



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 01 OF 2021

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

OFFICE OF THE CHIEF JUSTICE: Kindly note that the post of Judge's Secretary (Eastern Cape Division: Grahamstown), with Ref No: 2020/160/OCJ advertised in Public Service Vacancy Circular 28 dated 11 December 2020 with a closing date 28 December 2020, the centre and post details has been amended as follows: Incumbent will be based in Bhisho High Court and East London Circuit Court and it's a permanent position. People who previously applied are encouraged to re-apply, the closing date has been extended to the 29 January 2021.

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DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well-co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Applications may be submitted electronically via email to recruitment@cogta.gov.za.
- FOR ATTENTION** : Recruitment and Selection Unit Tel No: (012) 334 0628 / 0629/ 0732.
- CLOSING DATE** : 05 February 2021
- NOTE** : Applicants are advised that a new application for employment (Z83) has been in effect since 01 January 2021. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by (1) a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as at least 2 contactable references, (2) a copy of the applicant's South African ID Document, (3) a copy of the applicant's drivers' license, (4) a copy of Grade 12 Certificate as well as all qualifications mentioned in the CV, (5) a SAQA verification report for foreign qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). Advanced presentation/public speaking skills. Technical Competencies: Systems Development. Computer Systems. IT Management and Government IT policies. Business Systems. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The below post is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Application should therefore have proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course.

MANAGEMENT ECHELON

<u>POST 01/01</u>	:	<u>CHIEF DIRECTOR: INFORMATION, COMMUNICATION AND BUSINESS TECHNOLOGY</u>
<u>SALARY</u>	:	R1 251 183 per annum, (An all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Grade 12 Certificate and an undergraduate qualification (NQF Level 7) in Information Technology/Information Systems or equivalent qualification as recognised by SAQA. A relevant post-graduate qualification and / or completed ICT related certification programmes will be an advantages. Experience: At least 10 years' relevant experience in the ICT environment, with 5 years relevant experience at senior management level. A valid South African driver's license. A strong background an experience in developing and implementing innovative business solutions in a complex and dynamic environment will be an advantage.
<u>DUTIES</u>	:	The successful candidate will be required to provide leadership on and manage the provision of effective and efficient information and communication technology related services. Duties will include: Oversee the development and implementation of ICT policies, procedures and standards in line with the applicable legislation, regulations and best practices. Plan, implement, maintain and support ICT infrastructure. Provide software engineering and application development support. Provide ICT and mobile communication support services. Provide records and knowledge management services.
<u>ENQUIRIES</u>	:	Mr T Tidimane Tel No: (012) 334 0734

NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E-mail as stated below.
- CLOSING DATE** : 01 February 2021
- NOTE** : For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in Block Letters. Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. A valid driver's license will be a requirement where applicable. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA. NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za/vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants Who Are Successful Must Please Note That the NPA Is Not In A Position To Pay Resettlement Costs
- ERRATUM:** Kindly note that the post of Head Court Control Prosecutor 2 Ref No: Recruit 2020/531 and Regional Court Prosecutor with Recruit 2020/497 with closing date of 14 December 2020 advertised in Public Service Vacancy Circular 27 dated 27 November 2020 have been withdrawn.

MANAGEMENT ECHELON

- POST 01/02** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (REGIONAL HEAD)**
Asset Forfeiture Unit
- SALARY** : R1 308 345 per annum (Level 14) (Total Cost Package)

CENTRE : Bloemfontein Ref No: Recruit 2021/01
Nelspruit Ref No: Recruit 2021/02
Mmabatho Ref No: Recruit 2021/03
Durban Ref No: Recruit 2021/04
Mthatha Ref No: Recruit 2021/07

REQUIREMENTS : A recognised four-year legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Admitted Attorney/or Advocate. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good advocacy and legal drafting skills. Knowledge of Asset Forfeiture law will be added advantage. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours.

DUTIES : Undertake Litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture/confiscation of property/assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Manage the regional office.

ENQUIRIES APPLICATIONS : Lindie Swanepoel Tel No: (012) 845 6638
Bloemfontein e mail Recruit202101@npa.gov.za
Nelspruit e mail Recruit202102@npa.gov.za
Mmabatho e mail Recruit202103@npa.gov.za
Durban e mail Recruit202104@npa.gov.za
Mthatha e mail Recruit202107@npa.gov.za

POST 01/03 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**
Asset Forfeiture Unit

SALARY CENTRE : R1 308 345 per annum (Level 14) (Total Cost Package)
Pretoria Ref No: Recruit 2021/05
Cape Town Ref No: Recruit 2021/06

REQUIREMENTS : A recognised four-year legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Admitted Attorney /or Advocate. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Will be an added advantage. Good advocacy and legal drafting skills. Good knowledge of civil and criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. The ability to act independently. Willing to travel and able to work extended hours.

DUTIES : Undertake Litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture/confiscation of property/assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Assist in managing the regional office.

ENQUIRIES APPLICATIONS : Lindie Swanepoel Tel No: (012) 845 6638
Pretoria e mail Recruit202105@npa.gov.za
Cape Town e mail Recruit202106@npa.gov.za

POST 01/04 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**
National Prosecutions Services

SALARY CENTRE : R1 308 345 per annum (Level 14) (Total Cost Package)
DPP: Limpopo Ref No: Recruit 2021/08 (X2 Posts)
DPP: Johannesburg Ref No: Recruit 2021/09 (X3 Posts)
DPP: Mpumalanga Ref No: Recruit 2021/10
DDPP: Middelburg Ref No: Recruit 2021/11
DPP: Bloemfontein Ref No: Recruit 2021/12
DPP: Pietermaritzburg Ref No: Recruit 2021/13
DPP: Mthatha Ref No: Recruit 2021/14
DPP: Grahamstown Ref No: Recruit 2021/15 (X2 Posts)
DDPP: Port Elizabeth Ref No: Recruit 2021/16
DPP: Cape Town Ref No: Recruit 2021/17 (X2 Posts)

<u>REQUIREMENTS</u>	:	A recognised four-year legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good interpersonal, analytical, presentation and communication skills. Computer skills.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	DPP: Limpopo Thuba Thubakgale Tel No: (015) 045 1540 DPP: Johannesburg Charity Mpofu Tel No: (011) 220 4235 DPP: Mpumalanga & DDPP: Middelburg Gift Chiloane Tel No: (013) 045 0623 DPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001 DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753 DPP: Mthatha Linda Mankayi Tel No: (047) 501 2607 DPP: Grahamstown & DDPP: Port Elizabeth Anthony Bean Tel No: (046) 602 3000 DPP: Cape Town Angelene Jansen Tel No: (021) 487 7123
<u>APPLICATIONS</u>	:	DPP: Limpopo e mail Recruit202108@npa.gov.za DPP: Johannesburg e mail Recruit202109@npa.gov.za DPP: Mpumalanga e mail Recruit202110@npa.gov.za DDPP: Middelburg e mail Recruit202111@npa.gov.za DPP: Bloemfontein e mail Recruit202112@npa.gov.za DPP: Pietermaritzburg e mail Recruit202113@npa.gov.za DPP: Mthatha e mail Recruit202114@npa.gov.za DPP: Grahamstown e mail Recruit202115@npa.gov.za DDPP: Port Elizabeth e mail Recruit202116@npa.gov.za DPP: Cape Town e mail Recruit202117@npa.gov.za
<u>POST 01/05</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2021/18 (X2 POSTS)</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 308 345 per annum (Level 14) (Total Cost Package) DPP: Cape Town (OCC)
<u>DUTIES</u>	:	A recognised four-year legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance under any of the applicable laws or knowledge in POCA legislation will be an added advantage. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. Computer skills. Valid drivers license.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in

investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Angelene Jansen Tel No: (021) 487 7123
APPLICATIONS : e mail Recruit202118@npa.gov.za

POST 01/06 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2021/46**
 National Prosecutions Services

SALARY : R1 308 345 per annum (Level 14) (Total Cost Package)
CENTRE : DPP: Johannesburg (STU)
REQUIREMENTS : A recognised four-year legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Admission as an Attorney/Advocate will be an added advantage. Extensive prosecutorial or litigation experience regarding common law offences relating to Tax evasions/avoidance, commercial crimes, fraud and related matters. Sound knowledge of income Tax Act, Vat Act, Customs and Excise Act. Sound knowledge and understanding of SARS functions and financial or accounting background. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good advocacy and legal drafting skills. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. Valid drivers license.

DUTIES : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Studying and research law, enquiring and dockets relating to crimes and advising and deciding thereon. Instituting and conducting criminal proceedings in any court, including drawing up charge sheets and indictment, interviewing prospective witnesses and examining and cross examining witnesses as well as presenting arguments in court and argue cases. Consult on a regular basis with all relevant stakeholders and SARS officials. Manage and keep SARS records for all criminal prosecutions and statistics. Map out strategic planning for the division and lead staff members towards achieving strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.2021/.

ENQUIRIES : Charity Mpofu Tel No: (011) 220 4235
APPLICATIONS : e mail Recruit202146@npa.gov.za

POST 01/07 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2021/19**
 Specialised Commercial Crime Unit

SALARY : R1 308 345 per annum (Level 14) (Total Cost Package)
CENTRE : Cape Town (George)
REQUIREMENTS : A recognised four-year legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance under any of the applicable

<u>DUTIES</u>	:	laws or ability to obtain the right of appearance in terms of the said laws. Good interpersonal, analytical, presentation and communication skills. Computer skills. Manage and direct activities and portfolios assigned by the Regional Head. Manage and direct the activities of the office. Provide guidance and training to stakeholders and staff members. Ensure appropriate performance management and development is implemented. Conduct prosecution of complex commercial crime cases. Advise police on the investigation of complex commercial crime cases. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts present the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Provide mentorship and guidance to lower level staff. Generally conduct prosecution on behalf of the state. Ensure a high standard of professionalism and quality of work.
<u>ENQUIRIES APPLICATIONS</u>	:	Janice September Tel No: (021) 944 6700
	:	e mail Recruit202119@npa.gov.za
<u>POST 01/08</u>	:	<u>CHIEF PROSECUTOR REF NO: RECRUIT 2021/20</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 308 345 per annum (Level 14) (Total Cost Package)
	:	CPP: Butterworth
	:	A four-year legal qualification. At least ten years post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Organisational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office. Decision making ability. A valid driver's license is a requirement.
<u>DUTIES</u>	:	Manage the performance of the NPA personnel in the lower courts, aligning such performance to the strategic plans of the NPA. Manage and oversee resources of the cluster and align them to the objectives of the NPA. Manage, train and guide Prosecutors and stakeholders in respect of all litigations in the cluster. Study, decide and recommend on budget and expenditure in line with the decision of NPA Administration and NPS. Manage the institution of/and conduct criminal proceedings on behalf of the State, in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross examining witnesses as well as presenting arguments in court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Compile reports and enter into correspondence on matters and activities pertaining to the cluster. Map out and implement strategic interventions for the cluster to guide prosecutors towards achieving strategic objectives. Check and ensure that a high standard of professional work is being carried out.
<u>ENQUIRIES APPLICATIONS</u>	:	Linda Mankayi Tel No: (047) 501 2607
	:	e mail Recruit202120@npa.gov.za
<u>POST 01/09</u>	:	<u>DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2021/21</u> National Prosecutions Services (Re-Advert)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 057 326 per annum (Level 13) (Total Cost Package) (SMS)
	:	DPP: Mpumalanga
	:	A recognized B-degree or Advanced Diploma (NQF level 7). At least five (5) years management experience at Middle Management or Senior Management level. Excellent verbal and written communication skills. Computer literacy in MS Word, Excel, PowerPoint and Outlook. Knowledge and understanding of Labour Relations Act, BCEA, Public Service Act, Employment Equity Act, COIDA, PFMA and Treasury Regulations. Valid driver's license.
<u>DUTIES</u>	:	Provide administrative leadership on the finances of the region through development of the budget for the region. Manage and monitor expenditure of the region and report thereon as periodically required. Monitor suppliers/ vendors to ensure Service Level Agreement (SLA) is adhered to and the performance and

compliance by suppliers/ vendors. Ensure the maintenance of a sound asset management system and conduct periodic asset returns in accordance with the relevant prescripts. Ensure the maintenance of an up to date inventory register and submit periodic returns as prescribed. Facilitate and ensure the development or review of an HR plan for the region in conjunction with the National Human Resources Division. Take ownership of skills development programme by chairing the Local Training Forum and coordinating the activities thereof. Ensure the provision of an effective HR administration and management. Ensure the management and coordination of IT services and identify priority areas for resourcing with appropriate IT infrastructure to improve connectivity. Ensure effective document management services. Ensure efficient security services in the DPP office and all NPA offices in the region. Ensure overall compliance of the region with all applicable legislation. Assist the region in the development of the operational plans and monitoring and evaluation of performance thereof. Assist in managing the performance information. Assist in coordinating the development and maintenance of appropriate management information systems pertaining to Enterprise Performance Management.

ENQUIRIES : Gift Chiloane Tel No: (013) 045 0623
APPLICATIONS : e-mail Recruit202121@npa.gov.za

OTHER POSTS

POST 01/10 : **SENIOR STATE ADVOCATE**
Specialised Commercial Crime Unit

SALARY : R983 019 - R1 536 567 per annum (Level LP-9) (Total Cost Package)
CENTRE : Mmabatho Ref No: Recruit 2021/22
Cape Town (George) Ref No: Recruit 2021/23

REQUIREMENTS : A recognised four-year legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required.

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

ENQUIRIES : Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
Cape Town Janice September Tel No: (021) 944 6700
APPLICATIONS : Mmabatho e mail Recruit202122@npa.gov.za
Cape Town – Recruit202123@npa.gov.za

POST 01/11 : **DEPUTY DIRECTOR: COURT PREPARATION REF NO: RECRUIT 2021/24**
National Prosecution Service

SALARY : R869 007 per annum (Level 12) (Total Cost Package) (MMS)
CENTRE : DPP: Mmabatho

REQUIREMENTS : A appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Work or equivalent. At least 3 years proven managerial working experience. Good Administration Skills. People management and empowerment. Strategic capability and leadership. Planning and Prioritising. Skills. Customer Focus and Responsiveness. Problem Solving and Decision Making. Valid driver's license.

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

ENQUIRIES : Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS : e mail: Recruit202124@npa.gov.za

POST 01/12 : **STATE ADVOCATE REF NO: RECRUIT 2021/42 (X4 POSTS)**
National Prosecutions Service

SALARY : R763 212 – R1 266 156 per annum (LP-7 to LP-8) (Total Cost Package)
CENTRE : DPP: Cape Town
REQUIREMENTS : A recognized four-year legal qualification. At least five years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecuting, guiding investigations, drafting charge sheets, including indictments and court documents, dealing with representations. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently.

DUTIES : Study case dockets, make assessments thereof and decide on the institution prosecution. Draft charge sheets and other court documents. Prepare cases for court, including the acquisition of additional evidence. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : Angelene Jansen Tel No: (021) 487 7123
APPLICATIONS : e-mail Recruit202142@npa.gov.za

POST 01/13 : **DEPUTY DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: RECRUIT 2021/25**
Human Resources Development

SALARY : R733 257 per annum (Level 11) (Total Cost Package) (MMS)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) or equivalent. Minimum 5 years' experience in Human Resources of which 3 must be specific experience in Human Resource Development. Knowledge of legislation and regulations pertaining to public service administration, specifically the Public Service Act and Regulations. BCEA, Skills Development Act, Public Finance Management Act, Employment Equity Act and Access to Information act. Understanding of the Public Service generally and Human Resources. Sound

knowledge of labour and public service legislation. Good communication, liaison and presentation skills. A good command of computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Willingness to travel and work away from home. Able to work independently and in a team. Good Administration Skills. People management and empowerment. Strategic capability and leadership. Planning and Prioritising. Skills. Customer Focus and Responsiveness. Problem Solving and Decision Making. Valid driver's license.

DUTIES : Manage and monitor the implementation of Skills Development in the organization. Develop a workplace Skills Plan (WSP) and Annual training Report. Facilitate the implementation of all skills development interventions. Design, develop, implement and review the quality assurance system in accordance to the relevant legislation. Maintain the statistical database to capture learning presented. Facilitate the implementation of the approved training plan. Manage internship, bursaries and induction programmes in the NPA. Ensure and maintain the bursary administration process. Facilitate the implementation of the Induction Programme. Facilitate the implementation of the internship programme. Ensure implementation of career awareness programmes. Manage the implementation of individual's performance management. Facilitate the signing of performance agreements. Monitor the reports of quarterly reviews. Co-ordinate final performance assessment process. Facilitate awareness session/training on performance Management Policy and Procedure. Manage staff and resources.

ENQUIRIES APPLICATIONS : Robert Mampana Tel No: (012) 845 6466
: e mail: Recruit202125@npa.gov.za

POST 01/14 : **RESEARCHER REF NO: RECRUIT 2021/26**
Strategy Management

SALARY CENTRE REQUIREMENTS : R470 040 per annum (Level 10) (Excluding Benefits)
: Pretoria: Head Office
: An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in the field of social sciences or related field. A minimum of three years' experience in conducting research and/or evaluation. Working knowledge of the public sector in general and criminal justice system in particular. A valid driver's licence. Excellent report writing skills and attention to detail. Sound analytical and interpretive skills. Good communication, liaison and presentation skills. A good command of computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Willingness to travel and work away from home. Ability to work independently and in a team.

DUTIES : Develop research and/or evaluation proposals. Design research and/or evaluation methodologies (including sampling procedures). Develop research and/or evaluation plans. Conduct literature and/or document review. Develop data collection instruments. Manage and conduct data collection process including fieldwork activities such as interviews, focus group sessions and field observations. Analyse and interpret data. Compile research and/or evaluation reports. Manage and coordinate research and/or evaluation projects.

ENQUIRIES APPLICATIONS : Kefilwe Ramatsekane Tel No: (012) 845 7034
: e mail Recruit202126@npa.gov.za

POST 01/15 : **DISTRICT COURT PROSECUTOR REF NO: RECRUIT 2021/45 (X7 POSTS)**
National Prosecutions Service

SALARY : R301 452 per annum (Excluding Benefits) to R847 047 per annum (Total Cost Package) (Level LP-3 to LP-4)

CENTRE REQUIREMENTS : CPP: East Rand
: A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage. A valid driver's license will be a requirement where applicable.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.

ENQUIRIES APPLICATIONS : Sydwell Namuhuchu Tel No: (011) 220 4005
: e mail Recruit20202145@npa.gov.za

POST 01/16 : **COURT PREPARATION OFFICER**
National Prosecutions Services

SALARY CENTRE : R257 508 per annum (Level 07) (Excluding Benefits)
: DPP: Mmabatho Ref No: Recruit 2021/27
: CPP: Mmabatho (Taung) Ref No: Recruit 2021/28
(Lichtenburg) Ref No: Recruit 2021/29
: CPP: Klerksdorp (Potchefstroom) Ref No: Recruit 2021/30
(Schweizer Reneke) Ref No: Recruit 2021/31
(Wolmaranstad) Ref No: Recruit 2021/32
: CPP: Odi (Mankwe) Ref No: Recruit 2021/33
(Mogwase) Ref No: Recruit 2021/41
: CPP: East London (Peddie) Ref No: Recruit 2021/34
(Middledrift) Ref No: Recruit 2021/35
(Alice) Ref No: Recruit 2021/36
: CPP: East Rand Ref No: Recruit 2021/43
: CPP: Johannesburg Ref No: Recruit 2021/44
: CPP: West Rand Ref No: Recruit 2021/47
: DPP: Johannesburg Ref No: Recruit 2021/48

REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience in a court environment. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.

DUTIES : Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.

ENQUIRIES : DPP: Mmabatho; CPP: Mmabatho; CPP: Odi & CPP: Klerksdorp Flora Kalakgosi
Tel No: (018) 381 9041
: CPP: East London Talita Raga Tel No: (040) 608 6800
: CPP: East Rand & CPP: Johannesburg Sydwell Namuhuchu Tel No: (011) 220 4005
: CPP: West Rand & DPP: Johannesburg Khensane Manganye Tel No: (011) 220 4266

APPLICATIONS : DPP: Mmabatho e mail: Recruit202127@npa.gov.za
: CPP: Mmabatho (Taung) e mail Recruit202128@npa.gov.za
(Lichtenburg) e mail Recruit202129@npa.gov.za
: CPP: Klerksdorp (Potchefstroom) e mail Recruit202130@npa.gov.za
(Schweizer Reneke) e mail Recruit202131@npa.gov.za
(Wolmaranstad) e mail Recruit202132@npa.gov.za
: CPP: Odi (Mankwe) e mail Recruit202133@npa.gov.za
(Mogwase) e mail Recruit202141@npa.gov.za
: CPP: East London (Peddie) e mail Recruit202134@npa.gov.za
(Middledrift) e mail Recruit202135@npa.gov.za
(Alice) e mail Recruit202136@npa.gov.za
: CPP: East Rand e mail Recruit202143@npa.gov.za
: CPP: Johannesburg e mail Recruit202144@npa.gov.za
: CPP: West Rand e mail Recruit202147@npa.gov.za
: DPP: Johannesburg e mail Recruit202148@npa.gov.za

POST 01/17 : **HUMAN RESOURCES DEVELOPMENT PRACTITIONER REF NO: RECRUIT 2021/37**
Human Resource Development

SALARY : R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). At least two years relevant experience. In depth knowledge of legislation and regulations pertaining to Public Service administration specifically the Public Service Act, Labour Relations Act, EEA and Skills Development Act. Knowledge of Human Resources in general and Information management. Strong organizational and management skills. Excellent written and verbal communication skills, innovative and proactive. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Experience in working on PERSAL.

DUTIES : Administer learning, internship programme. Receive applications for learnerships and internships. Screen the applications. Communicate with all the stake holders. Administer NPA bursary in line with the NPA Bursary Policy. Capture bursary applications on the database. Compile a memorandum for bursary application approval. Inform applicants of the outcome. Create records for returned signed contracts. Update existing bursary holder files. Co-ordinate and administer training interventions. Co-ordinate performance management system in the NPA.

ENQUIRIES : Robert Mampana Tel No: (012) 845 6466
APPLICATIONS : e mail Recruit202137@npa.gov.za

POST 01/18 : **HUMAN RESOURCES CLERK REF NO: RECRUIT 2021/38**
National Prosecutions Service

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : DDPP: Durban
REQUIREMENTS : Grade twelve (12) or equivalent qualification. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.

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

ENQUIRIES : Sifiso Ntombela Tel No: (031) 334 5084
APPLICATIONS : e mail Recruit202138@npa.gov.za

POST 01/19 : **LIBRARY ASSISTANT REF NO: RECRUIT 2021/39**
National Prosecutions Service

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : DDPP: Durban
REQUIREMENTS : Grade 12 or equivalent qualification. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.

DUTIES : Provide administrative support services. Assist with information requests. Circulation management. Lending and returns. Audit of cluster books and stock reports. Stock taking.

ENQUIRIES : Sifiso Ntombela Tel No: (031) 334 5084
APPLICATIONS : e mail: Recruit202139@npa.gov.za

POST 01/20 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/40**
Specialised Commercial Crime Unit

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : Cape Town (George)
REQUIREMENTS : Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

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

ENQUIRIES : Janice September Tel No: (021) 944 6700
APPLICATIONS : e mail Recruit202140@npa.gov.za

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



<u>APPLICATIONS</u>	:	Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by email to <u>HR@dpme.gov.za</u> (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
<u>CLOSING DATE</u>	:	29 January 2021 @ 16:30 pm
<u>WEBSITE</u>	:	www.dpme.gov.za
<u>NOTE</u>	:	The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by certified copies of all qualifications, Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only send documents related to the requirements in the advert. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG) under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS.

OTHER POST

- POST 01/21** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 001/2021**
Branch: Corporate Services
- SALARY** : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant 3 year tertiary qualification (NQF 6) in areas of Public Administration, Office Management/Administration or equivalent with 5 years' appropriate experience of which 3 years must be in administrative environment and 2 years at supervisory level. The ideal candidate should have the ability to demonstrate sound knowledge of policies and practices, technical skills and acceptance of responsibility. Produce good quality of work, be reliable, and take initiative. Should have good communication skills and interpersonal relations, should be flexible and have the ability to work with a team. Must have planning and execution skills, leadership skills, and the ability to delegate and empower subordinates. Should have management skills and good financial background and knowledge of PFMA, Treasury regulations, Public Service Act and general government supply chain environment.
- DUTIES** : The successful candidate will be responsible to render secretarial support and coordinate the activities in the office of the DDG / Head of Component including providing clerical/administrative systems and office personnel support. This entails: Managing Head of Component's diary and rendering general logistical and programme / project management support. Assist in managing multiple projects and responsible for all logistics planning related to travel and events. Analyse and implement operating systems and procedures within the office. Ensure smooth running of the Office. Perform administrative functions such as assisting in preparing quarterly performance reports and compiling minutes, and compiling annual programme budget requests. Provide management support in the office to ensure efficiency and effectiveness by rendering administrative, logistical, programme and project management support. Manage incoming and outgoing correspondence to ensure effective office procedures and flow of work. Oversee the implementation of policies, procedures and processes on Human Resources and Finance and give guidance / advice within the Unit. Liaise with internal and external stakeholders to ensure effective communication. Manage, monitor, analyse the office budget and provide monthly cash flow projections. Coordinate and consolidate the Branch quarterly and annual performance plans. Coordinate the preparation and secretariat support in all Branch/unit's meetings and also follow up on key decisions, agreements from the meetings and ensure timely implementation thereof. Draft required documentation, Scrutinise submission/reports forwarded to branch/unit Execute research, analyses of information, compile and collate documents for the Branch/unit head. Facilitate the procurement of goods and services.
- ENQUIRIES** : Ms J Mchunu Tel No (012) 312-0462

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 29 January 2021

NOTE : Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document (all documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 10mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

POST 01/22 : **SENIOR MANAGER ENTERPRISE ARCHITECTURE & DATA MANAGEMENT**
REF NO: 290121/01
 Branch: Corporate Services
 Dir Enterprise Architecture & Data Management

SALARY : R1 057 326 per annum (Level 13) (All-inclusive salary package)

CENTRE : Pretoria (Head office)

REQUIREMENTS : A Bachelor's Degree at NQF level 7 qualification in IT. Five (5) years' experience in developing MIS/BI solutions and three (3) years' experience in data governance and management and/or five (5) years hands-on experience in the development and management of Enterprise Architectures based on Togaf framework and three (3) years' experience as a solution's architect. Five (5) years of the above must have been in the middle / senior managerial level. A pre-entry certificate obtained from the National School of Government (NSG) is required. Latest TOGAF certification and relevant data/information management certification is required. (Attach a copy). Knowledge of business models, operating models, cost-benefit analysis, budgeting and risk management. Familiarity with information management practices, system development life cycle management, IT services management, infrastructure and operations, and TOGAF and COBIT frameworks. Knowledge of business ecosystems, SaaS, infrastructure as a service (IaaS), platform as a service (PaaS), SOA, APIs, open data, event-driven IT and analytics. Exposure and understanding of existing, new and emerging technologies, and processing environments. Exceptional soft and interpersonal skills, including teamwork, facilitation and negotiation. Strong leadership skills. Excellent analytical and technical skills. Excellent written, verbal, communication and presentation skills. Excellent planning and organizational skills. Knowledge of all components of

holistic enterprise architecture. Knowledge of business engineering principles and processes. Familiarity with basic graphical modeling approaches, tools and model repositories. Knowledge and understanding of operating systems and database. Knowledge of project management methodologies and processes. Knowledge of planning tools. Knowledge of business management principles. Knowledge and understanding of Network connectivity.). Basic Knowledge and understanding of Human Resource Management, legislation, policies, practices and procedures. Be computer literate (MS Office). Takes a holistic system perspective. Envisions, compares and contrasts multiple, potential, long-range and enterprise wide futures. Lead, develop and manage the EA blueprint based on business strategy and requirements. Promote the business value of the EA program and its process, and the results of the EA program to business and IT leaders/executives. Develop and maintain the overall data architecture strategy, data governance and standards. Drive the development and deployment of the enterprise's data and analytics platform to enable for digital business. Institute a programmatic approach for enterprise information management to identify, prioritize and execute the data and analytic initiatives with clear line of sight to enterprise strategies architectures and business outcomes. Lead transformation engagements with clients to support the roadmap and business case development for Enterprise Architecture services and assist the client in architecting next generation platforms including capabilities. Lead the project management office. Govern, track and measure the extent of compliance and manage deviations by leading the Enterprise Architecture and standards committee.

DUTIES

:

**ENQUIRIES
APPLICATIONS**

:

:

FOR ATTENTION

:

Mr A Kekana Tel No: (012) 336 8701

Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

Ms. L Mabole

OTHER POSTS

POST 01/23

:

CHIEF ENGINEER: GRADE A REF NO: 290121/02

Branch: Planning and Information Management

Div: Surface and Groundwater Information

**SALARY
CENTRE
REQUIREMENTS**

:

:

:

R1 042 827 per annum (All-inclusive OSD package)

Pretoria (Head office)

An Engineering degree (B Eng / BSc (Eng) or relevant qualification in Civil Engineering. Six (6) years post qualification experience in the Water Engineering field. Compulsory registration with ECSA as a Professional Engineer (Attach proof of registration). A valid driver's licence. (Attach a copy). Strong Recommendations: Pertinent knowledge and experience within the field of hydrology and hydraulics Knowledge of programme and project management. Experience in water use licence and waste facilities designs assessments. Good working knowledge of National Environment Management Act (NEMA), National Water Week Act (NWA), Water Resources Infrastructure Development, ECSA Board notice, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA). Knowledge of engineering built environment, legal and operational compliance. Risk management, technical report writing, research and development skills. Engineering skills and professional judgment. Communication skills both verbal and written. Computer skills, people management skills, planning and organising, conflict management, negotiation skills and change management. Strategic capability and leadership. Problem solving and analysis. Decision making, team leadership, creativity, financial management, customer focus and responsiveness.

DUTIES

:

Lead the technical team responsible to implement the optimisation of the national water resources monitoring network strategy across the country. Ensure the establishment of flow gauging structures, direct and indirect hydraulic calibration of flow gauging sites and flood frequency analyses. Review, Accept and Approve all gauging weirs designs and engineering drawings for flow monitoring purposes, to sign it off as the professional engineer. Manage finances for the flow gauging weirs construction projects. Audit all engineering reports and drawings in section. Provide professional and technical advice and engineering support services to other directorates and external organisations. Manage the operations of the Vaal- and

Bloemhof dams, in the Orange-Vaal system, during extreme flood events. Liaise with the hydrometry components in the DWS regions on all relevant communal issues. Mentor and train Engineers, Scientists (Hydrologists) and Civil Technologist & Technicians.

ENQUIRIES : Mr. LZ Maswuma Tel No: (012) 336 8784 or cell: (082) 808 6380
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
FOR ATTENTION : Ms. L Mabile

POST 01/24 : **CHIEF ENGINEER GRADE A REF NO: 290121/03**
Branch: Chief Operations Office: Limpopo Dir: Water Sector Support

SALARY : R1 042 827 per annum (All-inclusive OSD package)
CENTRE : Polokwane, Provincial Office
REQUIREMENTS : An Engineering degree (B Eng / BSc (Eng) or relevant qualification in Civil Engineering. Six (6) years post qualification engineering experience. A valid driver's license (Attach a copy). Compulsory registration with ECSA as a Professional Engineer. (Attached a copy). Experience in the Water Sector preferable in water resource planning and management. Experience in planning; hydrological modeling; economic analysis; ecological matters; policy development and institutional aspects. Computer literacy and good computer programming skills. Good communications both verbal and written skills. Negotiation with proven leadership skills and the ability to manage a professional multidisciplinary team. Knowledge and experience in financial management and relevant acts. Must be available to travel as and when required often at short notice.

DUTIES : Identify; set-up and manage multi-disciplinary catchment-wide planning studies. Identify vulnerable and sensitive areas with respect to water resources or possible effect on water resources of the catchment. Co-ordinate and process inputs from wide range of disciplines and Comparative analysis. Report on investigations of possible water resource developments and/ or the development of strategies to reconcile water supply and demand. Lead Master planning for EC Water resources development linked water services planning. Assist in providing professional guidance to teams of professional service providers in water services project in sector. Compile terms of Reference for planning studies. Management and administration of professional service providers; including financial administration. Close interaction with other components, Provincial and Central government departments; other development agencies; local authorities and the public. Responsible for budgeting of all expenditure of the planning section as well as control of expenditure. Responsible for speech-writing and ministerial submissions as required. Deliver technical and other presentations as required to a variety of audiences.

ENQUIRIES : Ms. LT Kobe Tel No: (015) 290 1208
APPLICATIONS : Limpopo (Polokwane): Please e-mail your application, quoting the post reference number, to: LPRecruitment@dws.gov.za
FOR ATTENTION : Mr. HH Khosa

POST 01/25 : **DEPUTY DIRECTOR: SANITATION COORDINATION REF NO: 290121/04**
Branch: Chief Operations Office-Kwazulu-Natal

SALARY : R869 007 per annum (Level 12), (All-inclusive salary package)
CENTRE : Durban
REQUIREMENTS : A National Diploma or Degree in Construction Management/Environmental Science/ Engineering/Town and Regional Planning and or Water and Sanitation. Three (3) to five (5) years technical and social experience specifically on Sanitation and Project Management. Minimum of five (5) years Managerial and Supervisory experience specifically on Sanitation Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act, Regulations and Public Finance Management Act. Sound knowledge of Project, Programme, Financial and Change Management.

