitment and Selection

SALARY : R356 289 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate three-year tertiary Human Resource Management or relevant three-year qualification plus 3 to 5 years' experience in the HRP working environment of which 3 years being at supervisory level. Knowledge of Education Acts. Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of applicable resolutions. National and provincial policy frameworks. Understanding transformation and capacity building processes. Basic Knowledge of Persal. PFMA. Computer literacy. Good verbal and written communication skills. Report writing. Strong leadership skills and qualities. Listening skills. Conflict management. Negotiation skills. Time Management. Basic Financial Skills. Project management and Project leader skills. Good inter-personal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Licensed Driver. People management and Supervisory skills. Policy Development and research skills. Facilitation skills. Communicate; District Head, Senior Managers in the Department, National and Provincial Education Departments, Academic Institutions. Valid driver's license

DUTIES : Assist in the development and implementation of the GDE recruitment, selection, retention, human resource provisioning and placement strategies and ensure the implementation thereof. Assist in research to inform recruiting practices and strategies that drive programme success. Ensure the implementation of recruitment, selection, retention, human resource provisioning and placement strategies. Circulate and clarify recruitment strategies to relevant stakeholders. Participate in the analysis and planning of Human Resource Provisioning requirements for the Department. Coordinate the administration of all recruitment, selection, appointments, movements, placement, human resource provisioning and retention of staff for the cluster. Coordinate the placement of graduates. Coordinate the redeployment and conversion of personnel including staff who are additional to the establishment. Partake in guiding and advising personnel on

human resource provisioning matters to enhance the correct implementation of personnel administration practices and policies. Ensure all personnel administration verification of qualifications are done and supervise the staff. Collate and compile of reports e.g. progress reports, monthly reports, etc.

ENQUIRIES :

Ms Ntombi Gashe Tel No: 011 355 0009

POST 46/283 :

ASSISTANT DIRECTOR: TALENT MANAGEMENT AND INNOVATION REF NO: HO2018/11/111

Directorate: Talent Management and Innovation

SALARY :

R356 289 per annum

CENTRE :

Head Office (GCRA)

REQUIREMENTS :

A Degree/National Diploma in Human Resource Development/Human Resource Management/ Management of Training or appropriate three-year tertiary qualification (or equivalent qualification) with 3 or more years relevant experience in HRD environment of which 3 years being at supervisory level and comprehensive knowledge of skills development legislation. A post-graduate qualification will be an added advantage. Human resource development experience. Minimum of 3 years Bursary administration knowledge and experience. Must have sound knowledge of National qualification framework. Sound knowledge of all relevant national and provincial strategies in relation to skills development. Good organizational and communication skills. Report writing and analytical skills. Supervisory skills, conflict skills. Sound understanding of PFMA. Computer literate. Good interpersonal skill. A valid drivers' licence is a requirement.

DUTIES :

Coordinate the effective implementation of the bursary policy and related programmes. Coordinate the bursary and learner management system and monitor bursaries by providing student support through regular follow up and progress reports. Ensure the dissemination of information to all relevant stakeholders regarding bursaries. Ensure the effective running of the Bursary committee. Ensure effective marketing of the Career development and Bursary programme to the public and all relevant stakeholders. Facilitate the signing of bursary contracts with external reporting. Liaise with institutions of higher learning regarding student progress and payments. Preparation of financial reports on funded learners. Communicate with stakeholders. Manage student records and files. Manage the existing, new applications and renewals. Manage the processing of bursary payments for institutions and bookshops. Manage the maintenance of data / bursary records. Provide progress reports on quarterly basis. Supervision and empower bursary staff.

ENQUIRIES :

Mr E Molapo Tel No: 011 556 9007

POST 46/284 :

ASSISTANT DIRECTOR: GENERIC TRAINING AND INDUCTION REF NO: HO2018/11/114 (X2 POSTS)

Directorate: Programme Management

SALARY :

R356 289 per annum

CENTRE :

Head Office (GCRA)

REQUIREMENTS :

An appropriate Bachelor's degree or equivalent recognized qualification at NQF Level 7 with relevant experience in training and development. A minimum of 3-5 years' experience in facilitating training and development is compulsory and 3 years being at supervisory level. An understanding of Government policies, procedures and processes. Extensive understanding of Human Resources Development (HRD) and Skills Development legislation and application. Key Competencies: Facilitation Skills; Presentation Skills; Assessor Skills; and Research capabilities. Assessor Qualification and a valid drivers' licence are compulsory requirements. Proof of being a qualified CIP Facilitator will be an added advantage.

DUTIES :

Facilitate the delivery of outcomes based training programmes and Compulsory Induction Programme (CIP); Support learners in the compilation of Portfolios of Evidence (PoE); Conduct formative and summative assessment; review learning material; Conduct Research to improve training delivery in the Province, develop and contextualize training according to the needs of the client; Review training

material to meet the needs of the client. Deliver accredited and non-accredited programmes. Deliver training across the entire Gauteng Provincial Government Province.

ENQUIRIES : Ms. Lydia Phehla, Tel No: (011) 355 1005

POST 46/285 : **ASSISTANT DIRECTOR: MONITORING & EVALUATION OF LEARNING REF NO: HO2018/11/116**

Directorate: Institutional Quality Assurance Innovation

SALARY : R356 289 per annum plus benefits

CENTRE : Head Office (GCRA)

REQUIREMENTS : A three-year tertiary or NQF level 7 qualification in Human Resource Development or related field plus 3-5 years relevant working experience of which 3 years being at supervisory level. The ideal candidate must have sound knowledge of the ETD legislative frameworks and processes, experience in monitoring and evaluation of training and development interventions. Applicants should also have excellent Project Management, Presentation and Facilitation, Research and Report Writing, Organizational, Problem Solving, Communication (written and verbal) and Interpersonal Skills. Candidates must have knowledge of computer software packages such as Microsoft Excel, PowerPoint, MS Word, etc. Candidates must also have the ability to work independently and efficiently under pressure and have a valid driver's license

DUTIES : Implementation of M&E framework, undertaking of regular site visits to monitor and evaluate the delivery of training programmes to ensure that high quality service is delivered to customers, Collecting, analysing and compiling reports with recommendations, Validation of data by conducting data quality audits, Preparation of reports with recommendations on M&E findings, manage consultants/service providers contracted to conduct M&E of programmes. Maintenance of the M&E framework, continuously revise/ review indicators and monitoring mechanisms, continuously reviewing data collection tools, Maintain functionality of the M&E electronic system, Set out the framework and procedures for programme evaluation with stakeholders. Communication, Presentation of reports to programme owners regularly highlighting areas of concern, Coordinate the discussion of findings in the appropriate forum, Liaise with both internal and external stakeholders on M&E data.

ENQUIRIES : Mr Emily Sadike Tel No: 011 556 9007

POST 46/286 : **ASSISTANT DIRECTOR: INSTITUTIONAL & LEARNING PROGRAMME QUALITY ASSURANCE REF NO: HO2018/11/117**

Directorate: Institutional Quality Assurance

SALARY : R356 289 per annum plus benefits

CENTRE : Head Office (GCRA)

REQUIREMENTS : A relevant Degree or NQF level 7 qualification, ETD qualifications, Assessor certificate, Moderator certificate, 3 Years' ETD experience and 2 Years' Quality Assurance, Learner Achievement and Certification experience of which 3 years being at supervisory level. Knowledge of Skills Development Act, SAQA Act, NQF Act, Research methodologies, Quality Assurance framework, Curriculum development and design, Labour Relations Act, Basic Conditions of Employment Act, Human resource Management, Systems application, HRD strategies(National and local), NSD Strategies, PAIA, PFMA, Sound Decision Making, Excellent Communication, Excellent Report Writing Skills, Conflict Management, Presentation and Facilitation Skills, Project Management, Change Management, Time Management, Ability to work independently and under pressure, Budgeting, Human Resource Management, Policy Analysis, Financial management, Negotiation, Managerial skills.

DUTIES : Maintain Institutional & Programme Accreditation, Ensure that the institution complies with accreditation criteria at all times, Ensure that qualification(s) and/or unit standard(s) are registered and active on the NQF and SAQA, Capacitate stakeholders on policies relevant to their functions, Conduct Internal Quality Programme Audit, Benchmark Best Quality Assurance Practices, Ensure

facilitators, assessors and moderators are competent and registered according to compliance with the SETA's criteria,
Ms. Mamang Dlamini Tel No: (011) 556 9070

ENQUIRIES

:

DEPARTMENT OF HEALTH

OTHER POSTS

POST 46/287

:

MEDICAL SPECIALIST GRADE 1 REF NO: HRM 41/2018 (X2 POSTS)

Directorate: Anesthesiology

SALARY

:

R1 051 368 per annum plus benefits

CENTRE

:

Steve Biko Academic Hospital

REQUIREMENTS

:

MBChB & MMed (Surg) or FCS (SA) or equivalent registration as a specialist with the Health Professions Council of South Africa.

DUTIES

:

The successful candidate will be responsible for teaching and training of under and post graduate students, including medical interns and medical officers. He/she must provide clinical services to Steve Biko Academic Hospital and its referring hospitals. The successful candidates will also need to perform consultancy work as allocated and participate in department's outreach programme and research activities.

ENQUIRIES

APPLICATIONS

:

Prof. JLA Rantloane Tel No: (012) 354 1510

Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE

:

Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE

:

30 November 2018

POST 46/288

:

MEDICAL SPECIALIST GRADE 1-3

Directorate: Orthopaedic Surgery Department

SALARY

:

Grade 1: R1 051 368 – R1 115 874 per annum Ref No: MEDSPEC/KPTH/01/11/18

Grade 2: R1 202 112–R1 275 885 per annum Ref No: MEDSPEC/KPTH/02/11/18

Grade 3: R1 395 105 – R1 744 191 per annum Ref No: MEDSPEC/KPTH/03/11/18

CENTRE

:

Kalafong Provincial Tertiary Hospital

REQUIREMENTS

:

Grade 12. MBChB qualification. MMed / FCS (Orthopaedics). A valid registration with HPCSA as an independent medical practitioner. Current registration with HPCSA as an Orthopaedic Surgeon. Medical Specialist. **Grade 1:** No experience required. **Grade 2:** 5-years appropriate experience and **Grade 3:** 10-years appropriate experience. Proof of interest in research. Publications in peer-reviewed journals.

DUTIES

:

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

ENQUIRIES

APPLICATIONS

:

Prof. N.S. Motsitsi Tel No: (012) 373-1011/1010

:

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

NOTE

:

Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process

Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

- CLOSING DATE** : 30 November 2018
- POST 46/289** : **MEDICAL SPECIALIST GRADE 1-3**
Directorate: Radiology Department
- SALARY** : Grade 1: R1 051 368 – R1 115 874 per annum Ref No: MEDSPEC/KPTH/04/11/18
Grade 2: R1 202 112 – R1 275 885 per annum Ref No: MEDSPEC/KPTH/05/11/18
Grade 3: R1 395 105 – R1 744 191 per annum Ref No: MEDSPEC/KPTH/06/11/18
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : MMed Diagnostic Radiology or FCR (Rad) D. Registration as a Specialist in Radiology with the HPCSA. In-depth knowledge and skills in interpretation of different imaging modalities in Radiology (CT, MRI, Mammography, Ultrasound and Fluoroscopy). Management experience. Research experience. Medical Specialist **Grade 1**: No experience required, **Grade 2**: 5-years appropriate experience and **Grade 3**: 10-years appropriate experience.
- DUTIES** : Ensure compliance with academic responsibilities such as: attendance of academic meetings; presenting at academic meetings; contribute to under and post graduate teaching and training; act as internal and external examiner. Interaction and good communication with other clinical departments and colleagues. Reports to departmental head, chairperson: School of Medicine, Faculty Dean and hospital CEO. Ensure that patient care is conducted in a cost effective manner and that patients are managed within the acceptance guidelines and policies.
- ENQUIRIES** : Prof. N. Khan Tel No: (012) 318-6556/6617
- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 November 2018
- POST 46/290** : **DEPUTY MANAGER NURSING (LEVEL 1&2 HOSPITALS) REF NO: DMANNUR/CARLETN/03/11/18**
Directorate: Nursing
- SALARY** : R801 918 per annum (inclusive package)
- CENTRE** : Carletonville Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma or Degree in Nursing) that allows registration with the south African Nursing council (SANC) as a professional nurse. Minimum of (9) year appropriate/recognized experience in Nursing after registration as a professional Nurse with SANC and at least four (4) years of the period above must be appropriate/recognized experience at Nursing Management level. Must be in possession of a diploma in Nursing Administrative/Management or health care management obtained from a recognized institution. Competencies/Knowledge/skills: Application of legislations and Health related Acts and Ethical Nursing practices. Must have knowledge of Nursing legislative

framework, understanding of National Core Standards and ability to describe the effective application of the scope of practices for different categories of Nurses. Ability to plan, organize, and lead and co-ordinate the nursing services in the Hospital. Develop and monitor the implementation of nursing services that promotes the Right of patients. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedure as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills is essential. Must have a valid driver's license.

DUTIES : Lead and give direction to nursing services and overall Control of quality patient care in the Hospital. Provide professional, technical and management support for the provision of quality patients care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocols/procedures and standard pertaining to nursing care. Establish, maintain and participate in inter-professional and multi- disciplinary team for effective and efficient health care. Manage and monitor the utilization of Human Resource and Finances in accordance with relevant directives and prescripts. Participants in Hospital Executive decision-making body. Collaborate with other team members in the Hospital to identify actual and potential risks. Support Nursing and Health care research to improve the quality of care. Lead the implementation of the National Core Standards (NCS). Proactively identifies continuing professional development (CPD) requirements for nurses and midwives. Actively participate in the implementation of national strategic plan for nurse education, training and practice 2012-2017.

ENQUIRIES : Ms. D P Moloji Tel No: (011) 788 1701/2

CLOSING DATE : 30 November 2018

APPLICATIONS : Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500

NOTE : People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. The employer reserves the right to fill or not to fill the post.

POST 46/291 : **REGISTRAR REF NO: REGRAD/KPTH/04/11/18**
Directorate: Radiology Department

SALARY : R780 612 – R816 264 per annum (all-inclusive package)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : MBChB qualification. Registered with the Health Professions Council of South Africa (HPCSA), must have completed Community Service and primary examinations.

DUTIES : It is a combined post so the Registrar has to rotate through Steve Biko, 1 Military and Kalafong Hospital. The Registrar will be rotating in different disciplines of Radiology and will be responsible for reporting on all imaging modalities during the day and after hours in the allocated hospital. Will be responsible for related administrative responsibilities, undergraduate teaching and postgraduate research, i.e. complete 1 dissertation before the end of 5-years.

ENQUIRIES : Prof. N. Khan Tel No: (012) 318-6556/6617

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

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

Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

- CLOSING DATE** : 30 November 2018
- POST 46/292** : **REGISTRAR REF NO: REGORTH/KPTH/05/11/18 (X2 POSTS)**
Directorate: Orthopaedic Surgery Department
- SALARY** : R780 612 – R816 264 per annum (all-inclusive package)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : MBChB qualification. Registration as Medical Practitioner with HPCSA. No experience required after registration with HPCSA.
- DUTIES** : Daily care of orthopaedic patients under the supervision of a Consultant(s). Teaching of undergraduate students. Research. Rotation in Tembisa, 1 Military, Steve Biko Academic and Witbank Hospitals.
- ENQUIRIES** : Prof. N.S. Motsitsi, Tel No: (012) 373-1011/1010
- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 November 2018
- POST 46/293** : **REGISTRAR REF NO: REGDEEM/KPTH/06/11/18**
Directorate: Dermatology Department
- SALARY** : R780 612 – R816 264 per annum (all-inclusive package)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12 and MBChB qualification. A valid registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner, and proof of current registration with HPCSA. Post Community Service.
- DUTIES** : Work in the Dermatology clinic and see admitted patients under the supervision of a Consultant.
- ENQUIRIES** : Dr. F. Maleka, Tel No: (012) 318-6799
- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be

		available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	30 November 2018
<u>POST 46/294</u>	:	<u>MEDICAL OFFICER GRADE 1-3</u> Directorate: Dermatology Department
<u>SALARY</u>	:	Grade 1: R780 612 – R840 942 per annum Ref No: MEDSPEC/KPTH/07/11/18 Grade 2: R892 551 – R975 945 per annum Ref No: MEDSPEC/KPTH/08/11/18 Grade 3: R1 035 831 – R1 295 025 per annum Ref No: MEDSPEC/KPTH/09/11/18
<u>CENTRE REQUIREMENTS</u>	:	Kalafong Provincial Tertiary Hospital Grade 12 and MBChB qualification. A valid registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner, and proof of current registration with HPCSA. Grade 1: no experience. Grade 2: 5-years' experience. Grade 3: 10-years' experience. Post Community Service.
<u>DUTIES</u>	:	See patients in the Dermatology Clinic and wards under the supervision of a Consultant.
<u>ENQUIRIES</u>	:	Dr. F. Maleka, Tel No: (012) 318-6799
<u>APPLICATIONS</u>	:	Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
<u>NOTE</u>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	30 November 2018
<u>POST 46/295</u>	:	<u>DEPUTY DIRECTOR: CONTENT DEVELOPMENT REF NO: DDCONDEV/HO/01/11/18</u>
<u>SALARY</u>	:	R697 011 per annum (all-inclusive package)
<u>CENTRE</u>	:	Central Office: Communications & Stakeholder
<u>REQUIREMENTS</u>	:	A recognized degree/diploma in Communication or equivalent. Extensive relevant experience in Communications or related field. Extensive media contacts and an understanding of the dynamics in the sector, Good research and content development skills, Ability to develop innovative and appropriate communications strategies, Good communication skills (both verbal and report writing) and leadership skills. Experience and knowledge of administrative procedures; financial management, and HR practices. The incumbent must be innovative and proactive with the ability to work long hours voluntarily. Must have ability to gather and analyse information and interpret reports. Must have ability to develop and apply policies. Must have good interpersonal skills and ability to work under extreme pressure. Candidate must be in possession of a valid driver's licence.
<u>DUTIES</u>	:	Develop and implement media relations programme that seeks to position the work of the department positively in the media in line with the communication strategy. Develop and implement proactive internal and external communications plans, Organise media outreach activities. Arrange for photo opportunities, media briefings, media interviews and other public engagements. Conduct media monitoring, analysis and rapid responses. Assist in planning and implementing staff information sessions. Manage and assist in the development of communication materials like posters, publications, speeches and brochures where needed. Provide general communication support. Assist in any

communication related project/programme in the department. Contribute articles to the departmental publications and social media platforms.

ENQUIRIES : Mr Lesemang Matuka @ 0720253605

APPLICATIONS : All applications should be sent to Wits Health Consortium, 31 Princess of Whales Road (next to Phillip Tobias Building), Parktown, Johannesburg.

CLOSING DATE : 30 November 2018

POST 46/296 : **DEPUTY DIRECTOR: GRAPHIC DESIGNER REF NO: DDGRADES/HO/02/11/18**

SALARY : R697 011 per annum (all-inclusive package)

CENTRE : Central Office: Communications and Stakeholder

REQUIREMENTS : National Diploma/ Degree in Graphic Design and or related qualification. 5 years' experience at Junior Management. Computer skills: Proficiency on Apple Mac with Adobe Creative Suite Knowledge of InDesign and newspaper lay-out will be an advantage. Ability to take work from concept through to repro. Knowledge of printing processes. Good communication skills. Creativity (planning, organising, problem-solving).

DUTIES : To effectively promote the Gauteng Provincial Government's identity, messages and visual branding and ensure the production of user-friendly, cost-effective and professional marketing communication products in line with the Department's communication strategy and programmes. Produce print ready material for Gauteng Department of Health and its facilities and programs - from conceptualization through to final print-ready product (Annual Reports, branding, internal communiqué, Newsletters, Campaign and promotional material). Conceptualize and execute Internal & External Communication campaigns. Website & Electronic Media - Convert all print material for Gauteng Department of Health Website and Social Media. Produce Electronic media for the department to be distributed electronically via email or intranet. Printing and liaison with service providers.

ENQUIRIES : Lesemang Matuka @072 025 3605

APPLICATIONS : All applications should be sent to Wits Health Consortium, 31 Princess of Whales Road (next to Phillip Tobias Building), Parktown, Johannesburg

CLOSING DATE : 30 November 2018

POST 46/297 : **CLINICAL PSYCHOLOGIST - GRADE 1 REF NO: CLIPSY/JHBHD/01/11/18**
Directorate: Mental Health

SALARY : R674 892 per annum (all-inclusive package)

CENTRE : JHB Health District

REQUIREMENTS : MA or MSc Degree in Clinical Psychology. Current HPSCA registration as clinical psychologist. Non-after registration with the Health Professional Council (HPCSA) Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. 1-year relevant experience after registration with the Health Professional Council (HPCSA). Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Experience within psychiatry environment an advantage. Own transportation. Computer literacy. Good written and spoken English language skills.

DUTIES : Psychiatric interview and assessment of clients. Provision of individual and group therapy sessions. Liaising with multi-disciplinary team members in the program with regards to care of clients. Performing administrative tasks and duties viz. record keeping, report writing, maintaining statistics on all cases referred and consulted, providing progress reports on request. Supervision and training of community service and intern psychologists. Participation in and presentation of in-service training of other health professionals. Participate in developing service provision and working practice. Required Competencies Interpersonal skills. Administrative skills. Sensitivity for a diverse environment. Applicable language and communication skills. Planning, organizing and prioritizing skills. Good judgement. Ability to handle information with high confidentiality. Ability to work in a multi-disciplinary team. Ability to work under pressure.

- APPLICATIONS** : Applications may be submitted to JHB District CNR Klein and Smit Street, JHB, 2001
- ENQUIRIES** : Mrs. Aruna Ramanlal Tel No: (011) 694 3905
- NOTE** : Applications must be filled on a Z83 form accompanied by certified copies of certificates and ID document not older than 3 months.
- CLOSING DATE** : 30 November 2018
- POST 46/298** : **ASSISTANT MANAGER SPECIALTY (OPERATING THEATRE) REF NO: ASSTMANSPEC/KPTH/00100/11/18**
Directorate: Nursing Department
- SALARY** : R581 826 – R654 840 per annum (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12. Basic R425 qualification in nursing, Degree/Diploma in general nursing, midwifery community nursing and psychiatry. Diploma in nursing education and nursing administration will be an added advantage, preference will be given to Operational Managers Specialty with Diploma in Nursing Administration. A minimum of 10-years appropriate/recognizable experience after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least 6-years of the period referred to above must be appropriate /recognizable experience after obtaining the 1-year post basic qualification in Operating Theatre Nursing Science. At least 3-years of the period referred to above must be appropriate/recognizable experience at management level in Operating Theatre as an Operational Manager. Proof of 2018 SANC receipt. Proof of service records. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, HR, Grievance Procedure, etc. Skills: Leadership, Organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperative, team player, supportive, assertive. Computer literacy (MS Excel, PowerPoint, e-mail). Drivers licence will be an added advantage.
- DUTIES** : Coordinate optimal, holistic, specialised nursing care with set standards and within a professional / legal framework. Manage effectively the supervision and utilisation of resources: Human Resources, Financial Resources and Services. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional / growth / ethical standards and self-development.
- ENQUIRIES** : Ms. M.V. Mathabatha, Tel No: (012) 318-6622
- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 November 2018

- POST 46/299** : **ASSISTANT MANAGER SPECIALTY (OPERATING THEATRE) REF NO: ASSMANSPEC/KPTH/07/11/18**
Directorate: Nursing Department
- SALARY** : R581 826 – R654 840 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12. Basic R425 qualification in nursing, Degree/Diploma in general nursing, midwifery community nursing and psychiatry. Diploma in nursing education and nursing administration will be an added advantage, preference will be given to Operational Managers Specialty with Diploma in Nursing Administration. A minimum of 10-years appropriate/recognizable experience after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least 6-years of the period referred to above must be appropriate /recognizable experience after obtaining the 1-year post basic qualification in Operating Theatre Nursing Science. At least 3-years of the period referred to above must be appropriate/recognizable experience at management level in Operating Theatre as an Operational Manager. Proof of 2018 SANC receipt. Proof of service records. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, HR, Grievance Procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperative, team player, supportive, assertive. Computer literacy (MS Excel, PowerPoint, e-mail). Drivers licence will be an added advantage.
- DUTIES** : Coordinate optimal, holistic, specialised nursing care with set standards and within a professional / legal framework. Manage effectively the supervision and utilisation of resources: Human Resources, Financial Resources and Services. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional / growth / ethical standards and self-development.
- ENQUIRIES** : Ms. M.V. Mathabatha Tel No: (012) 318-6622
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 November 2018
- POST 46/300** : **HEAD OF DEPARTMENT – COMMUNITY NURSING SCIENCE (CNS) AND PRIMARY HEALTH CARE (PHC) DEPT REF NO: HOD/CNS/PHC/ALNC 0100/10/18**
Directorate: Nursing College
- SALARY** : R548 436 – R635 778 per annum (all-inclusive package)
CENTRE : Ann Latsky Nursing College

- REQUIREMENTS** : Basic qualifications accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A qualification in CNS and a post basic qualification in Nursing Education and Management, Primary Health Care and a Master's degree in the specialty. A minimum of 9 years appropriate recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing/Community Nursing/PHC. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the Post Basic Nursing Education qualification. Experience in clinical assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing programmes. Knowledge of relevant Acts and Legislation, Code of Ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resources and Finance matters. Sound Communication, and Leadership skills and valid driver's license.
- DUTIES** : Coordinate the provision of education and training of student nurses; Manage clinical learning exposure to learners between College and Clinical areas. Develop and ensure implementation of quality Assurance programmes, collaborate with other stake holders and build a sound relationship within the department, supervise staff, oversee the supervision of students. Supervise marking and moderating theoretical and practical examinations.
- ENQUIRIES** : Mrs. M. du Plessis, Tel No: 011 6448911/34 OR Mr. JD Cloete, Tel No: 011 644 8912
- APPLICATIONS** : Applications must be submitted to Physical Address: No.1 Plunkett Ave, Hurst hill. Johannesburg Postal Address: P/ Bag 40, Auckland Park 2006
- CLOSING DATE** : 30 November 2018
- POST 46/301** : **HEAD OF DEPARTMENT – GENERAL NURSING SCIENCE DEPARTMENT**
REF NO: HOD/GENNURSC/ALNC/02000/11/18
Directorate: Nursing College
- SALARY** : R548 436 – R635 778 per annum (plus benefits)
- CENTRE** : Ann Latsky Nursing College
- REQUIREMENTS** : Basic qualifications accredited with SANC in terms of Government Notice 425 (i.e. degree in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. Bachelor's degree in nursing/nursing education and management. A master's degree is a recommendation. A minimum of 9 years appropriate recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the Post Basic Nursing Education qualification. Experience in clinical assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing programmes. Knowledge of relevant Acts and Legislation, Code of Ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resources and Finance matters. Sound Communication, and Leadership skills and valid driver's license.
- DUTIES** : Coordinate the provision of education and training of student nurses; Manage clinical learning exposure to learners between College and Clinical areas. Develop and ensure implementation of quality Assurance programmes, collaborate with other stake holders and build a sound relationship within the department, supervise staff, oversee the supervision of students. Supervise marking and moderating theoretical and practical examinations.
- ENQUIRIES** : Mrs. M. du Plessis, Tel No: 011 6448911/34 OR Mr. JD Cloete, Tel No: 011 644 8912
- APPLICATIONS** : Applications must be submitted to Physical Address: No.1 Plunkett Ave, Hurst hill. Johannesburg Postal Address: P/ Bag 40, Auckland Park 2006
- CLOSING DATE** : 30 November 2018
- POST 46/302** : **HEAD OF DEPARTMENT – PSYCHIATRIC NURSING AND SOCIAL SCIENCES**
DEPARTMENT REF NO: HOD/PSYC/SOCSC/ALNC/03000/11/18
Directorate: Nursing College
- SALARY** : R548 436 – R635 778 per annum (plus benefits)

<u>CENTRE REQUIREMENTS</u>	: Ann Latsky Nursing College : Basic qualifications accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. Post Basic qualification in Nursing Education and Management, Psychiatric Nursing and a master`s degree the specialty. A minimum of 9 years appropriate recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing/Community Nursing/PHC. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the Post Basic Nursing Education qualification. Experience in clinical assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing programmes. Knowledge of relevant Acts and Legislation, Code of Ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resources and Finance matters. Sound Communication, and Leadership skills and valid driver`s license.
<u>DUTIES</u>	: Coordinate the provision of education and training of student nurses; Manage clinical learning exposure to learners between College and Clinical areas. Develop and ensure implementation of quality Assurance programmes, collaborate with other stake holders and build a sound relationship within the department, supervise staff, oversee the supervision of students. Supervise marking and moderating theoretical and practical examinations.
<u>ENQUIRIES</u>	: Mrs. M. du Plessis, Tel No: 011 6448911/34 OR Mr. JD Cloete, Tel No: 011 644 8912
<u>APPLICATIONS</u>	: Applications must be submitted to Physical Address: No.1 Plunkett Ave, Hurst hill. Johannesburg Postal Address: P/ Bag 40, Auckland Park 2006
<u>CLOSING DATE</u>	: 30 November 2018
<u>POST 46/303</u>	<u>OPERATIONAL MANAGER SPECIALTY (ACCIDENT AND EMERGENCY) REF NO: OPSMANSPEC/KPTH/07/11/18</u> Directorate: Nursing Department
<u>SALARY CENTRE REQUIREMENTS</u>	: R532 449 – R599 274 per annum (plus benefits) : Kalafong Provincial Tertiary Hospital : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification, with a duration of 1-year, accredited with the SANC in Trauma and Emergency Nursing Science. Minimum of 9-years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in general nursing, at least 5-years of period referred to above must be appropriate /recognizable experience in the specialty (Trauma and Emergency/Casualty) after obtaining the 1-year post-basic qualification in the specific specialty. Current (2018) proof of registration with SANC. Proof of service records. Diploma in Nursing Administration/management will be an added advantage and will be given priority. Computer literacy and driver`s license will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act, etc. Skills Required: Leadership, organizational, decision making and problem-solving abilities within the limit of the Public Sector institutional policy framework. Computer skills in basic programmes. Financial and budgetary knowledge pertaining to the relevant resources under management. Interpersonal skills including conflict management and counselling.
<u>DUTIES</u>	: Coordination of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Manage effectively the supervision and utilization of resources. Coordination of provision of effective training and research. Provision off effective support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Principles and patient centred nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.

- ENQUIRIES APPLICATIONS** : Ms. M.V. Mathabatha Tel No: (012) 318-6622
 : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 November 2018
- POST 46/304** : **ASSISTANT MANAGER COMPLAINTS MANAGER REF NO: HRM 42/2018**
 Directorate: Quality Assurance Sub-Directorate
- SALARY CENTRE REQUIREMENTS** : R532 449 per annum (plus benefits)
 : Steve Biko Academic Hospital
 : Grade 12. Basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate recognizable experience at management level. Inherent requirement -Excellent Computer skills (MS Word, Excel and PowerPoint). Sound interpersonal communication and leadership skills. The ability and knowledge to direct a Multidisciplinary team to resolve complaints and Patient Safety incidents. Good writing and verbal skills in English. Preferably able to speak three or more South African languages. Ability to capture, interpret and report on relevant data. At least 3 years of the above period referred to must be appropriate/recognizable experienced as a leader or committee member and or Management level in Quality Assurance Sub-Directorate.
- DUTIES** : Responsible for effective coordination and monitoring of complaints and Patient Safety Incidents, implementation of complaints and Patients Safety Incidents system in the hospital which includes capturing of information, communicate with relevant stake holders, comprehensive investigation. Ensure that complaints and Patient Safety Incidents are duly recorded, adequately investigated and finalized within stipulated timeframes. Identify and promote quality improvement initiatives. Active participation in the activities of the Complaints and Patient Safety Incidents Committee as secretary of the Committee and participation in the Quality Assurance Committee as a committee member. Coordination of the Complaints and Patient Safety Incidents resolutions (including redress processes) and writing of the reports. Respond appropriately in writing to the complainant regarding the investigation and the outcome of the resolution process and other stake holders. Assist with data collection, analysis and reports pertaining to total quality management in the hospital. Optimal utilization of resources and implementation of the Performance Management System. Demonstrate basic understanding of Human Resource of financial policies and practices.
- ENQUIRIES APPLICATIONS** : Ms. V Makgatho Tel No: (012) 354 1140
 : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 30 November 2018

POST 46/305 : **OPERATIONAL MANAGER SPECIALTY (ACCIDENT AND EMERGENCY) REF NO: OPSMANSPEC/KPTH/00200/11/18**
Directorate: Nursing Department

SALARY CENTRE REQUIREMENTS : R532 449 – R599 274 per annum (plus benefits)
: Kalafong Provincial Tertiary Hospital
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification, with a duration of 1-year, accredited with the SANC in Trauma and Emergency Nursing Science. Minimum of 9-years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in general nursing, at least 5-years of period referred to above must be appropriate /recognizable experience in the specialty (Trauma and Emergency/Casualty) after obtaining the 1-year post-basic qualification in the specific specialty. Current (2018) proof of registration with SANC. Proof of service records. Diploma in Nursing Administration/management will be an added advantage and will be given priority. Computer literacy and driver's license will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act, etc. Skills Required: Leadership, organizational, decision making and problem-solving abilities within the limit of the Public Sector institutional policy framework. Computer skills in basic programmes. Financial and budgetary knowledge pertaining to the relevant resources under management. Interpersonal skills including conflict management and counselling.

DUTIES : Coordination of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Manage effectively the supervision and utilization of resources. Coordination of provision of effective training and research. Provision off effective support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Principles and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.

ENQUIRIES APPLICATIONS : Ms. M.V. Mathabatha Tel No: (012) 318-6622
: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

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

CLOSING DATE : 30 November 2018

POST 46/306 : **ASSISTANT DIRECTOR SPEECH THERAPY AND AUDIOLOGY REF NO: HRM 43/2018**
Directorate: Speech Therapy and Audiology

SALARY : R489 429 per annum plus benefits

CENTRE REQUIREMENTS : Steve Biko Academic Hospital
: Degree/ Diploma in Speech Therapy and Audiology. Proof of registration with the Health Professions Council of South Africa (HPCSA) as an independent Speech Therapist and Audiologist. 8 years clinical experience with a minimum of 5 years appropriate experience in management. Current registration with the HPSCSA as a Speech Therapist and Audiologist is compulsory. Good computer skills, writing reports, communication, supervisory, planning and organizational skills. Ability to work in a multi-disciplinary team. Additional post-graduate qualification courses would be an added advantage.

DUTIES : To manage and develop speech therapy and audiology services. Ensure the provision of quality speech therapy and audiology services. Provide expert speech therapy and audiology advice and services within the hospital. Manage financial resources. Manage human resources and ensure that continuous professional development programmes are implemented. Manage and monitor the training of students and contribute to research activities. Develop and ensure that implementation of guidelines and protocols in line with the national, provincial and hospital strategies. Coordinate and ensure the promotion and marketing of speech therapy and audiology services in the hospital and community. Effective management of personnel: appointments, induction and orientation, work allocation, leave, performance management and development etc. Perform administration duties including statistics. Promote and maintain good working relationships with all customers and stakeholders.

ENQUIRIES APPLICATIONS : Dr. N Masithela Tel No: (012) 354 4440
: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 30 November 2018

POST 46/307 : **CHIEF SPEECH AND AUDIOLOGY- GRADE 1 REF NO: CHSPEEAUD/HJH/001/11/18**
Directorate: Allied

SALARY CENTRE REQUIREMENTS : R440 982 - R489 429 per annum (all-inclusive package)
: Helen Joseph Hospital
: 4 years bachelor's Degree in Speech and Audiology Pathology. Completed Community Service (After 2003). Registered with the Health Professional Council of South Africa (HPCSA). Proof of yearly annual renewal. Experience: Minimum 3 years' experience after completing Community Service.

DUTIES : To provide clinical speech therapy and audiology services to both in and out patients. Management of the department that includes human resource management, financial management (budget, asset, and consumables), adherence to quality assurance and National Core Standards. Mentoring of staff and students, risk management. Represent the department on management level within the hospital and in Gauteng Province.

ENQUIRIES APPLICATIONS : Ms. E. Henning Tel No: (011) 489 0364
: Applications should be submitted at Helen Joseph Hospital HR department, No 1 Perth Road Auckland Park or posted to Private Bag X47, Auckland Park, 2006

NOTE : Kindly take note that successful candidates will be subject to security clearance, Citizenship verification and any other Recruitment and Selection compliance measures. Applications to be submitted on a signed and dated Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Applications should have annual HPCSA renewal and HPCSA certificate attached and certified. All documents to be certified.

CLOSING DATE : 30 November 2018

POST 46/308 : **PHYSIOTHERAPIST PRODUCTION REF NO: HRM 44/2018**
Directorate: Physiotherapy

SALARY : R420 318 per annum plus benefits

<u>CENTRE REQUIREMENTS</u>	:	Steve Biko Academic Hospital
	:	B.Sc Physiotherapy or equivalent qualification. Proof of registration with the HPCSA as an independent Physiotherapy practitioner. (Original and current) Ability to work in a multidisciplinary team. Creativity and analytical skills.
<u>DUTIES</u>	:	Render Physiotherapy services in allocated areas. Participate in departmental Continued Professional Development activities. Monitor proper utilization of allocated financial, human and physical resources as outlined by departmental and national, policies. Coordinate training of students. Coordinate and ensure the promotion and marketing of Physiotherapy services in the organization. Develop operational standard procedures in line with the national and provincial strategies and monitor the implementation thereof.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. FN Pebane Tel No: (012) 354 1652
	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. 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.
<u>CLOSING DATE</u>	:	30 November 2018
<u>POST 46/309</u>	:	<u>WEBMASTER REF NO: WEBMAS/HO/03/18</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum plus benefits
	:	Central Office: Communications and Stakeholder
	:	Degree or National Diploma (NQF Level 6) in Information Technology. Ideal candidate must have at least 2-3 years' experience in Communications field. Communications skills (written & verbal). Problem solving skills. Expertise in the design, implementation, and deployment of user-centric web portals, with focus on usability. SharePoint 2013/2016: SharePoint Online 365 cloud or on-premise systems. Professional standards-based web development experience using ASP.Net, HTML/HTML5, CSS/CSS3, or JavaScript. Microsoft SharePoint development experience using SharePoint Designer and Web Parts.
<u>DUTIES</u>	:	Manage and maintain departmental website and intranet. Liaising with communications senior writers, IT unit, department programme managers and hospital PROs in maintaining and updating the intranet and website. Add documents on website as required. Ability to solve code problems, test the website and identify any technical problems. Keep the departmental website and intranet updated.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Phumelele Khumalo Tel No: 011 241 5816
	:	All applications should be sent to Wits Health Consortium, 31 Princess of Whales Road (next to Phillip Tobias Building), Parktown, Johannesburg
<u>CLOSING DATE</u>	:	30 November 2018
<u>POST 46/310</u>	:	<u>ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 REF NO: EHP/ENVIR/001/11/18 (X4 POSTS)</u>
	:	Directorate: Monitoring and Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R300 828 per annum (plus benefits)
	:	Helen Joseph hospital
	:	Sterkfontein hospital
	:	Sizwe hospital
	:	George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Degree/Diploma in Environmental Health, registration with HPCSA as an EHP. The candidate must have completed one-year Community Service in Gauteng Public Health facilities. Code 8 driver's licence and be able to drive, ability to work as independent practitioner. Hospital experience will be added advantage. Demonstrate understanding of Environmental Health legislation. Knowledge in communicable diseases and outbreak response. Ability to work under pressure, tenacity and resilience. Ability to plan and organise own work to promote service delivery.
<u>DUTIES</u>	:	Environmental Hygiene, Pollution Control, Water Monitoring, Advocating proper and safe water usage and waste water disposal; Waste Management (general

waste and HCRW) Monitoring, Food Control, Vector Control Monitoring with in the hospital. Demonstrate understanding of Environmental Health legislation. Knowledge in communicable diseases and outbreak response. Ability to work under pressure, tenacity and resilience. Ability to plan and organise own work to promote service delivery.

ENQUIRIES : Mr. A.K. Marumo @ 082 448 3151
APPLICATIONS : All applications should be sent to Wits Health Consortium, 31 Princess of Whales Road (next to Phillip Tobias Building), Parktown, Johannesburg
NOTE : All shortlisted candidates will undergo a compulsory test to determine their report writing abilities.
CLOSING DATE : 30 November 2018

POST 46/311 : **LOGISTICAL SUPPORT OFFICER REF NO: LOGSUPP/KPTH/08/11/18**
Directorate: Supply Chain Management

SALARY : R242 475 – R285 630 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 and appropriate B Degree or 3-year National Diploma in Finance, Logistics, Supply Chain Management, Purchasing Management or equivalent qualification. Minimum of 3-years and above experience in the field of Supply Chain Management, knowledge and proficiency in SAP/SRM and R3. Understanding of Public Service Legislature framework including Treasury Regulation, PFMA, PPPFA and BBBEE (practice notes and Code of Conduct for SCM Practitioners). Computer literacy (MS Word, Outlook and Excel). Ability to work independently and under pressure. Effective communication skills (written and verbal). NB: Successful candidate will be affected to Supply Chain Management rotation system.

DUTIES : Provide administration support and Bid Committees. Compile reports in areas of Supervision. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Manage staff and their performance. Ensuring annual and bi-annual stock taking is conducted. Compile stock take report. Prepare monthly recons on inventory management. 100% of maximum stock levels, 100% updated, 98% accurate and weekly reports. Liaise with suppliers to ensure deliverance of correct quality and quality stock. Attend to Supply Chain Management audit queries.

ENQUIRIES : Ms. P.M. Sekhudu, Tel No: (012) 318-6724
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register

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

CLOSING DATE : 30 November 2018

POST 46/312 : **LOGISTICAL SUPPORT OFFICER REF NO: LOGSUPPOFF/CARLTH/02/11/18**
Directorate: Logistics

SALARY : R242 475 - R285 630 per annum (plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Grade 12 or equivalent with 3 - 5 years' experience or National Diploma in Public Administration with 1 - 2 years' experience in public sector. Computer literacy with

practical knowledge of micro soft office. Have valid driver's licence; PDP will be an added advantage. Must have an ability to plan, organise, supervise, inspect and evaluate work of subordinates. Good verbal and written communication skills. Knowledge and understanding of the legislative framework (BCEA, PFMA, LRA,) governing the Public Service. Have good interpersonal and supervisory skills. Have an understanding of National Core Standards and Batho Pele Principles.

DUTIES : Manage the cleaning services, linen, transport, security. Management of staff and provide leadership function and support within logistics unit. Ensure compliance to occupational health and safety of staff and patients. Ensure effective utilization of vehicles. Perform any other official duties delegated by the supervisor.

ENQUIRIES : Mr C. Maseko Tel No: (018) 788 1703

APPLICATIONS : Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500.

NOTE : People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. The employer reserves the right to fill or not to fill the post

CLOSING DATE : 30 November 2018

POST 46/313 : **PROFESSIONAL NURSE (MENTAL HEALTH) REF NO: PROFNURMH/00400/11/18**
Directorate: Mental Health Programme

SALARY : R241 908 per annum (plus benefits)

CENTRE : Johannesburg Health District

REQUIREMENTS : Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualifications that allows registration with SANC. Knowledge of the nursing process and procedures, mental health care act and other relevant frameworks. Good communication skills and report writing skills as well as computer literacy. Ability to work independently, to work under pressure and as part of multi-disciplinary team. Ability to plan, prioritize and organize workload. Minimum of 5 years' experience in mental health setting. Valid driver's license. Dispensing course as additional.

DUTIES : Continuous management of mental health care users at community level. Implementation of Mental Health Care act 17 of 2002. Screening of clients referred to mental health service from PHC, private sectors and NGOs for mental health disorders and substance abuse. Render child and adolescent mental health services. Conduct home visits and formation of mental health and substance abuse support groups. Basic counselling of mental health care users, families and other patients referred for counselling. Mentoring of PHC clinicians. Mental health education to mental health care users, families, community and students. Support and monitor mental health NPOS. Initiate and participate in mental health promotion according to the health calendar.