DUTIES : The development and implementation of sanitation programmes. Support Provincial Operations and Co-ordinate and oversee Municipal sanitation activities

through existing forums and bi-lateral relationships. Incorporate sector inputs into sanitation policies and strategies and strengthen sanitation co-ordination and alignment. Rollout and operationalise sanitation policies, regulations, strategies and guidelines. Co-ordinate and guide the development of National, Provincial and District level sanitation policies, strategies and programmes in line with National strategic objectives. Co-ordinate, operationalise and rollout sanitation policies, regulations, strategies and guidelines including support programmes (Clinics and school sanitation). Develop provincial sanitation progress reports to cabinets, National Sanitation Task Team. Develop provincial sanitation progress reports to cabinet, MITT, Portfolio Committee and other forums. Promote a culture of learning and exchange of information in the sanitation sector and facilitate sector advocacy. Ensure that cross cutting issues such as gender and disability are incorporated into sanitation initiatives. Manage, develop and co-ordinate sanitation planning in the province. Participate in the development of Integrated Development Plans (IDP) and Water Services Development Plans (WSDP) and ensure alignment of National and Provincial priorities in such plans. Initiating and establishing of District Sanitation Task Teams with the Terms of Reference. Establishing the Provincial Sanitation Task Team with the Terms of Reference and chairing thereof. Appraisal of Sanitation Business Plans for presentation and ratification to the Sector Appraisal Committee. Supervise and evaluate personnel.

ENQUIRIES : Mr V Naidoo Tel No: (031) 336 2700
APPLICATIONS : Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
FOR ATTENTION : Ms. S Mbongwa

POST 01/26 : **DEPUTY DIRECTOR: RAW WATER PRICING REGULATION REF NO: 290121/05**
 Branch: Regulation

SALARY : R869 007 per annum (Level 12), (All-inclusive salary package)
CENTRE : Pretoria (Head office)
REQUIREMENTS : A Bachelor Degree at NQF7 qualification in Economic/ Financial Accounting/ Business Management. Three (3) to five (5) years relevant management experience should be at lower management level. Knowledge and experience in pricing strategy for raw water use charges. Extensive knowledge of relevant legislation, policies and practices nationally and international. Knowledge of financial management. Understanding of PFMA. Knowledge of programme and project management. Knowledge and understanding of the Public Service Act, Public Service regulation and local government sector. Client orientation and customer focus. Problem solving and analysis. People and diversity management.
DUTIES : Ensure compliance to policies and water pricing strategies. Ensure appropriate tariffs are approved. Analyse economic trends and the impact of price on economy. Oversee research on price formulation of emerging sectors. Establish a regulatory institutional performance monitoring framework.

ENQUIRIES : Ms. S Moshidi Tel No: (012) 336 6614
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
FOR ATTENTION : Ms. L Mabole

POST 01/27 : **DEPUTY DIRECTOR: CONSUMER PROTECTION REF NO: 290121/06**
 Branch: Regulation

SALARY : R869 007 per annum (Level 12), (All-inclusive salary package)
CENTRE : Pretoria (Head office)
REQUIREMENTS : A relevant National Diploma or Degree. Three (3) to five (5) years relevant management experience in the water sector environment. Knowledge and experience in consumer protection intergovernmental relations. Knowledge of Public Service Act and regulations. Knowledge of (PFMA) Public Finance Management Act, Municipal Finance Management Act (MFMA), Water sector legislation, policies and strategies. Knowledge of project management, problem solving and analysis. Good people management, empowerment and, change management interventions and knowledge management skills. Service delivery

analysis, client orientation and customer focus skills. Good communication skills both verbal and written. Conflict management, accountability and good ethical conduct.

DUTIES : Develop and implement policies and guidelines for consumer protection and monitor compliance to water legislation on the provision of water consumers. Develop the consumer satisfaction assessment tool to be aligned with the Regulatory Performance Measurement System (RPMS), covering the whole value chain. Ensure that all disputes between users and providers are managed in terms of the Dispute Resolution process. Conduct periodic strategic assessment of water policies and strategies on emerging water users for economic development. Management of human resources.

ENQUIRIES APPLICATIONS : Ms. S Moshidi Tel No: (012) 336 6614
: Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabile

POST 01/28 : **DEPUTY DIRECTOR: WATER SECTOR COLLABORATION REF NO: 290121/07**
Branch: Chief Operations Office: Limpopo
Dir: Water Sector Support

SALARY CENTRE REQUIREMENT : R869 007 per annum (Level 12) (All-inclusive salary package)
: Polokwane
: A National Diploma or Degree in Development Studies/Public Management/Environmental Science. Three (3) to five (5) years junior management experience in an Integrated Water Resource environment. A valid driver's licence. (Attach a copy). Knowledge and experience in ISD and IGR. Experience in Community engagements and public participation. Experience in local government support programmes. Experience and strategic engagements with stakeholders e.g. Premiers, EXCO, Mayors Forums, MM's Forums and sector departments forums will be an added advantage. Practical experience in developing strategic documents like Ministers briefing notes, speeches, annual performance plan, operational plans etc. Working experience in Water Services Data collections and advice on strategy to on corrective measures. Programme, project management, change management experience. Knowledge and understanding of business and management principles. Knowledge of strategic planning, resources allocation and human resources. Knowledge of Public Finance Management Act, project management and Water legislations. Problem solving, analysis, strategic capabilities and leadership skills. Knowledge management, Service delivery and innovation. People Management and Empowerment. Client orientation and customer focus skills. Good communication skills both verbal and written. Accountability and ethical conduct.

DUTIES : Co-ordinate National Ministerial events relating to the water sector by ensuring International and national co-operation through forums management committees. Implement policies of integrated water sector for component by developing and sharing a vision and mission for the section. Develop and implement performance improvement suggestion scheme. Advices top management and the legislature, as well as relevant sector bodies, on policies and strategies relevant to the section. Develop Business Plan/Operational plans for the Sub- Directorate. Develop performance agreement for the Sub-Directorate. Promote sector advocacy through dissemination of information on key sector programmes. Plan and execute IGR/Stakeholders. Engagement plans. Manage relationship with the stakeholders. Plan and develop meetings with the stakeholders. Implement strategic objectives of the component. Monitor progress on the implementation of programmes related to intergovernmental relations. Manage community participation programmes. Plan and develop community participation programmes. Engage community in the departmental programmes and projects through community water sector forums and empower forums.

ENQUIRIES APPLICATIONS : Mr Masindi T Tel No: (015) 290 1334.
: Limpopo (Polokwane): Please e-mail your application, quoting the post reference number, to: LPRCruitment@dws.gov.za

FOR ATTENTION : Mr. HH Khosa

POST 01/29 : **DEPUTY DIRECTOR: CATCHMENT MANAGEMENT AGENCIES REF NO: 290121/08**
Branch: Chief Operations Office Northern Cape
SD: Proto CMA
Re-advertisement and candidates who previously applied are encouraged to reapply

SALARY : R869 007 per annum (Level 12), (All-inclusive salary package)
CENTRE : Uptington
REQUIREMENTS : A National Diploma or Degree in Natural Sciences or Social Sciences. Five (5) years supervisory experience in Integrated Water Resource Management. Experience in programme and project management at (ASD) level. Valid driver's licence. (Attach a copy). Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of the Public Service Act and Regulations. Knowledge of the Public Finance Management Act. Knowledge of governance. Strategic capability and leadership. Knowledge of financial, change and knowledge management. Service Delivery Innovation (SDI). Problem solving and analytical skills. People management and empowerment skills. Client orientation and customer focus.

DUTIES : Ensure effective management of the Uptington Area Office. Ensure sustainable and equitable water resource management, ensure that the integrity of freshwater ecosystem is protected, Develop and implement a performance improvement suggestion scheme. Advises top management and the legislature, as well as relevant sector bodies, on policies and strategic relevant to the section. Communicates effectively with stakeholders in the sector about the functions of the section. Participate as a key player in the Water and Sanitation strategic plan. Develops and manages the budget for the section. Develop an expenditure forecast on a quarterly basis for the section. Ensure regional liaison meetings and national conferences are held. Ensure advisory committees are appointed and processes are completed. Ensure governing boards are appointed and WMI development are advised and supported. Ensure that policies are developed and required regulations are established. Support Governing boards and provide information accordingly. Ensure effective financial controls and systems issues are resolved. Provide capacity building interventions where necessary. Ensure that corrective actions are implemented where needed. Provides support in the development of Strategic and Business plans. Support institutional aspects of Catchment Management Strategy development. Ensure that administration and financial systems are in place. Ensure awareness framework is developed and materials produced. Coordinate Department of Water and Sanitation input into Catchment Management Strategy development. Ensure new governing board induction plan is in place. Develop Local Government support programmes and tools. Coordinate international arrangements with WMIs and other institutions.

ENQUIRIES : Mr. GSD van Dyk Tel No: (053) 830 8800
APPLICATIONS : Uptington: Please e-mail your applications quoting the reference number to NCRrecruitment@dws.gov.za

FOR ATTENTION : Ms. C Du Plessis

POST 01/30 : **DEPUTY DIRECTOR: CAPACITY BUILDING REF NO: 290121/09**
Branch: Operational Integration, Water Sector Support

SALARY : R869 007 per annum (Level 12), (All-inclusive salary package)
CENTRE : Gauteng Provincial Office
REQUIREMENTS : A relevant National Diploma or Degree. An Honours Degree in Social Sciences will serve as an added advantage. Three (3) to (5) five years management experience in the relevant sector. Exposure to strategic and operational environment, policy implementation; monitoring and evaluation principles. Knowledge of research procedures and techniques. Knowledge in political science and policy. Knowledge in public administration. Experience in conflict resolutions. Writing skills and reviewing of correspondence. Good interpretation of government legislation. Ability to work under pressure and awkward hours.

DUTIES : The facilitation of the development and implementation of policies on water services delivery programmes. The development, co-ordination and alignment of Water Services training and capacity building at Water Services Authorities and other Water Services Institutions. The fostering of relationships with civil society private sector and the department. The creation of democratic water governance structures that are transparent, inclusive, coherent and functional. Facilitation of capacity building interventions in regional infrastructure projects in consultation with accredited skills institutions. Establishment and management of stakeholder database per municipality and per sector. Stakeholder analysis and stakeholder progress reports. Development and implementation of stakeholder management strategy. Secretariat and convener of stakeholder engagements. Facilitate feedback to stakeholders. Compile monthly, quarterly and annual stakeholder management reports. Represent the regional office in stakeholder forums.

ENQUIRIES APPLICATIONS : Mr. S Maphangula Tel No: (012) 392 1511
: Gauteng: Please e-mail your application, quoting the post reference number, to: GPRcruitment@dws.gov.za

FOR ATTENTION NOTE : Mr. D Masoga
: NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 01/31 : **DEPUTY DIRECTOR: WATER REGULATIONS REF NO: 290121/10**
Branch: Operational Integration, Regulation

SALARY CENTRE REQUIREMENTS : R869 007 per annum (Level 12), (All-inclusive salary package).
: Gauteng Regional Office
: A National Diploma or Degree in Environmental Management / Natural Sciences / Engineering. Three (3) to five (5) years' experience in the water sector within the regulatory domain in (Wastewater management). A valid driver's license. (Attach a copy). Proven experience and knowledge in/on Blue and Green Drop assessment programmes, municipal wastewater management, drinking water quality management and South African National Standard 241. Ability to compile presentations, reports and submissions. Good communication both verbal and written skills. Financial management and knowledge of PFMA. Accountability and ethical conduct.

DUTIES : Ensure analysis of data for monthly internal and quarterly external reporting linked to drinking water quality audit monitoring. Ensure alignment of water services (WS) and water resource (WR). Liaise with relevant stakeholders in the province with regard to alignment of WR and WS. Implement and enforce the Water Services Act, and DWA policies and regulations. Ensure that assessments of drinking water quality supplied to communities by Water Service Authorities are conducted for all WSAs in the Province. Ensure that Audit Sampling for Drinking water and wastewater quality is conducted in all WSAs. Ensure that Blue and Green Drop Certification Workshops are conducted for all WSAs in preparation of the assessments. Participate in the assessment of Water Services Authorities (WSA) for Blue and Green Drop certification as a trained Lead assessor for the Province. Ensure that workshops on the Regulatory Performance Measurement System (RPMS) are arranged for all the WSAs in the Province. Assess WSA for compliance with RPMS during the reporting period. Ensure Management of performance of staff within the unit. Ensure compilation of weekly, monthly, quarterly and annual reports. Arrange for training of staff as part of the development plan. Ensure proper financial management within the unit.

ENQUIRIES APPLICATIONS : Mr. HD Mabada Tel No: (012) 392 1423
: Gauteng: Please e-mail your application, quoting the post reference number, to: GPRcruitment@dws.gov.za

FOR ATTENTION NOTE : Mr. D Masoga
: NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities

POST 01/32 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 290121/11**
Branch: Chief Operations Office: Free State
Div: Financial Management

SALARY : R733 257 per annum (Level 11), (All-inclusive salary package)
CENTRE : Bloemfontein
REQUIREMENTS : A Degree in Financial Management or relevant tertiary qualification at NQF level 7. Three (3) years' relevant experience in Finance at supervisory/management (ASD) level. A valid drivers license (Attach a copy). Knowledge and understanding on Human Resource Management, legislation, policies, practices and procedures. Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service anti-corruption strategy and anti-corruption and fraud-prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administration and clerical procedures and systems. An understanding of Departmental policies, procedures and government financial systems. Principles and practice of financial accounting. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.

DUTIES : Manage the financial revenue, expenditure management and accounting sub-directorate. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submits reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting work as required. Revenue management will include cashier, banking, and debt management; monitoring and reporting services are rendered. Expenditure management will include payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Provide financial administration and accounting services (legal/journals, accounting and reporting, interim and annual financial statements). Manage the sub-directorates revenue, expenditure management and accounting. Management of performance and development. Undertake Human Resource and other related administrative functions. Develop and manage the operational plan of the sub-directorate and report on progress as required. Compile and submit all required administrative reports. Serve on transverse task teams as required.

ENQUIRIES : Ms B Keele Tel No: (051) 405 9000
APPLICATIONS : Free State (Bloemfontein): Please email your applications quoting the relevant reference number to FSRecruitment@dws.gov.za
FOR ATTENTION : Ms. L Wymers

POST 01/33 : **DEPUTY DIRECTOR: STRATEGIC SUPPORT REF NO: 290121/12**
Branch: Chief Operations Office-Kwazulu-Natal

SALARY : R733 257 per annum (Level 11), (All-inclusive salary package)
CENTRE : Durban
REQUIREMENTS : A National Diploma or Degree in Public Administration or relevant qualification. Three (3) to five (5) years' experience in administrative support to and Executive Office. A valid driver's license (Attach a copy). Familiarity with institutions and stakeholders in the water sector and international organizations, programme management, strategic planning and financial management. Experience in the administrative and operational processes in a government department. Strong awareness of the priorities of government. Good problem solving and verbal and written communication skills. Planning and organizing skills for processing of compliance reports to different sections of the department's management, e.g. finance, human resources and planning. Ability to work under pressure. Proactive in dealing with demands. Ability to work in a team. Analytical and research skills. Knowledge of Public Service Regulations, Public Finance Management Act and Human Resource policies and procedures. Excellent interpersonal and liaison skills.

DUTIES : Address the need for overall co-ordination of the administrative support function for the Provincial Head: KwaZulu-Natal's office. Coordinate regional calendar and reports of the department on a quarterly basis. Develop and maintain administrative systems for recording and assessing the flow of correspondence through the CD's office, including a referral and tracking mechanism. Provide support to sub-programmes for progress reporting within the department and to external government structures. Supervise staff responsible for monitoring compliance. Ensure the development and maintenance of the business plan and strategic plan in line with DWA strategic plan. Ensure the co-ordination of the performance monitoring systems of managers reporting to the Chief Director. Ensure submission of projections as well as monthly expenditure reports. Analyse the entire branch budget and expenditure reports to provide the office of the Provincial Head with a summarized version of activities taking place and areas that may require the managers focus or intervention. Co-ordinate the support of external services required by the region. Liaise with sub-programmes with regard to work-flow processes and procedures and prepare compliance reports. Provide support to the Chief Director, including assistance in monitoring the execution of tasks emanating from meetings, the preparation of agenda and the records of programme meeting decisions. Ensure the monitoring and financial planning relating to the immediate region requirements.

ENQUIRIES : Mr ACC Starkey Tel No: (031) 336 2700
APPLICATIONS : Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za

FOR ATTENTION : Ms. S Mbongwa

POST 01/34 : **ENGINEER PRODUCTION GRADE A-C (MECHANICAL) REF NO: 290121/13**
Branch: NWRI Southern Operations

SALARY : R718 059 – R1 090 458 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE : Port Elizabeth
REQUIREMENTS : An Engineering degree (B Eng / B.Sc. (Eng.) or relevant qualification in Mechanical Engineering. Three (3) years post qualification engineering experience required. Compulsory registration with ECSA as a Professional Engineer (Proof of registration must be attached). A valid driver's license (Attach a copy). Knowledge of water resources infrastructure operations, hydrology, supply chain management, contractual and legal requirements and of business planning.

DUTIES : Design new systems to solve practical engineering challenges, improve efficiency and enhance safety. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure through evaluation that planning and design by others is done according to sound engineering principles. Ensure training and development of technicians, technologists and candidate engineers. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Monitor and control expenditure.

ENQUIRIES : Mr P Barry Tel No: (041) 508 9705
APPLICATIONS : Port Elizabeth: Please email you application quoting the relevant reference number to SORecruitment@dws.gov.za

FOR ATTENTION : Ms B Gqokoma

POST 01/35 : **ENGINEER PRODUCTION GRADE A-C REF NO: 290121/14**
Branch: Chief Operations Office Eastern Cape

SALARY : R718 059 - R1 090 458 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE : East London
REQUIREMENTS : An Engineering degree (B Eng/ BSc Eng) or relevant qualification in Civil engineering. Three years post qualification civil engineering experience required. Compulsory registration with ECSA as Professional Engineer. A valid driver's licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of relevant legislation applicable to the water sector: (NWA, CARA and NEMA)

together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in multi-disciplinary teams. Willingness to work above normal working hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement.

DUTIES : Reviewing integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in connection with water use license applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Enhance and uphold legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorize the taking and storing of water and to water and to manage compliance to the authorisations. Participation in post authorization litigation processes.

ENQUIRIES : Mr P Chilton Tel No: (041) 501 0724
APPLICATIONS : East London: Please email your applications quoting the reference number to ECRecruitment@dws.gov.za

FOR ATTENTION : Ms LT Malangabi

POST 01/36 : **SCIENTIST PRODUCTION GRADE A-C REF NO: 290121/15**
Branch: Chief Operations Office Northern Cape
SD: Proto CMA
Re-advertisement and candidates who previously applied are encouraged to reapply

SALARY : R618 732 - R939 621 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE : Upington
REQUIREMENTS : A Science degree (BSc) (Hons) in Geohydrology or relevant qualification. Three (3) years post qualification natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. Knowledge and experience in groundwater resources assessment/exploration, aquifer characterizations, acid mine drainage, development and use of information management products/tools. Ability to analyze and interpret hydrogeological data. Good report writing and knowledge of groundwater information systems. Knowledge and experience of computer based groundwater assessments programs. Knowledge of guidelines, protocol, standards and norms for groundwater developments, protection and management. Understanding of Integrated Water Resources Management. Knowledge of the National Water Act, Water Services Act, Environmental Management Act, Operational Knowledge of eWULAAS, National Groundwater Strategy and National Water Resources Strategy.

DUTIES : Evaluate and assess geohydrology reports and related information in support of Water Use License Applications. Assist WULA assessors and managers in drafting implementable water use license conditions. Provide and upload geohydrological related comments/inputs on eWULAAS. Provide scientific and technical expertise in the field of geohydrology and/earth sciences in order to assess, develop, protect, use, conserve and manage groundwater resources within the Water Management Area/Catchment or Proto Catchment Management Area. Support the implementation of groundwater protection strategies and related protocols at the regional/provincial level. Provide groundwater extension services to stakeholders within the Water Management Area / Catchment or Proto Catchment Management Area. Provide inputs to the environmental impact assessment and related groundwater protection issues. Participating to planning and implementation of regional groundwater monitoring and information programs.

ENQUIRIES : Mr. K Masindi Tel No: (053) 830 8800

APPLICATIONS : Uppington: Please email your applications quoting the reference number to NCRecruitment@dws.gov.za

FOR ATTENTION : Ms. C Du Plessis

POST 01/37 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: IRRIGATION AGRICULTURE SCHEMES WATER LOSS CONTROL REF NO: 290121/16**
Branch: Planning and Information

SALARY : R495 219 per annum (OSD)

CENTRE : Pretoria (Head office)

REQUIREMENTS : A four (4) year degree or equivalent qualification in Natural or Environmental sciences. Six (6) years post qualification experience preferably in environmental and/or water management. A valid driver's license (Attach a copy). Computer literacy. A clear understanding of the departments role, policies and regulations with respect to water resource management and protection. Knowledge of the National Water Act, 36 of 1998 (NWA), policies and regulations, strategies and relevant environmental legislation. Understanding water control measures such as dam control, water abstraction, quota allocations within the schemes, water supply, distribution and measurement in the irrigation schemes and river systems. Innovative thinking, negotiating and networking stakeholder engagement skills. Proven managerial and communication skills. Knowledge of Human Resource policies. A clear understanding of transformation in the Public Service.

DUTIES : Set Water Conservation and Water Demand Management targets through the development of water management plans for the irrigation schemes. Contribute towards coordination, presentation, evaluation and reporting of water control training programs. Conduct and administer water use efficiency audits and submission of monthly water use efficiency accounting report. Prepare consolidated quarterly and annual water losses reports for the irrigation schemes within the water management areas. Give advice to problems with regard to water supply, water abstraction control and initiate remedial steps. Host regular workshops with water control personnel and conduct joint inspections on irrigation water schemes. Participate in the irrigation agriculture broader research and technology transfer projects. Contribute towards strategic and business planning for the Sub Directorate: Water Loss Control and Demand Management.

ENQUIRIES : Mr T Masike Tel No: (012) 336 6793

APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabile

POST 01/38 : **CHIEF DEVELOPMENT EXPERT: CATCHMENT MANAGEMENT PRICING (RAW WATER PRICING) REF NO: 290121/17**
Branch: Regulation

SALARY : R470 040 per annum (Level 10)

CENTRE : Pretoria (Head office)

REQUIREMENTS : A National Diploma or Degree in Economics/ Business Management. Three (3) to five (5) years work experience in Water sector. Knowledge and understanding of Economic policies, practices and procedures. Knowledge of PFMA, Treasury regulations and GRAP guidelines and policies. Knowledge of accounting practice. Knowledge of water sector legislation. Practical knowledge of financial models. Experience in Business strategy transactions and alignment. Problem solving and analysis. Good people management, empowerment and change management interventions. Knowledge management skills. Service delivery analysis, client orientation and customer focus skills. Good communication skills both verbal and written. Conflict management, accountability and good ethical conduct.

DUTIES : Assess compliance to policies and water pricing strategies. Review tariff submissions. Conduct research on price formulation of emerging sector. Analyse economic trends and the impact of price on economy. Support the development and implementation of regulatory performance monitoring framework.

ENQUIRIES : Ms. S Moshidi Tel No: (012) 336 6614

APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabile

POST 01/39 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 290121/18**
Branch: Chief Operations Office-Kwazulu-Natal

SALARY CENTRE REQUIREMENTS : R446 202 per annum (OSD)
: Durban
: A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (Attach proof of registration). A valid driver's license (Attach a copy). Water resources related experience is a recommendation. Knowledge and understanding of the National Water Act, (Act 36 of 1998). Good computer literacy and computer programming skills, GIS knowledge and skills will be an added advantage. Good communication skills (verbal and written) and negotiation skills.

DUTIES : Responsible for Water Resource Management (WRM) within the Pongola to UMzimkhulu Water Management Area (WMA) with particular emphasis on: Registration and Identification of unregistered water users. The Validation and Verification of water use, for individual users as well as Irrigation Boards and Water User Associations. Assessment of water use licensing taking cognizance of hydrological, environmental, social and other factors. Attend to water resource related queries. Produce monthly reports on the WRM within the KZN region. Travel extensively as and when required.

ENQUIRIES APPLICATIONS : Mr N Chinsamy Tel No: (031) 336 2700
: Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za

FOR ATTENTION : Ms. S Mbongwa

POST 01/40 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 290121/19 (X2 POSTS)**
Branch: Chief Operations Office: Limpopo
Dir: RBIG

SALARY CENTRE REQUIREMENTS : R446 202 per annum (OSD)
: Polokwane
: A National Diploma in Civil Engineering or relevant qualification. Six (6) years post qualification technical (Engineering) experience. A valid driver's licence. (Attach a copy). Compulsory registration with ECSA as a Professional Engineering Technician. (Attach proof of registration). Project management experience. Experience in Technical design and analysis. Technical report writing. Knowledge and understanding of relevant legislation: the National Water Act, 1998 (Act 36 of 1998) and the Water Services Act, 1997 (Act 108 of 1997). Good communication written and verbal skills.

DUTIES : Planning, designing, and overseeing construction and maintenance and management of water infrastructure projects. Assist and support Water Services Authorities (WSAs) in the planning and rendering technical engineering support. Co-ordinate refurbishment and infrastructure support*. Attend Water Services sector meetings. Liaison with other sector Departments on the infrastructure development programme. Monitor project quality management, scheduling and cost risk determination and evaluate the implementation performance of water service projects. Produce analytical project progress reports. Evaluate water services sector technical reports.

ENQUIRIES APPLICATIONS : Mr. TH Mapengo Tel No: (015) 290 1359
: Limpopo (Polokwane): Please e-mail your application, quoting the post reference number, to: LPRecruitment@dws.gov.za

FOR ATTENTION : Mr. HH Khosa

POST 01/41 : **ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION REF NO: 290121/20 (X2 POSTS)**
Branch: Chief Operations Office-Kwazulu-Natal

SALARY : R402 045 per annum (OSD)

CENTRE REQUIREMENTS : Durban
: A relevant Honours Degree in Environmental studies or related fields. Experience in the field of Water Quality Management will serve as an advantage. A good understanding of Integrated Water Resources Management will be an added advantage. A valid driver's license. (Attach a copy). Knowledge of and experience in project management and research. Interpersonal relations/conflict management, negotiation and facilitation skills. Excellent communication skills, including verbal, report writing and presentation skills. Computer literacy.

DUTIES : Provide support and input in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act 36 of 1998 and other departmental policies and strategies. Assist with the supervision of staff. Undertake both routine and special investigations and work irregular hours. Prepare reports and interpret analytical results. Assist in the evaluation of water use license application, reports and other documents submitted in accordance with 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. Give inputs in the projects relevant to the management of water resources initiated by the Department. Assist in the management of the water management systems.

ENQUIRIES APPLICATIONS : Mr S Buthelezi Tel No: (031) 336 2700
: Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za

FOR ATTENTION : Ms. S Mbongwa

POST 01/42 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: INSTREAM WATER USES AUTHORISATION ADMINISTRATION REF NO: 290121/21 (X2 POSTS)**
Branch: Chief Operations Office: Gauteng
SD: Water Use Licensing
Re-advertisement and candidates who previously applied are encouraged to reapply

SALARY CENTRE REQUIREMENTS : R402 045 per annum (OSD)
: Gauteng Provincial Office (Pretoria)
: A relevant Honours Degree in Environmental Management or related fields. Experience in integrated water resource management and water resource protection will serve as an added advantage. A valid driver's licence (Attach a copy). Ability to work flexibly on a range of assignments, and adjust to and prioritize a variety of complex evolving tasks. Strong interpersonal skills and ability to develop effective relations within and outside the DWS. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement.

DUTIES : Assess the costs and benefits of various activities, policies, or regulations that affect the environment or natural resource stocks to balance the politics of environmental rights with economics needs. Collect and analyze data to compare the environmental implications of economic policy or practice alternatives. Conduct research on economic and environmental topics, such as alternative fuel use, public and private land use, soil conservation, air and water pollution control, and endangered species protection to inform water use authorization and communicate outcomes of such research. Develop economic models, forecasts, or scenarios to predict future economic and environmental outcomes. Develop programs or policy recommendations to promote sustainability and sustainable development, and to achieve environmental goals in cost-effective ways. Develop systems for collecting, analysing, and interpreting environmental and economic data. Examine the

exhaustibility of natural resources or the long-term costs of environmental rehabilitation specifically on mining and industrial facilities in as so as it affects water use. Perform complex, dynamic, and integrated mathematical modelling of ecological, environmental, or economic systems and write social, legal, or economic impact statements to inform decision-makers for natural resource policies, standards, or programs. Demonstrate or promote the economic benefits of sound environmental regulations. Interpret indicators to ascertain the overall health of an environment. Prepare and deliver presentations to communicate economic and environmental study results, to present policy recommendations or to raise awareness of environmental consequences.

ENQUIRIES : Mrs Florah Mamabolo Tel No: (012) 392 1361
APPLICATIONS : Gauteng: Please e-mail your application, quoting the post reference number, to: GPRrecruitment@dws.gov.za
FOR ATTENTION : Mr. D Masoga

POST 01/43 : **ASSISTANT DIRECTOR: REVENUE REF NO: 290121/22**
Branch: Chief Operations Office: Free State
Div: Revenue Management

SALARY : R376 596 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A Degree in Financial Management or relevant tertiary qualification at NQF level 7. Three (3) years supervisory experience in Revenue Management. A valid drivers license (Attach a copy). Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines, knowledge and application of International Financial Reporting Standards applicable to revenue, Generally Recognised Accounting Practice (GRAP) Division of Revenue Act (DORA). Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge of departmental policies and procedures. Knowledge of any ERP system, with preference for SAP. Framework for managing performance information. Problem solving and analysis. Excellent communication skills. Client orientation and Customer focus. And the incumbent must be willing to travel extensively.

DUTIES : Implement and monitor billing and debt management policies, strategies and procedures. Manage the billing process for the Free State office and ensure that all billable water users are billed regularly and accurately. Manage the collection of revenue in the region. Manage the accounts of strategic users and ensure that these customers are billed accurately (in line with contractual agreements) and on time. Attend monthly and ad hoc meetings with strategic customers as part of managing Revenue Management contracts. Manage the customer relations office and ensure that all customer issues raised are resolved speedily and that invoices and statements are sent to customers on time. Assist with the tariff determination process in the region. Provide monthly age analysis reports on debtor's accounts. Be able to provide all Revenue Management reports that are required on ad hoc basis and perform account reconciliations and adjustments. Attend to audit queries from internal and external auditors. Facilitate training and career development of staff. Supervision of staff.

ENQUIRIES : MS B Keele Tel No: (051) 405 9000
APPLICATIONS : Free State (Bloemfontein): Please email your applications quoting the relevant reference number to FSRecruitment@dws.gov.za
FOR ATTENTION : Ms. L Wymers

POST 01/44 : **IT TECHNICIAN REF NO: 290121/23**
Branch: Chief Operations Office: Free State
Div: Corporate Services

SALARY : R376 596 per annum (Level 09)
CENTRE : Bloemfontein

REQUIREMENTS : A National Diploma or Degree in Information Technology. Certification in the following will be advantageous: Certificated Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). A+ and Network+ certification is required. Three (3) years appropriate experience in IT. Knowledge of Windows 7; Windows 8; Windows 10; MS Office 2010, 2013 and Office 365; Symantec Anti-virus; Microsoft SMS; Transversal systems (Persal; BAS; SAP; LOGIS) and ITIL will serve as an advantage. Applicants must have a valid driver's license (Attach a copy) and be willing to travel to various remote sites and offices. Competencies: An in-depth knowledge of client-server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word; Excel and Power Point). Ability to work under pressure. Good communication skills (verbal and written) Exposure to different business application platforms.

DUTIES : Manage calls logged on the call management system. Provision of end-user support with regards to hardware; software, network connectivity and Telephony (Voice Over IP). Ensure that all IT policies, norms and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installations; maintenance and upgrading of computer hardware and second-line fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up-to-date. Initiate and co-ordinate the change control procedures. Provide users with training of computer end-user skills and on new technologies relevant to their needs. Perform routine back-up for all the available servers. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Information Technology with all IT related tasks.

ENQUIRIES : Mr T Diradingwe Tel No: (051) 405 9000

APPLICATIONS : Free State (Bloemfontein): Please email your applications quoting the relevant reference number to FSRecruitment@dws.gov.za

FOR ATTENTION : Ms. L Wymers

POST 01/45 : **IT TECHNICIAN REF NO: 290121/24**
Branch: Chief Operations Office: Eastern Cape

SALARY : R376 596 per annum, (Level 09)
CENTRE : King Williams Town

REQUIREMENTS : A National Diploma or Degree in Information Technology. Certifications in the following will be advantageous: Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE), A+ and Network+. Three (3) years appropriate experience in IT. Knowledge of Windows 7; Windows 8; Windows 10; MS Office 2010; 2013 and Office 365; Symantec Anti-virus; Microsoft SMS; Transversal systems (PERSAL; BAS; and LOGIS) and ITIL will serve as an advantage. Applicants must have a valid driver's license (Attach a copy) and be willing to travel to various remote sites and offices. Knowledge of the Access to information Act. Knowledge and experience of information technology development and enhancements. Knowledge of administrative and clerical procedures and systems. Knowledge of PFMA Act and departmental policies and procedures. Competencies: An in-depth knowledge of client-server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word; Ms Excel and MS Power Point). Ability to work under pressure. Good communication skills (verbal and written). Exposure to different business application platforms.

DUTIES : Manage calls logged on the call management system. Provision of end-user support with regards to hardware; software and network connectivity. Equipment and software analysis. Physical inspection of equipment for any visible defects. Testing and connection of peripherals on their stations including driver installation. Provision of necessary training in operational use of equipment. Ensure that all IT policies, norms and standards are enforced. Rolling out of new software on computer equipment as prescribed by office of the CIO. Maintaining of existing hardware and software. Executing Root Cause Analysis with regards to hardware and software incidents and problems. Resolving warranty issues should equipment

fall within this category. Providing clients with advice regarding future use of or replacement of equipment/software. Investigate equipment/software capabilities. Decommissioning of hardware and software. Receive equipment that is to be removed from the system. In case of equipment with memory capabilities-ensure all data is permanently removed from devices. Executing client installations of Transversal systems (PERSAL, SAP, BAS, LOGIS) and ensure software connectivity. Perform quality control for the Local Area Network (LAN). Perform installations, maintenance and upgrading of computer hardware and second-line fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up-to- date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-up for all the available servers. Knowledge of DWS Asset and Supply Chain Management will be an added advantage. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Regional Information Services Support with all IT related tasks.

- ENQUIRIES** : Mr B Bharat Tel No: (043) 604 5440
- APPLICATIONS** : Eastern Cape: Please email your applications quoting the reference number to ECRecruitment@dws.gov.za
- FOR ATTENTION** : Ms. LT Malangabi
- POST 01/46** : **ASSISTANT DIRECTOR: BILLING OPERATIONS REF NO: 290121/25 (X2 POSTS)**
 Branch: Finance WTE
 SD: Billing Operations
 Re-advertisement, applicants who have previously applied are encouraged to reapply)
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Pretoria (Head office)
- REQUIREMENTS** : A relevant tertiary qualification at NQF 7 in Financial Management with Financial Accounting 3. Three (3) to five (5) relevant experience. Three (3) years supervisory experience in the financial environment/sector. Working experience with an ERP system. Practical knowledge of Financial Reporting Standards. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Guidelines and Division of Revenue Act. Knowledge and understanding on Human Resource Management Legislation, policies practices and procedures. Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge and experience in administrative, clerical procedures and systems. Knowledge of Commercial Laws, Departmental policies and procedures. Knowledge and experience of Governmental Financial Systems. Framework for managing performance information. Business strategy transaction and alignment. Problem solving, analysis, people, diversity management, client orientation and customer focus. Good communication skills. Accountability and ethical conduct skills. Flexibility to Travel.
- DUTIES** : Implement and monitor billing management policies, strategies and procedures to ensure the completeness and accuracy of billing. Implementation of GRAP and all relevant financial reporting prescripts to ensure the complete and accurate of revenue reporting. Ensure timeous resolution of billing adjustments and customer queries. Staff management and training. Manage and Co-ordinate Internal and External Auditors.
- ENQUIRIES** : Ms. LM Serepong Tel No: (012) 336 8456
- APPLICATIONS** : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
- FOR ATTENTION** : Ms. L Mabile

POST 01/47 : **ASSISTANT DIRECTOR: REGIONAL INFRASTRUCTURE PROGRAMME REF NO: 290121/26**
Branch: Chief Operations Office Limpopo
Dir: RBIG

SALARY CENTRE REQUIREMENTS : R376 596 per annum, (Level 09)
: Polokwane, Provincial Office
: A National Diploma or Degree in Sciences. Three (3) to five (5) years relevant experience in Integrated Water Resource Management. Knowledge and understanding of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge and understanding of Public Service Act and Regulations and Public Finance Management Act. Knowledge and application in technical reporting writing. Knowledge and experience of Water Resource Infrastructure and project management. Knowledge of management and empowerment. Strategic capability and leadership skills. Knowledge management, service delivery, innovation (SDI) and change management skills. Problem solving and analysis. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.

DUTIES : Implement policies of integrated Water Bulk Infrastructure programmes for the component. Compile monthly technical reports on water infrastructure programmes. Assist with the implementation of Regional Bulk Water Supply programmes. Assist with the inputs into strategic and business planning. Provide technical information and support to WMLs. Monitor the environmental flows, ecosystems and habitat integrity. Assist with the appraisal of Municipal Infrastructure grants. Manage relationships with stakeholders. Monitor progress on the implementation of projects related to integrated WRM. Conduct, monitoring and evaluate Water Bulk Infrastructure programmes. Administer tender procurement processes in accordance with generally recognized financial practices in order to ensure the achievement of strategic component objectives. Institute risk management. Assist in conservation of water demand management issues. Effectively manage relationships in order to achieve the Directorate's goals. Manage diversity in teams.

ENQUIRIES APPLICATIONS : Mrs. MN Mothemi Tel No: (015) 290 1207
: Limpopo (Polokwane): Please e-mail your application, quoting the post reference number, to: LPRrecruitment@dws.gov.za

FOR ATTENTION : Mr. HH Khosa

POST 01/48 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 290121/27**
Branch: NWRI: Head Office
SD: Land Matters

SALARY CENTRE REQUIREMENT : R376 596 per annum (Level 09)
: Head Office (Pretoria)
: A National Diploma or Degree in Public Management or relevant qualification. Three (3) to five (5) years appropriate experience in land use management. A valid drivers license (Attach a copy). Excellent verbal and written communication skills, report writing skills, organisational skills, management skills, computer literacy. Ability to negotiate and manage and lead public meetings. Knowledge of the regulations, procedures and extensive knowledge of the relevant land legislation and interpretation of legislation. Knowledge of Law and Court cases. Attendance with Departmental Legal Services, State Attorneys, Council and Senior Council.

DUTIES : Manage correspondence with regard to land use functions. Draft lease and caretaker agreements as well as MOU's and MOA's. Develop database for management of signed lease. Caretaker and wayleave agreements within the government waterworks; Manage servitude applications, draft servitude agreements and develop database for servitudes. Develop MOU/MOA's for the management of government waterworks. Provide assistance on dams identified for resource management plans and provide assistance in relation to the land use management. Manage site inspections, land use, lease meetings and public meetings. Develop and implement policies, regulations, directives and procedures

of the Department. Management of human resources and manage administrative processes within the sub-directorate. Manage sub-ordinates.

ENQUIRES APPLICATIONS : Ms. P Mangotlo Tel No: (012) 336 8704
 : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabile

POST 01/49 : **CHIEF COMMUNITY DEVELOPMENT OFFICER REF NO: 290121/28**
 Branch: Chief Operations Office-Kwazulu-Natal

SALARY CENTRE REQUIREMENTS : R376 596 per annum, (Level 09)
 : Durban
 : A National Diploma or Degree or in Social Sciences. Three (3) to five (5) years supervisory experience in water sector environment. A valid driver's license (Attach a copy). A sound knowledge of the norms and standards of sanitation services, and other relevant legislation. Competencies in Strategic and operational planning, Policy implementation. Monitoring and evaluation principles, Communication skills, Conflict management. Creativity and Awareness, Professional development. Project management. Cultural awareness. Experience in fieldwork. Willingness to travel extensively and work irregular hours. Flexibility. Initiative. Computer literacy.

DUTIES : Advocate communication of activities of the water sector through existing sector partners. Develop and maintain conceptualize and visual publications. Develop integrated water sector monitoring and evaluation system and maintenance thereof. Develop policies and water sector frame work that will guide implementation of WSDP. Handle project management and conduct research on the recent technology that can be applied. Supervision of staff. Assist in budget compilation for the Sub-Directorate.

ENQUIRIES APPLICATIONS : Mr. V Naidoo Tel No: (031) 336 2700
 : Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za

FOR ATTENTION : Ms. S Mbongwa

POST 01/50 : **SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 290121/29**
 Branch: NWRI Central Operation

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
 : Central Operations, (Pretoria)
 : A National Diploma or Degree in Financial Management (Accounting / Economics /Business Economics/Purchasing/Logistics). Three (3) to Five (5) years' experience in Supply Chain Management. Knowledge and understanding of PFMA, Treasury Regulations and procurement policy framework. Knowledge in government supply chain management framework. Knowledge of enterprise resource planning system e.g. SAP will be an added advantage. Knowledge of MS office suite. Knowledge of dispute resolution process. Knowledge of labour relations policies. Knowledge of generally recognised account practice (GRAP). Computer literacy. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill (both verbal and written). Accountability and ethical conduct. Willingness to travel nationwide. Applicants must be in possession of a valid driver's license (Attach a copy proof).

DUTIES : Supervise subordinates. Administer the procurement of goods and services. Perform Demand, Acquisition and Logistics Management function. Ensure compliance to SCM policies, processes and procedures including providing similar support to Site/Area Offices under the NWRI: Central Operations Cluster. Provide training to the internal clients regarding SCM processes and procedures. Attend to enquiries related to SCM. Release purchase orders and purchase requisitions on SAP. Check purchase requisitions for correctness, completeness and sign the requisition documents. Administer contracts. Maintain and update contract register to ensure transparency and record keeping. Compile audit reports. Check documentation for correctness and sign order document. Conduct quarterly reviews for subordinates and submit them within the provided timelines. Implement control to ensure that purchase orders are placed for items on approved contracts.

Implement control to ensure that where contract does not exist, the price quotation or bidding process of ordering are applied. Check and maintain goods register. Identify redundant and obsolete stock. Control stock levels and conduct stock taking. Check, place and verify orders and deliveries for goods receipting. Perform stock taking. Perform goods receipts (GRV) on SAP. Attend to audit queries.

ENQUIRIES APPLICATIONS : Mr Senthumule Mphateng Tel No: (012) 741 7318

FOR ATTENTION : Central Operations (Pretoria): Please email your applications quoting the relevant reference number to SPAO@dws.gov.za

POST 01/51 : Mr. KL Manganyi

ENFORCEMENT OFFICERS REF NO: 290121/30 (X2 POSTS)
Branch: Chief Operations Office-Kwazulu-Natal

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
: Durban
: A National Diploma or Degree in Public Administration or relevant qualification in the field of Natural Science or Policing. Three (3) years' experience in relevant field. Knowledge of the National Water Act, 1998, the Water Services Act, 1997, and related policies. A valid driver's license. (Attached a copy). The ability and willingness to travel and work long hours where necessary. Knowledge in water use investigation, inspections, sampling procedures, report writing and relevant legislation. Knowledge and understanding of natural resource management which is technical assessment of action plans. Good communication skills both verbal and written inclusive of report writing.

DUTIES : 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.

ENQUIRIES APPLICATIONS : Ms A Masefield Tel No: (031) 336 2700
: Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za

FOR ATTENTION : Ms. S Mbongwa

POST 01/52 : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 290121/31**
Branch: Chief Operations Office-Kwazulu-Natal

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
: Durban
: A National Diploma or Degree in Financial Management. Two (2) to three (3) years relevant financial experience. A valid driver's license (Attach a copy). Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as Treasury Regulations and PFMA. Knowledge and experience on SAP and Persal systems. Computer literacy in Microsoft Office. Knowledge of Departmental policies and procedures. Knowledge and understanding of the framework for managing performance information. Problem solving and analysis. People and diversity management skills. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct. Good presentation skills. Knowledge of accrual accounting.

DUTIES : Ensure compliance with management of invoices. Manage creditors by ensuring major accounts are reconciled with supplier statements. Monitor compliance with 30 day payments, administration of payroll, authorize PERSAL / SAP payments and journals. Monitor petty cash and supervise bank payments. Oversee safeguarding of state fund. Ensure proper document control pertinent to financial documents. Compliance with monthly reporting on payables/accruals, 30day reports, creditor reconciliation reports, petty cash reconciliation and suspense account reconciliation. Provide assistance to internal and external client regarding general budgeting and financial reporting requirement. Supervise and evaluate personnel.

ENQUIRIES : Mr MI Ndlovu Tel No: (031) 336 2700

APPLICATIONS : Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za.

FOR ATTENTION : Ms. S Mbongwa

POST 01/53 : **SENIOR STATE ACCOUNTANT REF NO: 290121/32**
Branch: Chief Operations Office: Free State
Div: Financial Accounting

SALARY : R316 791 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma or in Financial Management. Two (2) to three (3) years practical experience in a government financial environment. Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DOR A and PFMA. Knowledge of financial systems such as BAS, Persal, LOGIS. Knowledge of administrative and clerical procedures and systems. Computer literacy.

DUTIES : Ensure reconciliation of major supplier accounts of the 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 authorize 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 polices.

ENQUIRIES : MR K Segalo Tel No: (051) 405 9000.
APPLICATIONS : Free State (Bloemfontein): Please email your applications quoting the relevant reference number to FSRecruitment@dws.gov.za

FOR ATTENTION : Ms. L Wymers

POST 01/54 : **SENIOR COMMUNICATION OFFICER REF NO: 290121/33**
Branch: Chief Operations Office: North West

SALARY : R316 791 per annum (Level 08)
CENTRE : Mmabatho
REQUIREMENTS : A National Diploma or degree in Communication or relevant qualification. One (1) to three (3) years' experience in Communication. Advanced computer literacy (Ms Office programmes, word, excel and Internet). A valid drivers license (Attach a copy). Disciplinary knowledge in communication and media studies. Disciplinary knowledge in Political science and Policy. Disciplinary knowledge in Public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Understanding of Water Sector and understanding of legislations, financial management and knowledge of PFMA. Decision making. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills. Accountability and Ethical Conduct.

DUTIES : Implement communication plans. Execute media production, issue publications, organise press conferences and media coverage to the Department. Develop or improve concepts, theories and operational methods. Disseminate knowledge relating to information on work organisation. Organise and implement publicity projects and events. Establish and maintains stakeholder relations with community and media. General administration of the unit.

ENQUIRES : Mr Willie Francis Tel No: (018) 387 9595
APPLICATIONS : North West (Mmabatho): Please email your application quoting the relevant reference number to NWRRecruitment@dws.gov.za

FOR ATTENTION : Mr M.J Ntwe

POST 01/55 : **SENIOR ADMINISTRATION OFFICER REF NO: 290121/34**
Branch: NWRI Central Operations
Re-advertisement, applicants who previously applied are encouraged to reapply.

SALARY : R316 791 per annum (Level 08)
CENTRE : Usutu Vaal (Standerton)
REQUIREMENTS : A National Diploma or Degree in Social Sciences/Human Resources/Public Administration/Public Management. Three (3) – five (5) years' experience in Corporate services functions at a supervisory level (HR, Training, Transport, PMDS, Budget Management). Computer Literacy. A PERSAL Introduction certificate will serve as an advantage (Attach a copy). A valid drivers license. (Attach a copy). Knowledge and experience in HR processes and legislation. Knowledge of dispute resolution process. Understanding of labour relations policies and law. Basic financial management, knowledge of PFMA and knowledge management skills. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (both verbal and written). Accountability and ethical conduct.

DUTIES : Render high level Administrative services to the Area office. Provide financial administration and procurement of goods and services. Manage and coordinate all HR functions within the area office. Coordinate and implement HR transactions. Coordinate the Recruitment and Selection process. Manage HR and Administration personnel within the Area office. Manage and administer PMDS and training coordination. Render HR advisory services within the office. Ensure compliance with HR policies. Prepare monthly and quarterly HR reports. Coordinate skills development initiatives. Coordinate HR workshops to employees. Render proper records management for the office. Manage, supervise and develop staff within Corporate Services. Manage and administer Corporate Services functions within the Area Office. Manage and administer transport and travel in line with departmental policies. Manage and administer Corporate Services budget and give budget inputs.

ENQUIRIES : Mr. JP Manyaka Tel No: (017) 712 9402
APPLICATIONS : Standerton: Please email your application quoting the relevant reference number to: SAO@dws.gov.za
FOR ATTENTION : Mr. KL Manganyi

POST 01/56 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C WATER USE AUTHORISATION REF NO: 290121/35 (X3 POSTS)**
Branch: Chief Operations Office-Kwazulu-Natal

SALARY : R311 859 - R473 574 per annum (OSD) (Offer will be based on proven years of experience)
CENTRE : Durban
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician (Attach proof of registration). A valid driver's license (Attach a copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills relevant to Corporative Governance and stakeholder engagement.

DUTIES : Reviewing integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in connection with water use license applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government

programmes. Ensure legal engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations.

ENQUIRIES : Mr. N Chinsamy Tel No: (031) 336 2700
APPLICATIONS : Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
FOR ATTENTION : Ms. S Mbongwa

POST 01/57 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (DAM SAFETY) REF NO: 290121/36 (X2 POSTS)**
Branch: Chief Operations Office-Kwazulu-Natal

SALARY : R311 859 - R473 574 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE : Durban
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician (Attach proof of registration). A valid driver's license (Attach a copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills relevant to Corporative Governance and stakeholder engagement.

DUTIES : Dam Safety site inspections. Compilation of Dam Safety reports. Compiling and updating of relevant dam safety databases. Dam Safety Registration and Classifications in terms of Chapter 12 of the National Water Act, 1998. Answering and dealing with water related queries. Mapping with use of Google earth and GIS. Drawings with the use of Caddie drawing program. Flood calculations. Spillway checks and Designs. Problem solving and advice regarding dams in particular. General administration duties and support to compliance and senior managers. Presentations regarding water related topics to the public and Irrigation Boards.

ENQUIRIES : Mr. I Hoareau Tel No: (031) 336 2700
APPLICATIONS : Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
FOR ATTENTION : Ms. S Mbongwa

POST 01/58 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (HYDROLOGY) REF NO: 290121/37**
Branch: Chief Operations Office-Kwazulu-Natal

SALARY : R311 859 - R473 574 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE : Durban
REQUIREMENTS : A National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician (Attach proof of registration). A valid driver's license (Attach a copy). Knowledge of Hydrology and Project Management. Technical design and analysis knowledge. Excellent communication skills including verbal. Report writing and presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel throughout KwaZulu-Natal. Willingness to work in and around water (rivers, dams, etc.). Computer skills. Experience in using the Caddie Drawing program, Planning and organising skills, People management skills.

DUTIES : Provide technical advice and support to the management of the Hydrological Monitoring Network; Provide support to the Hydrological Data Collection and Computing Services; Provide technical support to the instrumentation and

monitoring equipment; Calibration of flow monitoring sites. Provide inputs into the budgeting process. Perform surveys at flow monitoring sites. Perform drawings of flow monitoring structures. Design and Construction of Flow Monitoring Sites. Provide data evaluation reports and technical inspection reporting. Catchment Assessments and Gauge plate correction.

ENQUIRIES : Mr. B Pillay Tel No: (031) 336 2700
APPLICATIONS : Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
FOR ATTENTION : Ms. S Mbongwa

POST 01/59 : **STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: 290121/38 (X2 POSTS)**
Branch: NWRl Central Operations

SALARY : R257 508 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENT : A National Diploma or Degree in Financial Management. One (1) year experience in financial matters. Two (2) to Three (3) years' relevant experience in Revenue Management will serve as an added advantage. Knowledge and understanding of Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA, PFMA, Treasury regulations and Generally Recognized Accounting Practice (GRAP). Knowledge of SAP system and Data Analysis. Computer literacy. Good communication and interpersonal relations skills. Problem solving skills. Client orientation and customer focus. Framework for managing performance information. A valid driver's license. Ability to work under pressure and have the willingness to travel. A valid Driver's License (attached a certified copy).

DUTIES : Handle payments in suspense account and do follow up on bad debts. Debt collection, monthly visits to customers. Manage the billing process and ensure that all liable water users are billed regularly and accurately. Creation and billing of manual invoices. Reconciliation of customer accounts on SAP on monthly basis. Review of customer accounts, submissions and perform adjustments on SAP system. Supervise customer relations and ensure that all customer issues raised are resolved speedily and that invoices and statements are sent to customers on time. Attend to audit queries from internal and external auditors. Supervision of staff.

ENQUIRIES : Ms Sejane A Tel No: (012) 741 7362
APPLICATIONS : Central Operations (Pretoria), please email your applications quoting the relevant reference number to STRM@dws.gov.za
FOR ATTENTION : Mr. KL Manganyi

POST 01/60 : **STATE ACCOUNTANT (WTE) REF NO: 290121/39**
Branch: Chief Operations Office Mpumalanga

SALARY : R257 508 per annum (Level 07)
CENTRE : Mbombela
REQUIREMENTS : A National Diploma or Degree in Financial Management. One (1) year experience in financial matters (Revenue). Knowledge of SAP. Knowledge and understanding of Management Accounting processes. Knowledge of accrual accounting, computer literacy is essential. Able to work under pressure. Good communication and interpersonal skills. Practical experience in government financial environment, Public Financial Management Acts and Treasury regulations, National Water Act (Act 36 of 1998), SAP and WARMS systems. A valid driver license (Certified copy must be attached).

DUTIES : Monitoring of regional AR SAP system. Controlling of revenue received and provide revenue reports. Monitor the clearing of suspense accounts. Reconciliation of banking and posting to customer accounts. Management of suspense accounts. Authorization of banking, general journal and general ledgers accounts (UNID G/l). Provide financial reports to management. Reconciliation of receipts issued to customers. Re-printing of customer statements and invoices. Management of customer queries and ensure feedback. Monitoring of revenue allocations according to relevant WMA. Ensure the integrity and data transferred to SAP from

WARMS. Collection of revenue from existing debt. Management and development of staff.

ENQUIRIES APPLICATIONS : Ms. Mogane R.J Tel No: (013) 759 7337

FOR ATTENTION : Mpumalanga: Please email your application quoting the relevant reference to MPRecruitment@dws.gov.za

Ms. Mkhwanazi F.M

POST 01/61 : **STATE ACCOUNTANT REF NO: 290121/40**

Branch: Chief Operations Office-Kwazulu-Natal

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)

Durban

A National Diploma or Degree in Financial Management. One (1) year in the financial accounting. Process competencies: problem solving and analysis. Client orientation and customer focus. Communication Skills. Computer literacy. Technical competencies: In depth knowledge and understanding of Public Finance Management Act, 1999 (Act No. 1 of 1999) and Treasury Regulations. General ledger reconciliation and analysis. Knowledge of SAP and Persal System. Knowledge of accrual accounting.

DUTIES : Compiling, checking and counter signing of payments documentation. Processing and reconciliation of Sundry Creditor transactions. Preparation of reconciliation of creditors on a monthly basis. Checking and Processing of subsistence and travel claims on Persal. Handling payments and subsistence and travel queries. Monitoring the processing of creditors, sundry. Preparing journals on misallocated codes. Perform supplier reconciliation. Checking of subsistence and travel. Creditors and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Processing payments on SAP. Monitoring of documents center and filing. Compile and submit accrual reports. Attend to audit queries.

ENQUIRIES APPLICATIONS : Mr MI Ndlovu Tel No: (031) 336 2700

FOR ATTENTION : Durban: Please email your application quoting the relevant reference number to KZNRrecruitment@dws.gov.za

Ms. S Mbongwa

POST 01/62 : **CHIEF ADMINISTRATION CLERK REF NO: 290121/41**

Branch: Chief Operations Office Eastern Cape

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)

King Williams Town

A Senior/Grade 12 certificate. Two (2) to four (4) years' experience required. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Knowledge and insight of Human Resources prescripts. Knowledge of working procedures in terms of the working environment. Knowledge and understanding of the legislative framework governing the Public Service. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem solving and Analysis. People and Diversity Management. Communication. Computer Literacy.

DUTIES : Render general clerical support services. Provide personnel administration clerical support services within the component. Arrange travelling and accommodation. Stock control of office stationery. Supervise and render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Keep and maintain the filing system for the component. Implement administrative processes in the component. Information on the system verified accordingly. Supervise and provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Staff managed accordingly. Obtain quotations for procuring goods and services. Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records of the component. Keep and maintain the attendance register of the component. Arrange travelling and

accommodation. Staff managed accordingly. Leave registers maintained. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Records captured accordingly. Documents distributed to all officials on time. Perform first line IT support.

ENQUIRIES : Mr B Bharat Tel No: (043) 604 5440
APPLICATIONS : Eastern Cape: Please email your applications quoting the reference number to ECRecruitment@dws.gov.za
FOR ATTENTION : Ms LT Malangabi

POST 01/63 : **CHIEF ASSISTANT TECHNICAL OFFICER WATER QUALITY MANAGEMENT**
REF NO: 290121/42
Branch: Chief Operations Office-Kwazulu-Natal

SALARY : R257 508 per annum (Level 07)
CENTRE : Durban
REQUIREMENTS : A Senior/Grade 12 certificate with Mathematic/Mathematics literacy as a passed subject. Six (6) to ten (10) years' experience in collecting and processing of water related data will be an added advantage. A valid driver's license (Attach a copy). Knowledge of statistics and mathematics. High level knowledge of relevant equipment. Ability to operate independently. Good written and verbal communication skills. High degree of computer literacy and skillful in the usage of various Window-driven programs such as Excel, Word, PowerPoint etc. General office administration knowledge. Knowledge of the rivers and dams in KwaZulu-Natal Province. Knowledge of OHS.

DUTIES : Resource water sampling which includes dams and rivers. Water sampling for point source discharge project. Providing assistance to Environmental Officers. Capturing of data on WMS. Ad hoc attendance of meetings and site inspections. Compile and submit Site Inspection Reports. Verification of receipt of laboratory certificates in line with samples taken. General Office Administration. Monitor workflow and collate progress reports. Supervision of subordinates.

ENQUIRIES : Mr S Buthelezi Tel No: (031) 336 2700
APPLICATIONS : Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
FOR ATTENTION : Ms. S Mbongwa

POST 01/64 : **CHIEF ASSISTANT TECHNICAL OFFICER REF NO: 290121/43**
Branch: Chief Operations Office-Kwazulu-Natal

SALARY : R257 508 per annum (Level 07)
CENTRE : Durban
REQUIREMENTS : A Senior/ Grade 12 certificate with Mathematic/Mathematics literacy as a passed subject. Six (6) to ten (10) years in collecting and processing of water related data with two (2) years' experience in real time data. A valid drivers license (Attach a copy). Proven ability to operate independently. High level of Numerical abilities. Good written and verbal communication skills. High degree of computer literacy and skillful in the usage of various Window-driven programs such as Excel, Word, PowerPoint etc. General office administration knowledge. Knowledge of the rivers and dams in KwaZulu-Natal region. Knowledge of Public Service Legislation. Knowledge in handling and installing measuring equipment. Extensive traveling within KwaZulu-Natal region. Willingness to work in and around rivers and dams.

DUTIES : Management of the various real time systems. Daily monitoring and report on the status of these systems. Provide real time support to the regional technicians. Install and calibrate real time field units at dams and rivers. Maintain real time field units at dams and rivers. Liaise with service providers. Stock control of real time equipment. Perform site inspection visits. Quality assessment of incoming data. Power point presentations at meeting. Ensure an effective working environment. General office administration.

ENQUIRIES : Mr B Pillay Tel No: (031) 336 2700
APPLICATIONS : KwaZulu-Natal (Durban): Please e-mail your application quoting the post reference number to: KZNRecruitment@dws.gov.za

FOR ATTENTION : Ms. S Mbongwa

POST 01/65 : **CHIEF ASSISTANT TECHNICAL OFFICER REF NO: 290121/44**
Branch: Planning & Information
SD: Geographical Information & Archiving

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
: Pretoria (Head Office)
: A Senior/ Grade 12 certificate with Mathematics or mathematics literacy. Six (6) to ten (10) years' experience. Knowledge and experience in Geographic Information Systems (GIS). Computer literacy. Good verbal and written communication skills. Good interpersonal relations. Good organisational skills. Accountability and ethical conduct. Client orientation and customer focus. Batho Pele Principles.

DUTIES : Provision of effective water and sanitation information and knowledge to clients. Coordinate all spatial data by provisioning internal and external requests, document all spatial data provided for auditing purposes, sourcing of new spatial data and capture of metadata on the metadata geodatabase. To assist with spatial data tasks for ongoing data projects. To provide quality services to departmental map library and shop users and stakeholders. The applicant must be able to attend to client requests and advise the client on information sources. The applicant must ensure that storerooms of the map library are organized and orderly by ordering and collecting map shop stock, ensure labelling and filing is done and to ensure that the map shop is filled correctly according to the existing file system. The applicant must be able to distribute hard copy maps, aerial photographs, orthophotos and other materials to stakeholders. The applicant should be able to manage the map shop finances and ensure that the money is handed to the finance department and the receipt book is signed off.

ENQUIRIES APPLICATIONS : Ms. RM Kekana Tel No: (012) 336 7832
: Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabile

POST 01/66 : **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: 290121/45**
Branch: Corporate Services
Div: Employee Relations

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
: Head Office, Pretoria
: A Senior / Grade 12 Certificate or equivalent. A National Diploma or Degree in Human Resources, Labour Relations qualification will be an added advantage. Three (3) to five (5) years' relevant experience in Labour Relations Environment. Good computer skills. Knowledge of human resources functions, practices as well as the ability to capture data and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Working knowledge and understanding of the legislative framework, governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Interpersonal relations. Must be flexible and able to work in a team. Problem solving and analysis skills.

DUTIES : Provide administrative support to all personnel in the component. Implement policies. Facilitate the correct application of disciplinary procedures. Supply statistics regarding labour issues. Implement approved resolutions. Arrange for the appointment of investigating officer. Investigate cases. Compile submission for the appointment of Chairpersons for cases. Register and handle grievances. Keep statistics of all Employee Relations cases lodged with the component. Notify the grieving party of the outcome. Compile monthly reports.

ENQUIRIES APPLICATIONS : Mr. M P Ngobeni Tel No: (012) 336 7524
: Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabile

POST 01/67 : **SENIOR WATER CONTROL OFFICER REF NO: 290121/46**
Branch: NWRI Southern Operations

SALARY : R208 584 per annum (Level 06)
CENTRE : Olifants River: Clanwilliam Dam
REQUIREMENTS : A Senior / Grade 12 Certificate. One (1) to three (3) years' experience in water control related functions. Unendorsed valid driver's license. (Attach a copy). Mathematical literacy will be an added advantage. Internal water control courses will be added advantage. Knowledge in controlling and managing the water distribution for Government Waterworks. Policy implementation, monitoring and evaluation principles. Knowledge in managing human resources. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in Public administration. Knowledge in flood control. Understanding of Government legislation.

DUTIES : Control and monitor the release and distribution of water. Keep records water balances and meter readings for billing purposes. Collect and keep records of hydrological data. Apply Health and Safety regulations within the water control division. Assist with evaluation of work performance of subordinates. Conduct quarterly dam safety inspections. Conduct routine mechanical maintenance. Conducts administration functions within the section.

ENQUIRIES : Mr M Tom Tel No: (021) 941 6045
APPLICATIONS : Clanwilliam Dam: Please email you application quoting the relevant reference number to SORrecruitment@dws.gov.za

FOR ATTENTION : Ms. B Gqokoma

POST 01/68 : **SUPPLY CHAIN CLERK: (SCM) REF NO: 290121/47**
Branch: Operational Integration, Supply Chain Management

SALARY : R173 703 per annum (Level 05)
CENTRE : Gauteng Provincial Office
REQUIREMENTS : A Senior / Grade 12 Certificate. Basic knowledge of Supply Chain Management duties, practice as well as the ability to capture data and collect statistics. Good computer literacy with MS Office. Basic knowledge of work in terms of the SCM environment. Working knowledge and understanding of PFMA, National Treasury Regulations and PPPFA governing the Public Service. Knowledge of financial systems as LOGIS and BAS. LOGIS certificate will serve as an added advantage. (Attached a copy). Flexibility and ability to work in a team. Basic knowledge of problem solving. Client orientation, customer focus, accountability and ethical conduct. Good communication skills both verbal and written.

DUTIES : Compile and maintain records according to the financial prescripts (e.g. Procurement batches). Assist with demand management duties. Request and receive quotations. Capture quotations on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretarial and logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers database. Receive requests for goods from end users. Issue goods to end users. Maintain commitment and acquisitions register. Maintain inventory store.

ENQUIRIES : Ms. N.A. Radebe Tel No: (012) 329 1335
APPLICATIONS : Gauteng: Please e-mail your application, quoting the post reference number, to: GPRrecruitment@dws.gov.za

FOR ATTENTION : Mr. D Masoga
NOTE : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 01/69 : **ADMINISTRATION CLERK (TELECOM OPERATOR) REF NO: 290121/48**
Branch: NWRI: Southern Operations

SALARY : R173 703 per annum (Level 05)
CENTRE : Port Elizabeth
REQUIREMENTS : A Senior / Grade 12 certificate. Knowledge of clerical functions, practices as well as the ability to capture data. Operate computer and collate administrative

statistics. Basic knowledge of problem solving and analysis. Accountability and ethical conduct. Good verbal and written communication. Telephone etiquette. Ability to communicate in English and Afrikaans.

DUTIES : Operating the switchboard by answering the incoming and handling outgoing calls. Handle routine enquiries. Must upkeep the registry and filing system. Ensuring that customers are referred promptly and correctly. Taking down messages and administering the correct distribution thereof. Supplying basic information to customers regarding the Departments services. Keep reception area clean and tidy. Receive guests and/or visitors. Updating the distributing the internal telephone directory and keeping a database of other important contact numbers. Operate the fax machine. Responsible for fault reporting on the telephone system and liaising with service providers in this regard. Utilize the Telephone Management System to monitor telephone accounts, including printing of reports and verifying information. Keeping and completing registers pertaining to their telephone system and fax machine. Monitor access control – ensuring visitors sign in.