ENQUIRIES : Mrs A. Ramanlal Tel No: (011) 694-3905

APPLICATIONS : Applications should be submitted at HR department, JHB District Cnr Klein and Smit Street Hillbrow or posted to Private Bag X21, Johannesburg, 2001

CLOSING DATE : 30 November 2018

POST 46/314 : **EMERGENCY CARE TECHNICIAN (X100 POST)**
Directorate: Emergency Medical Services

SALARY : R196 218 per annum (plus benefit)

CENTRE : Various Gauteng District

REQUIREMENTS : Grade 12 or equivalent qualification. Emergency Care Technician Qualification. Current registration with the Health Profession council as ECT. Must be in possession of valid code C1 driver's license with an unendorsed PrDP.

DUTIES : Provide appropriate medical pre-hospital emergencies. Render assistance to BLS and ILS when requested. Participate in aeromedical services including rotor and fixed wing aircraft. Undertake inter-facility patient transfers on all categories of patients. Usage of drugs in accordance with HPCSA protocols. Assist with Quality Assurance and Quality control. Undertake cleaning of equipment and vehicles.

Assist with in-service training. Assist with exams and assessments. Provide clinical advice to sub-ordinates and management from time to time.

ENQUIRIES : Ms. MV Bodiba Tel No: 011 564 2263

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

NOTE : Application must be submitted on form Z83, obtainable from any Public Service Department or on the website, which must be completed in full.

CLOSING DATE : 30 November 2018

POST 46/315 : **MATERIAL RECORDING CLERK REF NO: CCRC MAT 11/01/2018**
Directorate: Procurement

SALARY : R163 563 per Annum (plus benefits)

CENTRE : Cullinan

REQUIREMENTS : Grade 10 or equivalent with at least 5-10 years' experience or Grade 12 or equivalent with at least 2-5 years' experience in Supply Chain Management / Logistics. Must have relevant Procurement experience. Knowledge of PFMA, Treasury Regulations, SCM Policies and Procedure Manual, PPPFA and BBEE. Practical experience of SRM, SAP R/3 will be an added advantage. Must be computer literate. Good communication and customer care skill. Good planning skills plus ability to perform under.

DUTIES : Perform logistics related clerical services and support tasks. Open and manage all aspects of the VA11 Tally card as per Provisioning Administration System. Assist in procuring of goods and services / buying if needed according to delegations. Assess price quotations to ensure that they comply with the minimum requirements. Compile of VA7/VA2 or relevant documents for distribution of goods and services to relevant end users in the institution. Expedite any outstanding deliveries due to the institution and attend to any queries emanating from orders and deliveries. Capture invoices on SRM, SAP R/3. Attend to web cycle invoices and to queries relating to outstanding payments. Do a follow-up on Purchase Orders, create and keep proper record of relevant documents/information as per Treasury Regulations for Audit purposes. Compile weekly and monthly report on GRVs done. Reconcile SAP/SRM and ensure a three-way match of documents. To partake in bi-annual stock take. Be able to rotate within supply chain, attend meetings and undergo training when nominated. Execute all work-related instructions as required by the supervisor.

ENQUIRIES : Ms. S.Saayman Tel No: (012 734 7000 Ext 233)

APPLICATIONS : Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag x 1005, Cullinan, 1000

CLOSING DATE : 30 November 2018

POST 46/316 : **ADMINISTRATION CLERK REF NO: ADMINCLPAT/CARLETN/5/11/18**
Directorate: Patient Affairs

SALARY : R163 563 – 192 666 per annum (plus benefits)

CENTRE : Carletonville Hospital

REQUIREMENTS : Grade 12 or equivalent. Experience in Patient Affairs will be an added advantage. Good verbal and communication skills, document management skills. Knowledge and understanding of the Legislative Framework (Batho Pele, UPFS, Patients' Rights Charter, BCEA, LRA, National Core Standards(NCS)) governing the Public Service. Prepared to work shifts, weekends and public holidays. Must be Computer literate.

DUTIES : Patient Registration, filing of documents. Stock management in the unit. Record-keeping of supply chain documents, assist in statistics compilation. Assist in general administrative duties in the unit. Perform sub-cashier duties. Perform any delegated duties by the supervisor. Perform ward clerk duties.

ENQUIRIES : Ms GA Coetzee. Tel No: (018) 788 1756

APPLICATIONS : Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500.

NOTE : People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. The employer reserves the right to fill or not to fill the post.

CLOSING DATE : 30 November 2018

POST 46/317 : **CLIENT INFORMATION CLERK REF NO: CLINFCLE/CARLETNH/4/11/18**
Directorate: Communication

SALARY : R163 563 per annum (plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Grade 12 or equivalent. Experience in Switchboard will be an added advantage. Good verbal, communication and interpersonal relations skills, Knowledge and understanding of the legislative framework (Batho Pele, Patients' Rights charter, BCEA, LRA, NCS) governing the Public Service. Be prepared to work shifts, weekends and public holidays. Must be computer literate. Switch board experience will be an added advantage. Ability to work under pressure and have telephone etiquette. Ability to be a team player

DUTIES : Responsible for answering all incoming and outgoing calls. Effectively operate telecommunication equipment. Ability to operate PA system. Be able to screen calls and route calls accurately.

ENQUIRIES : Mrs. C. L Van Graan, Tel No: (018)788 1707
APPLICATIONS : Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500.

NOTE : People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. The employer reserves the right to fill or not to fill the post.

CLOSING DATE : 30 November 2018

POST 46/318 : **ADMINISTRATION CLERK REF NO: ADMNCLE/CARLETH/01/11/18**
Directorate: X-Ray Department

SALARY : R163 563 per annum (plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Grade 12 or equivalent. Experience in X-Ray Department will be an added advantage. Good verbal, communication, interpersonal relations skills and document management skills, Knowledge and understanding of the legislative framework (Batho Pele, Patients' Rights charter, BCEA, LRA, National Core Standards) governing the Public Service. Be prepared to work shifts, weekends and public holidays. Must be computer literate.

DUTIES : Patient Registration, filing of documents. Assist in stock management in the unit. Record-keeping of supply chain documents, assist in statistics compilation. Assist in general administrative duties in the unit.

ENQUIRIES : Mrs. H. Mabanga. Tel No: (018) 788 1741
APPLICATIONS : Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500.

NOTE : People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. The employer reserves the right to fill or not to fill the post.

CLOSING DATE : 30 November 2018

POST 46/319 : **FINANCE CLERK REF NO: FINACLE/CARLETN/6/11/18**
Directorate: Finance: Revenue

SALARY : R163 563 per annum (plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Grade 12 or equivalent. Experience in finance or patient administration will be an added advantage. A Degree or Diploma with one-year experience in Finance will

- be an added advantage. Computer literacy (Word, Excel and Ms Outlook). Good communication skills (written and verbal). Knowledge of BAS, PAAB and SAP system will be an added advantage. Good understanding of PFMA, DORA and Treasury regulations. Knowledge of ICD 10.
- DUTIES** : Capturing Patient accounts and ICD 10 codes on PAAB system. Raise accounts for externally funded patients. Perform general administration work. Process accounts for other patients. Do writing offs on accounts. Make follow-ups on outstanding accounts. Perform any duty instructed by the supervisor.
- ENQUIRIES APPLICATIONS** : Mr.P Maleho Tel No: (018)788-1795
- NOTE** : Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500.
- NOTE** : People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. The employer reserves the right to fill or not to fill the post.
- CLOSING DATE** : 30 November 2018
- POST 46/320** : **ADMINISTRATION CLERKS REF NO: ADMCLEPAD/KPTH/07/11/18 (X10 POSTS)**
Directorate: Patients Affairs Department
- SALARY CENTRE REQUIREMENTS** : R163 563 – R192 666 per annum (plus benefits)
Kalafong Provincial Tertiary Hospital
Minimum of Grade 12. Computer literacy (capturing, processing e-mail, internet). 18-months experience of Admin services. (Patients Affairs experience will be an added advantage). Must be willing to work shifts and work under pressure. Knowledge of PAAB, Records Management, PFMA, Basic Conditions of Employment Act will be an added advantage.
- DUTIES** : Admission and registration of patients on PAAB and manual, filing and retrieval of files from records. Capturing data on TPH31A and TPH31. Completion of GPR01 during downtime and updating electronic downtime information. Billing and collecting money from patients and issuing receipts; balancing in-paying register at the end of every shift. Completion of GPF 3, 4 and 5 forms. Classification of patients according to the UPFS. Assisting in other units within Patients Affairs when the need arises and ensuring that working material and equipments are always available. Reporting of lost, damaged and not working equipments.
- ENQUIRIES APPLICATIONS** : Ms. Z.A. Mdluli, Tel No: (012) 318-6686
- NOTE** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 November 2018
- POST 46/321** : **PRINCIPAL PORTER REF NO: PRINCPORT/KPTH/07/11/18 (X2 POSTS)**
Directorate: Patients Affairs Department
- SALARY CENTRE** : R136 800 – R161 148 per annum (Level 04) (plus benefits)
Kalafong Provincial Tertiary Hospital

- REQUIREMENTS** : Minimum of Grade 12. 5-years' experience of portering services in a health environment. Good writing and verbal communication skills. Problem solving skill. Good interpersonal skills. Batho Pele Principles. Telephone etiquette. Ability to work under pressure and be prepared to work shifts.
- DUTIES** : Ensuring that patients' equipments (trolleys and wheelchairs) are cleaned. Offload patients from ambulances and cars. Removal of deceased persons from the wards. Supervise and manage porters. Manage leave and overtime. Assist in PMDS assessments. Report faulty and broken equipments. Recommend condemning of equipments.
- ENQUIRIES** : Ms. Z.A. Mdluli, Tel No: (012) 318-6686
- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 November 2018
- POST 46/322** : **THEATRE OPERATOR REF NO: OPSTHEA/KPTH/00300/11/18 (X3 POSTS)**
Directorate: Nursing Department
- SALARY** : R96 549 – R113 730 per annum (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12 or equivalent. Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Experience in cleaning/loading/off loading, CSSD operation, and packing will be an added advantage. Other certificates, e.g. Mechanical, electrical will be an added advantage. Be able to work in a team and under pressure. Willing to work shifts, weekends, public holidays and nights.
- DUTIES** : Responsible to ensure that instruments and equipment received are complete and in good working order. Responsible for cleaning, packing and autoclaving sterilization of instruments and non-instrument packs. Packing and sterilization of various toweling, gowns and small packs. Effective handling of cooled down items to be packed in sterile store area. Adhere to basic safety regulations. Maintain growth/ethical standards and self-development. Perform duties as required per job description and working schedule. Maintenance of general hygiene, i.e. sweeping, mopping, cleaning and tidiness of the CSSD unit and Operating Theatres. Deliver and fetch theatre trolleys: collect and issue sterile stock. Sorting of instruments, bowls and linen. Unpack and wash used trolleys from theatre. Wash and sterilize instruments and instruments machines and trays. Stripping and cleaning of respirators after teaching. Wash anesthetic masks and dry. Ensure that the machine is clean and in good order. Check sterile stock on shelves. Restore shortage of stock. Check expiry date is stamped on packages. Packing and re-packing of instruments, bandages and gowns: sort out torn linen. Unpack clean linen from linen room. Fold towels and gowns. Pack instruments, bowls and packs under the supervision of a Professional Nurse. Pack sterile stock. Pack clean bowls, brushes and anesthetic suction. Wrap instrument sets and ensure that packages are properly sealed. Keep records of all equipment issued out of theatre and wards. Assist with statistics of sets and packs used for the day. Checking, folding and wrapping of special drapes for thoracic theatre. Cleaning of autoclaves:

- load and unload autoclaves. Change graph paper on autoclaves. Do attest and Bowie Dick test and put attest in the incubator every morning.
- ENQUIRIES** : Ms. M.V. Mathabatha, Tel No: (012) 318-6622
- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 November 2018
- POST 46/323** : **PORTER REF NO: PORT/EDNVH/100/11/18 (X2 POSTS)**
Directorate: Support Services
- SALARY** : R96 549 per annum (Level 02) (plus benefits)
- CENTRE** : Edenvale General Hospital
- REQUIREMENTS** : Grade 10/12. Have the ability to read, write, and comprehend simple instructions, short correspondence, and memos At least a minimum of 1-year appropriate Porter experience in a facility environment will be an added advantage. Inherent requirements and skills: Willingness to work shifts including; nightshifts, weekends and public holidays. Rotate in different departments according to operational needs and requirement. Be physically fit to perform tasks such as lifting of patients from beds or onto benches and wheelchairs. Competencies (knowledge/skills): Verbal and non-verbal communication skills. Good telephone etiquette, Ability to maintain confidentiality. Basic understanding of safety and hygiene principles.
- DUTIES** : Responsible for transporting patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Ensure accurate completion of mortuary register. Assist in offloading and loading of patients from ambulances and private cars to the stretchers/wheelchairs. Cleaning of stretchers and wheel chairs after use at all times Ensures patient safety when transporting them. Reporting of faulty equipment to supervisor for repair and ensure that they are stored properly. Keep equipment readily available at all times. Perform any duties allocated by supervisor.
- ENQUIRIES** : Ms. B. Magawu Tel No: (011) 321 6035
- APPLICATIONS** : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank).
- CLOSING DATE** : 30 November 2018
- POST 46/324** : **HOUSEHOLD WORKER REF NO: HOUSWOR/KPTH/00400/11/18 (X3 POSTS)**
Directorate: Nursing Department
- SALARY** : R96 549 – R113 730 per annum (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12 and above. Able to read and write. Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Be able to work in a team and under pressure. Willing to work shifts, weekends, public holidays and night duty.
- DUTIES** : Ensure a clean and secure environment for patients and personnel, e.g. cleaning and dusting of wards, kitchens, bathrooms, sluices, offices, floors and windows,

medical equipment's, refrigerators, etc. Disposing of medical and general waste from the wards. Management of dirty and clean linen. Collect and return food trolleys, serve meals, tea, coffee and water to the patients. Clean, manage and control cutlery and crockery. Collect cleaning materials and waste containers. Unpack consumables and clean linen. Effective financial resources. Adhere to safety regulations. Perform duties as required per job description, work schedule and delegated duties by supervisor.

ENQUIRIES : Ms. M.V. Mathabatha, Tel No: (012) 318-6622
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register

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

CLOSING DATE : 30 November 2018

POST 46/325 : **PORTERS REF NO: PORTPAD/KPTH/08/11/18 (X5 POSTS)**
 Directorate: Patients Affairs Department

SALARY : R96 549 – R113 730 per annum (Level 02) (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Minimum of Grade 10 (original certified report / transcript of not more than 3 months). 1-2 years' experience of customer service in a health environment. Knowledge of Batho Pele Principles, Patients' Rights and Responsibilities. Interpersonal relationship skill. Telephone etiquette and willing to work shifts.

DUTIES : Accompanying patients on wheelchairs and patient's trolleys. Offloading emergency patients from ambulances and private cars and transporting them to casualty and wards. Ensure that stretchers and wheelchairs are collected from corridors and washed daily. Removing deceased persons from the wards to the mortuary. Completion of the ambulance book with patient's details. Ensuring that mortuary slip are fully completed by the wards and report broken equipments to the principal porter.

ENQUIRIES : Ms. Z.A. Mdluli Tel No: (012) 318-6686
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register

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

CLOSING DATE : 30 November 2018

- POST 46/326** : **MESSENGERS REF NO: MESSA/KPTH/08/11/18 (X3 POSTS)**
Directorate: Patients Affairs Department
- SALARY** : R96 549 – R113 730 per annum (Level 02) (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Minimum of Grade 10 (original certified report / transcript of not more than 3 months). 6-months experience as a Messenger. Ability to work in a team environment, under pressure and meet deadlines. Knowledge of Batho Pele Principles. Be prepared to work on weekends and holidays when requested.
- DUTIES** : Collection and delivery of files around the hospital assist with issuing out files. Assist with drawing of files in Records. Collect and send files to archives. Internal collection and distribution of mail, circulars, memos, prescription charts, TTO's and order books. External: collection and distribution of mail to Johannesburg and Pretoria. Assist with other duties as instructed by the supervisor.
- ENQUIRIES** : Ms. Z.A. Mdluli Tel No: (012) 318-6686
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 November 2018
- POST 46/327** : **MORTUARY ATTENDANT REF NO: MOTATT/KPTH/08/11/18**
Directorate: Patients Affairs Department
- SALARY** : R96 549 – R113 730 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Minimum Grade 1 or equivalent. 2-years' experience of working in a mortuary. Knowledge of Batho Pele Principles, Patients' Rights and Responsibilities. Interpersonal relations skills. Willing to work shifts.
- DUTIES** : Completion of Mortuary Register when a corpse is removed and ensures that all signatures are signed. Ensuring that the doctors complete all relevant papers, e.g. BI 1663 and TPH 135. Ensure that corpses and drawers are correctly labelled. Assist with general enquiries. Ensure segregation of waste is done properly. Ensure that the waiting area is and has fresh water. Ensure removal of anatomy waste and adherence to processes of disposal of anatomy waste.
- ENQUIRIES** : Ms. Z.A. Mdluli Tel No: (012) 318-6686
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA).

Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

- CLOSING DATE** : 30 November 2018
- POST 46/328** : **OPERATORS (THEATRE) REF NO: OPSTHE/KPTH/08/11/18 (X3 POSTS)**
Directorate: Nursing Department
- SALARY** : R96 549 – R113 730 per annum (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12 or equivalent. Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Experience in cleaning/loading/off loading, CSSD operation, and packing will be an added advantage. Other certificates, e.g. Mechanical, electrical will be an added advantage. Be able to work in a team and under pressure. Willing to work shifts, weekends, public holidays and nights.
- DUTIES** : Responsible to ensure that instruments and equipment received are complete and in good working order. Responsible for cleaning, packing and autoclaving sterilization of instruments and non-instrument packs. Packing and sterilization of various towelling, gowns and small packs. Effective handling of cooled down items to be packed in sterile store area. Adhere to basic safety regulations. Maintain growth/ethical standards and self-development. Perform duties as required per job description and working schedule. Maintenance of general hygiene, i.e. sweeping, mopping, cleaning and tidiness of the CSSD unit and Operating Theatres. Deliver and fetch theatre trolleys: collect and issue sterile stock. Sorting of instruments, bowls and linen. Unpack and wash used trolleys from theatre. Wash and sterilize instruments and instruments machines and trays. Stripping and cleaning of respirators after teaching. Wash anaesthetic masks and dry. Ensure that the machine is clean and in good order. Check sterile stock on shelves. Restore shortage of stock. Check expiry date is stamped on packages. Packing and re-packing of instruments, bandages and gowns: sort out torn linen. Unpack clean linen from linen room. Fold towels and gowns. Pack instruments, bowls and packs under the supervision of a Professional Nurse. Pack sterile stock. Pack clean bowls, brushes and anaesthetic suction. Wrap instrument sets and ensure that packages are properly sealed. Keep records of all equipment issued out of theatre and wards. Assist with statistics of sets and packs used for the day. Checking, folding and wrapping of special drapes for thoracic theatre. Cleaning of autoclaves: load and unload autoclaves. Change graph paper on autoclaves. Do attest and Bowie Dick test and put attest in the incubator every morning.
- ENQUIRIES** : Ms. M.V. Mathabatha, Tel No: (012) 318-6622
- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 November 2018

<u>POST 46/329</u>	:	<u>HOUSEHOLD WORKERS REF NO: HOUWOR/KPTH/08/11/2018 (X3 POSTS)</u> Directorate: Nursing Department
<u>SALARY</u>	:	R96 549 – R113 730 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 12 and above. Able to read and write. Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Be able to work in a team and under pressure. Willing to work shifts, weekends, public holidays and night duty.
<u>DUTIES</u>	:	Ensure a clean and secure environment for patients and personnel, e.g. cleaning and dusting of wards, kitchens, bathrooms, sluices, offices, floors and windows, medical equipments, refrigerators, etc. Disposing of medical and general waste from the wards. Management of dirty and clean linen. Collect and return food trolleys, serve meals, tea, coffee and water to the patients. Clean, manage and control cutlery and crockery. Collect cleaning materials and waste containers. Unpack consumables and clean linen. Effective financial resources. Adhere to safety regulations. Perform duties as required per job description, work schedule and delegated duties by supervisor.
<u>ENQUIRIES</u>	:	Ms. M.V. Mathabatha, Tel No: (012) 318-6622
<u>APPLICATIONS</u>	:	Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register
<u>NOTE</u>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	30 November 2018

DEPARTMENT OF SOCIAL DEVELOPMENT

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

<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Thusanong Building, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000.
<u>FOR ATTENTION</u>	:	Ms B Khutsoane, Tel No: (011) 355 7805
<u>CLOSING DATE</u>	:	30 November 2018
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Officer for attention Ms B. Khutsoane. All applicants are also encouraged to number the pages of their CV and the attached certified documents. 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.