ENQUIRIES APPLICATIONS : Ms. P Adonis Tel No: (041) 508 9778
: Port Elizabeth: Please email you application quoting the relevant reference number to SORrecruitment@dws.gov.za

FOR ATTENTION : Ms. B Gqokoma

POST 01/70 : **ADMINISTRATION CLERK REF NO: 290121/49**
Branch: Chief Operations Office: Eastern Cape

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: East London
: A Senior / Grade 12 Certificate. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (Persal, BAS, LOGICs etc). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem solving and analysis. People and Diversity Management. Client Orientation and customer focus. Communication. Accountability and Ethical Conduct.

DUTIES : Render general clerical support services. Record, organize, 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. Information on the system verified accordingly. Records kept for future reference. Provide Supply Chain management support services within the component. Liaise with the internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of offices stationery. Keep and maintain the asset register of the component. Supply Chain Management processes implemented accordingly. Quotations obtained for procuring goods and services. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Arrange travelling and accommodation. Leave register maintained. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit manager for approval. Handle telephone accounts and petty cash for the component. Budget information captured accordingly. All records verified accordingly. Documents distributed to all officials accordingly.

ENQUIRIES APPLICATIONS : Mr. D Erasmus Tel No: (048) 801 1302
: Eastern Cape: Please email your applications quoting the reference number to ECRecruitment@dws.gov.za

FOR ATTENTION : Ms. LT Malangabi

POST 01/71 : **ADMINISTRATION CLERK REF NO: 290121/50 (X2 POSTS)**
Branch: Chief Operations Office-Kwazulu-Natal

SALARY : R173 703 per annum (Level 05)

CENTRE REQUIREMENTS : Durban
: A Senior / Grade 12 certificate. Computer Literacy (Excel and Word). Knowledge of Supply Chain Management procedures and policies. Able to take initiative and work under pressure to meet deadlines. Knowledge of supply chain management will be an added advantage.

DUTIES : Capturing of requisitions, orders, goods receipting and payments. Maintain registers for orders, payments and requisitions. Handle queries from suppliers and capture new suppliers onto the database. Maintain and administer stores. Issue stock and administer stock levels. Recording, faxing, copying and filing of documentation.

ENQUIRIES APPLICATIONS : Ms. PV Mkhize Tel No: (031) 336 2700
: Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za

FOR ATTENTION : Ms. S Mbongwa.

POST 01/72 : **ADMINISTRATION CLERK: SANITATION REF NO: 241220/51**
Branch: Chief Operations Office-Kwazulu-Natal

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Durban
: A Senior / Grade 12 certificate. Experience in clerical and administrative duties. A valid drivers license (Attach a copy). Good knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Good planning, organising and reporting skills. Good financial management skills. Ability to have good interpersonal relations, flexibility and teamwork. Good verbal and written communication skills. Computer literacy (Word, Excel and Power Point). Ability to work independently and to work under pressure.

DUTIES : The purpose of this post is to render administrative support services in the Sub-Directorate. The incumbent is expected to render general clerical support services by recording, organising, storing, capturing and retrieving correspondence and data. 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. Keeping record of all files received by and returned from the office of the Director. Provide supply chain clerical support within the component. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component, keeping the leave register for the Sub-Directorate and reporting monthly to HR. Keep and maintain personnel records in the component.

ENQUIRIES APPLICATIONS : Mr. V Naidoo Tel No: (031) 336 2700
: Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za

FOR ATTENTION : Ms. S Mbongwa

POST 01/73 : **ADMINISTRATION CLERK: WATER QUALITY MANAGEMENT REF NO: 241220/52**
Branch: Chief Operations Office-Kwazulu-Natal

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Durban
: A Senior / Grade 12 Certificate. Experience in clerical and administrative duties will be an added advantage. Good knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Good planning, organising and reporting skills. Good financial management skills. Ability to have good interpersonal relations, flexibility and teamwork. Good verbal and

written communication skills. Computer literacy (Word, Excel and Power Point). Ability to work independently and to work under pressure.

DUTIES : The purpose of this post is to render administrative support services in the Directorate. The incumbent is expected to render general clerical support services by recording, organising, storing, capturing and retrieving correspondence and data. 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. Keeping record of all files received by and returned from the office of the Director. Provide supply chain clerical support within the component. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component, keeping the leave register for the Directorate and reporting monthly to HR. Keep and maintain personnel records in the component.

ENQUIRIES : Mr S Buthelezi Tel No: (031) 336 2700

APPLICATIONS : Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za

FOR ATTENTION : Ms. S Mbongwa

POST 01/74 : **ADMINISTRATION CLERK INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE REF NO: 290121/53**
Branch: Chief Operations Office – Mpumalanga

SALARY : R173 703 per annum (Level 05)

CENTRE : Mbombela

REQUIREMENTS : A Senior / Grade 12 certificate. Experience in secretarial and general administration matters will serve as an added advantage. Good verbal and communication skills. Computer literacy (MS Word, MS Excel, MS Power Point, MS Outlook), with good understanding of database systems. Basic Financial management and knowledge of PFMA. Basic knowledge and insight of Human Resources prescripts. Knowledge of administrative procedures. Must work independently; be responsible, self-motivated and work under pressure. Knowledge of Public Service Legislation.

DUTIES : Providing an effective administrative support to the entire sub-directorate. Management of personnel matters. Assist with financial management and provisioning matters. Managing the correspondence register by receiving and distributing documents, Compiling and submitting claims for approval, liaise with stakeholders with regards to queries (i.e. administration and procurement) and dissemination of information. Making logistical arrangements for meetings and workshops. Taking and typing of minutes. Assist in the budget for the sub directorate, procurement of goods (i.e. processing S&T, petty cash claims / VA2's/ verify Invoices and payment certificates and maintaining asset register (i.e. pool equipment) and services for the sub-directorate. Manage diary for the Director. Organize meetings and events for the Director and staff in the unit. Make travel arrangements and performing any other office administration related activities and manage the filing system of the sub-directorate. Log sheets verification prior to submission for approval. Responsible for records management in respect of expenditures. Inventory lists for sub-directorate. Handle the procurement of standard items like stationery, etc. Remains up to date with regard to prescripts / policies and procedures applicable to the Director's work to ensure efficient and effective support to the Director.

ENQUIRIES : Ms Matiso M Tel No: (013) 759 7330

APPLICATIONS : Mpumalanga: Please email your application quoting the relevant reference to MPRecruitment@dws.gov.za

FOR ATTENTION : Ms. Mkhwanazi F.M

POST 01/75 : **ADMINISTRATION CLERK (HR) REF NO: 290121/54**
Branch: NWRI Central Operation

SALARY : R173 703 per annum, (Level 05)

CENTRE REQUIREMENTS : Central Operations: Tugela Vaal
: A Senior/Grade 12 Certificate. A National Diploma in Human Resources Management with one (1) to two (2) years' experience will serve as an added advantage. A valid drivers license (Attach a copy). Knowledge of the PERSAL and Computer literacy in Ms Packages. Knowledge of HR prescripts governing the public service. Good Interpersonal skills, customer care and communication skills. Ability to work well in a team and under pressure. Willingness to travel outside working hours. Understanding the work in registry.

DUTIES : Recruitment and selection (advertisements, appointments, transfers, verification of qualifications, secretariat function at interviews and probationary periods. Implementation of conditions of service (Leave, Housing, and Injury on duty, Long service recognition and relocation) be able to administer the PILIR cases, allowances, performance management and pension cases. Implement the termination of services on the Persal system. Maintain the asset register of the component. Liaise with internal and external stakeholders in relation to recruitment and selection. Keep the filling system of HR personnel updated. Ensure that personal files of employees are issued to relevant managers on request. Implement the appointments on the HR system.

ENQUIRIES APPLICATIONS : Mr. FT Botha Tel No: (036) 438 6211
: Central Operations: Tugela Vaal. Please email your applications quoting the relevant reference number to ADHR@dws.gov.za

FOR ATTENTION : Mr. KL Manganyi

POST 01/76 : **HUMAN RESOURCES CLERK REF NO: 290121/55**
Branch: NWRI: Southern Operations

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Port Elizabeth
: A Senior / Grade 12 Certificate. Knowledge of PERSAL system, database and spread sheet application. Knowledge of the PSA, PSR and other relevant Human Resources prescripts and legislation. Good communication skills (written and verbal). Ability to work under pressure. A driver's license (Attach a copy).

DUTIES : The successful candidate will be responsible for rendering professional advice to line managers. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulations guidelines, resolution and other prescribes. Capturing of transactions on PERSAL. Recruitment and selection. Organizational Development. Employee Relations. Human Resource Development. Drafting of submissions. Handling all Human Resource administration i.e. conditions of service, termination of services and leave management.

ENQUIRIES APPLICATIONS : Ms. B Gqokoma Tel No: (041) 508 9754
: Port Elizabeth: Please email you application quoting the relevant reference number to SORrecruitment@dws.gov.za

FOR ATTENTION : Ms. B Gqokoma

POST 01/77 : **HUMAN RESOURCE CLERK: RECRUITMENT AND SELECTION REF NO: 290121/56**
Branch: Chief Operations Office-Kwazulu-Natal

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Durban
: A Senior / Grade 12 Certificate. Knowledge of PERSAL system. Knowledge and understanding of Public Service Act, Public Service Regulations, Employment Equity Act and PFMA. Knowledge and experience of recruitment, selection and appointment procedures. Knowledge of administrative, clerical procedures and systems. Knowledge of database and spread sheet applications. Client orientation and customer focus skills. Good verbal and written communication skills.

DUTIES : Receiving and sorting of applications according to the advertised posts. Processing of detailed schedules of applications. Establishing and updating a detailed database of applications received. Facilitate the selection processes. Arrange, schedule and facilitate the interview processes. Draft appointment submissions and route it for approval. Verification of qualifications (SAQA, security clearance etc.).

Preparing schedules for interviews. Rendering human resource management support and advice during selection processes.

ENQUIRIES : Ms. T Cebekhulu Tel No: (031) 336 2700
APPLICATIONS : Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
FOR ATTENTION : Ms. S Mbongwa

POST 01/78 : **FINANCE CLERK: DEBT MANAGEMENT REF NO: 290121/57**
Branch: Finance WTE
Div Financial Accounting
Re-advertisement, applicants who have previously applied are encouraged to reapply

SALARY : R173 703 per annum (Level 05)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : A Senior / Grade 12 certificate. Knowledge of managing debtors and financial systems applicable to government will be an added advantage. Ability to interpret and implement financial management policies, processes and system. Ability to use personal computer and Microsoft Packages such as MS Excel to perform basic arithmetic's calculations. Basic knowledge of PFMA and Treasury Regulations related to staff debt management. Ability to follow a proactive and creative problem solving approach. Strong interpersonal skills. Ability to work under pressure.

DUTIES : Making follow ups of outstanding debts. Prepare submission for writing off long outstanding untraceable debts as per departmental policy and Treasury regulations. Perform reconciliation and clearing of all debts related control and suspense accounts at all times. Capture transactions relating to staff debts on SAP system. Liaise with Human Resources officials and other departmental officials in relation to staff debts take-on due to terminations, resignations, and breach of employee bursaries contracts, theft or loss and other possible erroneous payments. Compilation of letters to inform debtors of their debts due to the department and perform distribution of statement of accounts to respective debtors. Perform allocations regarding payments made by debtors and Persal deductions to their respective debtors' accounts. Follow-ups on long outstanding debts and assist to debt write-offs.

ENQUIRIES : Mr. T Toka Tel No: (012) 336 8378
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
FOR ATTENTION : Ms. L Mabile

POST 01/79 : **ASSISTANT TECHNICAL OFFICER REF NO: 290121/58 (X3 POSTS)**
Branch: Chief Operations Office-Kwazulu-Natal

SALARY : R173 703 per annum (Level 05)
CENTRE : Midmar, Howick
REQUIREMENTS : A Senior/ Grade 12 Certificate with Mathematics/Mathematics Literacy as a passed subject appropriate working experience. A valid drivers license (Attach a copy). Good verbal and written communication skills. Data capturing and interpretation experience. Computer skills (Database applications). General office administration knowledge. Proven ability to operate independently. This appointment will entail considerable travelling within KwaZulu-Natal region. Knowledge of the rivers and dams in KwaZulu-Natal region. Knowledge of Public Service Legislation.

DUTIES : Collection of hydrological data from the various monitoring sites within KwaZulu-Natal. Registering and capturing incoming hydrological data. Collection of water samples. Perform routine maintenance and inspections work at hydrological gauging sites. Assist in the installation of monitoring instruments. Provide assistance to Engineering Technicians in data collection, calibrations and reporting.

ENQUIRIES : Mr. B Pillay Tel No: (031) 336 2700
APPLICATIONS : Midmar: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
FOR ATTENTION : Ms. S Mbongwa

POST 01/80 : **ASSISTANT TECHNICAL OFFICER (WATER QUALITY MANAGEMENT) REF NO: 290121/59 (X2 POSTS)**

Branch: Chief Operations Office-Kwazulu-Natal

SALARY : R173 703 per annum (Level 05)

CENTRE : Durban

REQUIREMENTS : A Senior/ Grade 12 certificate with Mathematics/Mathematics Literacy as a passed subject plus appropriate working experience. A valid driver's license (Attach a copy). Ability to have good interpersonal relations, flexibility and teamwork. Good verbal and written communication skills. Computer literacy (Word and Excel). Ability to work independently and to work under pressure.

DUTIES : Resource water sampling which includes dams and rivers; water sampling for point source discharge project; providing assistance to Environmental Officers; capturing of data on WMS; ad hoc attendance of meetings and site inspections. Compile and submit Site Inspection Reports. Verification of receipt of laboratory certificates in line with samples taken. General Office Administration.

ENQUIRIES : Mr S Buthelezi Tel No: (031) 336 2700

APPLICATIONS : Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za

FOR ATTENTION : Ms. S Mbongwa

POST 01/81 : **ASSISTANT TECHNICAL OFFICER (WATER USE) REF NO: 290121/60**

Branch: Chief Operations Office-Kwazulu-Natal

SALARY : R173 703 per annum (Level 05)

CENTRE : Durban

REQUIREMENTS : A Senior/Grade 12 Certificate with Mathematics/Mathematics Literacy and Geography as passed subjects. A valid driver's license (Attach a copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team.

DUTIES : Assess completeness of WULAs and conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Requesting of scientific input within the Department using the specified templates. Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998, with regard to Agricultural, Mining, Industrial and Local Government related water uses. Assist on responding to queries from clients within and outside the department. 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. Assist in the evaluation of Local Government and development license applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to the sector. Quality control and the capturing of data.

ENQUIRIES : Mr. B Mdluli Tel No: (031) 336 2700

APPLICATIONS : Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za

FOR ATTENTION : Ms. S Mbongwa

POST 01/82 : **SENIOR GENERAL FOREMAN REF NO: 290121/61**

Branch: NWRI Southern Operations

SALAR : R145 281 per annum (Level 04)

CENTRE : Uitkeer

REQUIREMENTS : A Grade 8 Certificate. One (1) to two (2) years' experience in general work of mechanical maintenance. A valid code C1 driver's license (Attach a copy). Good communication, reading and writing skills. Willingness to work shifts, overtime and perform standby duties, including on weekends and public holidays. Must have the

ability to perform under pressure. Work outside in adverse weather conditions, on structures with steep steps and vertical ladders. Work in confined spaces assessable through manholes where poor lighting and little ventilation prevail. Basic knowledge in controlling and managing bulk water supply maintenance on equipment. Basic knowledge in policy implementation. Basic knowledge in routine inspection of equipment. Basic disciplinary knowledge in Occupational Health and Safety. Basic disciplinary knowledge in Public administration. Basic knowledge in supporting water utilization and water resource strategy. Basic understanding of Government legislation.

DUTIES : Maintenance of mechanical bulk water infrastructure and construction equipment. Do routine maintenance on the equipment. Repair damaged equipment. Refer equipment to other service providers for repairs. Conduct general routine inspection. Supervise subordinates on a regular basis. Keep records of repaired equipment. Keep job cards up to date and repair minor equipment.

ENQUIRIES : Mr. JM Viljoen Tel No: (041) 508 9703

APPLICATIONS : Uitkeer Please email you application quoting the relevant reference number to SORrecruitment@dws.gov.za

FOR ATTENTION : Ms. B Gqokoma

POST 01/83 : **SENIOR GENERAL FOREMAN REF NO: 290121/62**
Branch: NWRI Southern Operations

SALARY : R145 281 per annum (Level 04)

CENTRE : Worcester

REQUIREMENTS : A Grade 8 Certificate. One (1) to two (2) years' experience in general work of electrical maintenance. A valid code C1 driver's licence(Attach a copy). Good communication, reading and writing skills. Willingness to work shifts, overtime and perform standby duties, including on weekends and public holidays. Must have the ability to perform under pressure. Work outside in adverse weather conditions, on structures with steep steps and vertical ladders. Work in confined spaces assessable through manholes where poor lighting and little ventilation prevail. Basic knowledge in controlling and managing bulk water supply maintenance on electrical equipment. Basic knowledge in policy implementation. Basic knowledge in routine inspection of equipment. Basic disciplinary knowledge in Occupational Health and Public Safety. Basic disciplinary knowledge in Public administration. Basic knowledge in supporting water utilization and water resource strategy. Basic understanding of Government legislation.

DUTIES : Maintenance of electrical bulk water infrastructure and construction equipment. Do routine maintenance on the electrical equipment. Repair damaged equipment. Refer equipment to other service providers for repairs. Conduct general routine inspection. Supervise subordinates on a regular basis. Keep records of repaired equipment. Keep job cards up to date and repair minor electrical equipment.

ENQUIRIES : Mr. MJ Fourie Tel No: (023) 348 5600

APPLICATIONS : Uitkeer Please email you application quoting the relevant reference number to SORrecruitment@dws.gov.za

FOR ATTENTION : Ms B Gqokoma

POST 01/84 : **TELECOM OPERATOR REF NO: 290121/63**
Branch: NWRI Southern Operations

SALARY : R145 281 per annum (Level 04)

CENTRE : Worcester

REQUIREMENTS : A Senior/Grade 12 Certificate. Knowledge of administrative and clerical procedures. Professionalism and strong communication skills as well as interpersonal skills. To operate telecommunication system and report faulty telephone system and other extensions within the organization. Understanding of Public Service Regulations and telephone Etiquette. Basic knowledge of problem solving and analysis. Accountability and ethical conduct. Good verbal and written communication. Ability to communicate in English and Afrikaans.

DUTIES : Operating the switchboard by answering the incoming and handling outgoing calls. Transferring calls to relevant extensions. To provide clients with relevant information. Take messages and convey to relevant staff. Keep records of all

outgoing calls. Print and issue telephone database and maintain telephone database. Allocate pin codes when authorized. Handle routine enquiries. Keep reception area clean and tidy. Receive guests and / or visitors. Updating and distributing the internal telephone directory and keeping a database of other important contact numbers. Operate the fax machine. The operator will be responsible for fault reporting on the telephone system and liaising with service providers. Utilize the Telephone Management System to monitor telephone accounts, including printing of reports and verifying information. Keeping and completing registers pertaining to their telephone system and fax machine. Monitor access control – ensuring visitors sign in. Filing of documents, assist with the completion of waybill for courier services. Sign and receive invoices.

ENQUIRIES : Mr. MJ Fourie Tel No: (023) 348 5600
APPLICATIONS : Worcester Please email your application quoting the relevant reference number to SORrecruitment@dws.gov.za
FOR ATTENTION : Ms. B Gqokoma

POST 01/85 : **WATER CONTROL AID REF NO: 290121/64**
 Branch: NWRI Southern Operations

SALARY : R145 281 per annum (Level 04)
CENTRE : Palmiet Worcester
REQUIREMENTS : A Grade 12 Certificate or ABET (Adult Education Training). Basic knowledge in controlling and managing the water distribution for all Government Waterworks within the Area Office's jurisdiction. Basic knowledge in policy implementation. Basic knowledge in monitoring and evaluation principles. Basic disciplinary understanding in Occupational Health and Safety and in Public Administration. Basic understanding in supporting water utilization and water resource strategy. Basic understanding of flood controlling and basic understanding of Government Legislation.

DUTIES : Distribute water in respect to instruction given by managers. Do routine maintenance in the Government Waterworks canals, pipelines and river outlets. Open sluices for distributing water on the Government Waterworks to water users. Clear water plants, grass and algae in canals, dirty canals and wastage by irrigators. Attend to problems regarding obstacles in canals. Conduct general routine inspection. Remove stones and sand on water canals/pipelines/river outlets. Keep gauge plates clean. Keep inlet hole to measuring box open. Look for cracks in measuring structures and report defects. Paint a mark above gauge plate. Report irregularities with accordance to scheme regulations. Keep structures clean and their surroundings. Keep embankments in good conditions and holes are reported. Stagnant water on the embankments must be reported. Conduct minor maintenance of canals, measuring structures, sluices and servitude's. Ensure that sluices numbers are clearly painted. Keep grids clean and repair minor wash outs. Ensure safe keeping of equipment and property. Keep equipment in the stores safe and always lock store rooms. Update administration records and keep register up to date.

ENQUIRIES : Mr. M Tom Tel No: (021) 941 6045
APPLICATIONS : Worcester Please email your application quoting the relevant reference number to SORrecruitment@dws.gov.za
FOR ATTENTION : Ms. B Gqokoma

POST 01/86 : **DRIVER OPERATOR REF NO: 290121/65**
 Branch: Chief Operations Office Free State: Hydrological Services

SALARY : R122 595 per annum (Level 03)
CENTRE : Bloemfontein
REQUIREMENTS : A Grade 10 certificate or equivalent. One (1) to three (3) years' experience in driving and operating specialized equipment. Willing to travel and work away from home. A valid driver's license with Public Driving Permit (PDP) Code EC (Attach a copy). A valid operator certificate for the operation of construction equipment (Attach a copy). Appropriate experience in Occupational Health and Safety act (OHS). Job knowledge, quality of work, technical skills and acceptance of responsibility. A sound understanding of Government Policies. Environment Conservation and the

National Water Act (Act no.36 of 1998). Good interpersonal relations (good human relations). Technical skills. Good technical problem solving abilities. Good verbal, written and communication skills as well as the ability and willingness to work as a team.

DUTIES : Operate specialized construction equipment; Excavation work at gauging stations using earth moving equipment; Application of safety and precautionary measures (Occupational Health and Safety); Truck driving duties; Transport construction equipment; Load and offload of heavy equipment such as instrumentation enclosures and evaporation tanks (Operate truck mounted crane); Equipment management and maintenance (cleaning and lubrication of machines); Administration (Keep log sheets of vehicles and machines).

ENQUIRIES APPLICATIONS : Mr C Lloyd Tel No: (051) 405 9000

FOR ATTENTION : Bloemfontein: Please email your applications quoting the relevant reference number to FSRecruitment@dws.gov.za
Ms. L Wymers

POST 01/87 : **SECURITY OFFICER REF NO: 290121/66**
Branch: Operational Integration, Security Health and Safety

SALARY CENTRE REQUIREMENTS : R122 595 per annum (Level 03)
: Gauteng Provincial Office
: NQF level 3 Basic Education and Training qualification. One (1) to two (2) years practical experience will serve as an added advantage. Basic knowledge in security environment. Grade C newly issued PSIRA certificate and registration with PSIRA will serve as an added advantage. (Attach a copy). Sound knowledge, interpretation and application of security code of conduct, security legislations and directives relevant to security operations and management. Good listening, communication, interpersonal skills and ability to interact with people at all levels
Able to work in a team environment. Analytical thinking, problem-solving and excellent report writing skills. Accountability and ability to multitask. Work under pressure, willingness to travel and work extended hours. The incumbent must be prepared to work shifts and overtime when there is a need.

DUTIES : Ensure safety and security to the lives, information, property, assets and security interest of the Department. Supervise access control functions. Ensure prohibition of unauthorized persons and dangerous objects from entering the building and premises. Ensure application of emergency procedures. Ensure prohibition of unauthorized removal of equipment's, information and assets from the building and premises. Handle documents and points of entry in accordance to classification and prescripts of security. Ensure that all incidents, illegal activities and security breaches are recorded and investigated in accordance to prescribed processes and procedures. Provide security related advisory services to management and officials. Ensure efficient record keeping, maintenance and retrieval of documents and reports. Provide operational and administration assistance with regard to security activities, forums, trainings, vetting risk assessments and security reports.

ENQUIRIES APPLICATIONS : Mr. PS Nevhorwa Tel No: (012) 392 1324

FOR ATTENTION NOTE : Gauteng: Please e-mail your application, quoting the post reference number, to: GPRecruitment@dws.gov.za
: Mr. D Masoga
: NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 01/88 : **CLEANER REF NO: 290121/67**
Branch: Chief Operations Office-Kwazulu-Natal

SALARY CENTRE REQUIREMENTS : R102 534 per annum (Level 02)
: Durban
: An ABET certificate. 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. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.

DUTIES : The Provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, scrubbing and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Empty and wash waste bins. Cleaning the Departmental boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.

ENQUIRIES : Ms. T Zungu Tel No: (031) 336 2700

APPLICATIONS : Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za

FOR ATTENTION : Ms. S Mbongwa

POST 01/89 : **GENERAL WORKER REF NO: 290121/68**
Branch: NWRI Southern Operations

SALARY : R102 534 per annum (Level 02)

CENTRE : Doornriver

REQUIREMENTS : An ABET certificate. One (1) to two (2) years' experience. Knowledge of gardening equipment and appliances. Knowledge of lawn care process. Knowledge of the pruning and trimming process and techniques. Willing to work shifts, overtime and perform standby duties including on weekends and public holidays.

DUTIES : The successful candidate will be responsible for the following: Clean and maintain grounds and repair tools and structure such as building, fences using hand and power tools. Mix spray or spread fertilizers using hands or automatic sprayers or spreaders. Provide proper maintenance of sideways, driveways, parking lots, fountains, planters and other grounds features. Maintain existing grounds / gardens by caring for sod, plants and trees. Rake and mulch leaves irrigate plants and lawns. Sweep parking lots walkways, ground clean buildings by sweeping washing floors and cleaning windows. Execute minor and major civil oriented maintenance work on terrain, dam, access roads, fence, building and other satellite schemes and dams. Willing to work overtime when required. Willing to undergo formal and informal training. Willing to spend time away from home.

ENQUIRIES : Mr. SP Kanana Tel No: (082) 807 5393

APPLICATIONS : Doornriver: Please email your application quoting the relevant reference number to SORecruitment@dws.gov.za

FOR ATTENTION : Ms. B Gqokoma

POST 01/90 : **GENERAL WORKER REF NO: 290121/69**
Branch: NWRI Southern Operations

SALARY : R102 534 per annum (Level 02)

CENTRE : Breede / Gouritz: Worcester

REQUIREMENTS : An ABET certificate. One (1) to two (2) years' experience. Knowledge of general work conducted in the civil construction environment. Experience in performing manual work will be an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work projects. Basic knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge in supporting water utilization. Basic knowledge of health and safety procedures. Basic understanding of Government legislation. Communication skills and ability to work in a team. Must be punctual, productive and loyal. Must be able to work away from the office for long periods and stay at camp sites near place of work. Must be able to work in or near rivers and dams.

DUTIES : Repair tools and structures such as buildings, fences and benches using hand and power tools. Site preparation which includes site demolition and clearing of structures and building. Excavation using spades and picks. Correctly assemble reinforcement and shuttering. Mixing and pour of concrete by hand or mechanical equipment. Construct and maintain buildings by painting, hanging of doors, tiling. Remove all construction material from site once construction is completed. Clean site of all rubbish during and after a project. Lubricate all machinery as required.

Inspection of vehicles and machinery. Cleaning of equipment, storage space and work area.

ENQUIRIES : Mr. D Mouton Tel No: (023) 348 5600
APPLICATIONS : Worcester Please email your application quoting the relevant reference number to SORecruitment@dws.gov.za
FOR ATTENTION : Ms. B Gqokoma
NOTE : NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 01/91 : **GENERAL WORKER REF NO: 290121/70 (X3 POSTS)**
Branch: NWRI Central Operation

SALARY : R102 534 per annum (Level 02)
CENTRE : Usutu Vaal
REQUIREMENTS : An ABET level 4 certificate (Grade 9). At least one (1) year working experience will serve as an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work within water support environment in gardening, cleaning and general maintenance. Understanding of Government legislation.

DUTIES : Perform routine maintenance to structures and construction work. Load and off load equipment on government water scheme. Clean government vehicles. Clean relevant workstation. Conduct maintenance in the garden and other structures e.g. tunnel, turbine hall, valve chambers, cutting grass, trimming of trees, fencing, cleaning, painting, spraying with round-up (chemical) and maintenance on the side of the road. Perform regular inspections on tools and report defaults. Perform other related duties. Adhere to Occupational Health and Safety Act.

ENQUIRIES : Mr DJ Mbokazi Tel No: (017) 712 9429
APPLICATIONS : Usutu Vaal: Please email your applications quoting the relevant reference number to GW@dws.gov.za
FOR ATTENTION : Mr. KL Manganyi

POST 01/92 : **GROUNDSMAN REF NO: 290121/71**
Branch: NWRI Central Operation

SALARY : R102 534 per annum (Level 02)
CENTRE : Central Operations: Usutu Vaal
REQUIREMENTS : An ABET level 4 certificate (Grade 9). At least one (1) year working experience will serve as an added advantage. Knowledge of garden maintenance and planting practices. Basic understanding of government legislations. Knowledge and understanding of OHS Act.

DUTIES : Cleaning and maintain grounds and repair tools and structures. Lawn and Plants irrigation. Provide cleaning services within the dam wall and buildings. Assist with other maintenance duties as and when requested by supervisor. Willingness to perform other related duties.

ENQUIRIES : Mr. DJ Mbokazi Tel No: (017) 712 9429
APPLICATIONS : Central Operations: Tugela Vaal, Please email your applications quoting the relevant reference number to GR@dws.gov.za
FOR ATTENTION : Mr KL Manganyi

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Arcadia, Pretoria.
<u>FOR ATTENTION</u>	:	Ms Kefilwe Maubane
<u>CLOSING DATE</u>	:	29 January 2021 @ 16h00
<u>NOTE</u>	:	Unemployed South African graduates/post graduates who are younger than 35 years of age, with a tertiary qualification in one of the fields of study mentioned in a specific advert, who has not been previously employed under any internship programme. Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening. The outcome of this screening will be considered to determine suitability for employment. These internships are based in Pretoria. Candidates must be willing and able to find their own accommodation in Pretoria, considering that they will not earn a salary but only a stipend. Each post must be applied for on a separate application. If an application is received where person makes reference to more than one post, only the first reference will be considered.

OTHER POST

<u>POST 01/93</u>	:	<u>INTERNSHIP PROGRAMME 2021/2023</u>
<u>STIPEND</u>	:	The Interns will receive a stipend according to the level of qualification obtained: - R6083.70 per month, National Diploma R6083.70 per month, Bachelor's/Honours Degree R7510.65 per month, Master's Degree
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Applicants must be in possession of the following undergraduate or postgraduate qualifications to apply: - Social Science/Sociology, B Com Economics, Industrial Engineer, Research / Public Policy / Development studies with Research as a major subject, Degree: Development Studies/ Public Administration / Political Studies / National Diploma: Media Studies/ Communications/ Public Relations/ Creative Writing / Honours/Masters in Economics, Development studies / Statistics / Town and Regional Planning / Diploma/ 1st Degree in Communication or Journalism with a focus on digital communication and social media, National Diploma/ BA Degree/ B-Tech/ Honours or Masters in Public Administration / Business Administration / Public Management, NQF level 6 in Public Management / Records Management, or any other Administration related qualification / National Diploma/ Degree in Public Administration / Management or Business Management, NQF level 6 in Risk Management/ Auditing/Internal Auditing/Social Science or equivalent qualification / Law/LLB, NQF level 6 in Public Management / Public Administration, or any other Administration related qualification / National Diploma or Degree in Financial Accounting / National Diploma in Cost and Management Accounting / Financial Management / Accounting / National Diploma or Degree in Financial Management or Accounting / National Diploma or Degree in Supply Chain Management / Public Administration / Social Sciences / International Relations. National Diploma: Information Technology in Software Development /Information Systems / Technical Applications/Web and Application Development or related on NQF level 6, National Diploma: Information in Support/ Technical Applications or related on NQF level 6, Recognised Bachelor's Degree on NQF level 7 in either Occupational Health and

ENQUIRIES

Safety/ Environmental / Risk Management/ Security Management or equivalent qualification.
: Ms Kgomotso Ndzaba Tel No: (012) 300 5873

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

CLOSING DATE : 29 January 2021
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 six (6) 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 01/94 : **HEAD: CLINICAL UNIT: GRADE 1: ANAESTHESIA REF NO: H/H/24**

SALARY : R1 728 807 per annum (OSD)
CENTRE : Bongani Hospital, Welkom
REQUIREMENTS : MBCHB or equivalent Degree. Appropriate qualifications that allows registration with HPCSA as Medical Specialist offering a subspecialist certificate in Anaesthesiology. A minimum of 3 years' appropriate experience as a Medical Specialist after registration with HPCSA. Must be registered with HPCSA for 2020/2021. Experience in teaching and training. Demonstrate experience in research. South African citizen with valid driver's license (Code8). Knowledge and Skills: Provide evidence of leadership qualities and management experience. Research qualifications in the field of Anaesthesiology either MMed or PhD. Evidence of professional standing, e.g. membership of professional organizations and their management committees. Qualifications in human resource and financial management.

DUTIES : To be responsible for service delivery within department of Anastasia at Bongani Regional Hospital. To fulfil the administrative, academic and research requirements of an appointment to the joint staff establishment. To supervise pre and post-graduate training and examinations in Anastasia at Bongani Regional Hospital including the intermediate training programme for surgical discipline. Render outreach and support services to other levels of care.

ENQUIRIES : Mr S D Ralile Tel No: (057) 916 8014
APPLICATIONS : The Chief Executive Officer, Bongani Hospital, Private Bag X29, Welkom, 9460.
FOR ATTENTION : Me Noge

POST 01/95 : **MEDICAL SPECIALIST: GRADE 1-3: OBS & GYNAE REF NO: H/M/39**

SALARY : Grade 1: R1 106 040 per annum (OSD)
Grade 2: R1 264 623 per annum (OSD)
Grade 3: R1 467 651 per annum (OSD)

CENTRE REQUIREMENTS : Bongani Hospital, Welkom
: MBCHB or equivalent Degree. Appropriate qualifications that allows registration with HPCSA as Medical Specialist in Obs & Gynae. A minimum of 3 years' appropriate experience as a Medical Specialist after registration with HPCSA. Must be registered with HPCSA for 2020/2021. Experience in teaching and training. Demonstrate experience in research. South African citizen with valid driver's license (Code8). Knowledge and Skills: ACLS, ATLS, APLS, relevant experience.

DUTIES : To be responsible for service delivery within department of OBS &GYNAE at Bongani Regional Hospital. To fulfil the administrative, academic and research requirements of an appointment to the joint staff establishment. To supervise pre and post-graduate training and examinations in OBS &GYNAE at Bongani Regional Hospital including the intermediate training programme for surgical discipline. Render outreach and support services to other levels of care.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr S D Ralile Tel No: (057) 916 8014
: The Chief Executive Officer, Bongani Hospital, Private Bag X29, Welkom, 9460.
: Me Noge

POST 01/96 : **MEDICAL SPECIALIST GRADE 1 REF NO: H/M/42 (X1 POST)**
(Applicants might be required to enter into a commuted overtime contract.)

SALARY : R1 106 040 per annum (OSD)

CENTRE REQUIREMENTS : Ophthalmology, Universitas Academic Hospital: Bloemfontein
: MMED Degree. Registration with HPCSA as a Medical Specialist in Ophthalmology, Registered with HPCSA for 2020/2021. SA Citizen. Knowledge and Skills: Provide evidence of leadership qualities and experience. Research qualifications in the field of Ophthalmology either MMed or PhD. Experience in Paediatric Glaucoma. Evidence of professional standing e.g. membership of professional organizations and their management committees.

DUTIES : Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES APPLICATIONS FOR ATTENTION : Prof WJ Marais Tel No: 051-405 2151
: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
: Mr MJ Baleni

POST 01/97 : **PHARMACIST GR 1 –3 REF NO: H/P/49**

SALARY : Grade 1: R693 372 per annum (OSD)
Grade 2: R751 026 per annum (OSD)
Grade 3: R821 205 per annum (OSD)

CENTRE REQUIREMENTS : National Hospital, Bloemfontein
: Appropriate bachelor of Pharmacy Degree. Registration with the SAPC as a Pharmacist. Experience: **Grade 1:** None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a 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:** Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 13 years after registration as a Pharmacist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 14 years' relevant experience after registration as a

Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Good interpersonal skills. Knowledge of good pharmacy practice.

DUTIES : Pharmacist Oversee the function and duties of the Pharmacist Assistant at the facilities. Ensure that the ART stock levels are kept. Monthly meetings with team to discuss ART issues and case scenarios. The compilation of monthly statistics and reports. Ensure compliance with the relevant policies and act in the execution of duties.

ENQUIRIES APPLICATIONS : Dr M Malek Tel No: (051) 403 9671
: The Chief Executive Officer, Nationals Hospital, Private Bag x20598, Bloemfontein, 9300.

FOR ATTENTION : Me P Mehlwana

POST 01/98 : **MEDICAL PHYSICIST REF NO: H/M/43 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R662 190 per annum (OSD)
: Anaesthesiology: Universitas Hospital, Bloemfontein
: South African Citizen: Honors Degree in Medical Physics. Registration with the HPCSA as a Medical Physicist in the category Independent Practice (Medical Physics (Ionizing Radiation). Knowledge and Skills: IMRT/VMAT/SRS/IGRT treatment planning and QA experience is desirable. Image guided adaptive brachytherapy and QA experience is desirable. Experience in software programming and use of advanced radiation dose calculation in RT, NM and DR. Relevant teaching experience. A detailed curriculum vitae and cover letter with at least 3 references. Certified copies (not older than 3 months) of all academic records. Certified copies (not older than 3 months) of all qualifications (please provide SAQA accreditation in case of foreign qualifications). Certified copy (not older than 3 months) of your identity document (ID). A copy of your valid driver's license. Excellent communication and interpersonal skills, ability to work under pressure and meet deadlines. Excellent knowledge of Medical Physics to enable support to activities in the divisions of Radiation Oncology, Diagnostic Radiology and Nuclear Medicine. Experience in Medical Physics including: Linac Quality Assurance, dose calibration, MRI QA, 4DCT QA, Nuclear medicine and Diagnostic radiology equipment QA. Able to teach and train clinical colleagues (Physicians, Radiographers, Dosimetrists, Technologists.) Proficiency in MS office, perform and interpret statistical analysis. An active research interest with regular participation in scientific meetings. Knowledge of radiation control and safety regulations.

DUTIES : Work closely with Medical Physicists, Oncologists, Radiographers, Radiologists, Nuclear Medicine Physicians and other clinical staff. Provide support in all aspects of safe and effective diagnostic, simulation and treatment execution with the consideration of ethical aspects. Perform quality assurance, teaching and research support. Specific involvement in advanced treatment planning and execution techniques. Provide support to clinicians in relevance to RT, NM, and DR. Responsible for teaching and training of Medical Physics Interns and Students Responsible for RT, NM and DR QA including dosimetry, treatment planning and verification for RT and theranostic application. Calibration of dosimetry equipment. Work with the RPO to ensure all radiation protection requirements are met and good practices are followed on site. Maintaining own Continuing professional Development (CPD) in accordance with professional standards. All other aspects as described in the job description for the post level.

ENQUIRIES APPLICATIONS : Dr F C P du Plessis Tel No: (051) 405 3156
: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION : Me A Lombard

POST 01/99 : **ASSISTANT MANAGER: NURSING: PNB-4: (LOCAL AREA MANAGER): PNB4: (X2 POSTS)**

SALARY CENTRE : R614 991 per annum (OSD)
: Lejweleputswa District Office:

LA Matjhabeng Ref No: H/A/52

LA Tokologo/ Tswelopele Ref No: H/A/54

REQUIREMENTS

: Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. 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 said specialty [PHC]. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management Level. Knowledge and Skills: Suitably qualified candidates from Lejweleputswa will receive preference.

DUTIES

: Provision of quality comprehensive community health care: Provision of advanced/more complex primary curative health care, health care services and rehabilitation services. Provision of administrative services: Plan and organise clinics. Complete statistics. Ensure the ordering and control of stationary, medical class 11 stock, consumables. Ensure safekeeping Ensure the ordering and control of medication as necessary Up to date knowledge of appropriate legislation, regulations and departmental policies Involvement with community meetings and committees Financial planning and indirect control of expenditure. Provision of educational services: Clinical teaching, training and continuous evaluation of students Teaching patients on a one-to-one basis Personnel development, i.e. assessing in-service training needs, planning and implementing of training programme Continuous self-study, professional development, ensuring awareness of new professional developments Health education of patients, public and staff Assist patients and families to develop a sense of self-care. Provision of clinical services: Promoting scientific quality nursing care Identify community needs Initiate community participation Coordinate between hospital and community Maintaining professional secrecy and preventing medico-legal risks Function as a member of the therapeutic team Continuous evaluation of nursing care and nursing services Assessment of personal service delivery towards patient's. Effective crisis management in the Local Area. Usage of equipment and machinery: Usage of basic medical equipment. Safekeeping of equipment. Research responsibility: To assist in regional and departmental projects Direct and indirect involvement with medical research Involvement with matching research to the needs of the community.

ENQUIRIES

: Mr. MS Maselo Tel No: (057) 9103222

APPLICATIONS

: The District Manager, Lejweleputswa District, Private Bag X15, Welkom. 9460 or Hand delivered @: HR Office Kopano Building, Meulen Street.

FOR ATTENTION

: Me I Taendler

POST 01/100

: **ASSISTANT MANAGER: NURSING: PNA-7 REF NO: H/A/51**

SALARY

: R562 800 per annum (OSD)

CENTRE

: Dr J S Moroka Hospital, Seloshesha

REQUIREMENTS

: Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. Proof of current registration with the SANC as a Professional Nurse. 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 above must be appropriate / recognizable experience at management level. Knowledge and Skills: Nursing Management qualification will be an added advantage. Good communication and interpersonal relation skills. Ability to work under pressure. Computer literacy and valid driver's license will be an added advantage.

DUTIES

: Ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner by Nursing units that form part of the specific nursing area including overall management (i.e. Operational, HR and Finance) of the nursing services. Ensure compliance to professional and ethical nursing practices. To manage the hospital's clinic support service to ensure its effective and delivery of quality patient care. Develop, monitor and evaluate operational plans for clinical services. Cooperation, liaison and communication with relevant stakeholders to

		enhance inter-professional, inter- sectorial and multi-disciplinary teamwork in an effort achieve rendering of quality services. Knowledge and insight of legislation and policies, relevant to current nursing practice within the public sector. Responsible for managing medico-legal risk and ethical dilemmas. To ensure implementation of policies and protocols. Monitor, develop and implement risk action plan in line with institutional risk register.
<u>ENQUIRIES</u>	:	Mr M D Makgisa Tel No: (051) 492 5002
<u>APPLICATIONS</u>	:	The Chief Executive Officer Dr J.S. Moroka, District Hospital Private Bag X 707 Seloshesha, 9783.
<u>FOR ATTENTION</u>	:	Mr O.W Jaarsen
<u>POST 01/101</u>	:	<u>ASSISTANT MANAGER: NURSING: QUALITY ASSURANCE: PNA-7 REF NO: H/A/53</u>
<u>SALARY</u>	:	R562 800 per annum (OSD)
<u>CENTRE</u>	:	Standard Compliance; Corporate Office: Bloemfontein
<u>REQUIREMENTS</u>	:	Diploma/degree in nursing or equivalent qualification that allows registration with SANC as a professional nurse Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge and Skills: Relevant Acts, Regulation & policies. Presentation, facilitation and coordination skills.
<u>DUTIES</u>	:	Oversight of health facilities compliance with Quality Assurance. Monitoring and Implementation of the Regulated Standards. Interact with relevant health workers and other relevant stakeholders to provide information and identify new opportunities to improve quality of care. Make recommendations regarding regulated standards inspection findings. Management of resources for effective outcomes in the unit.
<u>ENQUIRIES</u>	:	Me N G L Ramongalo Tel No: (051) 408 1735
<u>APPLICATIONS</u>	:	The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me P Mpu
<u>POST 01/102</u>	:	<u>OPERATIONAL MANAGER: PNB-3: PRIMARY HEALTH CARE: (X5 POSTS)</u>
<u>SALARY</u>	:	R562 800 per annum (OSD)
<u>CENTRE</u>	:	Lejweleputswa District Office: Rheederspark Clinic Ref No: H/O/38 (X1 Post) K Maile Clinic Ref No: H/O/39 (X1 Post) Masilo Clinic Ref No: H/O/40 (X1 Post) Bophelong Clinic Ref No: H/O/41 (X1 Post) Welkom Clinic Ref No: H/O/42 (X1 Post)
<u>REQUIREMENTS</u>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Primary Health Care with a duration of at least 1 year, accredited with SANC. Clinical Nursing Science, Health Assessment, Treatment and Care). A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Knowledge and Skills: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organisational, decision making and problem solving abilities Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic PROGRAMMES [Word, Excel, PowerPoint, etc.] Suitably qualified candidates from Lejweleputswa will be given preference.
<u>DUTIES</u>	:	Provision of quality comprehensive community health care: Provision of advanced/more complex primary curative health care, health care services and

rehabilitation services. Provision of administrative services: Plan and organise clinic Complete Statistics. Ensure the ordering and control of stationary, medical class 11 stock, consumables. Ensure safekeeping. Ensure the ordering and control of medication as necessary Up to date knowledge of appropriate legislation, regulations and departmental policies Involvement with community meetings and committees Financial planning and indirect control of expenditure. Provision of educational services: Clinical teaching, training and continuous evaluation of students Teaching patients on a one-to-one basis Personnel development, i.e. assessing in-service training needs, planning and implementing of training programme Continuous self-study, professional development, ensuring awareness of new professional developments Health education of patients, public and staff Assist patients and families to develop a sense of self-care. Provision of clinical services: Ensure evaluation and follow-up of patients during clinic visits Initiate treatment, implementation of programmes and evaluations of patients' clinical conditions Promoting scientific quality nursing care Administrate and control medication. Individual consultation sessions Identify community needs. Initiate minor ailment treatment Initiate community participation Coordinate between hospital and community. Maintaining professional secrecy and preventing medico-legal risks Attend and participate in doctors' visits Arrange admission and outpatient appointments. Function as a member of the therapeutic team Continuous evaluation of nursing care and nursing services Assessment of personal service delivery towards patient's. Effective crisis management in the clinic. Usage of equipment and machinery: Usage of basic medical equipment Safe-keeping of equipment Research responsibility: To assist in regional and departmental projects Direct and indirect involvement with medical research Involvement with matching research to the needs of the community.

ENQUIRIES : Mr. MS Maselo Tel No: (057) 9103222
APPLICATIONS : The District Manager, Lejweleputswa District, Private Bag X15, Welkom. 9460 or Hand delivered @: HR Office Kopano Building, Meulen Street.
FOR ATTENTION : Me I Taendler

POST 01/103 : **CLINICAL PROGRAM COORDINATOR; QUALITY ASSURANCE: PNA-5 REF NO: H/C/63**

SALARY : R444 276 per annum (OSD)
CENTRE : Standard Compliance; Corporate Office: Bloemfontein
REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Knowledge and Skills: Knowledge of District Health System. Customer Care management. Complaints and Patient Safety Incident Management. Change Management. Facilitation. Financial Management. Human Resource Management. Mentoring and coaching.

DUTIES : Oversight of health facilities compliance with Clinical governance processes and report to the Provincial Management. Support quality assurance and initiatives by means of monitoring the implementation and adherence to the National and Provincial Complaints, Compliments and Suggestions, Patient Safety guidelines and National Core Standards. Plan and facilitate in-service training on Complaints, Patient Safety and risk management. Interact with relevant healthcare workers and other relevant stakeholders to provide information, facilitate complaints, patient safety incidents resolution and identify new opportunities to improve service and reduce costs.

ENQUIRIES : Me N G L Ramongalo Tel No: (051) 408 1735
APPLICATIONS : The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION : Me P Mpu

POST 01/104 : **CLINICAL PROGRAM COORDINATOR: PNA-5 REF NO: H/C/62**

SALARY : R444 276 per annum (OSD)

CENTRE REQUIREMENTS : Nala Hospital. Bothaville
: Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Knowledge and Skills: Incumbent should be in the knowledge of patient safety, NHI process, NCS, Leadership, General Management, training Skills, ability to work independently and under pressure co-operatively with colleagues and stakeholders at all levels. Computer literacy, be able to analyze data.

DUTIES : Coordinate and promote implementation of Quality Assurance. Continuous monitoring and evaluation of NCS. Conduct annual assessment. Develop and monitor Quality Improvement Plan. Maintain standard and norms of Nursing practices to promote the health care status of health care users. Ensure the implementation and Manage and utilize resources in accordance with relevant directives and legislation.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr TS Shale Tel No: (056) 515 2071
: The Chief Executive Officer, Nala Hospital, Private Bag x7, Bothaville, 9660 or hand delivered @ 35 Van Riebeeck Street, Bothaville.
: Mr M P Mahlangu

POST 01/105 : **OPERATIONAL MANAGER: PNA-5 REF NO: H/C/70**

SALARY CENTRE REQUIREMENTS : R444 276 per annum (OSD)
: Bongani Hospital, Welkom
: Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse. Proof of Service record. Current registration with the South African Nursing Council (SANC). Knowledge and Skills: Computer literacy. Good communication and interpersonal skills.

DUTIES : Provision of optimal specialized nursing care with set standard and within a professional/legal framework. Effective utilization of resources (human and capital). Participation with training and research. Provision of support to general nursing care. Formulate and develop operational policies, guidelines and standard operational procedures. Uplifting Core Standards. Work as part of multidisciplinary team at unit level to ensure good nursing care. Ensure effective supervision with persons of diverse intellectual, cultural, racial or religious differences. Must demonstrate a basic understanding of Human Resources and Finance policies.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr J M Radebe Tel No: (057) 916 8011
: The Chief Executive Officer, Bongani Hospital, Private Bag X29, Welkom, 9460.
: Mr SD Ralile

POST 01/106 : **OPERATIONAL MANAGER: PNA-5 REF NO: H/O/41**

SALARY CENTRE REQUIREMENTS : R444 276 per annum (OSD)
: National Hospital, Bloemfontein
: Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of service record. Knowledge and Skills: Good communication skills. Ability to work under pressure. Good interpersonal relations.

DUTIES : Ensure that holistic nursing care services is delivered to patients in a cost effective, efficient and equitable manner in the Unit. Ensure compliance to professional and ethical practice. Demonstrate a basic understanding of HR and financial policies and practices. Detailed Key Performance. Area can be obtained from the contact person.

ENQUIRIES APPLICATIONS FOR ATTENTION : Me N C Makofane Tel No: (051) 403 9871
: The Chief Executive Officer, Nationals Hospital, Private Bag x20598, Bloemfontein, 9300.
: Me P Mehlwana

POST 01/107 : **CLINICAL PROGRAMME COORDINATOR: PNA 5 (QUALITY ASSURANCE):
REF NO: H/C/71**

SALARY : R444 276 per annum OSD
CENTRE : Mofumahadi Manapo Mopeli Regional Hospital, Qwaqwa
REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allow registration with SANC as Professional Nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse. Proof of Service record. Current registration with the South African Nursing Council (SANC). Knowledge and Skills: Sound knowledge of Quality Management program in health promotion, including ideal hospital framework and other related programs. Valid driver's license and must be willing to travel. Good Communication and interpersonal Skills, Knowledge of key priority health programs. Computer literacy.

DUTIES : Coordinate the implementation of the programmes. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Establish, maintain and participate in Inter-professional and multi-disciplinary teamwork. Monitor and ensure proper utilization of financial and physical resources. Provision of clinical services.

ENQUIRIES : Mr HS Mosase: Acting Head of Nursing Tel No: (058) 718 3200/3204
APPLICATIONS : The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital Private Bag X 820, Witsieshoek, 9870 or hand delivered @ Room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.

FOR ATTENTION : Mr SR Makoko

POST 01/108 : **PROFESSIONAL NURSE: PNB1- PNB -2: (MATERNITY) REF NO: H/P/48**

SALARY : Grade 1: R383 226 per annum (OSD)
Grade 2: R471 333 per annum (OSD)
CENTRE : National Hospital, Bloemfontein
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council plus a post-basic nursing qualification with a duration of at least 1 year in Advance Midwifery, accredited with SANC. **PNB-1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse Current registration with the South African Nursing Council (SANC) as Professional Nurse. **PNB-2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification, of the period referred. Knowledge and Skills: Good Communication skills. Ability to work under pressure and good interpersonal skills.

DUTIES : Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Detailed Key Performance Area can be obtained from the contact person.

ENQUIRIES : Me N C Makofane Tel No: (051) 403 9871
APPLICATIONS : The Chief Executive Officer, Nationals Hospital, Private Bag x20598, Bloemfontein, 9300.

FOR ATTENTION : Me P Mehlwana

POST 01/109 : **PROFESSIONAL NURSE: PNB1- PNB -2 (THEATER) REF NO: H/P/50**

SALARY : Grade 1: R383 226 per annum (OSD)
Grade 2: R471 333 per annum (OSD)
CENTRE : National Hospital, Bloemfontein
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council plus a post-basic nursing qualification with a duration of at least 1 year in Theater nursing, accredited with SANC. **PNB-1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current registration with the South African Nursing Council (SANC) as Professional Nurse. **PNB-2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate /

recognizable experience after obtaining the 1-year post – basic qualification of the period referred. Knowledge and Skills: Good Communication skills. Ability to work under pressure and good interpersonal skills.

DUTIES : Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Detailed Key Performance Areas can be obtained from the contact person.

ENQUIRIES APPLICATIONS : Me N C Makofane Tel No: (051) 403 9871
: The Chief Executive Officer, Nationals Hospital, Private Bag x20598, Bloemfontein, 9300.

FOR ATTENTION : Me P Mehlwana

POST 01/110 : **PROFFESIONAL NURSE: PNB1- PNB -2 (PAEDIATRICS) REF NO: H/P/51**

SALARY : Grade 1: R383 226 per annum (OSD)
Grade 2: R471 333 per annum (OSD)

CENTRE REQUIREMENTS : National Hospital, Bloemfontein
: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council plus a post-basic nursing qualification with a duration of at least 1 year in Pediatric Nursing, accredited with SANC. **PNB-1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current rregistration with the South African Nursing Council (SANC) as Professional Nurse. **PNB-2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred. Knowledge and Skills: Good Communication skills. Ability to work under pressure and good interpersonal skills.

DUTIES : Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Detailed Key Performance Areas can be obtained from the contact person.

ENQUIRIES APPLICATIONS : Me N C Makofane Tel No: (051) 403 9871
: The Chief Executive Officer, Nationals Hospital, Private Bag x20598, Bloemfontein, 9300.

FOR ATTENTION : Me P Mehlwana

POST 01/111 : **PROFFESIONAL NURSE: PNB1- PNB -2 (X10 POSTS)**

SALARY : Grade 1: R383 226 per annum (OSD)
Grade 2: R471 333 per annum (OSD)

CENTRE : Lejweleputswa District Office:
Matjhabeng Clinic Ref No: H/C/61 (X1 Post)
Welkom Clinic Ref No: H/C/64 (X5 Posts)
Masilo Clinic Ref No: H/C/65 (X1 Post)
Dealesville Mobile Ref No: H/C/66 (X1 Post)
Phomolong Clinic Ref No: H/C/67 (X1 Post)
Rheederspark Clinic Ref No: H/C/68 (X1 Post)

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC, in Primary Health Care. **PNB-1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current rregistration with the South African Nursing Council (SANC) as Professional Nurse. **PNB-2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification, of the period referred. Knowledge and Skills: Valid Drivers' license. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks Leadership, organisational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes [Word, Excel,

DUTIES

PowerPoint, etc]. Suitably qualified candidates from Lejweleputswa will be given preference.

: Provision of quality comprehensive community health care: Provision of advanced/more complex primary curative health care, health care services and rehabilitation services. Provision of administrative services: Plan and organise clinics Complete statistics. Ordering and control of stationary, medical class 11 stock, consumables Ensure safekeeping, Ordering and control of medication as necessary Up to date knowledge of appropriate legislation, regulations and departmental policies Involvement with community meetings and committees. Identify needs for financial planning and indirect control of expenditure. Provision of educational services: Clinical teaching, training and continuous evaluation of students Teaching patients on a one-to-one basis Personnel development, i.e. assessing in-service training needs, planning and implementing of training programme Continuous self-study, professional development, ensuring awareness of new professional developments Health education of patients, public and staff Assist patients and families to develop a sense of self-care. Provision of clinical services: Evaluate and follow-up patients during clinic visits Initiate treatment, implementation of programmes and evaluations of patients' clinical conditions Promoting scientific quality nursing care Administrate and control medication Individual consultation sessions Identify community needs Initiate minor ailment treatment Initiate community participation Coordinate between hospital and community Maintaining professional secrecy and preventing medico-legal risks Attend and participate in doctors' visits. Arrange admission and outpatient appointments Function as a member of the therapeutic team Continuous evaluation of nursing care and nursing services. Assessment of personal service delivery towards patients. Effective crisis management in the clinic. Usage of equipment and machinery: Usage of basic medical equipment Safe-keeping of equipment. Research responsibility: To assist in regional and departmental projects Direct and indirect involvement with medical research Involvement with matching research to the needs of the community.

ENQUIRIES

: Mr. MS Maselo Tel No: (057) 9103222

APPLICATIONS

: The District Manager, Lejweleputswa District, Private Bag X15, Welkom. 9460 or Hand delivered @: HR Office Kopano Building, Meulen Street.

FOR ATTENTION

: Me I Taendler

POST 01/112

: **PROFESIONAL NURSE: PNB1- PNB -2: MATERNITY REF NO: H/C/69**

SALARY

: Grade 1: R383 226 per annum (OSD)

: Grade 2: R471 333 per annum (OSD)

CENTRE

: Dihlabeng Hospital, Bethlehem

REQUIREMENTS

: Diploma/Degree 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 Advance Midwifery, accredited with SANC. A minimum of 4 years appropriate/ recognizable experience in nursing after registration with SANC as a Professional Nurse in General nursing. Proof of current registration with the South African Nursing Council (SANC) as Professional Nurse. **PNB-1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. **PNB-2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification, of the period referred. Knowledge and Skills: An additional post basic qualification of one-year duration. Knowledge of the management of people, financial and conflict management. Computer Literacy. Must be willing to work shifts. Ability to provide holistic care.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a professional/Legal framework. Effective utilization of resources (Human & Material). Participation with training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES

: Me M E Royi Tel No: (058) 307 2254

APPLICATIONS

: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700

FOR ATTENTION : Me T Harris

POST 01/113 : **PROFESSIONAL NURSE: (PNB-1 - 2) REF NO: H/P/53**

SALARY : Grade 1: R383 226 per annum (OSD)
Grade 2: R471 333 per annum (OSD)

CENTRE REQUIREMENTS : Stoffel Coetzee Hospital, Smithfield
Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year accredited with SANC, in Advanced Midwifery and Neonatology, Current registration with the South African Nursing Council: Experience: PNB-1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. PNB-2: A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred. Knowledge and Skills: Good communication skills, interpersonal relations, ability to work under pressures, computer literacy

DUTIES : Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Act as shift leader in the Unit (where necessary). Coordinate the provision of effective training and research for the nursing services. Provide save patient care. Manage patient's records according to relevant Legislation. Manage stock and equipment in accordance with clinical and economic imperatives. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Detailed key performance Areas can be obtained from the contact person.

ENQUIRIES APPLICATIONS : Mr J M Molupe Tel No: (051) 683 1120/0168
The Chief Executive Officer, Stoffel Coetzee Hospital, Private Bag 5, Smithfield, 9966.

FOR ATTENTION : Mr T J Molise

POST 01/114 : **ASSISTANT DIRECTOR: ORGANIZATIONAL DEVELOPMENT REF NO: H/A/37 (X2 POSTS)**
Human Resource Management and Planning

SALARY : R376 596 per annum (Level 09)

CENTRE REQUIREMENTS : Corporate Office: Bloemfontein
A relevant 3-year tertiary qualification in the field of Production Management/Organizational Development/Operations Management/Management Services/ or related qualification plus 3 - 5 years' functional experience of which 3 years must be on a Supervisory level. Certificate Work-study/ Job Evaluation Analysis. Knowledge and Skills: Ability to produce accurate work. Setting of norms & standards. Knowledge of department. Cost benefit analysis. HR Practices. Compilation of Job description. Relevant legislations & policies. General office administration practices. PERSAL. Job Evaluation processes. EQUATE system. Analytical. Organizing. Presentation. Computer. Communication. Interview. Planning. Supervising. Problem solving. Conflict resolution. Creative, logical and analytical thinking. Sense of responsibility and self-control. Ability to work in a team. Integrity and ability to judge results and circumstances objectively. Interpersonal relations.

DUTIES : Develop & maintain the organogram/s. Conduct business process re-engineering investigations. Undertake efficiency promotion exercises. Develop, review and analyses norms and standards. Evaluate higher level / complex jobs in the Department / Province. Provide advice on the development of job descriptions and the application of job evaluation. Perform administrative functions required in the unit. Supervise and control resources as allocated.

ENQUIRIES : Ms NL Mahlangeni Tel No: (051) 408 1162

APPLICATIONS : TO: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION : Me P Mpu

POST 01/115 : **ARTISAN FOREMAN: GRADE 1-3 REF NO: H/A/58**

SALARY : Grade 1: R304 263 per annum (OSD)
Grade 2: R364 143 per annum (OSD)

CENTRE : Dr J S Moroka Hospital, Seloshesha

REQUIREMENTS : Matric Certificate, Relevant Trade Test Certificate [A completed apprenticeship and proof of passing an official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act,1981] as amended or a certificate issued under the provisions of Section 28 or 30 of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. 5 Years post qualification experience as an Artisan required. Appropriate experience in maintenance facility buildings. Certificate of a Wireman's License from Department of Labour. Appropriate experience in high current voltage. Ability to do standby duties and work overtime and attend to unplanned callouts and emergency maintenance. Ability and willingness to be available for emergencies/mass incidents. Valid driver's license. Knowledge and Skills: Extensive experience in a Hospital environment. N3 Certificate will be an added advantage. Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills. Computer skills.

DUTIES : Management, Supervision, and training of Maintenance personnel. Participate in programs established to improve quality services. Management of maintenance budget and expenditure. Manage risks accordance to the OHSA Act. Render advice and guidance to hospital management regarding functionality of the institution's equipment and machinery. Compile weekly/monthly/annual reports and submit to the relevant authorities. Check, repair and maintain hospital equipment and machinery with relatively carrying capacity (e.g. wiring, electro-mechanical, switching and control and the boiler). Ensure that all operations and activities are in accordance with Occupational Health and Safety. Perform overtime and standby duties whenever required. Exercise control over tools and materials. Ability to identify risks, management of risks and mitigation of risks associated with maintenance section. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Me M L Sekhosana Tel No: (051) 492 5005

APPLICATIONS : The Chief Executive Officer Dr J.S. Moroka District Hospital, , Private Bag X 707 Seloshesha 9783

FOR ATTENTION : Mr O.W Jaarsen

POST 01/116 : **PHARMACIST ASSISTANT POST BASIC GRADE 1 - 3 (X15 POSTS)**

SALARY : Grade 1: R208 383 per annum (OSD)
Grade 2: R241 839 per annum (OSD)
Grade 3: R262 068 per annum (OSD)

CENTRE : Lejweleputswa District Office:
Matjhabeng Clinic Ref No: H/P/39 (X4 Posts)
Welkom Clinic Ref No: H/P/40 (X4 Posts)
Hoopstad Clinic Ref No: H/P/41 (X1 Post)
Bophelong OD Ref No: H/P/42 (X1 Post)
Phomolong Clinic Ref No: H/P/43 (X1 Post)
Kamohelo Clinic Ref No: H/P/44 (X1 Post)
Rheederspark Clinic Ref No: H/P/45 (X1 Post)
Geneva Clinic Ref No: H/P/46 (X1 Post)
Dealesville Ref No: H/P/47 (X1 Post)

REQUIREMENTS : Grade 12 or equivalent qualification. Pharmacist Assistant (Post Basic) qualification that allows registration with the South African Pharmacy Council. Current registration with the South African Pharmacy Council (SAPC) as a Pharmacist Assistant (Post Basic). Experience: **Grade 1:** No Experience after registration with

the SACP. **Grade 2:** Minimum of 5 years' experience after registration with the SACP. **Grade 3:** Minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SACP. Knowledge and Skills: Valid Driver's Licence. Knowledge of Basic Computer Programs [Word, Excel, PowerPoint. Good Communication, Planning, organizing and listening skills. Ability to understand and perform routine tasks. Must be prepared to work under pressure. Good interpersonal skills. Suitably qualified candidates from Lejweleputswa will be given preference.

DUTIES

: Rendering of comprehensive, professional and quality pharmaceutical services to patients in a clinic in line with relevant policies, standard operating procedures and legislation. Reading and preparation of prescription, the selection, reconstitution (where necessary) of the medicine, the labelling and supply of the medicine in an appropriate container. Dispensing of medication: Giving medicine information and patient counselling in order to supply patients with their prescribed medicines to ensure better health and health outcomes. Stock management, control and monitoring. Proper stock storage and safekeeping. Ensure rational use of medicine. Keeping of statistics and compilation of reports.

ENQUIRIES

: Mr KW Mokoena Tel No: (057) 9103280

APPLICATIONS

: The District Manager, Lejweleputswa District, Private Bag X15, Welkom. 9460 or Hand delivered @: HR Office Kopano Building, Meulen Street.

FOR ATTENTION

: Me L Bester

DEPARTMENT OF POLICE, ROADS AND TRANSPORT

APPLICATIONS

: Department of Police, Roads and Transport to be submitted to: applications can be hand delivered to Medfontein Building St Andrew Street or posted to Head: Police, Roads and Transport, P.O. Box 119, Bloemfontein, 9300 by quoting the relevant reference number for the post.