OTHER POSTS

<u>POST 46/330</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: SD/2018/11/01</u>
<u>SALARY</u>	:	R448 269 – R1 084 437 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg Head Office
<u>REQUIREMENTS</u>	:	An appropriate, B.Proc/LL.B degree. At least 8 years appropriate post-qualification legal experience. Admission as an Attorney or Advocate. Relevant experience in Government processes. Knowledge and understanding of the Public Service legislative framework and Welfare Services laws, as well as drafting and interpretation of Contracts. Knowledge of South African Constitutional Law is imperative. The ability to work long hours and under pressure. A valid South African Driver's License. SKILLS: Interpretation of statute, presentation, research, legislative drafting. Good communication (both written and verbal) as well as interpersonal and well-developed analytical skills.
<u>DUTIES</u>	:	Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Attend to litigation for and on behalf of the Department. Attend to drafting of Provincial Laws, regulations, contracts, statutory appeals and vetting of circulars and policies. Monitor reviews of the law. Attend to all queries regarding the departmental policies. Communicate with relevant stakeholders on matters relating to Welfare Services; attend to assigned duties from the Director. Manage subordinates in the directorate. Policy development and analysis. General support services and management services to the Directorate.
<u>ENQUIRIES</u>	:	Ms Boitshoko Khutsoane Tel No: (011) 355 7805
<u>POST 46/331</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: SD/2018/11/02</u>
<u>SALARY</u>	:	R356 289 per annum plus benefits
<u>CENTRE</u>	:	Johannesburg Head Office
<u>REQUIREMENTS</u>	:	A three year National Diploma/ Bachelor's Degree in Public Management and Development/ related qualification in Monitoring and Evaluation with 2-3 years management experience in Strategic Management/ Organizational Performance Monitoring, Evaluation and Reporting in the Public Service. A valid driver's licence. Good Knowledge and understanding of legislative and policy framework governing policy, programme, process performance monitoring, evaluation and reporting in the Public Service. Knowledge and understanding of Department's Strategic Monitoring and Evaluation processes, system and procedure. Departmental Monitoring and Evaluation systems, processes and procedures. Knowledge and understanding of Departmental policy mandates, priorities, objectives and Service Delivery Model. Skills and Competencies: Facilitation, analytical, strategic reporting, service delivery innovation, strategic management, financial management, project management, people management, customer focused, team working, monitoring and evaluation, staff development, information system and interpersonal relations skills.
<u>DUTIES</u>	:	Implement and maintain M&E policy, framework, systems, processes and tools. Manage, verify and archive of programme performance information. Coordinate regional, institutional and head office visits (bi-annually) to monitor the archiving system. Consolidate and quality assurance of accurate, valid and detailed programme performance reports. Conduct workshops and information dissemination sessions. Manage M & E Administration Officers. Provide Support to the Department planning and reporting. Capacity building on M & E policy, framework, processes and tools with internal stakeholders.
<u>ENQUIRIES</u>	:	Ms B Khutsoane Tel No: (011) 355 7805

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

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

OTHER POSTS

<u>POST 46/332</u>	:	<u>MEDICAL SPECIALIST: RADIOLOGY: REF NO: SPC/RAD/2018 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 051 368 per annum all-inclusive remuneration package Plus commuted overtime. Grade 2: R 1 202 112 per annum all –inclusive remuneration package Plus commuted overtime
<u>CENTRE REQUIREMENTS</u>	:	Addington Hospital: KwaZulu-Natal MBChB Degree, Registration certificate with the Health Professions Council as a Specialist-Radiology, Annual fees registration renewal with HPCSA 2018/2019, Grade 1: No experience. Grade 2: five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in Radiology. Certificates of service proving five (5) years' experience as a Specialist in Radiology. Recommendation: Mammography and related breast interventional processes would be a recommendation. Knowledge, Skills Training and Competencies Required: Sound knowledge and experience of Radiology procedures and protocols. Good verbal and written communication skills and interpersonal skills. Sound teaching and supervisory abilities. Ability to function independently and perform procedures in a challenging Mammography environment. A concern of excellence. Quality awareness. The ability to function in a multi-disciplinary team
<u>DUTIES</u>	:	Assist the Head of Department to ensure an optimal Radiological and Mammographic service is provided. Assist the Head of Department in the development of management protocols / policies for the department. Organize, prepare and chair interdepartmental clinical radiology meetings. Provide outpatient, inpatient clinical services and referral services with experience in providing Mammographic services and related interventional procedures. Assist with quality improvement imperatives including clinical audits (morbidity and mortality reporting and reviews, clinical documentation audits etc.) and continuous professional development activities. Participate in the training of registrars and promote ongoing staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Performance of overtime duties is compulsory.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr A Aron Tel No: 031 327 2570 All applications should be forwarded to: Attention: The Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in Room 23, Human Resource Department, 1st Floor, Addington Hospital.
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S &T and settlement claims will be considered for payment to candidates that are invited for the interview.
<u>CLOSING DATE</u>	:	30 November 2018

- POST 46/333** : **MEDICAL SPECIALIST: GRADE 1: REF NO: HRM 53/2018 (X1 POST)**
Directorate: Dept. of Internal Medicine
- SALARY** : GR 1: R1 051 368 – R1 115 874 per annum (All inclusive salary package) plus commuted overtime
- CENTRE** : King Edward VIII Hospital (KEH)
- REQUIREMENTS** : MBCHB degree or equivalent PLUS registration with the HPCSA as a Medical Specialist PLUS current registration certificate as a Medical Specialist with HPCSA (2018/2019). **GR 1:** None to less than 5 years actual experience after registration with the HPCSA as a Medical Specialist. Knowledge, Skills, Training and Competencies Required: Sound management of General Internal medicine. Excellent decision-making, problem solving, leadership and mentorship skills. Sound knowledge medical ethics. Good communication skills and computer literacy. Orientation towards service delivery. Ability to develop and maintain quality improvement programs and policy documents. Participation in clinical audits, peer review meeting and mortality and morbidity meetings. Leadership in the departmental academic programme. Ability to work as part of a multi-disciplinary team.
- DUTIES** : The incumbent will report to the Head of Department of General Internal medicine and will be responsible to fulfill the following requirements according to the policies of the Department. i.e. Service, Teaching, Administration and Research. To efficiently execute duties which support the aims and objectives of the Department of Medicine in providing specialist care for in-patients in the Department of Medicine. To supervise the training of Registrars, Interns, Medical Officers and undergraduate medical students in Internal medicine. To participate in and contribute to the research and outreach activities of Department of Medicine. To service Hemodialysis and PD at King Dinuzulu Hospital. To present at Monday morning meetings at IALCH division of Medicine.
- ENQUIRIES** : Dr. S.A. Moodley Tel No: 031 360 3854
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
- NOTE** : an application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website – www.kznhealth.gov.za. Certified copies of Highest Educational Qualifications and Professional Registration certificates (not copies of certified copies). Updated Curriculum Vitae with certificates of service. Certified copy of Identity Document. Current paid up receipt with the registration body. The Reference Number must be indicated in the column provided on the form Z83, e.g. HRM 52/2018. Failure to comply with the above instructions will disqualify applicants. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. However, all applicants will be advised of the outcome of their applications in due course. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company intellectual Property Commission (CIPC). (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. Please note that due to financial constrains no S&T claims will be considered for payments to candidates that are invited for the interview. (Persons with disabilities are encouraged to apply)
- CLOSING DATE** : 30 November 2018
- POST 46/334** : **MEDICAL SPECIALIST – (GRADE 1, 2, 3) OBSTETRICS AND GYNAECOLOGY**
REF NO: GS 65/18
Component- Obstetrics and Gynaecology
- SALARY** : Grade 1: R1 051 368 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.

Grade 2: R1 202 112 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.

Grade 3: R1 395 105 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.

**CENTRE
REQUIREMENTS**

: Greys Hospital, Pietermaritzburg
: A qualification in Health Science: Plus Registration with the Health Professions Council of South Africa as a Specialist Obstetrician and Gynaecologist. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. **Grade 2:** Experience: 5 Years appropriate experience as Medical Specialist after registration with HPCSA as a Medical Specialist in Obstetrics and Gynaecology. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Knowledge, Skills, Training and Competency Required: 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. Possess knowledge and skills in managing patients with pelvic floor problems. 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.

DUTIES

: Participate in the delivery of 24-hour in and out- patient Obstetrics and Gynaecology service within the Pietermaritzburg Metropolitan Hospitals Complex. Participate in the delivery, supervision and support of Obstetrics and Gynaecology services within all hospitals in the Pietermaritzburg tertiary drainage area. Participate in the development and ongoing provision of under-and post graduate teaching of Obstetrics and Gynaecology in Pietermaritzburg. Assist Head of Department by providing administrative assistance and in the development of clinical protocols, and its implementation. Assist with staff development, evaluation and progress reporting. Assist 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.

**ENQUIRIES
APPLICATIONS**

: Dr T.D Naidoo Tel No: 033 8973292
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION
NOTE**

: Mrs. M. Chandulal
: Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 65/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE

: 30 November 2018

POST 46/335 : **MEDICAL OFFICER GRADE 1, 2&3: REF NO: HRM52/2018 (X2 POSTS)**
 Directorate: Department of Paediatrics

SALARY : Grade 1: R780 612 – R840 942 per annum
 Grade 2: R892 551 – R975 945 per annum
 Grade 3: R1 035 831 – R1 295 025 per annum
 Other Benefits: committed overtime on application.

CENTRE : King Edward VIII Hospital (KEH)

REQUIREMENTS : Degree (MBChB). Registration certificate with HPCSA as an Independent Medical Practitioner. Current registration with HPCSA as an Independent Medical Practitioner. Completion of internship and community service. Certificate of service endorsed by HR as a proof of experience. **Grade 1:** Experience: None to less than 5 years actual experience as Medical Officer after registration with the HPCSA as an Independent practitioner. **Grade 2:** Experience: Minimum of 05 to less than 10 years actual experience as Medical Officer after registration with the HPCSA as an independent practitioner. **Grade 3:** Experience: Minimum of 10 years actual experience as Medical Officer after registration with the HPCSA as an independent practitioner. Knowledge, Skills, Training and Competencies Required: Sound working knowledge of the Paediatrics to allow for accurate diagnosis and appropriate management of clinical problems with specific emphasis in the relevant functional field. Good communication and interpersonal skills. Knowledge of current Health Legislation and Policies at Public institutions. Ability to deal with all Paediatric cases.

DUTIES : appropriate diagnosis of patients, including the appropriate investigation tools. Appropriate selection of treatment modalities. Appropriate management and follow-up of patient. Provide afterhours care for paediatrics and neonates. Any other duties as assigned by Head of Department. Participate in the quality improvement programme in the department. The successful applicant will be required to perform after hour duties. To assist in compiling, collection and presentation of patient statistics. Render a cost effective medical care, incorporating clinical management and follow up. Maintain efficient records. To ensure that Batho Pele Principles are upheld. Give medical input into team management. Assist with supervision and support of interns and students in the department. Participate in the department academic programme. Involvement in outreach programs.

ENQUIRIES : Dr. KL Naidoo Tel No: (031) 260 4350

APPLICATIONS : 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

NOTE : an application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website – www.kznhealth.gov.za. Certified copies of Highest Educational Qualifications and Professional Registration certificates (not copies of certified copies). Updated Curriculum Vitae with certificates of service. Certified copy of Identity Document. Current paid up receipt with the registration body. The Reference Number must be indicated in the column provided on the form Z83, e.g. HRM 52/2018. Failure to comply with the above instructions will disqualify applicants. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. However, all applicants will be advised of the outcome of their applications in due course. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company intellectual Property Commission (CIPC). (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. Please note that due to financial constraints no S&T claims will be considered for payments to candidates that are invited for the interview. African male and people with disability are encouraged to apply.

CLOSING DATE : 30 November 2018

POST 46/336 : **MEDICAL OFFICER OPHTHALMOLOGY GRADE 1/2/3 REF NO: NDH 50/2018**
Cluster: Ophthalmology Unit

SALARY : R780 612 - R1 035 831 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 and its group is subject to the needs of the Department, in which case the incumbent will have to sign a Commuted Overtime Contract form.

CENTRE : Northdale Hospital

REQUIREMENTS : Matric certificate or equivalent, MBCHB Degree or equivalent Plus, Current registration with the Health Professions Council of South Africa as a Medical Practitioner, Registration certificate with Health Professions Council of South Africa as a Medical Practitioner, Appropriate clinical experience depending on the grade for which you are applying (see below). Recommendations: A post graduate qualification in an appropriate field would be an advantage. Must have at least 6 months of prior experience working in an active eye clinic, Must be able to do basic ophthalmic operations. **Grade 1:** Experience: Appropriate qualification in the relevant discipline that allows registration as a Medical Officer with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. **Grade 2:** Experience: Appropriate qualification in the relevant discipline that allows registration as a Medical Officer with HPCSA plus 5 years after registration with the HPCSA as a Medical Officer. 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. **Grade 3:** Experience: Appropriate qualification in the relevant discipline that allows registration as a Medical Officer with HPCSA plus 10 years after registration with the HPCSA as A Medical Officer. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Knowledge, Skills, Training And Competencies Required: Sound clinical knowledge and skills in Ophthalmology, Ability to diagnose and manage common ophthalmic problems and emergencies including acute and chronic conditions, Ability to independently do basic ophthalmic operations including lid repairs, globe repairs, conjunctival mass excisions and basic cataract surgery, Ability to teach and supervise staff at all levels – Including optometrists and ophthalmic nurses, Good communication skills, leadership and decision making qualities, Must be able to work in a challenging and highly stressful environment, Provide team work and ability to manage conflict resolution, Good sound assessment, diagnostic and management skills, Sound knowledge of relevant ethical and medico-legal issues. All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Learning Opportunities: Academic ward rounds at regional hospitals almost every Friday. Up to one and a half days of surgery time depending on surgical level.

DUTIES : Manage patients presenting to district level Ophthalmology Department. Participation in the after-hour ophthalmology overtime duties in all state hospitals in the Pietermaritzburg metropol is compulsory. This will include traveling to, from and between Northdale, Edendale and Greys Hospitals. Calls include ward rounds, diagnostic, treatment, surgical and administrative tasks of an average of 16 hours per week, Maintain accurate medical records in accordance with legal and ethical standards, Rotation through the three hospitals in the Pietermaritzburg metropol eye clinics depending on need and at the determination of the Head of Ophthalmology in PMB.

ENQUIRIES : Dr Mag Molla Tel No: 033 387 9014

APPLICATIONS : All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200

FOR ATTENTION : Dr Mag Molla

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify

applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 30 November 2018
- POST 46/337** : **MEDICAL OFFICER – IALCH REF NO: NEUROLOGY MO/3/2018 (X2 POSTS)**
- SALARY** : Grade 1: R780 612 per annum (All-inclusive Salary Package) excluding Commuted Overtime
Grade 2: R892 551 per annum (All-inclusive Salary Package) excluding commuted overtime.
Grade 3: R1 035 831 per annum (All-inclusive Salary Package) excluding commuted overtime.
- CENTRE REQUIREMENTS** : Station: Department of Neurology
Valid current registration with the HPCSA as a Medical Practitioner. Completion of Community Service Commitment appointment. Experience of at least six months of Internal or Family Medicine at the level of Medical Officer and above will be considered an advantage. Possession of the Part 1 of the FCN degree will be considered as an advantage. The appointment to **Grade 1** requires 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 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) 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 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of 11 years (11) 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. Candidates must be South African citizens or be in possession of documentary proof of permanent residence. Skills, Knowledge, Training and Competency Required: Sound communication, negotiating, planning, organizing and interpersonal skills.
- DUTIES** : Provides a holistic inpatient and outpatient care, inclusive of preventive measures, treatment and rehabilitation. Sedates and monitors patients undergoing frightening or uncomfortable investigations and arranging for further investigations of patients. Attend an ongoing medical management of patients with acute and chronic neurology conditions. Participate in after-hours calls system. Postgraduate education, personal development and participation in all academic meetings. Rotation within the Durban and Pietermaritzburg units as determined by the head of department.
- ENQUIRIES APPLICATIONS** : Prof Al Bhigjee (+27)31-240 2359 / 2363
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website

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

- CLOSING DATE** : 30 November 2018
- POST 46/338** : **MEDICAL OFFICER REF NO: MOANAES/3/2018 (X2 POSTS)**
Department: Anaesthetics
- SALARY** : Grade1: R780 612 per annum all-inclusive salary package excluding Commuted overtime.
Grade 2: R892 551 per annum all-inclusive salary package excluding commuted overtime.
Grade 3: R1 035 831 per annum all-inclusive salary package excluding commuted overtime.
- CENTRE REQUIREMENTS** : Ialch
: MBCHB Degree, Current registration with the Health Professions Council of South Africa as a Medical Practitioner. DA (SA) or equivalent. Recommendation: Four (4) years or more experience in Anaesthetics in a hospital approved by the Colleges of Medicine for specialist Anaesthetic training will be considered an advantage. Preference will be given to candidates who have passed the FCA (SA) Primary examinations. **Grade1:** No experience required from South African qualified employees. One 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 Officer after registration with HPCSA as a Medical Practitioner. Six (6) Years relevant experience after registration as Medical Practitioner with the recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Eleven (11) Years relevant experience after registration as Medical Practitioner with the recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills Training and Competencies Required: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Knowledge and skills in Clinical Anaesthesia, Emergency Medical / Surgical Care. Demonstrate ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team.
- DUTIES** : Assist with the provision of anaesthetic services as determined by the Head of Anaesthesia at IALCH. Provide peri-operative anaesthetic care of patients including the provision of patient preoperative assessments, anaesthesia, epidural analgesia and ICU care. Assist with evaluation and management of acute and chronic pain service patients at IALCH Assist in co-ordination and implementation of training programmes pertaining to the specialty of Anaesthesia and allied disciplines. Ensure that the scientific principles of Anaesthesia are maintained. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes as and when requested.

ENQUIRIES : Dr S Bechan 031-240 1762/2450

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

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

CLOSING DATE : 30 November 2018

POST 46/339 : **DEPUTY DIRECTOR: HRM SERVICES REF NO: UMG01/45/18**
Re-Advertisement

SALARY : R697 011 per annum (Level 11)

CENTRE : Umgungundlovu District Office

REQUIREMENTS : A Bachelor's Degree/National Diploma in HR Management/Human Sciences. A minimum of 3 years managerial experience in Human Resource environment. Proof of computer Literacy & Qualifications in Microsoft Applications such as Word, Excel, Power point and Outlook, PERSAL Certificates. Proof of Valid Drivers license. Attach applicable proof of current or previous employment experience endorsed by hr department or relevant employer. Knowledge, Skills, Training and Competencies Required: Project management and strategic planning. An understanding of the "push" factors affecting human resources supply and demand with the health sector. Ability to prioritize issues and other work related matters so as to comply with time frames. Broad knowledge of Human Resource management prescripts and legislative framework. Excellent management, facilitation, communication and interpretation skills. Ability to capture and communicate the essence of recommendation in concise and clear corporate language. Ability to prioritize issues and other work related matters in order to comply with tight deadlines. A clear understanding of challenges facing the Public Sector.

DUTIES : Ensure and facilitate the development of integrated strategic HR Plans for the District and monitor and evaluate the performance of institutions to accomplish the identified human resource management indicators, provide early warning and develop innovative solutions to overcome identified problem areas. Oversee and manage processes for the alignment of organizational and post establishment structures within the District in line with emerging service delivery demands as well as the imperatives set by the Annual Performance Plan of the District, the Service Transformation Plan of the Department, Budget allocations as well as standards and workload statistics. Oversee the effective implementation of Human Resources management policy Imperatives in institutions and ensure consistency in the application thereof. Ensure as well coordinated and integrated approach to develop sound Labour Relations and within the District, promote staff wellbeing, safety, performance management and development system (EPMDS). Manage the utilization of resources allocated to the Section inclusive of the development of staff.

ENQUIRIES : Mrs NM Zuma-Mkhonza Tel No: 033 897 1000

- APPLICATIONS** : All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg, 3200 OR Hand Deliver to: 171 Hoosen Hafejee Street (Burg Street), Pietermaritzburg.
- FOR ATTENTION NOTE** : Human Resource Practices
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Preference will be given to African males.
- CLOSING DATE** : 30 November 2018
- POST 46/340** : **ASSISTANT MANAGER: NURSING (PNA-7) REF NO: AMNUR /1/ 2018 (X1 POST)**
- SALARY** : R532 449 per annum Plus 13th cheque, Medical Aid: optional, Housing Allowance: Employee to meet prescribe requirements.
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Grade 12 or equivalent. Degree/ Diploma in General Nursing and Midwifery. Proof of registration with South African Nursing Council. A minimum of eight 8 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 three years of the period must be appropriate/recognisable experience at management level. Diploma/Degree in Nursing Administration will be an advantage. Knowledge, Skills, Training and Competencies Required: Leadership, management, planning, organizing and co-ordination skills. Clinical competencies and policy formulation skills. Knowledge of Nursing care delivery approaches. Knowledge of relevant legislative framework governing the public service as well as Nursing Acts and Regulations. Good verbal and written communication skills. Conflict management, Mentorship and Supervisory skills. Basic financial management skills and computer literacy and information management.
- DUTIES** : Provide support to the nurse manager's office. Facilitate and monitor the implementation of orientation and induction program for the nursing division. Control and monitor activities in the nursing control and allocation office. Participates in recruitment processes of nurses. Facilitate and monitor the implementation of in-service training and continuous professional development. Liaise with colleges and universities with regards to student placements. Co-ordinates the allocation and efficient utilization of nurses and management of leaves. Ensures that nursing standards, ethics and practice is observed as stipulated by South African Nursing Council. Participates in Institutional Human Resource development, Statistics, Resuscitation and Clinical Governance committees. Facilitates and ensures that internal and external disaster management policies and procedures are adhered to. Facilitates and participates in formulation and review of nursing policies and protocols.
- ENQUIRIES APPLICATIONS** : Ms NO Mkhize Tel No: 031 2401063
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational

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

- CLOSING DATE** : 30 November 2018
- POST 46/341** : **OPERATIONAL MANAGER SPECIALTY – PSYCHIATRY GRADE 1 REF NO: ST 50/2018 (X1 POST)**
Component: 029823
- SALARY** : R532 449 per annum Plus 8% rural allowance, Benefits: 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed policy requirements]
- CENTRE** : Stanger Hospital
- REQUIREMENTS** : Degree/Diploma in General Nursing plus Post Basic qualification in Psychiatry (Advanced Psychiatry) with duration of at least one year and accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing of which 5 years must be appropriate /recognizable experience after obtaining post basic qualification in Psychiatry (Advance Psychiatric Nursing). Current S.A.N.C receipt (2018). Proof of current/previous work experience endorsed and stamped by HR must be attached. Appropriate/recognizable supervisory experience at a Unit level. (Attach proof from Supervisor). Knowledge, skills training and competencies required: Good communication, leadership, interpersonal skills, conflict management and knowledge of labour relations and disciplinary process/procedures; Human Resource and financial management skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of nursing care processes and procedures. Knowledge of Occupational Health and Safety, infection control, medical waste and risk assessment and Mental Health Care Act and team building and supervisory skills. Good communication, leadership, interpersonal and conflict management skills.
- DUTIES** : Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialized psychiatric setting. Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences. Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the Unit. Participates in training and research with a view to increase body of knowledge in a specialized psychiatric setting. Implement standards, practices, criteria and indicators for quality nursing practices. Maintain constructive working relationships with nursing and other stakeholders. Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources. Manage the disciplinary and grievance matters including monitoring and managing for absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analysing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness. Participate in performance reviews i.e. EPMDS Participate in health promotion & illness prevention initiatives within the institution.
- ENQUIRIES** : Ms M. Stevens (Assistant Manager Nursing) Tel No: 032- 437 6072
- APPLICATIONS** : Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X 10609, Stanger

**FOR ATTENTION
NOTE**

4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

: Mr. S. Govender (Human Resource Manager)
: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St/17/2018. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE

: 30 November 2018

POST 46/342

: **OPERATIONAL MANAGER REF NO: MURCHIZING 08/2018 (X1 POST)**

SALARY

: R532 449 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance.