CLOSING DATE

: 29 January 2021

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) Preferred District or Location should be stated. Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies and must not be older than six months. 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 to the correct address and attachments are included. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. The shortlisted candidate will be subjected to criminal vetting and Qualification Verification. People with disability are encouraged to apply. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/trainingcourse/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS, 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.

MANAGEMENT ECHELON

<u>POST 01/117</u>	:	<u>CHIEF DIRECTOR: ROADS REF NO: FS PR&T/CDR/01/09/2020 (X1 POST)</u>
<u>SALARY</u>	:	R1 251 183 per annum (Level 14) (An all-inclusive package). The remuneration package consists of the basic salary, government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in the terms of the rules for the structuring of the flexible portion and which may include a 13 th cheque, motor car allowance, home owner's allowance and medical assistance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An appropriate Degree or equivalent qualification (NQF level 7). 5 years' experience in Senior Management Level. Certificate for entry into the SMS which can be accessed by following the link https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ .
<u>DUTIES</u>	:	Managing or providing strategic direction and management in respect of road construction and maintenance activities. Provision of high-level expertise and leadership in respect of both the roads maintenance and road construction capital projects. Oversee the adherence of the legal and environmental requirements in all matters of road construction projects, as well as provision of advice and guidance to personnel, consultants and contractors regarding the implementation of all relevant acts, working procedures and construction methods. Manage professional and technical guidance to Chief Engineers, Regional Engineers, Technicians and Road Superintendents to ensure quality control and optimal utilization of road building material and resources during maintenance as well as road construction capital projects. Overseeing the compilation of the district operational business plans in respect of road maintenance and construction activities, as well as monitoring the expenditure per activity in road maintenance. Strategic management of the pavement management systems and gravel management systems as per the legislative framework. Monitoring and evaluation of pavement performance on all provincial roads, which entails the co-ordination of preventative maintenance programs regarding the conditions of roads in order to address rutting, cracking, potholes, etc. Manage and liaison with the Road Building Equipment component on the availability of the mechanical plant. Provision of reports to the HOD on the performance of all road related activities taking place in all districts. Managing the procurement of roads maintenance material as required in all districts. Ensuring the effective management of the budget and other resources of the directorate.
<u>ENQUIRIES</u>	:	Mr. S.S Sekobile Tel No: (051) 409 8566/46.
<u>POST 01/118</u>	:	<u>DIRECTOR: TRANSPORT ADMINISTRATION AND LICENSING -REVENUE REF NO: FS PR&T/DTAL/02/09/2020 (X1 POST)</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (An inclusive package). The package includes basic salary, a state contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the applicable guidelines, which may include a 13 th cheque, motor car allowance, home owners' allowance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An appropriate Degree or equivalent qualification (NQF level 7). 5 years' experience in middle management Level. Certificate for entry into the SMS which can be accessed by following the link https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ .
<u>DUTIES</u>	:	Supply strategic direction to registering authority operations within the province. Manage optimal revenue collection. Manage registering authorities operation into eNatis and National Road traffic Act of 1996. Improve customer satisfaction. Oversee financial compliance into expenditure and income budget/ revenue with reference to the PFMS and treasury regulations. Implement fraud and corruption programs. Responsible for the concomitant functions of principal receiver of revenue.
<u>ENQUIRIES</u>	:	Mr. S.S Sekobile Tel No: (051) 409 8566/46.

OTHER POST

- POST 01/119** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: FS PR&T /DDSCM/ 13/10/2020 (X1 POST)**
- SALARY** : R733 257 per annum (Level 11) (An all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owners' allowance and medical aid assistance.
- CENTRE REQUIREMENTS** : Bloemfontein
: An appropriate 3 year Diploma/Degree or equivalent qualification. 1-3 years' experience.
- DUTIES** : Compile and maintain Supply Chain Management Departmental Project Plan and Annual Procurement strategy. Ensure that effective Bid Administration is achieved through compilation of bid documents, notification and invitation of bid/quotations. Ensure that acquisition of goods and services is accomplished based on the just in time principle. Ensure effective contract administration including monitoring and evaluating adherence to the contract agreement by the contractors.
- ENQUIRIES** : Mr. S.S Sekobile Tel No: (051) 409 8566/46

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the post of Cleaner (**for Charlotte Maxeke Academic Hospital**) with Ref No: CLNR/12/CMJAH2020 advertised in Public Service Vacancy Circular 28 dated 11 December 2020, The Requirements of the post has been amended as follows: A minimum of ABET qualification or grade 10 qualification or equivalent qualification. People who applied are encouraged to re-apply. The closing date has been extended to the 29 January 2021.

OTHER POSTS

- POST 01/120** : **CLINICAL MANAGER (MEDICAL) GRADE REF NO: EHD2021/01/01 (X1 POST)**
Directorate: Mental Health
Re- Advertisement
- SALARY** : Grade 1: R1 173 900 – R1 302 849 per annum (all inclusive – remunerative package)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : An appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. A minimum of 4 years' appropriate experience as an Independent Medical Officer after registration with the HPCSA as Medical Practitioner. Applicant must be in a possession of a valid South African driver's license. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public Service Act and Regulations. Good communication, interpersonal, IT, financial and human resource management skills. Ability to work independently in terms of decision making and problem solving in clinical or administrative scenarios. Sound clinical knowledge and experience in the discipline of psychiatry. Experience in community mental health services will be an advantage. Ability to work with a mental health multidisciplinary team and intersectoral partners relevant to the provision of holistic mental health care will be an advantage. Willingness to manage, train and supervise medical officers at PHC clinics. Ability to oversee the rendering of quality mental health care services, liaising with other clinicians and managers in the clinics and hospital for better health outcomes. Willingness to work/participate in any community psychiatry facilities/programmes including as NGO facilities. Willingness to support/participate in the development of district research projects.
- DUTIES** : Participate in the provision of optimal mental health care at PHC services in the Community Health Centers, clinics and District/Regional hospitals. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Assist the District Psychiatrist and Head of Clinical Unit in supervising medical officers and nurses. Assist facilities in ensuring that they have adequate and correct medication for service users. Support the training and the CPD/CME activities for medical officers, nurses, intern, community services doctors and intersectoral partners in the district. Assist the Head of Clinical unit in the development of clinical care and guidelines, protocols and SOP's and monitor the implementation thereof.
- ENQUIRIES** : Dr K. Maaroganye Tel No: (011) 876 -1717
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : Applicants who previously applied are advised to re-apply as their previous applications will not be considered. No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's

license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

:

29 January 2021

POST 01/121

:

PRINCIPAL: EMS TRAINING COLLEGE REF NO: LEBO-PRINCIPAL/2021

SALARY

:

R871 590 per annum (All inclusive package)

CENTRE

:

Lebone College of Emergency Care, Arcadia, Pretoria

REQUIREMENTS

:

Grade 12 certificate or equivalent qualification. Candidate must be B-TECH Degree in Emergency Medical Care. Candidate must be registered with the HPCSA as Emergency Care Practitioner for a minimum period of three (3) years. Must have three (3) years' experience on Management level. Candidate must have a minimum of three (3) years' experience as an EMS Course Coordinator. A valid and current registration as an Emergency Care Practitioner with the Health Professions Council of South Africa is mandatory. Computer literacy in MS Word, Excel and Power Point is essential. Good interpersonal and management skills. Sound knowledge of financial Management Policies and Labour Relation Prescripts is essential A Valid Code C1 driver's license with PDP is essential.

DUTIES

:

Responsible for maintaining accreditation status with HPCSA for all Courses offered by the College. This may involve courses at more than one site. Management and quality assurance of District Training centers. Ensuring that all facets of training with the College complies with the relevant legislation, including but not limited to the Hospital Ordinance Act, the Higher Education Qualification Sub-framework, the skills Development Act, the Public Finance Management Act , Supply Chain Management Act, Labour Relation Act. Responsible for the development and implementation of the College Business Plan and Standardized Operational Plan. Efficient management of all College resources including human resource, allocated budget, assets and advice the Director: EMS Operations on matters pertaining to EMS Training. This will involve representation at the Directorate meetings. Mange the overall budget of the College and must provide reports to the Director when required.

ENQUIRIES

:

Mr Motimane Tel No: (011) 456 2013

APPLICATIONS

:

Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be post to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

CLOSING DATE

:

05 February 2021

POST 01/122

:

REGISTRAR REF NO: UPOHC/OTRHO/0005/2020 (X2 POSTS)

Directorate: Orthodontics

SALARY

:

R821 205 – R858 711 per annum (All- inclusive package)

CENTRE

:

University of Pretoria Oral Health Centre

REQUIREMENTS

:

Registration with the HPCSA as a Dentist in the category Independent Practice. At least two (2) years' experience in general dental practice. Recommendations Good undergraduate orthodontic record, postgraduate qualifications and proven interest in field of orthodontics. Passed primary subjects needed for specialization.

DUTIES

:

The successful candidate will, in addition to fulfilling the requirements of a MChD degree in orthodontics, participate in providing services to patients, the teaching and training of undergraduate dental students (including clinical supervision), contributing toward the research output in the Department, as well as assist in the continuing education courses and general administration when needed.

ENQUIRIES

:

Prof SL Shangase Tel No: (012) 319 2327

APPLICATIONS

:

Quoting the relevant reference number. Direct applications must be delivered to Ms. I Swart, Human Resources Management at Louis Botha A Building, Room 1-

28, Dr Savage Road, Riviera, Pretoria or mail to Ms. I Swart PO Box 1266, Pretoria, 0001.

NOTE : Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, current HPCSA certificate and Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.

CLOSING DATE : 29 January 2021

POST 01/123 : **REGISTRAR REF NO: UPOHC/PROSTHO/0006/2020**
Directorate Prosthodontics

SALARY : R821 205 – R858 711 per annum (All- inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : A BChD/BDS degree or equivalent qualification. Registered with HPCSA as a Dentist in the category independent practice. At least two (2) years' general dental practice experience. Recommendations Passed primary subjects needed for specialization. Postgraduate qualifications and proven interest in field of orthodontics.

DUTIES : In addition to the responsibilities and requirements necessary for the completion of the MChD degree in Prosthodontics, the successful candidate will also participate in teaching, training and clinical supervision undergraduate students, carry out service rendering (patient care), contribute towards the research outputs of the department and assist with administrative duties when needed.

ENQUIRIES : Prof LM Sykes Tel No: (012) 319 2681/2446
APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Ms. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. I Swart PO Box 1266, Pretoria, 0001.

NOTE : Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, current HPCSA certificate and Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.

CLOSING DATE : 29 January 2021

POST 01/124 : **PHARMACIST REF NO: MSD2021/01/01**
Directorate: Pharmaceutical Services

SALARY : Grade 1: R693 372 - R735 918 per annum (All inclusive remunerative package)
Grade 2: R751 026 – R797 109 per annum (All inclusive remunerative package)
Grade 3: R821 205 – R871 590 per annum (All inclusive remunerative package)
Basic Salary: 70% of the package; State's contribution to the Government Employee Pension Fund (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Medical Supplies Depot
REQUIREMENTS : Bachelor of Pharmacy degree (B.Pharm). Must be actively registered with the South African Pharmacy Council (SAPC) as a Pharmacist. Good verbal and communication skills, good management skills and excellent interpersonal skills. Must be a team player and be able to collaborate with other health professionals. Must be able to function effectively under pressure. Must have good administrative and computer skills, sound knowledge of legislation applicable to pharmacy practice: Pharmacy Act 53 of 1974 and Medicines and Related Substances Act 101 of 1965 and regulations thereof.

- DUTIES** : Work as part of the Medical Supplies Depot's multidisciplinary team. Contributes to the continuous availability of Pharmaceutical and Medically related items to all Gauteng. Health Institutions. Implement the Standard Operating Procedures of the MSD to effectively deliver against MSD operations. Participate in ensuring proper functioning of quality assurance as well as quality control processes at MSD. Register as a tutor to ensure the MSD workforce is properly equipped and trained. Ensure adequate internal control systems and procedures are in place, maintained to minimise risks for the Medical Supplies Depot.
- ENQUIRIES APPLICATIONS** : Ms. N Mfecane Tel No: (011) 628 9163
: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees, recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.
- CLOSING DATE** : 29 January 2021
- POST 01/125** : **OPERATIONAL MANAGER SPECIALTY PNB -3 REF NO: TMRH-03-OMS (X2 POSTS)**
Directorate: Critical Care/Child Nursing
- SALARY CENTRE REQUIREMENTS** : R614 991 – R692 166 per annum plus benefits
: Thelle Mogoerane Regional Hospital
: Grade 12/STD 10 certificate, Basic R425 qualification or equivalent (i.e. diploma/degree) in nursing that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. Certificate of registration with the SANC as Professional Nurse and proof of current registration. One (1) year post basic nursing qualification in the relevant specialty, accredited with the SANC. Diploma in Administration will be an added advantage. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one (1) year post basic qualification in relevant specialty. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
- DUTIES** : Ensure effective communication within the health setting. Take charge of a ward/unit and ensure smooth running. Development SOPs and protocols for the department. Supervision and control of all material resources and manage costs, strict control of equipment and budget of the department. Liaise with hospital management regarding complex issues. Maintain sound relations and team work within the department. Ensure optimal utilizations of personnel in the unit. Ability to deal with conflict. Have knowledge of DoH policies and National Core Standards. Ensure training needs are met by staff. Quality patient care with prevention of Patient Safety Incidents. Programme of skilling staff through in-service training and demonstration. Develop systems to ensure efficient running of the ward. Conduct PMDS of all staff in the department. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of nursing care processes, procedures, nursing strategy, and other relevant frameworks such as Nursing Act. OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.
- ENQUIRIES** : Ms. M.R.E. Damane Tel No: (011) 891 7299

APPLICATIONS : should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451 or emailed to TMRH.Vacancies@gauteng.gov.za

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. TMRH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disability are encouraged to apply. NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances required in the HBA, at no cost.

CLOSING DATE : 29 January 2021

POST 01/126 : **OPERATIONAL MANAGER –HAST PNA REF NO: TMRH-03-OMH (X1 POST)**
Directorate: Nursing

SALARY : R614 991 – R692 166 per annum (plus benefits)
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with a duration of at least 1 year accredited with the SANC in a clinical specialty. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical ART and TB services (1). Computer literacy i.e (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of HIV and TB disease, control, monitoring evaluation, and importance of reporting. nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player,

supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Diploma in Administration will be an added advantage, as well as NIMART and NIMDRTB. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES

: To ensure safe and effective clinical nursing practice. Ensure effective management of quality nursing service. Co-ordinate of optimal, holistic quality nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of Operational Managers. Ability and knowledge assess pre ART and mitigate safe initiation of treatment, to minimize complications. Ensure ongoing TB screening, early diagnosis and treatment of TB. Ability to apply strategies of tracking and tracing the lost to follow up (LTF). Provision of quality Nursing care, assist team members with quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, do hospital calls. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

**ENQUIRIES
APPLICATIONS**

: Ms. M.R.E. Damane Tel No: (011) 891 7001
: should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451 or emailed to TMRH.Vacancies@gauteng.gov.za

NOTE

: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. TMRH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disability are encouraged to apply. NOTE the appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances required in the HBA, at no cost.

CLOSING DATE

: 29 January 2021

<u>POST 01/127</u>	:	<u>OPERATIONAL MANAGER GENERAL PNA5 REF NO: TMRH-03-OMG (X4 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	R444 276 – R500 031 per annum plus benefits
<u>CENTRE</u>	:	Thelle Mogoerane Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12 (standard 10). A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and a Midwife. Registration with the SANC as Professional Nurse and a Midwife with proof of current registration. A minimum of 7 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse and Midwife with the SANC in General Nursing and Midwifery. A qualification in Nursing Administration/Management and Nursing Education will be an added advantage.
<u>DUTIES</u>	:	Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research 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. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.
<u>ENQUIRIES</u>	:	Ms. M.R.E Damane Tel No: (011) 891 7001
<u>APPLICATIONS</u>	:	should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451 or emailed to TMRH.Vacancies@gauteng.gov.za
<u>NOTE</u>	:	Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/ fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. TMRH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in

accordance with the Employment Equity target of the department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disability are encouraged to apply. NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances required in the HBA, at no cost.

- CLOSING DATE** : 29 January 2021
- POST 01/128** : **CLINICAL NURSE PRACTITIONER GRADE 1 – GRADE 2 (OCCUPATIONAL HEALTH NURSE) REF NO: EHD2021/01/02**
Directorate: Primary Health Care
- SALARY** : Grade 1: R383 226 – R444 276 per annum (plus benefits)
Grade 2: R471 333 - R579 696 per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District: Ramokonpi CHC
- REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council (SANC) in terms of governmental notice R425 (Diploma /degree in nursing as a Professional Nurse. Post basic qualification with the duration of at least 1 year accredited with the SANC in terms of government notice R212 in the relevant Specialty (Clinical Nursing Science, Health assessment, treatment and care). Grade 1, less than 9years relevant experience as a clinical nurse practitioner after registration with SANC. Grade2, 10yrs to 19 years relevant as a Clinical Nurse Practitioner after registration with SANC, Occupational Health Nursing will be an added advantage. Driver license is essential. Computer literacy is essential.
- DUTIES** : The incumbent is needed to plan, execute, monitor, evaluate and maintain, control and coordinate the quality assurance, occupational health and safety, risk management and infection control and management in the facility. Implementation and management of the ideal clinic, OHSC, Health care waste, complaints/suggestion and complements per the departmental guidelines and policies. Implementation and management of the patient safety incidents guidelines. Implement and manage Patient Experience of care. Formulation and implementation of quality improvement plan. Hold occupational health and safety, quality assurance and risk management meetings in the facility. Train and workshop staff on relevant aspects in the facility. Hold staff meeting related to quality assurance, occupational health and safety and risk management. Write and submit reports to the sub-district. Take part in the multidisciplinary team in the facility and the sub-district. Liaise with the sub-district coordinators of the programs in the sub- district. Perform any other duties delegated by the supervisor.
- ENQUIRIES** : Ms K. Matshwane. Cell No: 082 610 9877
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 29 January 2021

POST 01/129 : **ASSISTANT DIRECTOR SUPPLY CHAIN MANAGER REF NO: ODI/15/12/2020/01**

Re-advertisement: all candidates who previously applied are encouraged to re-apply as their previous applications will not be considered.

SALARY
CENTRE
REQUIREMENTS

: R376 596 per annum (plus benefits)
: Odi District Hospital

: A recognized 3-years Bachelor Degree/Diploma in Supply Chain Management/Public Management/Finance Management. Five (5) years related supply chain experience at supervisory/management level in the supply chain environment. A valid driver's license. Knowledge of all legislation and prescripts governing your work area, including but not limited to the following: Public Finance Management Act, 1999, Treasury Regulations, Supply Chain Management Act, Broad Based Economic Empowerment Act, Supply Chain Management Framework, Procurement Directive and Procedures, Government Budget Procedures, knowledge of government procurement policies and procedures, Advance computer literacy in MS office packages (MS Word, Excel and PowerPoint). The SAP & SRM system, experience in the Health environment will be an added advantage. Ability to liaise at all management level. Ability to work independently under intense pressure. Must have ability to interact with all level of management and both internal (End-users) and external stakeholders. The presentation and report writing skills. Computer literate. Must be able to function and contribute in a team towards the achievement of the Hospital goals and targets.

DUTIES

: Oversee and manage the supply chain and asset functions. Provision of an effective comprehensive Supply Chain Management service in the hospital. Manage the functional operation of the Acquisition Management Unit. Manage the process of bid evaluation, bid adjudication, and bid specification in the hospital. Perform strategic and annual supply chain demand management planning and ensure that the demand of the end users is met. Monitor and review the demand management activities in line with the demand plan budget. Implement and review effective logistical and disposal management systems. Ensure effective asset management and safekeeping of assets by implementing and maintaining asset management systems policies. Facilitate monthly reconciliations and reporting Provision of effective fleet management and registry services. Management of stock keeping functions within the institutions within the institution. Ensure an effective stock flow system within the institution. Ensure that official within Logistics management and warehouse is sufficiently trained on supply chain management system. Manage and supervise employees to ensure an effective and acquisition management service and undertake all administrative functions required with regards to financial and human resource administration. Sign performance contract on annual basis. Participate Employee Value Proposition. Perform any other duties delegated by the Accounting Officer (CEO).

ENQUIRIES
APPLICATIONS

: Mr. A.Musie Tel No: (012) 725 2308

: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE

: Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recent CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certified copies should not be more than six months old.

CLOSING DATE

: 05 February 2021

POST 01/130

: **LABOUR RELATION OFFICER REF NO: MSD2021/01/02**

Directorate: Human Resource Management

Re-Advertisement: Applicants who previously applied are encouraged to reapply

SALARY
CENTRE
REQUIREMENTS

: R257 508 per annum (Level 07) (plus benefits)

: Medical Supplies Depot

: A relevant 3- years' tertiary qualification in HRM with a minimum of 3 years' experience in Labour Relation or Grade 12 qualification with 4 years demonstrable experience in Labour Relation in the Public Services. Knowledge of Misconduct Management, Grievance Management, Collective bargaining, Dispute resolution and other relevant legislation applicable within the public sector. Verbal and Written

		communication skills. Report writing skills. Be able to work independently. Conflict management computer literacy, knowledge in MS Office package. Knowledge of PERSAL will be added advantage. Basic knowledge of employee Health & Wellness programmes will be an advantage.
<u>DUTIES</u>	:	write reports inter-alia Misconduct reports and Grievance reports. Investigate allegations of misconduct and/ or grievance. Be able to draft charge sheets, prepare witness and represent the Employer in disciplinary and/ or grievance hearings. Analyses trends and advise management on serious adverse events cases, forensic cases and hotline cases. Identify labour relations training needs for managers, supervisors and employees in the department. Conduct labour relations training. Ensure compliance of code of conduct. Support and/ or advice management on progressive discipline. Be a link between management and recognised labour unions. Facilitate and chairing Bilateral and multi-lateral meetings within the institution. Provision of advice to employee and management on Labour Relations matter. Write reports on EAP (EHWP) programmes and help in the facilitation of events thereof.
<u>ENQUIRIES</u>	:	Ms. G.S Mbokazi Tel No: (011) 628 9012
<u>APPLICATIONS</u>	:	Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
<u>NOTE</u>	:	A curriculum vitae with a detailed description of duties and the names of two referees, recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.
<u>CLOSING DATE</u>	:	29 January 2021
<u>POST 01/131</u>	:	<u>PROFESSIONAL NURSE GRADE 1 REF NO: EHD2021/01/03 (X5 POSTS)</u> (2 Months Contract) Directorate: PHC
<u>SALARY</u>	:	R256 905 – R297 825 per annum
<u>CENTRE</u>	:	Ekurhuleni Health 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 (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. Grade 1: less than 10 years relevant experience as a Professional Nurse after registration with SANC Driver's license is essential. Current proof of registration with SANC.
<u>DUTIES</u>	:	Provision of health education to learners and parents about the importance of immunizations. Conducting health screening of learners according to the Integrated School Health Policy (ISHP). Provision of School Based Immunization (HPV, Tetanus Toxoid) and deworming of learners. Recording and capturing of all the immunized grade 5 girls and other learners.
<u>ENQUIRIES</u>	:	Ms K.R Monyanyedi Tel No (011) 876 1810
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to

medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 29 January 2021
- POST 01/132** : **TRAINING OFFICER: HUMAN RESOURCE DEVELOPMENT REF NO: MSD2021/01/03**
Directorate: Human Resource Management
- SALARY** : R257 508 per annum (Level 07) (plus benefits)
- CENTRE** : Medical Supplies Depot
- REQUIREMENTS** : Grade 12 Certificate plus five (5) years relevant experience in HRD/Training OR National Diploma/Degree in Administration/Human Resource Management with 2 years relevant experience. Computer literacy. Valid driver's license. Ability to meet the deadline. Knowledge of Labour Relation Act, PFMA, Basic Condition of Employment Act, Employment Equity Act and Skills Development Act. Problem-solving skills, Presentation skills and report writing.
- DUTIES** : Facilitate and coordinate training programs. Facilitate, administer and support the implementation of internships, leadership and work-integrated learning programs. Develop and implement a workplace skills plan. Conduct a skills audit. Facilitate and administer the implementation of internal and external bursaries. Liaise with external stakeholders with regards to training matters. Compile monthly and quarterly HRD reports.
- ENQUIRIES** : Mr, S Motlhabane Tel No: (011) 628 9148
- APPLICATIONS** : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees, recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.
- CLOSING DATE** : 29 January 2021
- POST 01/133** : **ADMINISTRATION OFFICER REF NO: MSD2021/01/04 (X2 POSTS)**
Directorate: Management
- SALARY** : R257 508 per annum (Level 07) (plus benefits)
- CENTRE** : Medical Supplies Depot
- REQUIREMENTS** : Grade 12 with 5 years' experience rendering secretariat support, or National Diploma/NQF level 6 Secretarial or Office Management and Technology with two years' experience rendering secretariat services. Basic knowledge of financial administration. Good verbal and written communication skills and ability to communicate well with people at different levels. Good telephone etiquette. Computer literacy in Ms Word, Excel and PowerPoint. Sound organizational skills. Good people skills. High level of reliability. Ability to act with sensitivity and discretion. Ability to do research and analyze documents and situations.
- DUTIES** : Provides a secretarial/ receptionist support service to the senior manager Manage telephone calls in the office of the senior manager and ability to exercise discretion. Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Utilize discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the senior manager regarding engagements. Compiles realistic schedules of appointments for the senior manager. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the senior manager. Scrutinizes routine submissions/ reports and make a note and/ or recommendations for the senior manager. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Collects,

analyzes and collates information requested by the senior manager. Clarifies instructions and notes on behalf of the senior manager. Ensures that travel arrangements are well coordinated. Prioritize issues in the office of the senior manager. Handles the procurement of standard items like stationery, refreshments etc. for the activities of the senior manager. Provides support to the senior manager regarding meetings: Scrutinizes documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the senior manager to inform him/ her on the contents. Records minutes/ decisions of the meeting of the senior management and communicates to relevant role players, follow-up on progress made. Prepares briefing notes for the senior manager as required. Coordinates logistical arrangements for meetings when required. Remains up to date with regard to the prescripts/policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the senior manager. Remains abreast with the procedures and processes that apply in the office of the manager.

- ENQUIRIES APPLICATIONS** : Mr X Mahleza Tel No: (011) 628 9008
 : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees, recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.
- CLOSING DATE** : 29 January 2021
- POST 01/134** : **INTERNAL CONTROL REF NO: MSD2021/01/05**
 Directorate: Risk Management and Internal Control
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) (plus benefits)
 : Medical Supplies Depot
 : Grade 12 and National Diploma NQF level 6/ Degree NQF6/7 in Internal Auditing, Accounting or Finance with two (2) years' experience in the relevant field; or Grade 12 with five (5) years' experience in the relevant field. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Treasury Practice Notes, Supply Chain Management. Knowledge of auditing & Internal auditing standards. Computer literacy (MS Office - Excel, Word and Powerpoint) Good Communication skills both written and verbal Good Interpersonal relations skills.
- DUTIES** : Coordinate and Facilitate the Audit processes both External and Internal. Track, update and monitor audit action plans. Scheduling of entry and exit meetings. Conduct regular internal control assessments in all units. Conduct and consolidate quarterly Key controls in all units and report to management. Strengthening the Depots administrative capacity by providing information, guidance, assistance and training on Internal Controls Assist management to collate and consolidate documentation in preparation for the Audit Committee Meetings from relevant managers. Assist management in reviewing administrative procedures, internal controls throughout the Depot. Examining all findings and recommendations by Internal Audit and Auditor General relating to controls and if necessary, intervening to ensure prompt implementation of corrective measures.
- ENQUIRIES APPLICATIONS** : Ms. L Doorasamy Tel No: (011) 628 9171
 : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees, recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to

have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.

CLOSING DATE : 29 January 2021

POST 01/135 : **ADMINISTRATION OFFICER REF NO: MSD2021/01/06**
Directorate: Risk Management and Internal Control

SALARY : R257 508 per annum (Level 07) (plus benefits)

CENTRE : Medical Supplies Depot

REQUIREMENTS : Grade 12 plus National Diploma / Degree (NQF level 6) in Risk Management/ Auditing/ Finance, coupled with a minimum of 2 years in risk management; or Grade 12 plus 5 years relevant experience in risk management/Auditing/Finance. Competencies: decision making; planning & organising; presentation skills; Facilitating skills; computer literacy; report writing skills; interpersonal skills; analytical thinking; knowledge and understanding of the Public Finance Management Act, Treasury Regulations, National Treasury Risk Management, Anti-Corruption framework and Ethics Management.

DUTIES : Assist in co-ordinating the Strategic Risk Assessments for the institution. Assist in co-ordinating and facilitating the Control Risk Self-Assessment for Directorates. Assist in co-ordinating the implementation of action plans for the risks and reporting on any developments regarding the emerging risks identified. Facilitate and ensure that each Risk Owner/ Risk Committee member review and update the risk registers. Develop the filing system for the ERM unit. Assist in preparing and reviewing the Draft Governance Risk Management documents. Circulate and communicate the Risk Management Documents. Assist in planning for the Risk Awareness Campaigns. Educate employees and ensure that the Risk culture is cascaded/embedded across the entire institution. Submit weekly and monthly progress reports on Risk. People with disabilities are encouraged to apply. It is GDoH's intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications must be submitted on a duly completed.

ENQUIRIES : Ms. L Doorasamy Tel No: (011) 628 9171

APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

NOTE : A curriculum vitae with a detailed description of duties and the names of two referees, recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.

CLOSING DATE : 29 January 2021

POST 01/136 : **SECRETARY (OFFICE OF THE CEO) REF NO: ODI/18/12/2020/02**
Re-advertisement: all candidates who previously applied are encouraged to re-apply as their previous applications will not be considered.

SALARY : R173 703 per annum (Plus Benefits)

CENTRE : Odi District Hospital

REQUIREMENTS : Candidate must be in possession of Grade 12 certificate. Diploma or Degree in Secretarial Studies/Office Management/Office Administration/Management Assistant/Office Management and Technology and minimum 2 years recognized experience as the Secretary will be added as an advantage. Computer literacy. Good communication and writing skills with good interpersonal relation. Proficient user of Microsoft office suites and will be subjected to a test. Certificate of Microsoft package will be added as an advantage. Be reliable, punctual, and professional. Be creative and able to use own initiative. Good telephone etiquette. Be able to prioritize and have exceptional attention to detail. Ability to handle variety of tasks.

- Ability to meet the tight deadlines and to handle office pressure. Prepared to go an extra mile.
- DUTIES** : Overall management of the office administration function. Provide secretarial/receptionist support serves to the CEO's Office. Compliance to Batho-Pele principles and customer care practice. Take minutes during the meetings and compile minute's files. Coordinate logistical arrangements for meetings when required. Consolidate the reports for the CEO's Office. Managing the office diary and arranging appointments. Receiving visitors and documents management. Liaise with relevant stakeholders. Assist with relevant procurement of goods and services. Handle and maintain office records. Management of the CEO's to do list. Photocopying, binding, and scanning, of the documents. Keep abreast with the processes and procedures that apply in the office of the CEO.
- ENQUIRIES APPLICATIONS** : Ms WM Maseko Tel No: (012) 725 2308
- NOTE** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
- CLOSING DATE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recent CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certified copies should not be more than six months old.
- CLOSING DATE** : 12 February 2021

DEPARTMENT OF SOCIAL DEVELOPMENT

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Mr Sibusiso Nkosi. All applicants are also encouraged to number the pages of their CV and the attached certified documents

- CLOSING DATE** : 29 January 2021
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed; certification should not be more than 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 (3) months after the closing date, please accept that your application was unsuccessful. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will conduct interviews virtually in order to comply with Health and Safety Regulations.

OTHER POSTS

- POST 01/137** : **COMMUNITY DEVELOPMENT MANAGER GRADE1 REF NO: SD/2021/01/01**
- SALARY** : R794 889 per annum (within the OSD framework) (all-inclusive package which includes basic salary of 70% of the package) and a flexible portion that may be structured in terms of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
- CENTRE REQUIREMENTS** : Johannesburg Head Office
- REQUIREMENTS** : Three-year tertiary qualification in Community Development or Development Studies with a minimum of 10 years recognizable experience in Community Development after obtaining the required qualification. Extensive knowledge on theories and systems, skills, attitudes and values in community development to guide employees on its application. Knowledge and understanding of individual and group behavior, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions. The ability and competence to manage community development structures and projects. Knowledge of the NDP 2030, Poverty Alleviation Programmes, Gauteng Public Service Management Framework, i.e. PFMA, Labor Relations Act, etc. Analytical, report writing, communication, Presentation skills, Budgeting skills, project

		management, problem solving skills, computer and interpersonal relations skills. Staff management, honest and innovative individual.
<u>DUTIES</u>	:	To manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub directorate. Monitor interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required. Manage a community development unit/sub-directorate to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources. This would, inter alia, include the following: General consultation with communities/stakeholders and advising employees regarding follow-up actions to be taken. Ability to facilitate the implementation of projects and programmes through regional offices and the monitoring and reporting thereof to management. Ensure that the necessary personnel are recruited and retained within the budgetary constraints. Ensure sound employment relations. Quality control of the work delivered by employees. Keep up to date with new developments in the community development and management fields to enhance service delivery. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the community development legal and policy frameworks continuously to ensure that the work of the unit is aligned with the requirements of such acts and policies. Plan and ensure that research on community development is undertaken. Undertake/facilitate complex community development research.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Zamokuhle Jaca Tel No: (011) 355 7678
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg
<u>FOR ATTENTION NOTE</u>	:	Mr Zamokuhle Jaca Tel No: (011) 355 7678
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 01/138</u>	:	<u>HEAD OF INSTITUTION</u>
<u>SALARY</u>	:	R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package) and a flexible portion that may be structured in terms of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE</u>	:	Mary Moodley CYCC: Ref No.SD/2021/01/02 Desmond Tutu CYCC: Ref No. SD/2021/01/03 Ga-Rankuwa Rearabilwe CYCC: Ref No. SD/2021/01/04
<u>REQUIREMENTS</u>	:	A Bachelor's degree in any Social Science. Current registration in terms of the Social Services Profession Act 110 of 1978 as amended. Good knowledge and understanding of the relevant legislation and regulation that governs the area of work. Ten (10) years generic practice as a Social Services Professional after registration with the SACSSP. Minimum of five (5) years management experience within the Social Welfare environment in the public sector a level of a Policy Developer or Supervision. A valid driver's licence. Skills and Competencies: Good strategic planning and capabilities, change, financial and project management skills. Strong client orientation. Good conflict resolution and people management skills. Computer literate and excellent verbal and written communications skills.
<u>DUTIES</u>	:	Manage the Institution in accordance with all applicable legislations (including governance & stakeholder relations). Management of all Social Welfare Service Delivery Programmes and all supporting professions in the institution. Management of Administration and Auxiliary functions (HR, SCM, Finance, Auxiliary, OHS etc). Provide strategic leadership to the institution, including operational planning, performance monitoring and evaluations. Manage the development and implementation of policies and standard operating procedures related to all core and support functions. Manage Quality Assurance and Quality Improvement

- processes in the institution. Promote the development of children and youth care services.
- ENQUIRIES APPLICATIONS** : Mr Sibusiso Nkosi Tel No: (011) 355 7680
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Attention- Mr M Radingoana (011) 964 8700 Mary Moodley Child and Youth Care Centre, Tsesebe Street, Apex Benoni
Desmond Tutu Child and Youth Care Centre, 162 Tolbos Street Florauna Pretoria North 0182, for Attention- D Barnard Tel No: (012) 564 0640
Garankuwa Rearabilwe: 2829 Semedi Street, zone 2, Garankuwa.for Attention Mr M Netshikulwe Tel No: (012) 700 9444
- NOTE** : Applicants that applied previously for this post are encouraged to apply again. The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 01/139** : **DEPUTY DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT REF NO: SD/2021/01/05**
- SALARY** : R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)
- CENTRE REQUIREMENTS** : Johannesburg Metro Region
: A 3 year tertiary qualification in Finance/Supply Chain Management with 3 - 5 years' experience in middle Management. A valid driver's license is required. Knowledge and understanding of PFMA, Treasury regulations, Preferential Procurement Policy Framework and other regulatory frameworks governing Financial Management and Supply Chain Management systems, procedures and processes in the Public Service. Knowledge of Departmental Service Delivery model, systems and processes in the Regions. Analytical Skills, Project Management Skills, Resource planning Skills, Report writing skills, Communication Skills, Problem solving skills, Conflict management skills, Interpersonal Skills, Planning and organizing skills, Leadership Skills, Coordination Skills, Facilitation Skills, Analytical Skills, People management skills, Financial Management skills.
- DUTIES** : Financial Management & Administration, Supply Chain Management, Auxiliary Services, OHS, Management of Staff, Management of the Sub-Directorate.
- ENQUIRIES APPLICATIONS** : Ms C Dukwana Tel No: (011) 355 9502
: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to - The Gauteng Department of Social Development Johannesburg Metro Region, 91 Commissioner Street or Private Bag x1 Johannesburg 2000
- FOR ATTENTION** : Ms C Dukwana Tel No: (011) 355 9502
- POST 01/140** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND RECORDS MANAGEMENT REF NO: SD/2021/01/06**
- SALARY** : R376 596 per annum (plus benefits)
- CENTRE REQUIREMENTS** : Sedibeng Region
: A 3 Three-year Tertiary qualification in Human Resource Management with 3-5 years' experience. A Valid drivers' license. Skills and Competencies: Knowledge and understanding of Human Resource legislative, policy, procedures and processes applicable in the public service. Communication, Management Dispute Resolution Conflict Resolution, Negotiation Planning and organizing Analytical, Computer and Presentation Skills.
- DUTIES** : Coordination of Recruitment, Coordination of Service Benefits and Conditions of Service Functions. Coordination of Labour Relations and Human Resource Development Functions. Coordination of Performance Management and Document Management Function. Management of Staff.
- ENQUIRIES APPLICATIONS** : Ms B Nkeane Tel No: (016) 930 2096-Sedibeng Region
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 03 Moshoeshe Street, Houtkop, Sebokeng.
- FOR ATTENTION** : Ms B Nkeane Tel No: (016) 930 2096

- NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 01/141** : **ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION: REF NO: SD/2021/01/07**
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (plus benefits)
: Johannesburg Head Office
: A 3 Three-year Tertiary qualification in Real Estate or Property Management. Minimum of 3-5 years of experience in the post qualification. A valid driver's license. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA. Knowledge of the Department's Constitutional mandate. Skills and Competencies: Communication, interpersonal relations, problem solving and analysis, analytical, project management, report writing, conflict management, planning, organizing, leadership, coordination and facilitation skills.
- DUTIES** : Policy, Planning and budgeting including developing a plan for the management of municipal and related accounts. Prepare budgets for payments of municipal and related services accounts. Provide training to users of facilities in terms of use of utilities. Develop and update a policy for property administration of provincially owned social development facilities. Validate municipal and other services accounts. Administer the payment of municipal and other services accounts through the finance section. Identify excessive use of water or electricity or any other utility. Implement the monitoring system to report on the use of utilities. Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Manage procurement of services through Departmental SCM. Manage and administer contracts. Assess and submit invoices for payment to the Finance Section.
- ENQUIRIES APPLICATIONS** : Mr O Mkhabela Tel No: (011) 355 7937 – Head Office.
: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000.
- FOR ATTENTION NOTE** : Mr O Mkhabela Tel No: (011) 355 79367
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

- APPLICATIONS** : Applicants who experience difficulty in applying online can apply using Z83 form and attach CV and certified copies of qualifications, ID and submit to 35 Rissik Street, Surrey House, Johannesburg, 2000. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.
- FOR ATTENTION CLOSING DATE** : Ms. Patricia Ndawo Tel No: (011) 355 281
: 01 February 2021

MANAGEMENT ECHELON

- POST 01/142** : **DIRECTOR: SECURITY AND FACILITIES MANAGEMENT REF NO: REFS/007723**
: Directorate: Security and Facilities Management
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum (all-inclusive package)
: Johannesburg
: Appropriate Degree or National Diploma or undergraduate qualification (NQF Level 7) as recognized by SAQA any relevant qualification. Pre-Entre Senior Management Certificate. Minimum of at least 5-7 years' experience in Safety and Security, Records and Facilities Management of which 5 years and upwards must have been at middle management level. Certificate in National Intelligence Security Management Course Offered by SSA. Extensive knowledge and working experience in Safety and Security environment. Knowledge and understanding of

the implementation of SASREA 2 of 2010(Safety at Sports and Recreation Events Act). Records and Facilities Management. Knowledge of Physical, Personnel, Document, communication and IT Security. Knowledge and understanding of vetting process (MISS and MPSS documents), Records Management and File Plan implementation, Public Finance Management Act, Interpretation of legislation, Policy analysis, development and implementation. Knowledge and understanding of User Asset Management Plan (U-AMP), GIAMA (Government Immovable Asset Management Act, Act 19 of 2007, Knowledge management skills. Computer literacy. Conflict management skills. Decision-making skills. Problem analysis skills. Written and verbal communication skills. Duties: Ensure the effective and efficient operation of the unit, Manage all security awareness programme. Develop and ensure the implementation of Security Policies Standards. Manage the conducting of the Departmental Threat and Risk Assessment, Security audits and ensure that reports are compiled. Ensure proper utilization and safeguard of assets. Develop and maintain a healthy working relationship with stakeholders of other institutions both internal and external including other security and intelligence capabilities such as NIA, SAPS etc. Administer all vetting or screening of officials and companies. Assess and improve the effectiveness of security measures and procedures. Participate in the development and implementation of the Departmental Business Continuity Plan. Ensure the development and implementation of Registry and Records Management Policies and Standards, File Plan implementation. Develop the Departmental Facilities Management Maintenance Plan as informed by User-Asset Management Plan. Develop and implement a Departmental sustainable space provision plan, total Facilities Management Plan/ Strategy that involves but not limited to, sourcing model, procuring and delivery services and management performance. Create enabling environment for core to implement programme this include but not limited to the provision of office space at Corridors and Regional level, Enquiries: Patricia Ndawo (011) 355 2861

- POST 01/143** : **DIRECTOR: TRANSFORMATION PROGRAMMES REF NO: REFS/007724**
 Directorate: Transformation Programmes
- SALARY** : R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An undergraduate qualification in General Management / Public Management / Legal Management (NQF level 7) as recognized by SAQA. Pre-Entre Senior Management Certificate. Minimum of 5 years of experience at a middle / senior management level in the Transformation Programmes environment in the Public Service. A valid driver’s License. Knowledge: A good understanding of the Public Finance Management Act, legislations and prescripts. Skills: Decision making. Management of projects. Technical analytic skills. Negotiation skills. Financial Management. Strategic and operational. Planning and organizing. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. Report writing. Relationship management.
- DUTIES** : Develop transformational policies, programmes and strategies and monitor the implementation thereof. Manage, coordinate, advise on and support the implementation of transformation programmes and activities. Identify transformation programmes and empowerment interventions. Advise internal units on the integration of transformation programmes within the department and branch operational plans. Establish forums and engage stakeholders on the promotion and implementation of programmes and projects. Advise on translating government targets into department specific targets. Conduct impact assessment and report thereon. Provide legal advice in order to raise issues, in particular for the Department / Government. Represent legal interested the department in the fields of copyright, intellectual property. Monitor legislature processes affecting the department. Attend hearings, committee discussions and other events at the Gauteng Legislature, Draft legal opinion and legal policy reports: Liaise with SACR entities, State Law Advisor office and partner departments and organizations on SACR legal matters.
- ENQUIRIES** : Patricia Ndawo Tel No: (011) 355 2861

POST 01/144 : **DIRECTOR: STRATEGIC MANAGEMENT REF NO: REFS/007724**
Directorate: Strategic Management

SALARY : R1 057 326 – R1 245 495 (all-inclusive remuneration package).
CENTRE : Johannesburg
REQUIREMENTS : An undergraduate qualification in General Management / Public Management or a qualification in Monitoring and Evaluation (NQF Level 7) as recognized by SAQA. Pre-Entre Senior Management Certificate 5 years' experience in a Strategic Management Environment at a middle /senior management level. A valid driver's license. Knowledge: Public Sector Strategic Planning and Performance Information Reporting processes. Corporate Performance Information Management. A good understanding of political, administrative and governance issues in the Public Service. Ability to develop and manage effective working relationships with business units to ensure coordinated and integrated results. Understanding of financial regulations and PFMA, human resource management, training, reporting systems, Public Sector, Statutory Requirements, administration procedures, procurement directives and procedures, computer operations (hardware and software). Skills: Decision making. Management of projects. Analytic skills. Negotiation skills. Financial management. Strategic and operational. Planning and organizing. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. Report writing. Relationship management.

DUTIES : Coordinate the drafting of the Strategic Plan, Annual Performance Plan, Operational Plan, Service Delivery Model. Manage integrated strategic planning. Manage performance reporting. Manage policy development, approve and review. Ensure efficient management of the Directorate. Manage compilation of the quarterly non-financial narrative report for submission to the Office of the Premier and other principal offices. Manage compilation of the quarterly performance report model (QPRM) for submission to the Gauteng Provincial Treasury and National Treasury. Manage compilation of the monthly Programme of Action report for submission to the Office of the Premier. Consolidate the quarterly report for submission the Audit Committee. Manage compilation of quarterly report for submission and presentation to Gauteng Planning, Monitoring and Evaluation. Manage monitoring & evaluation for the Department across all programmes. Manage Policy, Research, and Knowledge Management for the Department. Manage compilation of PAJA reports for submission to Chapter 9 Institutions and the Public Service Commission. Manage compilation of the quarterly report on job creation to the Gauteng Department of Economic Development. Manage compilation of the Department's Annual Report. Manage compilation of the Department's Business Plans. Manage compilation of the Department's Citizen Annual report. Manage the budget of the Directorate. Manage the risk and audit matters of the Directorate.

ENQUIRIES : Patricia Ndawo Tel No: (011) 355 2861

**PROVINCIAL ADMINISTRATION KWAZULU NATAL
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.

OTHER POSTS

POST 01/145 : **DEPUTY MANAGER NURSING (LEVEL 3 HOSPITAL) ADVANCED MIDWIFE NURSING PROFESSIONAL REF NO: ETH DO 01/2021**

SALARY : R949 482 per annum (all-inclusive package)
CENTRE : eThekweni District Office – District Specialist Team
REQUIREMENTS : Educational Qualification: Matric /Grade 12, Degree/ National Diploma: General Nursing and Midwifery; Post basic Diploma in Midwifery and neonatal nursing; Proof of Registration with South African Nursing Council (2020); A minimum of 9 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing; At least 4 years of the period referred to above must be appropriate/recognizable experience in Nursing Management); Certificate of service stamped by Human Resource, confirming current and previous work experience. Knowledge, Skills, Training and Competence required: Sound Project Management skill; Good facilitation, human relations, Service delivery innovation negotiation and problem solving skills. Good verbal and written communication skills. Good monitoring and evaluation skills. Knowledge of District Health System. Knowledge of Public Service Legislative prescripts. Basic financial management skills; Presentation skills. Policy analysis and development, Strategic Planning Aptitude for research so as to acquire new knowledge swiftly Computer Literacy: MS Office Software Applications. Clinical and corporate Governance.

DUTIES : Primarily support district hospitals and primary health care facilities on all aspect of service delivery related to Maternal and neonatal health care nursing. Provide education, training and mentorship to health professionals on Clinical Governance. Support health systems and logistics through surveillances, referral guidelines, support motivation in ensuring that appropriate infrastructure, equipment and other resources such as sundries are available to enable provision of quality care. Participate on risk management activities such as, morbidity and mortality meetings, Infection control and performance review. Monitoring and evaluation of processes through clinical audits and quality improvement cycles. Analyze data for appropriate reporting on outputs and health comes. Participate on relevant research activities. Foster effective teamwork and collaboration within the DCST and other health professional within the district involved in the delivery of pediatrics and neonatal care. Enable engagements with local communities including non-government organization and private providers, promoting adhering to district clinical and public health guidelines.

ENQUIRIES : Mrs TBT Sakyi District Director: EThekweni District Office Tel No: (031) 240 5309
APPLICATIONS : Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekeweni District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekeweni District Office, Private Bag X 54138, Durban, 4000.

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving License – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to

positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

- CLOSING DATE** : 29 January 2021
- POST 01/146** : **ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: NKAH 22/2020**
Department: Maternity and Paeds
- SALARY** : R614 991 – R692 116 per annum. 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance
- CENTRE** : Nkandla District Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. Degree / Diploma in nursing that allow registration with the SANC as a Professional Nurse and Midwife. Proof of registration with SANC as General Nurse and Midwife. A post basic nursing qualification with duration of at least one (1) year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. A minimum of ten (10) years appropriate / recognisable 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 / recognisable experience after obtaining the one (01) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. At least three (03) years of the period referred above must be appropriate / recognisable experience at management level. Current SANC receipt (2021). Proof of current and previous working experience endorsed by Human Resource Department (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Recommendations: Nursing administration valid driver's license. Knowledge, Skills, Attributes and Abilities Ability to implement National Core Standards. Knowledge of Batho Pele and Patients' Rights. Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making and problem solving.
- DUTIES** : Exercise overall control of all resources within the department especially gynecology, obstetrics and paed. Identify needs, formulate health care programme and oversee implementation thereof. Ensure implementation of clinical competencies and ensure that scientific principles of nursing process are maintained. Manage and supervise formulation of procedures specific to the area of responsibility and to ensure that they are keeping up with the current statutory regulations and guidelines as well as current codes of ethics. Contribute to the development of clinical management guidelines and protocols for management of patient level of care within available resources. Ensure proper use and control of all resources under your control, ensuring that operations remain within the budget. Willing to improve in order to manage in changing health environment. Ensure compliance with National Core Standards in department under your authority. Monitor and supervise staff performance. Initiate and conduct audit in all allocated units. Assist with relief duties in other departments where the ANM concerned is off duty / leave.
- ENQUIRIES** : DR. JN Ikwegbue Tel No: (035) 833 5001

APPLICATIONS : Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855.

FOR ATTENTION : Mrs. SG Masikane

CLOSING DATE : 05 February 2021

POST 01/147 : **ASSISTANT MANAGER NURSING GENERAL – MEDICAL AND SURGICAL**
REF NO: AMN GEN 16/2020 (X1 POST)

SALARY : R562 800 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE : Eshowe District Hospital

REQUIREMENTS : Senior certificate (Grade 12). Registration with South African Nursing Council as a General Nurse and midwife. A minimum of 8 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 3 years of the period referred to above must be appropriate experience at Management level. Proof of current registration with SANC (2021 receipt). NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, skills, training and competencies required: Knowledge of nursing care and processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing act, Health act, Occupational Health and Safety Act, Patients right charter, Batho Pele principles, etc. Knowledge and understanding of legislative framework governing the Public Service. Knowledge of HR and Financial Policies and Practices such as skills development Act, Public Service regulations, Labour Relations Act. Good communication skills. Co-ordination and liaison and networking skills. Report writing and facilitation skills. Leadership skills. Problem solving and negotiation skills. Planning and organizing skills. Computer Literacy.

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 health care. Develop / establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter sectoral and multidisciplinary team work). Participate in the analysis, formulation and implementation of Nursing guidelines, practices, standards and procedures. Monitor and ensure all nurses are licensed to practice. Deal with grievances, labour relations issues in terms of the policies/procedures laid down i.e manage workplace discipline. Monitor and ensure proper utilization of financial, human and physical resources. Implement and monitor EPMDS Policies.

ENQUIRIES : Nursing Manager: Dr FN Dube Tel No: (035)-4734500

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

FOR ATTENTION : Mrs GZ Dube: Human Resource Manager

NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required).Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates

only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
29 January 2021

CLOSING DATE

POST 01/148

OPERATIONAL MANAGER NURSING SPECIALTY SURGICAL, ORTHOPEDIC- & HIGH CARE REF NO: OPM SPEC 17/2020 (X1 POST)

SALARY

R562 800 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE

Eshowe District Hospital

REQUIREMENTS

Senior certificate/Grade 12 or equivalent qualification. Diploma/Degree in General Nursing and Midwifery. One year post Basic Diploma in Critical Care Nursing Science. Current registration (2021) with SANC as General Nurse and midwife. A minimum of 9 years appropriate/ recognisable experience after registration as a Professional Nurse with SANC in General nursing. At least 5 years of the period above must be recognizable experience after obtaining one year post Basic qualification in Critical Care Nursing Science NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, skills, training and competencies required: Financial management, leadership, organizational, decision making and problem solving skills. Knowledge of public service policies and other health related prescripts. Sound knowledge of code of conduct. Good interpersonal skills. Human Resource management and Labour Relations Act. Knowledge of public services acts, regulations and policies. Knowledge and experience in implementation of Batho Pele principles, patients right charter and code of conduct. Knowledge on SANC rules and regulations. Report writing and facilitation skills. Leadership skills. Problem solving and negotiation skills.

DUTIES

Provide effective management and professional leadership in the specialized units. Deal with grievances, labour relations issues in terms of the policies / procedures laid down i.e manage workplace discipline. Monitor and ensure proper utilization of financial, human and physical resources. Manage patient safety incidents, draw quality improvement plans and put corrective measures in place. Ensure implementation and evaluation of EPMDs in line with departmental prescripts. Ensure that control and discipline is maintained in the units. Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Resolve conflicts, oversee disciplinary and grievance matters including monitoring and managing absenteeism. Provide leadership in the implementation of the National Core Standards. Ensure quality Data Management.

ENQUIRIES

Nursing Manager - Dr FN Dube- Mathonsi Tel No: (035) 473 4500

APPLICATIONS

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

FOR ATTENTION

Mrs GZ Dube: Human Resource Manager

NOTE

Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required).Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates

only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
29 January 2021

CLOSING DATE

POST 01/149

PROFESSIONAL NURSE SPECIALTY – MENTAL HEALTH SERVICES REF NO: PN SPEC 18/2020 (X1 POST)

SALARY

Grade 1: R383 226 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements. Grade 2: R471 333 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE REQUIREMENTS

Eshowe District Hospital
Senior certificate (Grade 12). Registration with South African Nursing Council as a General Nurse and midwife. Diploma in post-basic Psychiatric Nursing Science with duration of at least 1 year, accredited with the South African Nursing Council. Proof of current registration with SANC (2021 receipt) NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Experience **Grade 1:** Minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, Plus Post basic Diploma Nursing Qualification in Relevant Specialty (Advanced Psychiatric Nursing) with duration of One Year Accredited with SANC. Experience **Grade 2:** Minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing and midwifery. 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 Advanced Psychiatric Nursing. Knowledge, skills, training and competencies required: Knowledge of public services acts, regulations and policies and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Knowledge of Mental Health Care Act. Leadership, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player. Knowledge and experience in implementation of Batho Pele principles, patients right charter and code of conduct.

DUTIES

Provide comprehensive, quality nursing care to patients/clients in a Psychiatric unit in a cost-effective, efficient manner. Assist in planning, organising and monitoring of objectives of the specialised unit. Work as a team leader and oversee the unit in the absence of the Operational Manager or when the need arises. Implement a comprehensive nursing care plan/program for the promotion of health, self- care treatment and rehabilitation of patients. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Create and maintain a complete and accurate nursing record for individual health care users. Audit clinical records by analyzing data. Participate in health promotion and illness prevention initiatives. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. To assist in Employee Performance Management Developments System (EPMDS) of staff and implement Employee Assistance Program.

ENQUIRIES APPLICATIONS

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

FOR ATTENTION NOTE

Mrs GZ Dube: Human Resource Manager
Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No

faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required).Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

<u>CLOSING DATE</u>	:	29 January 2021
<u>POST 01/150</u>	:	<u>PROFESSIONAL NURSE SPECIALTY –OUT PATIENT DEPARTMENT REF NO: PN SPEC 19/2020 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements. Grade 2: R471 333 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Eshowe District Hospital Senior certificate (Grade 12). Registration with South African Nursing Council as a General Nurse and midwife. Diploma in Medical & Surgical Nursing Science-Orthopaedic Nursing, with duration of at least 1 year, accredited with the South African Nursing Council. Proof of current registration with SANC (2021 receipt) NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Experience Grade 1: Minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, Plus Post basic Diploma Nursing Qualification in Relevant Specialty (Medical & Surgical Nursing Science-Orthopaedic Nursing) with duration of One Year Accredited with SANC. Experience Grade 2: Minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing and Medical & Surgical Nursing Science-Orthopaedic Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1- year post basic qualification in Medical & Surgical Nursing Science-Orthopaedic Nursing. Knowledge, skills, training and competencies required: Knowledge of public services acts, regulations and policies and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player. Knowledge and experience in implementation of Batho Pele principles, patients right charter and code of conduct.
<u>DUTIES</u>	:	Oversee and co-ordinate the integration of Orthopaedic services in the Out Patient Departments. Work as a team leader and oversee Out Patient Department in the absence of the Operational Manager or when the need arises. Implement a comprehensive nursing care plan/program for the promotion of health, self- care treatment and rehabilitation of patients. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Create and maintain a complete and accurate nursing record for individual health care users. Audit clinical records by analysing data. Participate in health promotion and illness prevention initiatives. Maintain a plan to improve the quality of nursing and health care. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. To assist in Employee Performance

		Management Developments System (EPMDS) of staff and implement Employee Assistance Program.
<u>ENQUIRIES</u>	:	Nursing Manager Dr FN Dube- Mathonsi Tel No: (035) 473 4500
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
<u>FOR ATTENTION</u>	:	Mrs GZ Dube: Human Resource Manager
<u>NOTE</u>	:	Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required).Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<u>CLOSING DATE</u>	:	29 January 2021
<u>POST 01/151</u>	:	<u>PROFESSIONAL NURSE SPECIALTY –THEATRE REF NO: PN SPEC 20/2020 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements. Grade 2: R471 333 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Eshowe District Hospital
<u>REQUIREMENTS</u>	:	Senior certificate (Grade 12). Registration with South African Nursing Council as a General Nurse and midwife. Diploma in post-basic Theatre Technique with duration of at least 1 year, accredited with the South African Nursing Council Proof of current registration with SANC (2021 receipt). NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Experience Grade 1: Minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, Plus Post basic Diploma Nursing Qualification in Relevant Specialty (Theatre Technique) with duration of one Year Accredited with SANC. Experience Grade 2: Minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing and midwifery. 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 Theatre Technique. Knowledge, skills, training and competencies required: Knowledge of public services acts, regulations and policies and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, patient's right charter, Disciplinary Code and Procedures in the Public Service. Knowledge of Mental Health Care Act Leadership, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player. Knowledge of Theatre procedures, CSSD, Trauma & Resuscitation.
<u>DUTIES</u>	:	Provide comprehensive, quality nursing care to patients/clients in a specialized unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialized unit. Work as a team leader and oversee the unit in

the absence of the Operational Manager or when the need arises. Implement a comprehensive nursing care plan/program for the promotion of health, self-care treatment and rehabilitation of patients. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Create and maintain a complete and accurate nursing record for individual health care users. Audit clinical records by analysing data. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. To assist in Employee Performance Management Developments System (EPMDS) of staff and implement Employee Assistance Program.

**ENQUIRIES
APPLICATIONS**

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

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 29 January 2021

POST 01/152

: **CLINICAL NURSE PRACTITONER: KING DINUZULU CLINIC RE NO: CNP 21/2020 (X1 POST)**

SALARY

: Grade 1: R383 226 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements. Grade 2: R471 333 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.

**CENTRE
REQUIREMENTS**

: Eshowe District Hospital
 : Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC registration Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Driver's license (Only for School Health post). Registration with South African Nursing Council as a Professional Nurse (PHC) NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Experience **Grade 1:** minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2:** minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic

		qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).
<u>ENQUIRIES</u>	:	Nursing Manager - Dr FN Dube- Mathonsi Tel No: (035) 473 4500
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
<u>FOR ATTENTION</u>	:	Mrs GZ Dube: Human Resource Manager
<u>NOTE</u>	:	Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required).Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<u>CLOSING DATE</u>	:	29 January 2021
<u>POST 01/153</u>	:	<u>CLINICAL NURSE PRACTITONER: SIPHILILE CLINIC REF NO: CNP 22/2020 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements. Grade 2: R471 333 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
<u>CENTRE</u>	:	Eshowe District Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC registration Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Driver's license (Only for School Health post). Registration with South African Nursing Council as a Professional Nurse (PHC) .NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource

Management. Experience **Grade 1:** minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2:** minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).

DUTIES

ENQUIRIES

APPLICATIONS

**FOR ATTENTION
NOTE**

CLOSING DATE

POST 01/154

SALARY

CENTRE

REQUIREMENTS

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Nursing Manager - Dr FN Dube- Mathonsi Tel No: (035) 473 4500

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

Mrs GZ Dube: Human Resource Manager

Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required).Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

29 January 2021

CLINICAL NURSE PRACTITIONER REF NO: CATO 01/2020

R383 226 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance (Employee must meet prescribed requirements).

Cato Manor CHC

Matric/ Grade 12/ STD 10. Basic R425 qualification (i.e. diploma/ degree in nursing or equivalent qualification that allows registration with SANC as a professional

Nurse Post basic nursing qualification with a duration of at least one year accredited with SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. A minimum of 4 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Proof of current registration with SANC (2020). Certificate of service / proof of relevant experience endorsed by HR. Knowledge, Skills, Training and Competence required: Knowledge of Nursing care process and procedures, nursing statutes and other relevant Legal framework. Knowledge of basic human resource and financial management. Ability to formulate policies and procedure. Problem Solving, Leadership and communication skills. Computer Literacy. Conflict management, counselling skills. Good report writing skills. Understanding of the challenges facing public health sector. Ability to plan and prioritise issues and other work related and comply with timeframes.

DUTIES

: Provide assessment patients and refer r to the doctor when need arises. Provide young people with skills they need to develop and enjoy health life style and also help them to make personal commitments to safeguard their sexual and reproductive health. Establish policies and service delivery guidelines that will reflect the values of patient care. Prescription and dispensing of PrEp and PEP medication as outlined on the treatment guidelines and protocols including EDL for PHC. Performing administrative services such as providing accurate statistics for evaluation and future planning. Promote services to HIV infected and exposed clients for effective prevention, management and care. Identify and manage potential complications of the presenting conditions as well as side effect of drugs. Compile and keep accurate complete records of as assessment, diagnosis and management of patients. Identify healthy psycho-social economic risk factor in the individual family/ environment. Administer schedule medications in accordance with procedural and regulatory measures.

**ENQUIRIES
APPLICATIONS**

: Mrs GN Mkhize Deputy Manger Nursing: Cato Manor CHC Tel No: (031) 261 1580
: Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekwini District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekwini District Office, Private Bag X 54138, Durban, 4000.

NOTE

: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving License – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

CLOSING DATE

: 29 January 2021

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

MANAGEMENT ECHELON

<u>POST 01/155</u>	:	<u>DEPUTY DIRECTOR-GENERAL: AGRICULTURAL RESEARCH AND REGULATORY SERVICES REF NO: AGR 70/2020)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 521 591 per annum (Level 15) (All-inclusive salary package) Department of Agriculture, Western Cape Government Appropriate 5 year (NQF 9) qualification within an Agricultural Science or Public Administration environment; A minimum of 8 years appropriate senior management experience; Valid driving licence (code B); and The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Recommendation: Sound knowledge and understanding of the Agricultural Sector. Competencies: Excellent planning, organising, computer, presentation and people management skills; Knowledge of applicable legislation; Strategic capability, management and leadership skills; The ability to multitask, deal with ambiguity, manage under rapidly changing and pressurised circumstances; Financial management and negotiation skills; and Ability to communicate at all levels and across sectors utilising various media.
<u>DUTIES</u>	:	Enhance and sustain the departmental strategic direction in line with the strategic vision, budget and management plans, of both the Department and the Western Cape Government; Oversee strategic line function management regarding: (i) Veterinary services pertaining, to animal health, food safety, export control, laboratory services, (ii) Research and development of agricultural technology, (iii) Agricultural economic research and client support; Evaluate and interpret impact of provincial, national and environmental variables; Advise top management and executing authority on impact of strategic changes; Ensure compliance with Public Service statutory frameworks, regulations and professional ethics applicable to programmes in the Branch; Maintain good relations with industrial role-players, academic institutions and other relevant bodies in the Agricultural environment; Promote Agricultural research and regulatory services across all spheres of government; Explore and implement new ways of service delivery innovations; and People Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr MP Sebopetsa: at Tel No: (021) 808 5006 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co . All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. 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 nominated candidate will also be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond

personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

CLOSING DATE : 01 February 2021

OTHER POSTS

POST 01/156 : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): RESEARCH AND TECHNOLOGY DEVELOPMENT REF NO: AGR 14/2020 R1**

SALARY : Grade A: R311 859 - R332 799 per annum (OSD as prescribed)
Grade B: R353 226 - R380 775 per annum (OSD as prescribed)
Grade C: R402 045 - R473 574 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government
: An appropriate National Diploma in Science or relevant qualification; Registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist; A minimum of 3 years post qualification technical (scientific) experience. Recommendation: A valid code EB (or higher) driving licence; Degree in Science (BSc/ Hons); Experience in the following: Scientific methodologies, policies, systems and procedures; Using LC-MS, HPLC and GC Food Science; Technical report writing. Competencies: Knowledge of the following: Data analysis; Programme and Project Management; Scientific methodologies; Research and development; Computer aided scientific applications; Legal compliance; Financial Management; Proven computer literacy; Planning and organising skills; Problem solving and analysis; Written and verbal communication skills; Presentation and mentoring skills.

DUTIES : Develop and implement methodologies, policies, systems and procedures; Perform technical scientific functions and tasks that require interpretation in the presence of an established framework; Provide technical support and advice; Develop working relations with client base; Perform technical scientific analysis and regulatory functions; Preparation of data and routine interpretation; Research and development; Continuous professional development to keep up with new technologies and procedures; Mentor, train and develop candidate research technicians and technical support to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice.

ENQUIRIES APPLICATIONS : Dr M Seutloali at Tel No: (021) 887 0324
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 01 February 2021

POST 01/157 : **HOUSEHOLD AID: OPERATIONAL SUPPORT SERVICES (ELSENBURG) REF NO: AGR 67/2020**

SALARY : R102 534 per annum (Level 02)

CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government
: Ability to read and write (Grade 5)/ Adult Basic Education and Training (ABET level 2). Recommendation: Proven ability to function in an executive environment. Competencies: Communication skills.

DUTIES : Provide housekeeping and cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning; Removal of garbage disposal; Keeping all areas

of the building, including all toilets clean tidy (this includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate); Clean kitchen utensils and equipment; Provide safeguarding and maintenance services: Store all cleaning equipment and products neatly in the designated cupboards; Implement simple security measures such as locking doors and closing windows; Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity; Ensure simple maintenance repairs that do not need professional help are performed promptly by the service officers.