**CENTRE
REQUIREMENTS**

: Murchison Hospital –Izingolweni PHC
: Senior Certificate, Degree / Diploma in General nursing plus 1 year post basic qualification in Primary Health Care or 1 year post basic in Community Nursing Science with specialisation in Clinical Nursing Science. Health Assessment, Treatment and Care as per R212 SANC Regulation. Current Registration with SANC as General Nurse and Primary Health Care Nurse. A minimum of 09 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care or one year post basic qualification in Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and care as per R212 SANC Regulation. Valid Code 8 Drivers License. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application). Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership. Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes

DUTIES

: Monitor and evaluate the performance of primary health care services and systems within the designated service area in line with, public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyse health policy and programme imperatives with a view to develop customized implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify “transversal” primary health care and systems barriers (including emerging health trends in the service area) with a view to ensure

corrective action at an appropriate level. Ensure and monitor that primary health care services within the designated service area are provided with adequate support by multi-disciplinary teams attached to the CHC / district hospital as well as from shared corporate service providers attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform, including the prioritizing of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient utilization of allocated resources, including the development of staff, budgetary, procurement planning inputs and maintenance of the prescribed information management system(s).

- ENQUIRIES** : Mr TM Mkhize Tel No: 039-6877311 ext 130
- APPLICATIONS** : all applications should be forwarded to: Chief Executive Officer P/Bag x701 Portshepstone 4240 or hand delivered to: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCHIZING 08/2018. Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
- CLOSING DATE** : 30 November 2018
- POST 46/343** : **CLINICAL PROGRAMME CO-ORDINATOR – GRADE 1 (QUALITY ASSURANCE) REF NO: WWH09/2018**
- SALARY** : R420 318 – R473 067 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee to meet prescribed requirements).
- CENTRE** : Wentworth Hospital
- REQUIREMENTS** : Grade 12 Matric Certificate. An appropriate B Degree /National Diploma or equivalent qualification in Nursing PLUS, Minimum of seven (7) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current registration with SANC (2018 Receipt). Attach Proof of previous and/ or Current Employment verified, signed and stamped by HR Department/ Employer. Recommendation: Valid driver's license – Code 8, Proof of Computer literacy – MS Office (Word, Excel, Outlook and Power point). Report writing skills. Financial/ Management skills. Empathy and counseling skills and knowledge. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the timeframes. Proven initiative, decisiveness and to acquire new knowledge swiftly.
- DUTIES** : Ensure planning, co-ordination, implementation, monitoring and evaluation of the quality assurance programmes within the facility. Co-ordinate all aspects of National Core Standards Programme including assessments and activities to

achieve National Core Standards accreditation. Co-ordinate self and peer review assessments. Ensure that facility develop Quality Improvement Plans, action plans and submit monthly quarterly and annual reports. Conduct facility quality assurance meetings; attend district and provincial quality meetings. Provide training and update clinical and non-clinical staff on quality issues. Ensure that clinical and nursing audits are conducted to evaluate patient care. Participate in Patient Safety Incidents, complaints and various other related Committees to improve quality care. Ensure that facility conduct Client Experience of Care Survey. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support facility to ensure the attainment of quality compassionate patient care. Ensure that SOP's are developed, implemented and reviewed. Ensure that facility develop Quality Improvement Projects. Note: Preference will be given to African Males and People with disability.

- ENQUIRIES** : Dr. S. B. Kader
- APPLICATIONS** : Applications to be forwarded to: The Human Resource Department, Wentworth Hospital, Private Bag, Jacobs, 4026 OR Hand deliver to Wentworth Hospital, 1 Boston Road, Management Boardroom.
- FOR ATTENTION** : Mr. M. S. Mgoza
- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
- CLOSING DATE** : 30 November 2018
- POST 46/344** : **OPERATIONAL MANAGER NURSING GENERAL – GRADE 1 REF NO: ST 49 /2018 (X1POST)**
Component: 029821 (Surgical Services)
- SALARY** : Grade 1 R420 318 per annum Plus 8% rural allowance, Benefits: 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed policy requirements]
- CENTRE** : Stanger Hospital
- REQUIREMENTS** : Matric/Senior certificate (Grade 12) or equivalent qualification Degree / diploma in General Nursing Science and Midwifery Current registration with South African Nursing Council as Professional Nurse and midwife Current proof of registration with SANC or 2018. Minimum of 7 years appropriate / recognisable experience in nursing after registration as Professional nurse with SANC in General Nursing Proof of previous and current experience (Certificate of Service) and stamped by HR must be attached. Knowledge, skills training and competencies required: Knowledge and insight into nursing processes and procedures Knowledge of public service acts, regulations, prescript and policies. Knowledge and SANC rules and regulations, Knowledge of code of conduct for public service employees Decision making and problems solving skills, Skills in organising, planning and supervising Knowledge of Batho pele principles and patients right charter Knowledge of National Core Standards Ability to supervise, teach and manage staff An understanding of the challenge facing public health sector. Ability to provide monitoring and coaching to his/ her supervisees.

- DUTIES** : Provide effective and professional leadership ensuring that the unit is organized to provide quality patient care. Monitor the implementation of nursing process and develop quality improvement programs. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Participate in planning, organizing and monitoring of objectives of the unit in line with strategic and operational plan of the institution. Participate in the development, analysis and implementation of policies, guidelines and SOPs. Manage and monitor human and material resources effectively and efficiently. Ensure compliance to professionalism and ethical practices. Maintain constructive working relationships with nursing and other stakeholders. Promote health and wellness programs to increase productivity. Promote cost effective utilization of resources according to relevant legislation. Provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Formulate training programmes for in-service staff and students and participate in the training and development. Deal with grievances and staff discipline in terms of laid down policies and procedures. Comply with EPMDS. Manage and monitor absenteeism. Work as part of multidisciplinary team. Ensure compliance to National Core Standards, Infection Prevention and Control; formulate quality improvement programmes and projects to improve quality of care. Implement quality data management and monitor data in the unit.
- ENQUIRIES** : Mr S.W Dlamini (Assistant Manager Nursing) Tel No: 032-437 6170
- APPLICATIONS** : Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street
- FOR ATTENTION** : Mr. S. Govender (Human Resource Manager)
- NOTE** : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St/17/2018. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.
- CLOSING DATE** : 30 November 2018
- POST 46/345** : **PROFESSIONAL NURSE: SPECIALTY NURSING STREAM REF NO: PN (SPEC NURS) /5/2018 (X1 POST)**
- SALARY** : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
Other Benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Degree/ Diploma in General Nursing and Midwifery and 1 year post basic qualification in Paediatrics/Child Nursing Science. Current registration with SANC as General Nurse and relevant specialty. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. **Grade**

1: Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. **Grade 2: Experience:** A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific Specialty after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

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

ENQUIRIES : Mrs NO Mkhize Tel No: (031) 240 1063

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

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

CLOSING DATE : 30 November 2018

POST 46/346 : **PROFESSIONAL NURSE SPECIALTY (OPHTHALMOLOGY) REF NO: NDH 51/2018**
Cluster: Nursing Unit

SALARY : R362 559 – R548 436. Benefits: 13th cheque, medical aid and housing allowance (optional and provided the incumbent meets the requirements).

CENTRE : Northdale Hospital

REQUIREMENTS : Senior certificate / grade twelve certificate or equivalent qualification, Diploma or Degree in General Nursing and Midwifery, A Post Basic Nursing qualification with duration of at least one year accredited with SANC in Ophthalmic Nursing Science, Registration certificate with SANC as a General Nurse, Current registration with SANC as a General Nurse, Midwifery and Ophthalmic Nursing Science. **Grade 1:** A Minimum of four (4) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General nursing of which at least ten (10) years of the period referred to above must be

appropriate/recognisable experience after obtaining the 1 year post basic qualification in Advanced Midwifery. All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Policies, Acts and regulations. Knowledge of SANC rules and regulations. 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. An updated knowledge of the priority programmes and the management thereof.

DUTIES : Assist with the implementation of the UN Millenium Development Goals eg. Reducing child mortality and the Saving Mothers Initiative. Demonstrate effective communication with patients, supervisors, other Health Professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse Intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery. Oversee and co-ordinate the integration of MCWH. Monitor implementation of EPMDS. Improve maternal and child health by initiating all the relevant programmes. Enhance the Saving Mothers programme. Assist with the reduction of maternal and neonatal mortality and morbidity rates. Work as a team leader and oversee the maternity department in the absence of the Operational Manager or when the need arises.

ENQUIRIES : Mrs J Webster Tel No: 033 387 9010
APPLICATIONS : All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200

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

CLOSING DATE : 30 November 2018

POST 46/347 : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM REF NO: UMG01/48/18**
 Component: Mahlutshini Clinic

SALARY : Grade 1: R340 431 - R394 665 per annum Plus 8% rural allowance
 Grade 2: R418 701 – R514 962 per annum Plus 8% rural allowance

- Benefits: 13th Cheque, home owner's allowance, and Medical aid optional
[Employee must meet prescribed conditions
- CENTRE REQUIREMENTS** : Umgungundlovu District Office
: **Grade 1:** grade 12 (National Senior Certificate), Degree/Diploma in General nursing and Midwifery 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4 years appropriate/recognizable experience as a General Nurse. **Grade 2:** Matric grade 12 (National Senior Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills, Team building and supervisory skills.
- DUTIES** : Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at Primary Health Care facilities. The incumbent will be expected to work overtime and extended hours.
- ENQUIRIES** : Mrs NA Mbana Tel No: 033 395 4340
APPLICATIONS : All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg, 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street)
- FOR ATTENTION** : Human Resource Practices
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Preference will be given to African males.
- CLOSING DATE** : 30 November 2018

POST 46/348 : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM REF NO: UMG01/49/18**
Component: Richmond Clinic

SALARY : Grade 1: R340 431 - R394 665 per annum PLUS 8% rural allowance
Grade 2: R418 701 – R514 962 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional
[Employee must meet prescribed conditions]

CENTRE REQUIREMENTS : Umgungundlovu District Office
: **Grade 1** grade 12 (National Senior Certificate), Degree/Diploma in General nursing and Midwifery 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4 years appropriate/recognizable experience as a General Nurse **Grade 2** Matric grade 12 (National Senior Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills, Team building and supervisory skills.

DUTIES : Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients’ needs and expectations according to Batho Pele Principles. Facilitate implementation of Ideal Clinic concept. Implement NCS within the facility. Conduct facility status determination. Update Ideal website to maintain status achieved. Capture complaints, PSI and waiting times on the website. Implement IPC within the facility. Deputize Operational Manager and take over his/her duties when not on duty.

ENQUIRIES APPLICATIONS : Mrs NA Mbana Tel No: 033 395 4340
: All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg, 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street)

FOR ATTENTION NOTE : Human Resource Practices
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing

date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Preference will be given to African males.

- CLOSING DATE** : 30 November 2018
- POST 46/349** : **OCCUPATIONAL THERAPIST REF NO: GJC 14/2018**
- SALARY** : R337 308 per annum. Other Benefits: 13th cheque, Home owners allowance (employee Must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : GJ Crookes Hospital
- REQUIREMENTS** : Matric/Grade 12 Certificate, Diploma or Bachelor Degree in Occupational Therapy, Proof of current registration with the Health Professions Council of South Africa as a qualified Occupational therapist. Knowledge: Good verbal and written communication skills, Sound knowledge of occupational therapy diagnostic and therapeutic procedures and equipment, Ability to plan and organize resources, HR Management and Financial Systems, Interpersonal and team building skills, Knowledge of relevant health and safety acts and policies, Management and counselling skills, Ability to contribute towards the development of the department's strategic and operational plan.
- DUTIES** : Assessment, planning and implementation of treatment programmes for various conditions, Prescribe and order surgical appliances and assistive devices when necessary, Clinical supervision of junior staff and students, Development of departmental policies, Provide counselling and education to patients, caregivers and staff to prevent disabilities and injuries, Teach and supervise staff and function within a multi-disciplinary team, Maintain up to date clinical records and daily statistics and write reports as and when necessary, Plan and implement quality projects, Ensure the efficient provision of services and daily running of Occupational Therapy department, Oversee the provision of outreach services to PHC Clinics.
- ENQUIRIES** : Dr. M Ragunandan Tel No: 039 9787063
- APPLICATIONS** : Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180
- FOR ATTENTION** : Mr. JL Majola
- NOTE** : Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving licence. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.
- CLOSING DATE** : 30 November 2018 at 16h00
- POST 46/350** : **RADIOGRAPHER REF NO: GJC 13/2018 (X2 POSTS)**
- SALARY** : Grade 1: R300 828 per annum. Other Benefits: 13th cheque, Home owners allowance (employee Must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : GJ Crookes Hospital
- REQUIREMENTS** : Matric/Grade 12 Certificate. Diploma or Bachelor Degree in Radiography. Proof of current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. Current registration with HPCSA receipt (2018). Proof of current and previous work experience endorsed and stamped by Human Resource. Knowledge: Sound knowledge of diagnostic radiographic procedures and equipment. Sound knowledge of radiation control and safety. Good communication and interpersonal skills. Knowledge of relevant health and safety acts and policies.
- DUTIES** : Provide high quality diagnostic radiography services. Execute all clinical procedures competency to prevent complications. Inspect and utilize equipment professionally to ensure that they comply with the safety standards. Participate in

24 hour roster system which includes standby duties at nights, weekends and public holidays. Promote good health practices and ensure optimal patient care. Promote Batho Pele principles in the execution of duties for effective service delivery. Perform reception and clerical duties when necessary. Perform Quality Assurance tests and procedures as agreed in the department. Participate in departmental policies and procedures development. Contribute to overall process of the department. Participate in continued skill development programs. Perform Employee Performance Management and Development (EPMDS) of junior staff as required. Perform duties as allocated by the Assistant Director: Radiography.

ENQUIRES : Mr. T.J Majoka Tel No: 039 9787168
APPLICATIONS : Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180
FOR ATTENTION : Mr. JL Majola
NOTE : Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving licence. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.

CLOSING DATE : 30 November 2018 at 16h00

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

- APPLICATIONS** : All applications should be directed to: The Head of Department, Private Bag X11285, Nelspruit; 1200, or Hand delivered to: Building No. 3 Government Boulevard, Riverside Park Ext 2, Nelspruit 1200
- FOR ATTENTION** : Ms Gugu Nkosi, Mr Michael Mlangeni or Mr Emmanuel Makokoropo
- CLOSING DATE** : 30 November 2018 (at 14h00 sharp) all applications received after the closing date and time will NOT be entertained. Apply as early as possible to avoid disappointments, please.
- NOTE** : Applications should be submitted on Z83 form obtainable from any public service department and should be accompanied by recently certified copies of qualifications (preferably within 3 months), ID/passport and curriculum vitae. Please quote the Correct references on your form and where possible the station/Centre where the post is. Please note: one application form per post. No faxed applications will be accepted. NB: Candidates who are not contacted within 3 months after the closing date must consider their applications as having been unsuccessful except for professional posts, which will be finalised within 5 months. In line with the vetting strategy of the Public Service, personal details of applicants will be verified. Please quote the references on your form and where possible the station/centre where the post is. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are requested to apply and indicate such in their application forms).

OTHER POSTS

- POST 46/351** : **CLINICAL MANAGER & CEO (MEDICAL) GR1 REF NO: MPDOH/NOV/18/01**
- SALARY** : R1 115 874 – R1 238 451 per annum OSD (all-inclusive salary package) depending on experience in line with the OSD.
- CENTRE** : Matibidi Hospital (Ehlanzeni District)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. A Degree / Advanced Diploma in a health related field. Registration with the relevant professional council plus a Degree / Diploma in Health Management or a Degree / Advanced Diploma in a Management field. At least five (5) years management experience in the health sector at least at middle management. Postgraduate medical qualification will be an added advantage. A valid work permit will be required from non-South Africans. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. Experience as a health service manager or significant experience in management in a health service environment. A valid Code B driver's license is an inherent requirement. Competencies: Knowledge: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
- DUTIES** : Provide services as the Clinical Manager-cum-Chief Executive Officer in the hospital. Manage all resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. To plan, direct co-ordinate and manage the efficient and delivery of clinical and

administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

ENQUIRIES : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
NOTE : Any previous experience must be covered by the attachment of certified of certificate of services. {The manager to be appointed will be working as a chief executive officer as well as a clinical manager of the facility}

POST 46/352 : **MEDICAL OFFICER GR3 (REPLACEMENT) REF NO: MPDOH/NOV/18/02**

SALARY : R1 035 831per annum All-inclusive package in terms of OSD plus committed Overtime

CENTRE : Middelburg Hospital (Nkangala District)
REQUIREMENTS : MBCHB or MD Degree Post Graduation Diploma in Obstetrics and Gynaecology will be added advantage. Current registration with health Professional Council. 10 years' experience as a Medical Officer post-community service year. Computer literacy, Driver's License and exposure to Obstetrics and Gynaecology Department for minimum period of two years sound knowledge and training on Obstetric emergencies. Ability to perform surgery like Caesarean Section, Tubal ligations ectopic pregnancy and LLETZ procedure. Good decision making, problem solving, leadership and mentoring skills.

DUTIES : Participation in the provision of service in the department of O&G in the Steve Tshwete and Emakhazeni sub- district. Perform after hours duties. Assist with training of Junior Doctors AND Clinical associate Students. Participate and present in the Perinatal Mortality programmes. Provide and ensure community orientated Clinical services and support to Primary Health care services.

ENQUIRIES : Glory Mokone Tel No: 013 766 3340 or Ms G. Nkosi Tel No: 013 766 3103)

POST 46/353 : **DEPUTY MANAGER: NURSING (LEVEL 1 & 2 HOSPITAL) (PNA8) (REPLACEMENT) REF NO: MPDOH/NOV/18/03**

SALARY : R801 918 – R902 550 per annum (OSD all inclusive salary package)

CENTRE : Mmamethlake Hospital (Nkangala District)

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 the SANC as a Professional Nurse. A minimum of nine (9) years appropriate

		/ recognizable experience in nursing after registration as a Professional Nurse. At least 4 years of the period referred to above must be appropriate / recognizable experience in management. Proof of current registration with the SANC as a Professional Nurse. Must be computer literate and able to work with MS Office packages including email. Valid driver's licence.
<u>DUTIES</u>	:	Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the hospital. Work effectively and amicably at management level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues including report writing. Ability to direct a multidisciplinary team so as to ensure good nursing care. Development and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Advocate and ensure the promotion of nursing ethos and professionalism. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<u>NOTE</u>	:	Any previous experience must be covered by the attachment of certified copies of Certificates of Service.
<u>POST 46/354</u>	:	<u>MEDICAL OFFICER: GRADE 01 (REPLACEMENT) REF NO: MPDOH/NOV/18/04</u>
<u>SALARY</u>	:	R780 612 – R840 942 per annum [OSD requirements depending on years of experience] plus Commuted Overtime
<u>CENTRE REQUIREMENTS</u>	:	Bethal Hospital (Gert Sibande District)
	:	BCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. Minimum of 01 to 05 years' experience after community service. Additional experience in Paediatrician will serve as a recommendation. Sound knowledge of medical ethics. Competencies: Professional competence and knowledge of the application of clinical services. A valid work permit will be required from non-South Africans. Sound clinical literature, current protocols, legislation, regulations and policies. Skills in terms of consultation, history taking, examination, clinical assessment. Management and clinical procedures. Good communication, problem solving and conflict management skills. Demonstrable ability to use health information for planning. Professionalism, accuracy, flexibility, independence and ethical behaviour. Multidisciplinary management and teamwork.
<u>DUTIES</u>	:	Rendering of actual, patient-related services which includes: Assessment of patients, management of patients, which includes admissions and discharging. Supervision and teaching of juniors. Conducting operations: a) elective cases on amputations, Appendectomy, Explorectomy, Herniorrhaphy, Lumpectomy (b) Acute Abdomen: Perforated Ulcer; Management of trauma patients: Chest trauma and blunt abdominal trauma. Receiving referrals from Level 1 Hospitals.
<u>ENQUIRIES</u>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<u>POST 46/355</u>	:	<u>ASSISTANT MANAGER (SPECIALTY) OPD, CASUALTY, ICU AND OPERATING THEATRE {ANCILLARY SECTION} REF NO: MPDOH/NOV/18/05</u>
<u>SALARY</u>	:	R581 826 – R654 840 per annum (OSD depending of years of experience)
<u>CENTRE</u>	:	Themba Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with SANC in terms of Government Notice R425. Diploma or Degree in nursing that follows registration with SANC as a Professional Nurse plus a post Basic nursing qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice 212 in trauma and emergency, Intensive Care Unit (ICU) and operating theatre. A minimum of 10 years appropriate/ recognisable experience after registration as a general nurse, of which 6 years should be appropriate/ recognisable experience in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
<u>DUTIES</u>	:	To supervise and coordinate the provision of an effective and efficient Patient care through adequate nursing care. Manage activities of the area according to National and Provincial guidelines. Manage and monitor proper utilization of resources.

		Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage workplace discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.
<u>ENQUIRIES</u>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<u>POST 46/356</u>	:	<u>HEAD OF NURSING SCHOOL PN-B1 (REPLACEMENT) REF NO: MPDOH/NOV/18/06</u>
<u>SALARY</u>	:	R548 436 – R635 778 per annum in terms of OSD package
<u>CENTRE</u>	:	Middelburg Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	A Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Masters/Degree in Nursing). Post – Basic qualification in Nursing Education registered with SANC. Valid driver's license. Willingness to travel extensively and work from different accredited clinical training facilities. 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 the period referred to above must be appropriate /recognizable experience in Nursing Education after obtaining the 1 year Post-Basic qualification in Nursing Education. Excellent verbal and written communication skills, organizational and management skills. Ability to think critically and analytical, computer literacy, MS word, Power Point and Excel. Ability to function both independently and in a multi-disciplinary team. Sound knowledge of Government policies and functional responsibilities of the department. Problem solving skills.
<u>DUTIES</u>	:	Provide academic and clinical services leadership. Conduct research. Manage the development of the curriculum. Monitor and evaluate the efficacy of the implementation of the curriculum. Monitor nursing schools/satellite programmes. Co-ordinate the provision of education and training of student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programmes. Collaborate with other stakeholders and build a sound relationship within the department. Supervise staff under his/her span of control. Willing to travel within and outside the province.
<u>ENQUIRIES</u>	:	Glory Mokone Tel No: 013 766 3340 or Ms G. Nkosi Tel No: 013 766 3103)
<u>POST 46/357</u>	:	<u>OPERATIONAL MANAGER NURSING: OPERATING THEATRE (SPECIALTY) PN-B3 REF NO: MPDOH/NOV/18/07</u>
<u>SALARY</u>	:	R532 449 – R599 274 per annum (OSD depending on years of experience)
<u>CENTRE</u>	:	Themba Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Registration with S.A.N.C as a Professional nurse. Diploma / degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a professional nurse with SANC. At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.
<u>DUTIES</u>	:	Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilisation of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.
<u>ENQUIRIES</u>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<u>POST 46/358</u>	:	<u>OPERATIONAL MANAGER NURSING: PN-B3 REF NO: MPDOH/NOV/18/08</u>
<u>SALARY</u>	:	R532 449 – R599 274 per annum (OSD depending on years of experience)
<u>CENTRE</u>	:	Fig-Tree Clinic (Ehlanzeni District)

<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a specialty nursing after obtaining the one (1) year post-basic qualification in PHC Nursing Science. Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
<u>DUTIES</u>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of nursing care plan and evaluation. Implementation of nursing guidelines, standard Operating procedures and nursing protocols. Maintain constructive working relationships with nursing and other stake holders. Manage and monitor proper Utilization of human, financial and physical resources. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Submit reports and statistics. Work as part of multidisciplinary team at Supervisory level. Implementation of National Core Standards.
<u>ENQUIRIES</u>	:	Glory Mokone Tel No: 013 766 3340 or Ms G. Nkosi Tel No: 013 766 3103)
<u>POST 46/359</u>	:	<u>ASSISTANT MANAGER - GENERAL NURSING (PN-A7) REF NO: MPDOH/NOV/18/09</u>
<u>SALARY</u>	:	R532 449 – R617 253 per annum (salary determination depending on experience in terms of relevant OSD)
<u>CENTRE</u>	:	Barberton TB Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Basic R425 qualification and registration with SANC as a professional nurse. A minimum of eight (8) years appropriate experience in nursing after registration with SANC in General nursing. At least 3 years of the period referred above must be appropriate/recognizable experience at management level.
<u>DUTIES</u>	:	Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the hospital. Work effectively and amicably, at management level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate effective communication with supervisors, other health professionals and support service personnel and junior colleagues including report writing. Ability to direct a multi-disciplinary team so as to ensure good nursing care.
<u>ENQUIRIES</u>	:	Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
<u>POST 46/360</u>	:	<u>OPERATIONAL MANAGER (PHC – PNB 3) REF NO: MPDOH/NOV/18/10 (X4 POSTS)</u>
<u>SALARY</u>	:	R532 449 – R599 274 per annum [OSD requirements depending on years of Experience]
<u>CENTRE</u>	:	Derby / Rust Plaas Trichardt Winnifred Maboera Lothair Clinics (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Diploma / Degree in Nursing. A Diploma in Clinical Assessment, treatment and Care or Community Health Nursing Science. Registration with the South African Nursing Council. Minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices. Must have the following skills; Good interpersonal skills, planning

		and Organizational skills, good written and communication skills, Problem solving and analytical skills. Computer literacy. Valid driver's licence.
<u>DUTIES</u>	:	Manage and provide PHC facility supervisory duties in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
<u>ENQUIRIES</u>	:	Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
<u>POST 46/361</u>	:	<u>CHIEF DIAGNOSTIC RADIOGRAPHER GR 1 REF NO: MPDOH/NOV/18/11</u>
<u>SALARY</u>	:	R440 982 – R489 429 per annum (OSD depending of years of experience)
<u>CENTRE</u>	:	Themba Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. (Independent practice) A minimum of three (3) years current and appropriate experience in Diagnostic Radiography (independent practice) after registration with the HPCSA as a Diagnostic Radiographer. The said three (3) years appropriate experience in Diagnostic Radiography (independent practice) after Registration with the HPCSA as a Diagnostic Radiographer, must be current. Recommendations Experience in a radiology department of a government central level health institution that is completely digital is preferred. Advanced CT and Angiography experience e.g. CT angiography & DSA will be an added advantage. Knowledge, Skills Training and Competencies Required: Working knowledge and experience of radiography principals, systems and procedures performed within radiology. Sound supervisory skills. Sound knowledge of radiation safety regulations Sound knowledge of diagnostic radiography equipment and protocols. Working knowledge and experience of HIS, RIS and PACS systems. Working knowledge and experience of complete digital radiology workflows. Ability to train junior radiography staff. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of EPMDS. Knowledge and experience of quality assurance policies. Human resource management skills. Good verbal and written communication skills. Sound interpersonal skills Good report writing skills.
<u>DUTIES</u>	:	Provide a 24 hours quality radiographic service Assist with the radiation protection and quality assurance program, in a completely digital radiology and central hospital environment, ensuring that safety protocols and quality standards in compliance with the Department Of Health policies and procedures are adhered too. Provide clinical radiographic services in a completely digital radiology and central hospital environment, by the implementation of departmental policies & procedures, performance of imaging examinations, supervision of junior staff, whilst adhering to radiography protocols, practices, and techniques. Perform all delegated departmental tasks with limited supervision, and having the ability to deal with crisis situations independently. Perform overtime duties as required. Participate in continuous Professional Development as required by HPCSA. Knowledge of National Core standards and Six Key priorities.
<u>ENQUIRIES</u>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<u>POST 46/362</u>	:	<u>CLINICAL PROGRAMME COORDINATOR: QUALITY ASSURANCE REF NO: MPDOH/NOV/18/12</u>
<u>SALARY</u>	:	R420 318 – R473 067 per annum. OSD requirements depending of years of experience)
<u>CENTRE</u>	:	Kwamhlanga Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in health related field or equivalent qualification. A Qualification in total quality management will be an added advantage. Seven (7) years' experience as professional nurse. Registration with SANC as a Professional

- Nurse, Understanding of Quality Assurance policy. Computer literacy. Knowledge and understanding of Quality Assurance policy. Good interpersonal relations. Presentation skills. Ability to plan and organize. Conflict management skills. People management skills.
- DUTIES** : Co-ordinate Quality improvement programs. Compile reports on compliance and noncompliance to quality standards. Develop and ensure implementation of policies, norms and standards with regard to quality management. Facilitate development of service delivery plans for the institution. Conduct time flow studies. Conduct client satisfaction surveys, initiate quality improvement projects, complaints management.
- ENQUIRIES** : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 46/363** : **OPERATIONAL MANAGER (FEMALE WARD) REF NO: MPDOH/NOV/18/13**
- SALARY** : R420 318 – R473 067 per annum (OSD Requirements)
CENTRE : Kwamhlanga Hospital (Nkangala District)
REQUIREMENTS : Basic qualification accredited with the SANC Registration in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as Professional Nurse plus a post basic qualification (Advanced Midwifery and Neonatal nursing Science). A minimum of 9 years as a Professional Nurse and at least 5 years as an Advanced Midwife. Good written and verbal communication skills. Sound knowledge of government policies and functional responsibilities of the Department. Display good leadership qualities and inter-personal skills.
- DUTIES** : Manage nursing activities of Labour ward; Antenatal ward and Labour ward Theatre. Implement National and Provincial Health Priorities. Implement all relevant prescripts/legislation. Manage and monitor proper utilization of Human, Financial and material resources. Manage Budget according to the PFMA. Participate in the analysis and implementation of nursing guidelines and practices, standards and procedures. Manage performance appraisal of personnel. Supervise the training and development of learners and personnel.
- ENQUIRIES** : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 46/364** : **OPERATIONAL MANAGER GR1 (MALE MEDICAL (GENERAL) REF NO: MPDOH/NOV/18/14**
- SALARY** : R420 318 – R473 067 per annum (OSD Requirements)
CENTRE : Mmamethlake Hospital (Nkangala District)
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice R425. Diploma or Degree in nursing that follows registration with SANC as a Professional Nurse. A minimum of 7 years appropriate/ recognisable experience after registration as a general nurse.
- DUTIES** : To supervise and coordinate the provision of an effective and efficient patient care through adequate nursing care. Manage activities of the unit according to National and Provincial guidelines. Manage and monitor proper utilization of resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage workplace discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.
- ENQUIRIES** : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 46/365** : **OPERATIONAL MANAGER: (OPD GRADE 1) (REPLACEMENT) REF NO: MPDOH/NOV/18/15**
- SALARY** : R420 318 – R473 067 per annum (OSD Requirements)
CENTRE : Middelburg Hospital (Nkangala District)
REQUIREMENTS : Senior certificate (grade 12), degree/diploma in nursing R425 qualifications. Current registration with SANC as a general nurse and midwife, minimum of 7 years recognizable experience after registration as a professional nurse. Diploma in nursing science management will be an added advantage.
- DUTIES** : Develop and implement quality assurance programs, policies and operational plans for the unit. Promote quality of nursing care as directed by the professional scope of practice and National care standards as determined by the institution.

Excise control over discipline, grievances and all labour relations issues. Establish and maintain a constructive working relationship with nursing and other stakeholders. Provide a safe therapeutic environment that allows the practice of nursing care as laid down by the nursing act and all other legal prescripts. Provide nursing care that leads to the improvement of service delivery by upholding Batho Pele Principles. Manage use of human and material resources effectively and efficiently.

ENQUIRIES : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)

POST 46/366 : **OPERATIONAL MANAGER: (WELLNESS CLINIC GRADE 1) (REPLACEMENT) REF NO: MPDOH/NOV/18/16**

SALARY CENTRE REQUIREMENTS : R420 318 – R473 067 per annum (OSD Requirements)
: Middelburg Hospital (Nkangala District)
: Senior certificate (Grade 12), Degree / Diploma in Nursing (R425 qualification or equivalent). Current registration with SANC as general nurse and Midwife. Minimum of 7 (seven) years recognizable experience after registration as a professional nurse. Minimum 5 years working experience on HIV/TB management and be NIMART trained. Code 8 driver's license. Diploma in nursing science management will be an added advantage.

DUTIES : Develop and implement quality assurance programs, policies and operational plans for the unit. Promote quality of nursing care as directed by the professional scope of practice and standard as determined by the institution. Exercise control over discipline, grievances and all labour relations issues. Establish and maintain a constructive working relationship with nursing and other stakeholders. Provide a safe therapeutic environment that allows the practice of nursing care as laid down by the nursing act, occupational health act and all other legal prescripts. Provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Manage efficient and effective use of Human and material resources.

ENQUIRIES : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)

POST 46/367 : **PNA5 CLINICAL PROGRAMME CO-ORDINATOR (INFECTION CONTROL & PREVENTION) REF NO: MPDOH/NOV/18/17**

SALARY CENTRE REQUIREMENTS : R420 318 – R473 067 per annum (OSD Requirements)
: Tonga Hospital (Ehlanzeni District)
: Basic qualifications accredited with the SANC in terms of Government Notice R425 (diploma / degree I General Nursing. Registration with SANC as a Professional Nurse. Eight (8) years recognizable experience in Nursing. Proof of service record to be attached. Appropriate competencies in quality assurance activities. Diploma in Health Services management and total Quality management qualifications will be an added advantage. Good communication skills and problem solving skills.

DUTIES : Coordinate infection control services in the hospital. Coordinate waste management practices in the hospital. Conduct in-service training to all hospital officials with regards to infection control services. Conduct survey regarding infection rates in the hospital and compile infection control reports.

ENQUIRIES : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)

POST 46/368 : **PROFESSIONAL NURSE (SPECIALTY THEATRE PNB-1 (REPLACEMENT) REF NO: MPDOH/NOV/18/18 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R362 559 – R420 318 per annum (OSD requirements)
: Middelburg Hospital (Nkangala District)
: Basic R425 qualification accredited with SANC in terms of government notice (diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse plus post basic R212 qualification (diploma) in medical and surgical nursing science: operating theatre with duration of at least one (1) year. a minimum of 4 (four) years appropriate/recognizable experience after registration with SANC as a professional nurse and one (1) experience in theatre nursing after registration with SANC in one of the r212 specialties. Good interpersonal relations.

- DUTIES** : Provide comprehensive health care services in the hospital. Ensure effective and efficient management of resources. Provide quality patient care and comply with unit norms and standards. Participate in quality improvement programs. Ensure the implementation of patient's rights charter and Batho Pele principles. Educate orientate new staff and patients. Scrub for theatre operations. Assist the anesthetist during operations. Manage CSSD unit and general management of theatre section. Be prepared to work under pressure.
- ENQUIRIES** : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 46/369** : **OCCUPATIONAL HEALTH NURSE GR1 (SPECIALTY NURSING) PN-B1 – REF NO: MPDOH/NOV/18/19**
- SALARY CENTRE REQUIREMENTS** : R362 559 – R420 318 per annum (OSD requirements)
: Barberton Tb Hospital (Ehlanzeni District)
: Basic R425 qualification i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional Nurse, PLUS a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the R212 (Community Nursing science-occupational health).
- DUTIES** : Comprehensive workplace health management is a process involving all stakeholders inside and outside the enterprise. It aims at empowering them to take control over their own health and their family's health considering environmental, lifestyle, occupational and social health determinants and quality of health care. It is based on health promotion principles and it creates a great challenge to health, environment and safety professionals providing services, advice, information and education to social partners at work. It involves also taking care of considerable socioeconomic interest of all involved stakeholders. It has been shown in several instances that the enterprises acting on the well-regulated market can gain competitive advantage by: Protecting human health against health and safety hazards occurring in the work environment. Promoting human health, workplaces for all ages and healthy aging by appropriate work culture, work organization and support to social cohesion. Promoting mental health, healthy life style and preventing major non-communicable diseases using specific workplace health policies and management tools. Maintaining work ability thus also employability throughout working life. Reducing health care costs caused by employees' and employers' injuries, diseases, illnesses and premature retirement resulting from or influenced by occupational, environmental, life style and social health determinants. Using resources effectively and efficiently and protecting the natural environment and creating health supportive environment. Improving societal communication and literacy on health, environment and social cohesion.
- ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
- POST 46/370** : **ASSISTANT DIRECTOR HRM&D - REF NO: MPDOH/NOV/18/20**
- SALARY CENTRE REQUIREMENTS** : R356 289 per annum (Level 09) plus benefits
: Middelburg Hospital (Nkangala District)
: Degree or Diploma in Human Resource Management/ Public Administration / Management. Grade 12 certificate. Five (5) years' experience in HR at supervisory level and Certificate in Persal training. Extensive knowledge of recruitment and selection, service condition and other human resource related duties. Knowledge and understanding of Government prescripts. Good communication and presentation skills. Knowledge of PERSAL. Report writing skill and ability to interact with people at all levels. Valid driver's licence.
- DUTIES** : To render Human Resource Administration services. Facilitate and Coordinate Performance Management services. Manage and maintain HR management, policies and procedures. Manage recruitment and selection processes. Manage placement and facilitate induction processes. Ensure correct implementation of human resource management practice. Prepare monthly, quarterly and annual reports, revise leave records. Revise Persal transaction including the following: service benefits (leave, PILIR, IOD, termination of service, long service recognition, housing, medical, relocation, pension benefits, leave gratuities, etc.

		Co-ordinate Labour Relations, and Training and HRD. Co-ordinate employee wellness programme.
<u>ENQUIRIES</u>	:	Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
<u>POST 46/371</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: MPDOH/NOV/18/21</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09) plus benefits
<u>CENTRE</u>	:	Themba Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Three (3) year Degree or Diploma in Administration plus 5 years relevant experience. Computer literacy. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles and customer care. Willing to work under pressure. Be prepared to work on shifts. Knowledge of Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills, creativity, job information, planning, decision making, supervision and control. Budgeting and reporting.
<u>DUTIES</u>	:	Management of Logistical Services. Ensuring its and procedures will be an added that Public private party service calls are logged responded to and analysed in line with the Public Private Party (PPP) Agreement. Manage the capturing of service calls and monitor data capturing task for logged calls. Manage office space and accommodation requirements. Oversee Auxiliary Services (cleaning, hygiene, pest control, waste management, gardens and grounds, etc.) for offices occupied by Drug Efficiently Administration. Manage document Reproduction. Switchboard Services, Telecommunication services, Service Contracts and Food aid Services.
<u>ENQUIRIES</u>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<u>POST 46/372</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/NOV/18/22</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09) plus benefits
<u>CENTRE</u>	:	Themba Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Minimum 3 year degree/national diploma in Supply Chain Management /Accounting or Equivalent NQF 7 qualification with Three (3) to (5) years working experience in the area of Supply Chain Management. Proven supervisory experience. Experience in Acquisition of Goods and Services, Demand and Contract management. Knowledge of PFMA, National Treasury Regulations, BBBEE, PPPFA, procurement policies and procedures. Computer Literacy: Presentations skills. Must have experience on Government systems (BAS & LOGIS). Management skills, excellent interpersonal relations, good communication skills. Presentation skills. Valid driver's license.
<u>DUTIES</u>	:	Implementation of Supply Chain Management and Asset management policies and procedures in the Department. Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract; Compile a procurement plan. Compliance to monthly SCM reports. Oversee the utilization of the Central supplier Database in the bid/quotation processes; Control and oversee a compliant execution of the bid/quotation processes. Contract Management. Compilation of asset management reports. Management of Asset disposal process. Management of Human Resources in the unit including performance assessment of the officials in the unit. Provide training to officials on new developments. Identify and mitigate risk within the unit. Administer demand management plans for all sub units and Manage inventory (stock counts and reports).
<u>ENQUIRIES</u>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<u>POST 46/373</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE SERVICES (REPLACEMENT) – REF NO: MPDOH/NOV/18/23</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09) plus benefits
<u>CENTRE</u>	:	Embhuleni Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Degree / Diploma in Public Administration / Management or equivalent qualification with 8 years relevant experience. Ability to work independently and under pressure. Computer literacy. Good verbal and written communication skills.

- Logical and innovative thinking abilities and leadership skills. Sound knowledge of PFMA and experience in staff supervision and discipline. A good understanding and knowledge of the Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Performance Management Development system and Treasury Regulations.
- DUTIES** : Manage and supervise sections allocated under supervision. Compile management report. Form part of multi-disciplinary management team. Coordinate, supervise and ensure implementation of the Performance Management and Development System. Compile monthly, quarterly and annual reports. Supervising, evaluating and development of personnel in the hospital. Manage conflict and maintain discipline in the section. Responsible for Human Resource Management. Responsible for heading the Financial Management which includes: Revenue Generation and Budget Control. Ensure effective and efficient Patient Administration. Responsible for Admin Support Services and Logistics. Responsible for Hospital maintenance, housekeeping and Records keeping.
- ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
- POST 46/374** : **DIETICIAN GR 1 (REPLACEMENT) REF NO: MPDOH/NOV/18/24**
- SALARY CENTRE REQUIREMENTS** : R300 828 – 342 357 p.a. (depending on OSD requirements)
: Elsie Ballot Hospital (Gert Sibande District)
: Must be in possession of BSC Dietetics, registration with the Health Professions Council of South Africa as a Dietician plus appropriate experience. Experience in a Public Hospital or similar State Facility. Knowledge of National and Provincial Health Legislative framework governing Dietetic service delivery. Computer literate and possession of a valid driver's license will be an added advantage.
- DUTIES** : Ensure provision of disease specific nutrition support, treatment and counseling to all clinical programmes at hospital. Provide ongoing nutrition education to staff and clients. Collect data and information required within the Hospital and Provincial Dietetic Services. Render effective implementation of nutritional programmes for HIV/AIDS and TB Patients.
- ENQUIRIES** : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 46/375** : **CHIEF PERSONNEL OFFICER REF NO: MPDOH/NOV/18/25**
- SALARY CENTRE REQUIREMENTS** : R299 709 per annum (Level 08) plus benefits
: Mmametlhake Hospital (Nkangala District)
: National Tertiary qualification in Human Resource Management plus six years' experience in HRM. Knowledge, skills and competency: Proven experience in the sphere of general HRM, recruitment and service benefits matters. A valid Driver's Licence. Computer Literacy; MS Word, Ms Excel, Ms Outlook, Ms Power Point, Proof of PERSAL Training and competencies. Broad knowledge of HRM, in depth knowledge of relevant Acts, Policies, Regulations in HRM, Basic conditions of employment Act, Labour Relations Act, Sound Knowledge of BCEA, EEA, PFMA problem solving, Display the following competencies: Good verbal and written communication, interpersonal relation skills, ability to work under pressure and deliver.
- DUTIES** : Render effective administration process of recruitment, selection and placement in HR. Develop database on transfers, service terminations, death, resignations and retirements, Administer all types of employee benefits and conditions of service (e.g. Long Service Awards, Medical Aid). Process leave gratuities. Administer leaves. Approve PERSAL Transactions captured. Facilitate processing of pension benefits, leave pay out. Create and maintain complete and accurate Human Resource records. Utilise resources effectively, adhere to Batho Pele Principles, Service Standards, Human Resource Policies and procedures. Manage Human Resources. Manage PMDS in the unit
- ENQUIRIES** : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 46/376** : **SENIOR ADMINISTRATIVE OFFICER: CORPORATE SERVICES REF NO: MPDOH/NOV/18/26**
- SALARY** : R299 709 per annum (Level 08) plus benefits

<u>CENTRE REQUIREMENTS</u>	:	Elsie Ballot Hospital (Gert Sibande District)
	:	Degree / Diploma in Public Administration / Management or equivalent qualification with 3 years relevant experience. Ability to work independently and under pressure. Computer literacy. Good verbal and written communication skills. Logical and innovative thinking abilities and leadership skills. Sound knowledge of PFMA and experience in staff supervision and discipline. A good understanding and knowledge of the Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Performance Management Development system and Treasury Regulations.
<u>DUTIES</u>	:	Manage and supervise sections allocated under supervision. Compile management report. Form part of multi-disciplinary management team. Co-ordinate, supervise and ensure implementation of the Performance Management and Development System. Compile monthly, quarterly and annual reports. Supervising, evaluating and development of personnel in the hospital. Manage conflict and maintain discipline in the section. Responsible for Human Resource Management. Responsible for heading the Financial Management which includes: Revenue Generation and Budget Control. Ensure effective and efficient Patient Administration. Responsible for Admin Support Services and Logistics. Responsible for Hospital maintenance, housekeeping and Records keeping.
<u>ENQUIRIES</u>	:	Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
<u>POST 46/377</u>	:	<u>SENIOR ACCOUNTANT: (FINANCE MANAGER) REF NO: MPDOH/NOV/18/27</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R299 709 per annum (Level 08) plus benefits
	:	Elsie Ballot Hospital (Gert Sibande District)
	:	Bachelor's Degree in Finance Management or Accounting or Diploma in Finance Management. Three (3) years' experience in Finance Management. Good Knowledge and skills in BAS, Logis, Treasury regulations, PFMA credit and debt management, numeracy, financial administration. Good Knowledge of Public Service Regulations, Risk Management and PFMA. Excellent written and verbal communication. Presentation, facilitation, problem solving, conflict resolution, research, project management and time management skills. Knowledge valid driver's licence.
<u>DUTIES</u>	:	Manage finance, revenue and bookkeeping, payments, internal control and systems, debts management. Advance and assist the hospital operations in the exercise of powers, functions assigned and delegations. Ensure the effective implementation of the PFMA and Treasure Regulations. Ensure compliance with the best practice accounting norms and standards. Manage monitor and implement financial systems and accounts and control. Provide accurate information in preparation of financial statements. Facilitate internal and external audits. Manage financial management quality control services. Establish and maintain effective, efficient and transparent system and internal control.
<u>ENQUIRIES</u>	:	Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
<u>POST 46/378</u>	:	<u>SOCIAL WORKER GR. 1 (REPLACEMENT) REF NO: MPDOH/11/18/30</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 553 – R281 181 per annum OSD requirements depending on experience
	:	HA Grove Hospital (Nkangala District)
	:	An appropriate Bachelor's degree in Social Work. Registration with the South African Council for Social Services Professionals. At least two (2) years working experience. Computer literacy and a driver's license compulsory.
<u>DUTIES</u>	:	Implement integrated Nutrition Programmes in the TB hospital. Compile the diet specifications for patients. Compile diet specifications for patients with other chronic conditions. Technical support to the health education programmes in terms of the nutrition requirements.
<u>ENQUIRIES</u>	:	Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
<u>POST 46/379</u>	:	<u>ADMINISTRATIVE OFFICER: RECORDS MANAGEMENT (REPLACEMENT) REF NO: MPDOH/NOV/18/28</u>
<u>SALARY CENTRE</u>	:	R242 475 per annum [Level 07] plus benefits
	:	Provincial Office, Nelspruit

- REQUIREMENTS** : Grade 12 Certificate plus 03 years' experience or Diploma/ Degree in Administration or supported by proven track records in registry functions, A Certificate in records management classification systems, knowledge and understanding legislative framework governing records management functions, ability to plan and organize, computer literacy (word, excel power point) good interpersonal relations, good communication and writing skills, people management
- DUTIES** : Rendering of records keeping functions, rendering of fax services, Supervise registry personnel and assist in the development of performance instruments development of performance instruments, develop and maintain control registers, training of registry personnel.
- ENQUIRIES** : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 46/380** : **TRANSPORT OFFICER: FLEET MANAGEMENT (REPLACEMENT) REF NO: MPDOH/NOV/18/29**
- SALARY** : R242 475 per annum [Level 07] plus benefits
CENTRE : Mmamethlake Hospital (Nkangala District)
REQUIREMENTS : An appropriate Degree / Diploma or equivalent qualification or Grade 12 plus three (3) years' experience in Government Vehicle or Fleet Management. Computer literate and valid driver's license. Knowledge of the Departmental policies, prescripts and practices. Good interpersonal as well as written and verbal communication skills.
- DUTIES** : Co-ordinate transport – ensure that the best and most economic use of Government motor transport is maintained. Exercise control over the maintenance and expenditure involved in the use of government motor transport. Arrange for proper completion and regular scrutiny of all records and returns concerning government motor transport. Ensure that the vehicles under his / her control are kept in a good condition and that they are serviced regularly. Ensure the control of logbooks and the safe keeping of keys and petrol cards. Ensure that all instructions relevant to the use, operation and maintenance of government motor vehicles are complied with. Act as liaison between his / her office, First Auto and Government Garage. Ensure that maintenance schedules are kept and that vehicles are properly looked after and checked on daily basis before and after each trip. Ensure availability of vehicles and co-ordinate transport. Plan daily, weekly and monthly vehicle use in line with priorities and service delivery aims.
- ENQUIRIES** : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 46/381** : **LAUNDRY MANAGER (REPLACEMENT) REF NO: MPDOH/NOV/18/31**
- SALARY** : R242 475 per annum [Level 07] plus benefits
CENTRE : Bethal Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate, Good leadership and computer literacy will be added advantage. Five years and above in a Supervisory level in Laundry services. Good supervisor skills. Good communication skills and computer literacy will be an advantage.
- DUTIES** : Exercise control and supervise the effective functioning of Laundry services. Administrative duties with regard to the ordering, recording and supervise. The issuing of clean linen. Also responsible for general neatness of the linen and delegate staff to perform duties.
- ENQUIRIES** : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 46/382** : **FOOD SERVICE MANAGER (REPLACEMENT) REF NO: MPDOH/NOV/18/32**
- SALARY** : R242 475 per annum [Level 07] plus benefits
CENTRE : Middelburg Hospital (Nkangala District)
REQUIREMENTS : Relevant 3 years tertiary qualification or Grade 12 plus 7 Years relevant experience, knowledge of Food Service Management. Valid driver's license. Operations and basic computer literacy will be recommended. Excellent communication (written and verbal) skills. Prior knowledge of stock and key control required. Good interpersonal, analytical and problem solving skills. Ability to work as a team and independently under pressure. Have effective leadership skills.

DUTIES

: Manage material resources, manage equipment's, and manage the preparation and serving of food and refreshment, manage stock. Conduct stock taking. Ensure cleanliness in the unit. Compile performance packs and conducting performance reviews of staff. Ensure compliancy to occupational health and safety. Exercise over control in the section. Apply hygienic in food service unit. Planning and coordinate Venues, meetings schedules and services. Developing and implementing of policies in the section, compiling of reports and submit on monthly basis. Supervision in the section.

ENQUIRIES

: Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)

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

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

- APPLICATIONS** : Please forward all applications, clearly stating the post for which you are applying, Northern Cape Department of Health Private Bag X5049, Kimberley 8300 or 144 Du Toitspan Road Kimberley Hospital Complex, James Exum Building
- FOR ATTENTION** : Ms F.P Ntsiko Director: Human Resource Management
- CLOSING DATE** : 30 November 2018
- NOTE** : People with disabilities and women are especially encouraged to apply for these positions. Applications must be submitted on form Z83 obtainable from any Public Service Department which must be originally signed, dated by the applicant and accompanied by a comprehensive recently updated CV (including three contactable references) Service certificates and certified copies of original educational qualifications certificates, drivers licence (where applicable), ID document and proof of citizenship if not an SA citizen. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and the Department of Higher Education (where applicable). All applications, including those submitted via registered mail must reach the department before 16:00hrs on the day of the closing date. Incomplete applications, faxed applications, emailed applications or applications received after the closing date will be disqualified. Separate Z83 forms and accompanying CVs must be completed for each post and candidates must quote the relevant reference number of each post and the name of the relevant publication in which the advert appeared. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged and applicants who have not received a response from the Department within three (3) months from the closing date of this advertisement must accept that their applications were unsuccessful. The department reserves the right not to fill the post.

MANAGEMENT ECHELON

- POST 46/383** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: NCDOH 08/2018**
- SALARY** : R1 189 338 annum (all-inclusive package)
- CENTRE** : Provincial Office, Kimberley
- REQUIREMENTS** : A Bachelors' degree or equivalent qualification (NQF level 7). At least 5 years' experience at a senior management level in the public sector with a strong track record in a corporate services environment. Strategic capability and leadership, programme and project management, financial management, change management, service delivery innovation, problem solving and analysis, people management and empowerment and the ability to build high performance teams, client orientation and customer focus, sound written and verbal communication.
- DUTIES** : Provide strategic direction on the service delivery mechanisms of the following work streams: strategic planning and reporting, human resource management, legal services, information and communications technology, communications, auxiliary services and facilities management. Engage with internal clients on an ongoing basis and ensure development of appropriate corporate service capabilities – leading the change process in the department in terms of policy, process, organisational re-alignment and system improvements and implementation with the objective of responsive turnaround times. Oversee and monitor the planning, organisation, implementation and maintenance of initiatives pertaining to Corporate Management Services. Ensure optimal departmental resources and capacity through both traditional mechanisms and innovative

partnership arrangements where necessary – targeting the establishment of a flexible performance driven organisation.

<u>ENQUIRIES</u>	:	Ms FP Ntsiko, Tel No: 053-830 0500
<u>POST 46/384</u>	:	<u>CHIEF DIRECTOR: INFRASTRUCTURE REF NO: NCDOH 09/2018</u>
<u>SALARY</u>	:	R1 189 338 annum (all-inclusive package)
<u>CENTRE</u>	:	Provincial Office, Kimberley
<u>REQUIREMENTS</u>	:	A minimum qualification of a year Bachelor degree or Bachelor of Technology degree in the Built Environment disciplines of Quantity Surveying, Project / Building / Construction Management or Civil / Structural Engineering Current professional registration in either of these disciplines is mandatory. Minimum of 6 - 10 years' experience in management.
<u>DUTIES</u>	:	To manage the planning, resourcing, delivery and maintenance of the physical environment conducive to quality health care services. Oversee the Department's Infrastructure programme, Manage the planning and implementation of the Infrastructure programme ,Manage the implementation of the Hospital Revitalisation Programme, Ensure successful implementation and maintenance of the Infrastructure Delivery Improvement Programme (DIP) initiative, Establish and maintain an effective programme planning, reporting, monitoring and evaluation system, Ensure compliance with all relevant statutory requirements, Manage personnel and other administrative functions, Establish and maintain effective relationships with Implementing Agents and other stakeholders.
<u>ENQUIRIES</u>	:	Ms FP Ntsiko, Tel No: 053-830 0500
<u>POST 46/385</u>	:	<u>CHIEF EXECUTIVE OFFICER TERTIARY HOSPITAL REF NO: NCDOH 10/2018</u>
<u>SALARY</u>	:	R1 189 338 annum (all-inclusive package)
<u>CENTRE</u>	:	Kimberley Hospital Complex
<u>REQUIREMENTS</u>	:	A Degree or Diploma in management or health/medical science qualification. Registration with the relevant Professional Council, where applicable, 5 years' experience on a senior management level, experience in health services facility manager or Management experience in a health services environment. A valid B (08) driver's licence is an inherent requirement.
<u>DUTIES</u>	:	To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative hospital services. To provide strategic leadership to improve operational efficiency of the hospital service and improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the Hospital is managed within budget in line with PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources. Promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety commitments. Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the hospital. Manage the hospitals risks to ensure optimal achievement of health outcomes, the safety of all staff, patients and visitors, environmental safety, and proper management of buildings and other assets.

<u>ENQUIRIES</u>	:	Ms FP Ntsiko, Tel No: 053-830 0500
<u>POST 46/386</u>	:	<u>DIRECTOR: OFFICE OF THE HOD REF NO: 11/2018</u>
<u>SALARY</u>	:	R1 005 063 per annum (all-inclusive package)
<u>CENTRE</u>	:	Provincial Office, Kimberley
<u>REQUIREMENTS</u>	:	A degree or equivalent qualification with 5 years' experience at middle/senior managerial level, 3-5 years' relevant functional experience in an office of a Head of Department, valid driver's licence, computer literate, strategic capability and leadership; programme and project management; financial management; change management; service delivery innovation; problem solving and analysis; people management and empowerment and the ability to build high-performance teams; client orientation and customer focus; sound written and verbal communication skills.
<u>DUTIES</u>	:	Co-ordinate departmental reports on behalf of the HOD. Ensure compliance with all relevant legislative and statutory requirements towards the achievement of departmental service delivery priorities and goals. Develop and implement monitoring systems to track progress and monitor institutional performance and impact. Develop, monitor, promote and co-ordinate the implementation of departmental service delivery plans. Promote co-operative governance with National and Provincial Government. Assume overall responsibility for the management of the office of the HOD. Manage and supervise the staff within the office of the HOD. Ensure proper performance management and development procedures in the office of the HOD and attend to staff growth and development needs. Attend to submissions of and briefings on major policy administrative issues. Report on expenditure performance, provide advice and prioritise support.
<u>ENQUIRIES</u>	:	Ms FP Ntsiko, Tel No: 053-830 0500
<u>POST 46/387</u>	:	<u>DIRECTOR: NON COMMUNICABLE DISEASES REF NO: 12/2018</u>
<u>SALARY</u>	:	R1 005 063 per annum (all-inclusive package)
<u>CENTRE</u>	:	Provincial Office, Kimberley
<u>REQUIREMENTS</u>	:	A Bachelor's Degree in Health Science or equivalent qualification, 5 years' experience at a middle/senior managerial level, post-graduate degree in Public Health Management is an added advantage.
<u>DUTIES</u>	:	Strategic direction in planning for Communicable and Non-communicable diseases intervention strategies, monitor and evaluate. Implementation of provincial policies, guidelines and priority health. Programmatic performance in line with strategic framework of the department and Annual Performance Plan, implement an efficient system to manage human capital and financial resources, management stakeholder relationships and inter-sectoral collaboration/partnerships with other government departments, provide strategic direction in the provision of comprehensive, affordable and accessible public health services.
<u>ENQUIRIES</u>	:	Ms FP Ntsiko, Tel No: 053-830 0500
<u>POST 46/388</u>	:	<u>DISTRICT DIRECTOR REF NO: NCDOH 13/2018</u>
<u>SALARY</u>	:	R1 005 063 per annum (all-inclusive package)
<u>CENTRE</u>	:	ZF Mgqawu Health District
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelor's degree or equivalent qualification, as well as managerial experience in District Health. A Post graduate qualification in Health Management will be an added advantage, 5 years' experience at managerial level. A valid B (08) driver's licence is an inherent requirement.
<u>DUTIES</u>	:	To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative hospital services. To provide strategic leadership to improve operational efficiency of the hospital service, to improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the hospital is managed within budget in line with PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable

prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources. Promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety commitments. Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the Hospital.

- ENQUIRIES** : Ms FP Ntsiko, Tel No: 053-830 0500
- POST 46/389** : **CHIEF EXECUTIVE OFFICER REGIONAL HOSPITAL REF NO: NCDOH 14/2018**
- SALARY** : R1 005 063 per annum (all-inclusive package)
- CENTRE** : Dr. Harry Surtie Hospital Upington
- REQUIREMENTS** : A degree/advanced diploma in a health related field, registration with the relevant professional body plus a degree/diploma in health management., 5 years' experience at middle/senior management level, experience in the health sector, experience as a health service manager or significant experience in management in a health service environment. A valid driver's licence is an inherent requirement.
- DUTIES** : To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative hospital services. To provide strategic leadership to improve operational efficiency of the hospital service, to improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the Hospital is managed within budget in line with PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources. Promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety commitments. Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the hospital. Manage the hospitals risks to ensure optimal achievement of health outcomes, the safety of all staff, patients and visitors, environmental safety, and proper management of buildings and other assets.
- ENQUIRIES** : Ms FP Ntsiko, Tel No: 053-830 0500

OTHER POSTS

<u>POST 46/390</u>	:	<u>MEDICAL SPECIALIST: PSYCHIATRY REF NO: NCDOH 18/2018</u>
<u>SALARY</u>	:	R1 051 368 per annum (All-inclusive package)
<u>CENTRE</u>	:	West End Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal Specialty. Grade 1: None after registration with the HPCSA as a Medical Specialist. Grade 2: A minimum of 5 years' experience as a Medical Specialist in Psychiatry after registration with the HPCSA. Grade 3: A minimum of 10 years' experience as a Medical Specialist in Psychiatry after registration with the HPCSA. Basic knowledge of Medical Practice and Ethics. Knowledge and respect of the Patients' Rights Charter and Batho Pele Principles.
<u>DUTIES</u>	:	Clinical experience in Psychiatry. Sound knowledge, skill and experience in Psychiatry. Good interpersonal and communication skills. Ability to work under pressure and maintain high standard professionalism. Ability and willingness to supervise staff. Responsibility for care of patients at designated levels. Management of patients under supervision. Attendance at ward rounds. Provision of after-hours care for emergency services. Performing outreach services within the Department (Districts and Hospitals).
<u>ENQUIRIES</u>	:	Mr A Links Tel No: 053 8613 911
<u>POST 46/391</u>	:	<u>CHIEF EXECUTIVE OFFICER DISTRICT HOSPITALS REF NO: NCDOH 15/2018</u>
<u>SALARY</u>	:	R826 053 per annum (all-inclusive package)
<u>CENTRE</u>	:	Kuruman Hospital (John Taolo Gaetsewe Health District) Abraham Esau Hospital (Namakwa Health District) Tshwaragano Hospital (John Taolo Gaetsewe District) De Aar Hospital (Pixley Ka Seme District)
<u>REQUIREMENTS</u>	:	A Degree / Advanced Diploma in a health-related field. Registration with the relevant Professional Council, where applicable. A Degree/Diploma in Health Management OR a degree / advanced diploma in a Management field. At least 5 years' experience as a health services facility manager/management experience in a health services environment. A valid B (08) driver's licence is an inherent requirement.
<u>DUTIES</u>	:	To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative hospital services. To provide strategic leadership to improve operational efficiency of the hospital service, to improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the Hospital is managed within budget in line with PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources. Promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety commitments. Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the hospital. Manage the hospitals risks to ensure optimal achievement of health outcomes, the safety of all staff,

patients and visitors, environmental safety, and proper management of buildings and other assets.

ENQUIRIES : Ms FP Ntsiko, Tel No: 053-830 0500

POST 46/392 : **DEPTY DIRECTOR RADIOGRAPHY REF NO: NCDOH 19/2018**

SALARY : R815 169 per annum (All-inclusive package)

CENTRE : Kimberley Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA Radiography. Grade 1: A minimum of 3 years' appropriate experience after registration with the HPCSA as Radiographer, 2 years' management or supervisory level experience. A post graduate qualification in imaging, radiation or management will be an added advantage. Experience in imaging services. Knowledge of the Radiation Control Act No. 15 of 1973, Radiation protection as well as quality assurance. Knowledge of the South Africa's Health Care Act (2003) and the health care system. Knowledge of the PFMA and the Treasury Regulations. Leadership and management skills in people, strategic planning and its implementation, change and project management including monitoring and evaluation. Knowledge of key stakeholders and their relevancy. Computer Literacy. Ability to work independently and under extreme pressure. A valid Drivers' Licence is a requirement, the individual has to travel extensively in the Province.

DUTIES : To ensure the effectiveness and efficiency of the imaging and specialised radiological services throughout the Northern Cape Province. Develop Policy frameworks, norms, guidelines for imaging care. Render support to Districts on matters related to imaging, specialised radiological services and quality assurance. Develop technical specifications for equipment acquisition. Develop, review and implement quality assurance protocols for imaging and specialised radiological services. Develop, project briefs and cost estimates for imaging and specialised radiological services. Develop and implement a monitoring and evaluation system for imaging and specialised radiological services. Ensure Radiation protection is practised at all Hospitals.

ENQUIRIES : Mr R Jones Tel No: 053 802 2124

POST 46/393 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: NCDOH 16/201/8**

SALARY : R697 011 per annum (all-inclusive package)

CENTRE : Dr. Harry Surtie Hospital Upington

REQUIREMENTS : Three -year degree or diploma or equivalent and relevant qualification in Human Resource Management, with at least 3-5 years' experience, on an Assistant Director Level, in the relevant field, with appropriate managerial and leadership experience, Knowledge of financial and Public Service regulations, policy research, analysis and development, action-orientated and results-driven, innovative and customer-focused, excellent communication (verbal and written), Financial and change management, Human resource planning competencies, planning, skills, people, strategic and project management.

DUTIES : Provide Human Resource strategic direction, aligned to the organisations business goals, promote and ensure effective Human Resource practices and Labour Relations, give leadership and strategic direction and integrate the functions of Human Resource Administration, Labour Relations, Human Resource Development, Employee Health and Wellness and Organisational Development, develop Human Resource policies and practices in support of departmental objectives and strategies, perform Human Resource planning duties, including recruitment and selection, maintain personnel administration systems and practices, ensure the provision of an effective and efficient human resources management support service to the Department, provide Human Resources Management information and any other duties incidental thereto.

ENQUIRIES : Ms FP Ntsiko, Tel No: 053-830 0500

POST 46/394 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: NCDOH 12/2018**

SALARY : R697 011 per annum (all-inclusive package)

CENTRE : Kimberley Hospital Complex

REQUIREMENTS : Three -year degree or diploma or equivalent and relevant qualification in Human Resource Management, with 3-5 years' experience, on an Assistant Director Level, in the relevant field, with appropriate managerial and leadership experience, Knowledge of financial and Public Service regulations, policy research, analysis and development, action-orientated and results-driven, innovative and customer-focused, excellent communication (verbal and written), Financial and change management, Human resource planning competencies, planning, skills, people, strategic and project management.

DUTIES : Provide Human Resource strategic direction, aligned to the organisations business goals, promote and ensure effective Human Resource practices and Labour Relations, give leadership and strategic direction and integrate the functions of Human Resource Administration, Labour Relations, Human Resource Development, Employee Health and Wellness and Organisational Development, develop Human Resource policies and practices in support of departmental objectives and strategies, perform Human Resource planning duties, including recruitment and selection, maintain personnel administration systems and practices, ensure the provision of an effective and efficient human resources management support service to the Department, provide Human Resources Management information and any other duties incidental thereto.

ENQUIRIES : Ms FP Ntsiko, Tel No: 053-830 0500

POST 46/395 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: NCDOH 17/2018**

SALARY : R697 011 per annum (all-inclusive package)

CENTRE : Kimberley, Provincial Office

REQUIREMENTS : A three-year Bachelor's degree/National Diploma or equivalent NQF 6 qualification in Labour Relations/Human Resource/ B com or Law, at least five3-5 years working experience, as an Assistant Director, in initiating disciplinary hearings, conducting investigations and negotiations, Knowledge and understanding of Labour Relations Legal Framework, dispute resolution processes, policy development and implementation, good communication (verbal and written), planning, problem solving, conflict management, leadership organisational, presentation, financial management, time management negotiation and computer skills(MS Office packages), A valid driver's licence.

DUTIES : Initiate and provide strategic direction in the implementation and promotion of labour relations programmes and interventions. Manage finalisation of all grievances and complaints received from employees in the Department. Manage finalisation of all misconduct cases in the Department. Monitor and ensure the timeous resolution of dispute. Provide specialist assistance and advice to all line managers on the disciplinary and grievance processes representing the Employer at PHSDSBC, ensure an accurate and up to date case management system and provide training and advocacy on labour related matters in the Department. Ensure the implementation of the findings of disciplinary enquiries and awards of external dispute resolution, report to management and the Public Service Commission. Management of risk and audit queries. Ensure effective management of resources within the Labour Relations Unit.

ENQUIRIES : Ms FP Ntsiko, Tel No: 053-830 0500

**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 46/396 : **MEDICAL SPECIALIST (FAMILY PHYSICIAN)**
Overberg District

SALARY : Grade 1: R1051 368 per annum
Grade 2: R1 202 112 per annum
Grade 3: R1 395 105 per annum
(A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS : Caledon Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Family Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Family Medicine. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Participate in commuted overtime at Caledon Hospital. Competencies (knowledge/skills): Knowledge and understanding of the Department's Healthcare 2030 vision. Excellent administrative and research skills. Good communication skills in at least two of the three official languages of the Western Cape. Computer literacy (Ms Word, PowerPoint and Excel).

DUTIES : Key result areas/outputs: Participate in the Hospital and Sub-district Health Services team. Act as coordinator for Family Medicine Registrars allocated to the TWK sub-district as well as co-ordinator of undergraduate medical students from the University of Stellenbosch visiting Caledon Hospital. Supervise the sub-district Medical Officers team and report to Manager: Medical Service with regard to quality of care, clinical governance and training needs. Provide clinical services to patients (including emergency care, ward rounds, OPD, PHC consultations, Theatre work, Obstetrics, after-hours duties in order to ensure efficient delivery of the core package of services at a District Hospital and PHC platform). Develop, maintain and monitor protocols for proper clinical governance of the services in the Sub-districts. Initiate, supervise and conduct research appropriate to the needs of the Sub-district. In conjunction with Manager: Medical Service, liaise with specialists at the referral hospital to implement the Outreach and support policy of the Department.

ENQUIRIES : Dr MS Rambiyana Tel No: (028) 212-1070
APPLICATIONS : The Director: Overberg District, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Ms A Brits
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

: 30 November 2018

POST 46/397

: **MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS)**

Chief Directorate: Rural Health Services

SALARY

: Grade 1: R1051 368 per annum

Grade 2: R1 202 112 per annum

Grade 3: R1 395 105 per annum

(A portion of the package can be structured according to the individual’s personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS

: Paarl Hospital

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatrics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Paediatrics. **Grade 2:** A minimum of 5 years’ appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Paediatrics. **Grade 3:** A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatrics. Inherent requirements of the job: 40-hour basic work week and participate in the after-hours call system, with an undertaking to participate in 16-hours commuted overtime per week. Valid (code B/EB) driver’s licence. Competencies (knowledge/skills): Literacy and proficiency in at least two of the three official languages of the Western Cape. Computer literacy. Relevant statutory framework competencies including Healthcare 2030, Best Practice Criteria, National Core Standard, EDL, Standard Treatment Guidelines. Sound knowledge, skill and experience in General Paediatrics and Neonatology. Good interpersonal and communication skills. Ability to work under pressure and maintain a high standard of professionalism. Ability and willingness to supervise staff. Actively participate in the academic under- and post-graduate paediatric training program. Good working ethics with children and be an advocate for children’s rights. Support and outreach to district hospitals as necessary.

DUTIES

: Key result areas/outputs: Render an efficient and cost-effective Paediatrics service to patients managed by the institution and District Health Care Services in the district by balancing throughout with quality. Clinical service delivery in Paediatrics. Ensure rational use of resources (medical or surgical sundries and equipment). Academic teaching and audits in General Paediatrics. Plan and partake in the training of staff, including registrars, medical officers, community service MOs, interns, final-year medical students and nursing staff.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE

: Dr J Murray, Tel No: (021) 860-2603 or e-mail: Jaco.Murray@westerncape.gov.za

: The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl 7620.

: Mr RM Petersen

: Shortlisted candidates will be subjected to competency test. 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 : 07 December 2018

POST 46/398 : **OPERATIONAL MANAGER (SPECIALTY AREA: OBSTETRICS HIGH CARE)**

SALARY : R532 449 (PN-B3) per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma or 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 Medical and Surgical Nursing Science: Critical Care, General ICU, Advance Midwifery and Neonatology. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognisable experience in the specialty after obtaining the 1 year post-basic qualification in the relevant specialty as referred to above. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills.

DUTIES : Plan, manage, co-ordinate and maintain an optimal, specialised nursing service as an Operational Manager in an Obstetrics High Care setting. Effective management and utilisation of human and financial resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Mrs F Marthinus Tel No: (021) 938-4055
APPLICATIONS : The Chief Executive Officer, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms V Meyer
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 November 2018

POST 46/399 : **ASSISTANT MANAGER NURSING (AREA: GENERAL NURSING)**
Chief Directorate: Metro Health Services

SALARY : R532 449 (PN-A7) per annum
CENTRE : Oral Health Centres, Tygerberg/Mitchells Plain
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse (Proof of annual licence receipt). Inherent requirement of the job: Willingness to work on the platform of the Oral Health Centre, Tygerberg/Mitchells Plain. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): Excellent conflict management, writing and communication skills. Ability to work effectively and amicably at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Proficiency in at least two of the three official languages of the Western Cape.

DUTIES : Coordinate, supervise and delegate the provision of effective and efficient patient care through quality nursing care within set standards and legal framework. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor the cost effective

utilisation of human, financial and physical resources. Coordinate the provision of effective training and research. Provide effective support to Nursing Services and maintain professional self-development. Monitor the cleaning/maintenance services of the Institution. Coordinate and process SPMS.

ENQUIRIES : Ms L Cooper Tel No: (021) 937-3141
APPLICATIONS : The Dean/Manager: Oral Health Centre Tygerberg/M/P, Private Bag X1, Tygerberg, 7505.
FOR ATTENTION : Ms N Jooste
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 November 2018

POST 46/400 : **OPERATIONAL MANAGER NURSING (SPECIALTY: OBSTETRICS)**
Chief Directorate: Metro Health Services

SALARY : R532 449 (PN-B3) per annum
CENTRE : Delft Community Health Centre
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma or 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 Advance Midwifery and Neonatal Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: 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 in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts (day and night), weekends and public holidays when required. Competencies (knowledge/skills): Basic computer literacy (MS Word, Power Point, Outlook and Excel). Ability to effectively communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES : Plan, manage, co-ordinate and maintain an optimal, specialised Nursing Service as an Operational Manager in an Obstetrics setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate, co-ordinate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Mr JC Van Heerden Tel No: (021) 954-2237
APPLICATIONS : The Human Resources Manager: Metro District Health Services, Northern/Tygerberg Sub-structure Karl Bremer Hospital, Private Bag X1, Bellville, 7535.
FOR ATTENTION : Ms P Louw
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 November 2018

POST 46/401 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (INFECTION PREVENTION AND CONTROL AND OCCUPATIONAL HEALTH AND SAFETY)**
Chief Directorate: Metro Health Services

SALARY : R420 318 (PN-A5) per annum
CENTRE : Northern/Tygerberg Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse.

Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of Provincial Infection Prevention and control measures and practices. Understanding of Occupational Health and Safety Act, regulations and policies. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to analyse health systems information, conducting research or surveys and compiling comprehensive reports, Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control (NCS and Ideal Clinic requirement). Ability to facilitate and promote training.

DUTIES : Develop and ensure implementation of relevant clinical practice guidelines and Standard Operating Procedures (SOP's) in respect of Infection Prevention and Control and OHS. Support and engage Facility Managers to support policy and legislative SHERQ requirements. Facilitate and co-ordinate the management of risks as identified in terms of the Infection control policy & OHS policies. Provide effective guidance and training in Infection Prevention and Control to all staff & OHS. Support quality assurance programmes: monitor adherence to OHS; IPC & Risk Management in line with National and Provincial policies and Core Standards. Support OH&S committee for effective functioning and plan and coordinate OHS & IPC meetings. Support Quality Assurance Programmes i.e. Ideal Clinic and NCS.

ENQUIRIES : Mr S Msolo Tel No: (021) 815-8875
APPLICATIONS : The Director: Metro Health Services, Bellville Health Park, corner of Mike Pienaar and Frans Conradie Drive, Bellville, 7500.

FOR ATTENTION : Ms FG Malan
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE : 30 November 2018

POST 46/402 : **CHIEF ARTISAN GRADE A (MEDICAL GAS)**
 Directorate: Engineering and Technical Services

SALARY : R365 646 per annum
CENTRE : Head Office, Cape Town based at Bellville Mobile Workshop
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in a relevant field. Experience: 10 years appropriate post- qualification experience as Artisan or Artisan Foreman. Inherent requirements of the job: Willingness to work overtime and perform standby duties. Valid (Code B/EB) driver's licence. Willing to travel throughout the Western Cape Province and stay over when required. Registration is compulsory in terms of the OHS Act specifically concerning the Pressure Equipment Regulation (PER). Competencies (knowledge/skills): Computer literacy (MS Office, E-mail and Web Based Applications). Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Working knowledge of Human Resources practices. Working knowledge and skills of Supply Chain Management and Financial practices. Management skills.

DUTIES : Supervision and management of the applicable workshops and workshop staff. Control over workshop, equipment, tools, plant and spares. Scoping of maintenance projects and subsequent generation of a bill of quantities. Supervision and assistance with the execution of engineering projects/repairs at various Health Institutions and Clinics. Liaise with engineering management and private sector. Planning/scheduling of staff, project plants, repairs and equipment. Budgeting and expenditure control in respect of workshop. Drafting of monthly reports.

ENQUIRIES : Mr S Reichert Tel No: (021) 918-1569
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind will be required when applying for this post. Proven certification with the South African Qualification and Certification Committee (SAQCC Gas) in terms of the installation of medical gas equipment, specifically concerning the Pressure Equipment Regulations (PER)/or The successful candidate will be required to obtain certification with the South African Qualification

and Certification Committee (SAQCC Gas) in terms of the installation of medical gas equipment within his or her first twelve months of employment in the position.

CLOSING DATE : 30 November 2018

POST 46/403 : **FORENSIC TOXICOLOGIST**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R356 289 per annum
CENTRE : Forensic Pathology Services
REQUIREMENTS : Minimum educational qualification: BSc (Hons) Degree in Chemistry, Biochemistry or Toxicology, or an equivalent field with coursework in general and organic chemistry (beyond first year), one course in statistics and at least one full semester course in analytical and/or interpretive forensic toxicology or pharmacology (beyond first year). Experience: Appropriate post-graduate laboratory experience within an analytical chemistry, pharmacology or toxicology laboratory environment is required. Theoretical knowledge and experience in using advanced laboratory equipment/instrumentation such as GC/MS, LC-MS/MS, centrifuges, balances, pipettes – must be evident. Experience in handling human biological samples and other hazardous chemicals/waste. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to work independently, set priorities and work efficiently, keep accurate records, and accurately analyse data, while also working in a team and under supervision. Ability to communicate effectively both verbally and in writing, in at least two of the three official languages of the Western Cape, and defend scientific findings in court if applicable. Knowledge of analytical toxicology instrumentation, laboratory safety and quality assurance/quality control procedures and ethical, moral and professional standards in toxicology. Knowledge of chain-of-custody and forensic laboratory requirements, and understanding and adherence to relevant legislation and legal obligations.

DUTIES : Analyse and report (in affidavit/laboratory form) toxicological results to stakeholders in timeous nature. Accession and prepare biological specimens for instrumental analysis. Work on, troubleshoot and maintain equipment and instruments (e.g. GCMS and LCMSMS). Develop and validate instrumental methods, document raw data and monitor results. Maintain Good Laboratory Practice, health and safety requirements and quality guidelines in the laboratory. Provide administrative support, teaching, and research supervision with the academic facility. Ensure items for laboratory are stocked, inventoried and documented.

ENQUIRIES : Ms B Davies Tel No: (021) 406-6026/6412
APPLICATIONS : The Director: Emergency and Clinical Support Services: Forensic Pathology, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.
FOR ATTENTION : Ms C Machelm
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance prior to appointment. Possession of or eligibility for certification in toxicology by SACNASP must be obtained before the end of the probation period and maintained as a condition of employment.

CLOSING DATE : 30 November 2018

POST 46/404 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (EPI DISEASE SURVEILLANCE)**
Directorate: Health Support

SALARY : R356 289 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate three-year health related Diploma or Degree (e.g Medical Science, Public Health/Epidemiology, Nursing) or equivalent. Experience: Appropriate experience in disease surveillance, epidemiology and information management. Managerial experience in health programme services. Inherent requirements of the job: Willingness to travel. Valid (Code B/EB) driver's licence. Competencies (knowledge and skills): Project Management skills. Computer literacy (MS Word and Excel, PowerPoint). Technical expertise in surveillance or public health or epidemiology. Ability and willingness to work flexibly as part of a team. Knowledge of the Expanded

Programme on Immunisation (EPI), health legislation, and disease surveillance and outbreak response policies. Sound verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Produce situational analysis reports, strategic plans, guidelines and SOPs on vaccine preventable diseases. Investigation, document and follow-up the priority Vaccine Preventable diseases reported and coordinate responses to outbreaks. Manage vaccine preventable disease databases (collection, collation, analysis, interpretation and reporting). Conduct training to improve the capacity of healthcare workers to detect notifiable medical conditions and priority vaccine preventable diseases/conditions. Conduct site visits at hospitals and record reviews for vaccine preventable diseases. Monitoring and Evaluation of the programme and EPI disease surveillance.

ENQUIRIES : Ms C Jacobs Tel No: (021) 483-9964

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs

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

CLOSING DATE : 30 November 2018

POST 46/405 : **ASSISTANT DIRECTOR: FINANCE (DATA ANALYSER)**
Directorate: Infrastructure programme

SALARY : R356 289 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma or Degree in IT, Mathematics, Accounting or other subject with numerical orientation. Experience: Appropriate relevant experience in public finance and/or built environment will be advantageous. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of SharePoint, similar system or knowledge of SQL Server Integrated Services (SSIS). Advanced computer literacy skills. A proven ability to analyse data. Experience in end user report writing. Strong self-sufficiency and initiative working on large databases. Excellent interpersonal and communication skills (written and verbal). Ability to work co-operatively with colleagues and stakeholders at all levels.

DUTIES : Business and system analysis. Database development and maintenance (with focus on Excel & SQL Databases). Software development, improvement and maintenance (with focus on SharePoint). Quality control, client liaison and user support. Financial templates creation, management and control. Provide ongoing technical support to ensure effective service delivery to all stakeholders.

ENQUIRIES : Mr E Brown, Tel No: (021) 483-0867

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs

NOTE : No payment of any kind is required when applying for this post; a full job description is available upon request.

CLOSING DATE : 30 November 2018

POST 46/406 : **ARTISAN FOREMAN GRADE A (CARPENTRY)**
Directorate: Engineering and Technical Support Services

SALARY : R286 500 per annum

CENTRE : Head Office, Cape Town (Based at Bellville Mobile Workshop)

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Five years post qualification experience in the relevant field Carpentry. Inherent requirement of the job: Valid (Code E/EB) driver's licence. Competencies (knowledge/skills): Good communication skills. Conversant with the requirements of the Machinery and Occupational Health and Safety Act.

DUTIES : Produce objects with material and equipment according to job specifications and standards. Repair and service of equipment at facilities, plants and buildings according to standards. Do quality assurance on all maintenance and repair work performed and keep register of all work done and keep control of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Supervise the workshop staff and perform related administrative duties. Assist the Chief Artisan in ordering, procurement and control of maintenance material and equipment.

ENQUIRIES : Mr F Ebrahim, Tel No: (021) 918-1507
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 November 2018

POST 46/407 : **ARTISAN FOREMAN GRADE A (PLUMBING)**
Directorate: Engineering and Technical Support Services

SALARY : R286 500 per annum
CENTRE : Head Office, Cape Town (Based at Bellville Mobile Workshop)
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Five years post qualification experience in the relevant field of plumbing. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good communication skills. Conversant with the requirements of the Machinery and Occupational Health and Safety Act.

DUTIES : Produce objects with material and equipment according to job specifications and standards. Repair and service of equipment at facilities, plants and buildings according to standards. Do quality assurance on all maintenance and repair work performed and keep register of all work done and keep control of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Supervise the workshop staff and perform related administrative duties. Assist the Chief Artisan in ordering, procurement and control of maintenance material and equipment.

ENQUIRIES : Mr F Ebrahim Tel No: (021) 918-1507
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind will be required when applying for this post.
CLOSING DATE : 30 November 2018

POST 46/408 : **ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)**
Directorate: Engineering and Technical Support Services

SALARY : Grade A: R179 523 per annum
Grade B: R211 464 per annum
Grade C: R246 870 per annum

CENTRE : Head Office, Cape Town (Based at Metro East District Hub, Lentegour)
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel throughout the Western Cape. Willingness to perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to do welding work.

DUTIES : Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects or repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen or Chief Artisan with their duties.

ENQUIRIES : Mr O Buys Tel No: (021) 370-1119
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind will be required when applying for this post.
CLOSING DATE : 30 November 2018

POST 46/409 : **ARTISAN PRODUCTION GRADE A TO C (PLUMBING)**
Directorate: Engineering and Technical Support Services

SALARY : Grade A: R179 523 per annum
Grade B: R211 464 per annum
Grade C: R246 870 per annum

CENTRE : Head Office, Cape Town Based at Metro East District Hub, Lentegour)

- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willingness to travel throughout the Western Cape. Willingness to perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
- DUTIES** : Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects or repairs at hospitals and health institutions. Maintain and repairs of plumbing installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.
- ENQUIRIES** : Mr O Buys Tel No: (021) 370-1119
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs
- NOTE** : No payment of any kind will be required when applying for this post.
- CLOSING DATE** : 30 November 2018
- POST 46/410** : **ADMINISTRATION CLERK: SUPPORT**
(12 Months Contract Post)
Overberg District
- SALARY** : R163 563 per annum plus 37% in lieu of service benefits
CENTRE : Otto du Plessis Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in a patient administration environment. Inherent requirements of job: Valid (Code B/EB) driver's licence. Willingness to do 12-hour shifts (which include night duty, weekends and Public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy (Ms Word and Excel) (Please attach proof). Knowledge of Hospital Fees Memorandum 18. Knowledge of Clinicom/Delta 9. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape.
- DUTIES** : Register and capture patient information. Responsible for revenue control, which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Reception tasks, attend patient queries and folder management. Medical records functions: Keep record, file, retrieve folders, trace old folders, destruct folders and compile new folders. Effective assistance and support to supervisor, colleagues and other institutions.
- ENQUIRIES** : Ms S Laubsher, Tel No: (028) 424-1167
APPLICATIONS FOR ATTENTION : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
NOTE : Ms A Brits
Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 07 December 2018
- POST 46/411** : **CLEANER**
Overberg District
- SALARY** : R96 549 per annum
CENTRE : Suurbraak Community Clinic
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Cleaner experience in a Health Environment. Inherent requirements of the job: Willingness to rotate to other clinics. Ability to lift/move heavy equipment and supplies. Competencies (knowledge and skills): Good interpersonal relations and organisational skills. Good communication skills in at least two of the three official languages of the Western Cape. Appropriate knowledge with the use of cleaning equipment, cleaning materials and cleaning detergents.
- DUTIES** : General cleaning and maintenance of cleaning equipment. Dust, sweep, polish, scrub and mop floors, passages furniture, emptying of dustbins and sorting of soiled linen according to correct cleaning procedures. Effective use of cleaning

agents and stock. Responsible for general hygiene and safe environment. Handle cleaning equipment. Handle elementary stock control.

ENQUIRIES : Ms GJ van der Westhuizen, Tel No: (028) 514-8400
APPLICATIONS : The District Director: Overberg District Office, Private Bag X7, Caledon, 7230.
FOR ATTENTION : Ms A Brits
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 07 December 2018

POST 46/412 : **FOOD SERVICES AID**
 Chief Directorate: Rural Health Services

SALARY : R96 549 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a large scale, Food Service Unit. 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. 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 read, speak and write in at least two of the three official languages of the Western Cape.

DUTIES : Assist in the receipt and storage of all provisions and stock in the food service unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operational procedures.

ENQUIRIES : Ms D Koen Tel No: (021) 860-2546
APPLICATIONS : The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl 7620.
FOR ATTENTION : Mr RM Petersen
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE : 07 December 2018

PROVINCIAL TREASURY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
CLOSING DATE : 03 December 2018
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 46/413 : **ASSISTANT DIRECTOR: DATA AND INFORMATION MANAGEMENT REF No: PT 2018-36**

SALARY : R356 289 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree with a minimum of 3 years' relevant experience in Information Management; A valid Code B driving licence. Recommendation: Experience in the following: Database Management and Administration; VBA (Visual basic for Applications); ICT infrastructure, architecture and frameworks; Project Management; Planning and organising. Competencies: Knowledge of the following: Database Management and administration; Provincial

and municipality budget and financial processes; Verbal and written communication skills in at least two of the three official languages of the Western Cape; Proven advanced computer literacy (MS Word, Microsoft Excel, PowerPoint and Microsoft Outlook); Strong interpersonal, collaborative and report writing skills; Outstanding planning, organising and people skills; Ability to perform under pressure.

DUTIES

: Provide a data support function for internal and external stakeholders with the view to budget preparation and finalisation, including to ensure that comprehensive, high quality and up to date information is available; design, develop, maintain and monitor expenditure databases for departmental and municipal budgets to facilitate the compilation of periodic and ad-hoc data sets, and aggregate reports on the state of provincial finances; Create and co-ordinate management reports in response to business user needs; Build capacity among users to utilise databases, data models and data repositories; Assist with the implementation of Corporate Governance of ICT Policy Framework.

ENQUIRIES

: Mr I Batchelor at (021) 483 5703