**ENQUIRIES
APPLICATIONS**

: Ms C Louw at Tel No: (021) 808 5145
: To submit your application, use only one of the following three platforms available (1) Hand deliver application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights Cape Town (from Monday to Friday between 07:00am to 17:00pm; Or (2) Post your application for attention: Western Cape Government Jobs, PO Box 113, Muizenberg, 7950; Or alternatively (3) Email your application for attention: Western Cape Government Jobs, westerncape@respond.co.za. Applications not submitted on or before the closing date as well as faxed copies will not be considered

NOTE

: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. 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. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE

: 01 February 2021

POST 01/158

: **FARM AID: RTD-FARM SERVICES (LAMBERTS BAY) REF NO: AGR 68/2020**

**SALARY
CENTRE
REQUIREMENTS**

: R102 534 per annum (Level 02)
: Department of Agriculture, Western Cape Government
: Ability to read and write (Grade 5)/ Adult Basic Education and Training (ABET 2). Recommendation: Relevant experience; A valid (Code B or higher) driving license. Competencies: A good understanding of activities regarding plant and animal sciences and research; Ability to work independently as well as part of a team; Communication skills.

DUTIES

: Perform the following routine activities: Crop production; Livestock; Maintenance of infrastructure.

**ENQUIRIES
APPLICATIONS**

: Mr C Rheeder at Tel No: (021) 808 7789/083 641 0703
: To submit your application, use only one of the following three platforms available (1) Hand deliver application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights Cape Town (from Monday to Friday between 07:00am to 17:00pm; Or (2) Post your application for attention: Western Cape Government Jobs, PO Box 113, Muizenberg, 7950; Or alternatively (3) Email your application for attention: Western Cape Government Jobs, westerncape@respond.co.za. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

NOTE

: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. 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. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 01 February 2021

DEPARTMENT OF COMMUNITY SAFETY

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

CLOSING DATE : 01 February 2021

NOTE : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. 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 nominated candidate will also be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

MANAGEMENT ECHELON

POST 01/159 : **DIRECTOR: MONITORING AND EVALUATION REF NO: DCS 26/2020**

SALARY : R1 057 326 per annum (Level 13), (All-inclusive salary package)

CENTRE : Department of Community Safety, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant middle-management experience in a monitoring and evaluation or related environment; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment; A valid driving license. Recommendation: Knowledge of the following: Extensive knowledge of applicable policies and procedures; Management principles; Public Service procedures; Knowledge of HRM processes; Labour relations; Financial management; Empowerment (SMME, Broad based BEE, Women and Disability); Capacity Building; Project Management; Community facilitation; Skills: Interpret and apply relevant policies and procedures; Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills; Attributes: Initiative and willingness; Innovation; Willingness to work hard and flexible hours; Able to interact at all levels of the institution and sensitivity to management issues; Subject matter expert and creative problem solver;

DUTIES

Analytical thinking as well as negotiating and facilitating skills; Strategic thinker, and ability to drive projects and programmes to the point of conclusion.

: Strategic Capability and Leadership including Change Management include the following: Translate the vision for the organisation into directorate goals; Develop and implements strategies for the directorate; Align programmes and operational support; Participate in the departments strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against pre-determined objectives; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments. Programme and Project Management will entail the following: Manage the performance assigned personnel to achieve (agreed) key result areas (KRAs) that derived for the Directorates Work Plan / Project plans; Staff the structure with competent people required to fulfill the service delivery mandate of the Directorate / Sub-Programme / Project; Identify and manage (actual and potential) risk factors and indicators to the achievement of Directorate / Project goals, incl. possible sources of risk and areas of impact, and develop and implement feasible scenarios to mitigate the impact; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of Directorate Work Plan priorities and goals; Obtain, monitor and review stakeholder feedback and reaction (buy-in and support) at agreed intervals for conformance with desired outcomes so that weaknesses, gaps and opportunities for service delivery improvement are identified and implemented; Develop the (Annual) Directorate Work Plan, in support of Chief Directorate Operational Plan; obtain approval; delegate to Sub-Directorates; and ensure that assigned projects are delivered within time, cost and the required quality; Contribute to the revision or drafting of legislation, policies, regulations and guidelines through documented research findings and recommendations; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; produce reports; enhance service delivery; support transparency; support integration/collaboration across departments government spheres; Manages(develop, implement, evaluate and adjust) programme/ projects that lead to the achievement of the long-term strategic objectives of the organisation, i.e: Ensure regular inspections of SAPS business units in order to monitor efficacy (including resource allocation and utilisation) and compliance and to report thereon; Ensure that police conduct are monitored at identified incidents/events; Ensure that Court Watching Briefs are conducted and reported on; Ensure the monitoring of police compliance ITO; Domestic violence act; and Implementation of IPID recommendation; Ensure efficient and effective oversight and management for all financial resources/aspects of the Directorate and all performance requirements as related to the PFMA and corporate governance; Management of the human resources of the Directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations.

ENQUIRIES

: Adv Y Pillay at Tel No: (021) 483 9212

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE
NOTE

: 01 February 2021

: 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. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 01/160 : **CHIEF LANGUAGE PRACTITIONER (ENGLISH AND AFRIKAANS):
TRANSLATION AND INTERPRETING SERVICES REF NO: CAS 35/2020**

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher qualification; A minimum of 3 years appropriate experience. Recommendation: Editing and translation of documents; Procurement and Tendering procedures. Competencies: Knowledge of the following: Procurement and tender administration; Human resource management; Financial Management; Proven computer literacy; Written and verbal communication skills. Problem solving and solution driven.

DUTIES : Responsible for ensuring the provision of translation, editing and interpreting services: Provide input into policy and procedures with regard to provincial language services; Implement the necessary policy and procedures with regard to provincial language services; Render language advisory services; Translate documents in the official languages; Edit documents; Render provincial interpreting services; Liaise with freelance language practitioners; Quality check all documents and products managed by the unit, including work of freelance practitioners; Develop and record terminology; Compile and maintain databases relating to language services rendered; Perform administrative tasks eg. Record keeping; Develop processes and procedures related to the core function, including quality assurance. Financial administration: Ensure that procurement prescripts is applied regarding the language services function; Align expenditure to the cash flow; Human resource management: Monitor workflow of the unit; Performance management; Supervise, direct and support staff.

ENQUIRIES : Ms G. Abdullatief at Tel No: (021) 403 0073/9850
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 01/161 : **LANGUAGE PRACTITIONER (ISIXHOSA): TRANSLATION AND
INTERPRETING SERVICES REF NO: CAS 34/2020**

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant work experience. Recommendation: Working knowledge of editing and translation of documents; Well versed in English and IsiXhosa. Competencies: Proven computer literacy; Communication (written and verbal) skills; Planning and organising skills.

DUTIES : Render language advisory services; Translate documents in the official languages; Edit documents; Facilitate provision of interpreting services; Develop and record terminology; Compile and maintain databases relating to language matters; Perform administrative tasks.

ENQUIRIES : Ms G. Abdullatief at Tel No: (021) 403 0073/9850
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

CLOSING DATE : 01 February 2021
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. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please

ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 01/162 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): AIR QUALITY MANAGEMENT REF NO: EADP 44/2020**

SALARY CENTRE : R402 045 per annum (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate Honours Degree in Natural or Physical Sciences, Environmental Sciences or Engineering Sciences or related; A valid (Code B) driving license. Recommendation: Working knowledge and experience of the following: Environmental Management/Air Quality Management Systems; Air Quality Planning and Information Management; Environmental Legislation; Integrated Environmental Management; Compliance and Enforcement and Project Management/Planning. Competencies: Knowledge of the following: Air quality management, integrated environmental management; pollution management; Compliance monitoring and enforcement, with respect to statutory obligations (e.g. NEMA; NEM:AQA); Environmental legislation; General office/administrative, financial and human resource management; Research and report writing skills, including the drafting of official and technical reports; Ability to analyse, interpret and respond to scientific and technical reports; Written and verbal communication skills; must be able to meet strict deadlines; Ability to work well within a team; Must be able to travel for work purposes.

DUTIES : Provide specialist advice and technical expertise towards the development and administration of Air Quality Management systems and policies; Provide leadership, guidance and technical advice on the development and implementation of specific projects (e.g. specialised air quality management projects to inform human health risk assessment); Contribute towards the development and implementation of air quality planning and information management projects and capacity building; Provide specialist inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM: AQA); Provide support and input to all financial management, human resource management, administrative and strategic planning and related functions.

ENQUIRIES APPLICATIONS : Dr J Leaner at Tel No: (021) 483 2888
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 01/163 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND AND CONTRACT MANAGEMENT REF NO: EADP 42/2020**

SALARY CENTRE : R257 508 per annum (Level 07)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 2 years relevant experience. Recommendation: Working knowledge of the following: Supply Chain Management legislative framework; Bids processes and reporting thereof. Competencies: Knowledge of the following: Reporting requirements; Demand and contract management as well as bid committees; Supply Chain Management, regulations, notes, circulars, policy frameworks and procedures; Public Finance Management Act; Preferential Procurement Policy Framework Act and its associated regulations; Written, verbal and report writing skills.

DUTIES : Perform demand management functions such as needs assessment, market research, industry analysis and application of preferential procurement requirements; Render bid committee support functions; Render contract administration and contract management support; Report on demand and contract management; Assist with the development of the procurement plan; Render bid

administrative support; Assist in the management of contracts and information for annual financial statements.

ENQUIRIES : Mr S Ncipha at Tel No: (021) 483 2782
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF HEALTH

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

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

MANAGEMENT ECHELON

POST 01/164 : **DIRECTOR: PROJECT OFFICER (TYGERBERG HOSPITAL REDEVELOPMENT)**
(3 Year Contract Post – Renewable)
(Based at Cape Town Head Office – Norton Rose House)

SALARY : R1 057 326 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Directorate: Facilities and Infrastructure Management
REQUIREMENTS : Minimum educational qualification: An appropriate undergraduate qualification (NQF 7) as recognised by SAQA plus minimum 5 years of experience at middle/senior managerial level. Experience: Extensive hands-on experience in project management for infrastructure projects. Stakeholders Management. Infrastructure contract management Project finance. Inherent requirements of the job: Ability to work extended hours (after hours and weekends) when required. Physically fit and healthy enough to walk long distances in the confines of a building and/or on a construction site. Valid South African Code B/EB driver's license. Competencies (knowledge/skills): PPP knowledge and experience from the public or private sector, incl. PFMA and Treasury Regulation 16. Relevant Project Management methodology. Relevant knowledge and skills in law, finance, public administration and document management. Advanced computer literacy (Microsoft Office) and ability to use computerized Project Management tools. Excellent verbal and written communication skills. Good understanding of facilities management needs and functions. Strong negotiation skills and advanced interpersonal skills. Ability to manage diverse interests and processes in the interest of government. Excellent report writing and presentation skills. Adaptive leadership skills.

DUTIES : Direct and manage the transaction advisor team. Manage the planning, implementation and contract management of the PPP project on behalf of the Department, exercising delegated authority, in line with Treasury Regulation 16 to the Public Finance Management Act and PPP Practice Notes. Consult with the management of affected institutions at all relevant stages in the project cycle and ensure ongoing consultation and buy-in from relevant stakeholders. Diligently manage the project from inception to the signing of the PPP agreement and financial closure, to ensure that the project is affordable to the institution, provides an optimal value for money solution and appropriately allocates risk to the private party. Manage all information systems necessary for the proper planning and implementation of the project Manage the PPP, in terms of the PPP agreement management plan, on behalf of the institution in line with Treasury Regulation 16.7. Manage the planning, implementation and commissioning including the reporting of the Tygerberg Hospital. Maintenance and Remedial Works programme and collaborating with the Implementing Agent. Manage the planning, implementation and commissioning including the reporting of the Tygerberg Regional Hospital and collaborating with the Implementing Agent. Manage the staff of the Project Office.

ENQUIRIES : Dr L Angeletti-du Toit Tel No: (071) 794-7771

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to competency and psychometric tests.
CLOSING DATE : 29 January 2021

OTHER POSTS

POST 01/165 : **HEAD: CLINICAL UNIT (MEDICAL: PSYCHIATRY) GRADE 1**
Chief Directorate: Metro Health Services

SALARY : R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with a professional council: Registration with HPCSA as a Medical Specialist in Psychiatry. Experience: A minimum of 3 years' appropriate experience, within Forensic Psychiatry, as Medical Specialist after registration with the HPCSA as Medical Specialist. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel to meet service needs. Willingness to work overtime. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Extensive experience in teaching, training and supervision of students, Registrars and Medical Staff, and conducting and supervising research. Extensive appropriate management experience of clinical services as well as supervisory experience. Recognised academic achievement and leadership as demonstrated in further qualifications, publication and teaching portfolio.

DUTIES : Head the Forensic Clinical Psychiatric services of Valkenberg Hospital, and platform, and provide clinical leadership (strategic planning, monitoring and evaluation) and supervisory management of the Department, and is accountable to the CEO of Valkenberg Hospital for the performance of clinical services and the management of human and financial resources. Head of the Division of Forensic Psychiatry in the UCT Dept of Psychiatry & Mental Health. Responsible for the development and maintenance of high quality, evidence-based psychiatric assessment, treatment and rehabilitation programmes. Provide an effective psychiatric consultation service and outreach to the sub-districts that form part of the Area Service Platform. Responsible to the Head of Department of Psychiatry of the University of Cape Town (UCT) for academic activities at Valkenberg Hospital including training and supervision of students and postgraduates affiliated to the university. Head a major committee of the Department of Psychiatry. Perform appropriate clinical operational research and conduct and supervise research activities.

ENQUIRIES : Ms C Dean Tel No: (021) 826-5786.
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 29 January 2021

POST 01/166 : **DEPUTY DIRECTOR: MEDICAL BIOLOGICAL SCIENTIST (REPRODUCTIVE BIOLOGY)**

SALARY : R857 559 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional council of South Africa (HPCSA) as a Medical Biological Scientist in Reproductive Biology. Registration with a professional council: Registration - as a Medical Biological Scientist in Reproductive Biology with the Health Professions council of South Africa. Experience: A minimum of 3 years appropriate experience as Medical Biological Scientist in Reproductive Biology after registration with the HPCSA. Inherent requirement of the job: To ensure

delivery of clinical services in Andrology and Assisted Reproductive Technology [ART] in Tygerberg Hospital and participate in practical training and theoretical teaching of Medical Biological Scientist Interns. This will entail: Administration. Supervision. Monitoring and maintenance of equipment. Diagnostic and ART treatment procedures on infertility patients. Practical training and theoretical teaching of students/staff. Competencies (knowledge/skills): Strong ethical principles and relevant clinical and counselling skills. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Computer literacy. Theoretical and practical knowledge of Andrology and Assisted Reproductive Technology related subjects and procedures. Leadership, interpersonal, organisational skills, ability to work in a team and ability to maintain confidentiality. A minimum of Master's degree (MSc) in Science is recommended.

DUTIES : Effective clinical service and administration of Andrology/IVF laboratory service and personnel. Daily routine laboratory procedures and service to patients. Managing and ordering of stock and equipment/data capturing/Interpretation and management of patients results. Practical training and theoretical teaching (including research) of student interns [medical scientists and clinical technologists].

ENQUIRIES : Dr T. Matsaseng: thabom@sun.ac.za / Tel No: (021) 938 9217.
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 29 January 2021

POST 01/167 : **PSYCHOLOGIST: GRADE 2 TO 3 (STAFF MENTAL HEALTH)**

SALARY : Grade 2: R832 398 per annum
Grade 3: R966 039 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. Experience: **Grade 2:** Minimum of 8 years' relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 16 years' relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 17 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Strong individual and group therapeutic skills. Experience in working with multi-disciplinary teams, and with conducting support groups. Managerial and administrative skills. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : To develop a Staff Mental Health Support plan for GSH, in conjunction with the GSH Wellness Team, Project TeamCare, GSH incapacity management committee and the Division of Consultation Liaison Psychiatry at UCT. Focus on workplace processes and practices as well as employee emotional and mental health and put forward recommendations and findings to improve performance, morale, organisational culture, wellbeing and safety of employees. To provide education on mental health topics within the hospital and to formulate a plan with interventions for trends emerging from individual and group counselling sessions. To develop an understanding of Staff Mental Health needs, by building relationships with all departments in the hospital. To respond to requests from staff for individual or group interventions, refer to external resources where necessary, assist with team dynamics and conflict resolution. To monitor and evaluate the service and provide regular reports on progress (including feedback from staff).

ENQUIRIES : Ms L Frenkel Tel No: (021) 404-2035/2164

- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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** : 29 January 2021
- POST 01/168** : **OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE)**
Groote Schuur Hospital
- SALARY** : R562 800 per annum
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in Operating Theatre Nursing Science in terms of R212. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Theatre Technique after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Speciality.
- DUTIES** : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.
- ENQUIRIES** : Mr A Mohamed Tel No: (021) 404-2071
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 29 January 2021
- POST 01/169** : **CHIEF MEDICAL TECHNOLOGIST GRADE 1 TO 2**
Emergency and Clinical Service Support
- SALARY** : Grade 1: R466 119 per annum
Grade 2: R532 959 per annum
- CENTRE** : Tygerberg Forensic Pathology Service and Division of Forensic Medicine and Pathology, University of Stellenbosch

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Technologist in Histopathology. Registration with a professional council: Registration with the HPCSA as Medical Technologist in Histopathology. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA in Medical Technology (histopathology). Inherent requirement of the job: A valid (code B/EB) drivers' license. Competencies (knowledge/skills): Previous experience in a Mortuary environment and Supervisory experience. Ability to communicate effectively in at least two official languages on the Western Cape. Knowledge of applicable sections of the Occupational Health and Safety Act, the National Health Act and the Inquests Act, as well as the processes and procedures associated with laboratory accreditation. Well-developed computer skills (MS Office). Knowledge of the medico-legal principles, including maintenance of chain of custody, that form the cornerstone of all medical laboratories.
<u>DUTIES</u>	:	Perform technical duties and be responsible for the management and running of the laboratory and the supply chain management of lab consumables e.g. stains etc. Annual budgeting of equipment including new acquisitions and replacement. Perform laboratory administrative duties and Performance management of laboratory staff. Perform additional diagnostic investigations on request by pathologists. Testifying in court on lab processes and scientific techniques. Assist Pathologist in Mortuary in dissection of histology specimens retained at autopsy and the administration of the process of tissue management for histopathology.
<u>ENQUIRIES</u>	:	Prof JJ Dempers Tel No: (021) 931 8043
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "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)"
<u>CLOSING DATE</u>	:	29 January 2021
<u>POST 01/170</u>	:	<u>MEDICAL TECHNOLOGIST: GRADE 2 TO 3 (HEPATOLOGY)</u>
<u>SALARY</u>	:	Grade 2: R372 810 per annum Grade 3: R439 164 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist. Registration with a professional council: Registration with the HPCSA as a Medical Technologist. Experience: Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 11 years 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. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 21 years 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. Competencies (knowledge/skills): Excellent knowledge and skills in biochemistry, molecular biology and genetics methodologies associated with running a diagnostic genetic and biochemistry lab diagnosis focusing on liver disease and the porphyrias. Excellent knowledge use and maintenance of lab equipment and processes required for DNA/gene and PCR work. Excellent knowledge related to diagnostic lab reporting (verbal and written), record keeping and database management.

- Excellent interpersonal skills, good communication analytical and problem-solving skills.
- DUTIES** : Run the gene testing facility of the porphyria and liver diagnostic laboratory and report to Director of the Laboratory, and Head of Division of Hepatology. Carry out development of better techniques and analysis, and new tests, for the diagnosis of the porphyrias, liver disease and investigation of new gene mutations associated with porphyria, iron overload (HFE) or autoimmune and viral hepatitis. Communicate lab results to relevant parties and to maintain the porphyria and liver patient (and lab results) database as a critical component of the specialist laboratory service underpinning clinical care in the Division of Hepatology at Groote Schuur Hospital (and related and referring doctors and facilities).
- ENQUIRIES** : Ms W Spearman Tel No: (021) 406 6394
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payments of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status"
- CLOSING DATE** : 29 January 2021
- POST 01/171** : **ORAL HYGIENIST GRADE 1 TO 3**
Central Karoo District
- SALARY** : Grade 1: R317 976 per annum
Grade 2: R372 810 per annum
Grade 3: R439 164 per annum
- CENTRE** : Central Karoo District Office (PHC Outreach & Support)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Oral Hygienist. Registration with a professional council: Registration with the HPCSA as Oral Hygienist. Experience: **Grade 1:** None after registration as Oral Hygienist with the HPCSA in respect of SA qualified employees. 1 year relevant experience after registration as Oral Hygienist 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:** A minimum of 10 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Oral Hygienist 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:** A minimum of 20 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration as Oral Hygienist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) drivers licence and willingness to travel long distances. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape.
- DUTIES** : Organise and conduct oral health promotion campaigns throughout the Central Karoo District. Rendering of preventive oral health services throughout the Central Karoo District, both at clinics and at creches/schools. Rendering oral health treatment services throughout the Central Karoo District as per scope of practice. Monitoring and evaluation of preventive programmes. Performing administrative duties.
- ENQUIRIES** : Dr EF Murray Tel No: (023) 414-8200

- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidate 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.
- CLOSING DATE** : 29 January 2021
- POST 01/172** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (BID OFFICE)**
Groote Schuur Hospital
- SALARY** : R316 791 per annum
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: A 3-year National Diploma / Degree in Supply Chain Management or Public Administration/management NQF level 6/7. Experience: Appropriate experience in acquisition and formal bidding administration. Inherent requirements of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Ability to work under pressure. Computer literacy, with superior knowledge of materials Management computer system Syspro as well as MS Excel, word, power point and pivots. Superior knowledge and understanding of relevant acquisition management legislation and regulations.
- DUTIES** : Effectively and efficiently provide leadership and manage the Bid Administration Section in the SCM Department to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance of procurement management policies, regulations, prescripts and instructions. Procure equipment, goods and services, maintenance agreements via the formal tender process, contract process, buyout process and mini contract process. Provide guidance, input and information in demand planning and handle all audit queries. Compilation of bid/tender documents for all formal tenders, set up bid committees and make submissions to the adjudication / quotation committees. Manage the monthly reporting process to the Assistant Director, Deputy Director and head office as well as reporting on the formal bidding process and give input in the interim and annual financial statements. Manage the performance, training and development of staff in the bid administration section.
- ENQUIRIES** : Ms A Bezuidenhout Tel No: (021) 404-3249
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 29 January 2021
- POST 01/173** : **ARTISAN PRODUCTION: GRADE A TO C (ELECTRICAL)**
Cape Winelands District
- SALARY** : Grade A: R190 653 per annum
Grade B R224 574 per annum
Grade C: R262 176 per annum
- CENTRE** : Langeberg Sub-district, Montagu and Robertson Hospitals
- REQUIREMENTS** : Minimum educational qualification: An appropriate electrical trade test certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in an area after obtaining the relevant trade test certificate. **Grade C:** At least 34 years appropriate/recognisable experience in an area after obtaining the relevant trade test certificate. Inherent requirements of the job: Valid Code B/EB driver’s licence. Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Willingness to be on standby and work overtime.
- DUTIES** : General maintenance and repair of electrical items and equipment. Manage the control of tools, equipment and stock. Ability to maintain mechanical and electrical installations, as well as all General Maintenance work. Assist with emergency breakdowns after hours. Render assistance to the Artisan Foreman. Effective

supervision and training of subordinates. The ability to perform basic administrative duties and record-keeping.

ENQUIRIES : Mr J Muller Tel No: (023) 626-8529
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will have to complete a practical test as part of the interview process.
CLOSING DATE : 29 January 2021

POST 01/174 : **ADMINISTRATION CLERK: FINANCE/ADMIN**
West Coast District

SALARY : R173 703 per annum
CENTRE : Swartland Hospital, Malmesbury
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management and Asset Management. Appropriate experience in LOGIS and Integrated Procurement system. Inherent requirements of the job: Valid (Code B/EB) driver's license. Perform paid overtime when required. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of the compilation of financial statements and disclosure notes. Sound knowledge of Asset Management in a LOGIS environment. Problem solving abilities and analytical thinking. Ability to handle a high work volume and meet strict deadlines. Ability to function independently as well as part of a multi-disciplinary team. Computer literacy (MS Office: Word, Excel, Outlook (e-mail) and LOGIS).

DUTIES : Maintain a credible and effective asset register. Perform monthly BAS and LOGIS reconciliations. Manage asset movement and bar coding. Undertake Interim and Annual Financial asset counts, reporting of losses, theft, shortages and surpluses. Ensure disposals of assets pertaining to SCM policies and procedures. Assist with monthly, IFS and AFS reporting. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Manage demand, procurement assets, disposals and the Equipment Procurement Plan. Advertise, award and manage contracts and tenders, Assist with SCM reporting including, the AFS and IFS.

ENQUIRIES : Ms V Groenewald Tel No: (022) 487-9200
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 29 January 2021

POST 01/175 : **ADMINISTRATION CLERK: ADMISSIONS**
Central Karoo District

SALARY : R173 703 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate practical experience. Inherent requirements of the job: Work 12-hour shifts (which include night duty, weekends and public holidays). Work overtime on short notice. Competencies (knowledge/skills): Ability to execute duties accurately and thoroughly. Effective communication in at least two of the three official languages of the Western Cape. Computer literate.

DUTIES : Admit, assessment and register patients. Accurate data recording, filling and ensure availability of patient folders. Accurate collection and safekeeping of state money and patient valuables. Ensure accuracy of accounts and attend to patient enquiries.

ENQUIRIES : Mr R Maritz Tel No: (023) 414-8200
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 29 January 2021

POST 01/176 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (TRANSIT CLERK)**
West Coast District

SALARY CENTRE REQUIREMENTS : R173 703 per annum
: Swartland Hospital
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management, focusing on Procurement and Warehousing on a Computerised System. Inherent requirements of the job: Valid (Code B/EB) drivers license. Physically fit and able to lift heavy items. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer's System and SCM Delegations of the Department. Computer literacy (Windows/Word/Excel and Outlook). Good written and verbal communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Management of Warehouse according to regulations, including Receiving and Issuing of goods. Report regularly to supervisor regarding compliance and assist with the preparation of inputs for the interim and annual financial statements (inventory). Perform system functions pertaining to warehousing, perform monthly stock take and assistance with IFS & AFS stock take processes. Perform the duties of procurement of goods to the warehouse, capturing Log 1's and issues. Execute compliance control related to Supply Chain Management/Finance and handle queries in all aspects within the Supply Chain Management and Finance Department. Assist with all general tasks within the Supply Chain Management and Finance Department.

ENQUIRIES APPLICATIONS : Mr M Leander Tel No: (022) 487-9230, Ms W Jasson Tel. No: (022) 487-9215
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Shortlisted candidates could be subjected to a practical test. No payment of any kind is required when applying for this post.

CLOSING DATE : 29 January 2021

POST 01/177 : **ADMINISTRATION CLERK: SUPPORT (RADIOLOGY)**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R173 703 per annum
: New Somerset Hospital
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a hospital environment. Experienced in patient information systems i.e. Clinicom and Radiology Information Systems. Competencies (knowledge/skills): Computer literate. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work as part of a team. Ability to adhere to patient confidentiality.

DUTIES : Render an effective and efficient reception service in the Radiology department. Deliver an effective administrative support service to members of the Radiology department. Correctly register patients using the Radiology Information Systems and Clinicom and occasionally arrange transport for patients. Arrange and attend meetings and take minutes. Complete daily and monthly statistics, report and data capturing; as well as the filing of these documents according to the filing system of the department. Ordering stock on Logis and receiving stock.

ENQUIRIES APPLICATIONS : Ms W Omar Tel No: (021) 402-6246
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 29 January 2021

POST 01/178 : **HOUSEHOLD AID**
West Coast District

SALARY : R102 534 per annum
CENTRE : Vredendal Hospital
REQUIREMENTS : Minimum requirements: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospitals or health environment. Inherent requirement of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills.

DUTIES : Responsible for cleaning duties i.e. sweeping, dusting, emptying bins daily, mopping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Perform patient meal servings and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use, maintenance and safekeeping of supplies and equipment. Attend in-service training and render support to the supervisor. Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.)

ENQUIRIES : Mr. D Snell Tel No: (027) 213-2039
APPLICATIONS : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE : 29 January 2021

POST 01/179 : **PORTER**
Overberg District

SALARY : R102 534 per annum
CENTRE : Hermanus Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a health related environment. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to perform tasks such as lifting patient's from/onto beds, trolleys and wheelchairs. Must be of sober habits. Willingness to work in a team. Competencies (knowledge/skills): Ability to speak in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills.

DUTIES : Safely transport patients on trolleys and wheelchairs within various areas in the hospital. Assist with shifting of medical equipment. Ensure cleaning of wheelchairs and trolleys. Assist with the removal of bodies from wards and perform relevant duties. Assist with ambulatory patients as well as greeting and directing patients to various areas in the hospital. Collect NHLs samples and bloods for cross match samples from the wards. Render supportive service to supervisor.

ENQUIRIES : Mr NK Adams Tel No: (028) 313 5204
APPLICATIONS : The Director: Overberg District Office, Private Bag X07, Caledon, 7230
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 29 January 2021

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 01 February 2021
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. The selection process will be guided by the EE targets of the

employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

<u>POST 01/180</u>	:	<u>ADMINISTRATION CLERK: FIRE AND RESCUE SERVICES REF NO: LG 21/2020</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Experience in the following: Creating of new contracts; Project financial projections. Competencies: A good understanding of the following: Purpose of the relevant directorate; Departments financial and petty cash request; Procurement requirements; Leave and staff issues; Budgeting; Procurement in the department; Expenditure control; Administrative and clerical skills; Filing and record keeping skills; Written and verbal communication skills; Proven computer literacy (MS Office).
<u>DUTIES</u>	:	Provide administrative support to the sub-directorate; Exercise control of expenditure in the sub-directorate and provide inputs into the sub-directorates budgeting processes; Manage and process staff records.
<u>ENQUIRIES</u>	:	Ms R Page at Tel No: (021) 937 6355

DEPARTMENT OF SOCIAL DEVELOPMENT

<u>CLOSING DATE</u>	:	01 February 2021
<u>NOTE</u>	:	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. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 01/181</u>	:	<u>OCCUPATIONAL THERAPIST: FACILITY MANAGEMENT (CLANWILLIAM) REF NO: DSD 110/2020</u>
<u>SALARY</u>	:	Grade 1: R317 976 - R361 872 per annum Grade 2: R372 810 - R426 291 per annum Grade 3: R439 164 - R532 959 per annum (Salary will be determined by post registration experience as per OSD prescripts)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 1: Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; No experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa or A minimum of 1-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving license. Grade 2: Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 10 years relevant experience after registration with the Health Professional Council of South Africa

(HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving license. **Grade 3:** Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 20 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving license. Recommendation: Experience in all areas of Occupational Therapy; Administrative requirements to ensure efficient running of Occupational Therapy Services. Competencies: Knowledge of the following: Supervision Framework for Occupational Therapist; Human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Research methodology; Information and Knowledge Management; Protocol and professional ethics; Therapeutic models and techniques, methods; Relevant legislation, policies and prescripts (norms and standards); Understanding of group / social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Written and verbal communication skills; Proven computer literacy; Systemic analysis and reasoning; Group and individual therapy techniques; Assessment and evaluation tools; Presentation and facilitation skills; Planning and organising skills.

DUTIES : Render therapeutic services in groups in collaboration with the Multidisciplinary team in the context of holistic management; Render individual therapeutic services; Continuous Professional Development. Keep up to date with new developments in the occupational Therapist profession; Perform all the administrative functions required of the job.

ENQUIRIES : Ms M Jonkerman at Tel No: (021) 826 5972
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 01/182 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: FIXED ASSET MANAGEMENT REF NO: DSD 112/2020**

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 2 years asset management experience. Recommendation: Working knowledge and experience in LOGIS system. Competencies: Knowledge of the following: Policy Development; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR’s, Provincial Treasury Directives/Instructions – PTI’s); Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Human resources management function; Financial management processes; Procurement policies/procedures/contract management; General support service such as transport management and policy and procedures governing these functions; Written and verbal communication skills; Proven computer literacy; Ability to analyse, conceptualise and implement policy.

- DUTIES** : Supervise staff who perform the following functions and perform the more complex work in that regard; Manage and maintain the fixed asset register; Assist with the development and review of departmental asset management plans for implementation; Oversee the maintenance the departmental asset register; Manage asset reporting and analysis: Continuous verification asset categories, cost prices, duplicate barcodes; Reconciliation of Transfers In and Transfers Out; Perform supervisory tasks; Perform budgetary tasks.
- ENQUIRIES** : Mr X Pieters at Tel No: (021) 483 8281
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 01/183** : **SOCIAL WORKER: SOCIAL WORK SERVICES (BREEDE RIVER WINELANDS)**
REF NO: DSD 106/2020
- SALARY** : Grade 1: R257 592 – R298 614 per annum (OSD as prescribed)
Grade 2: R316 794 – R363 801 per annum (OSD as prescribed)
Grade 3: R384 228 – R445 425 per annum (OSD as prescribed)
Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license.
Grade 1: No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES** : Ms DJ De Bruyn Tel No: (028) 214 3000
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

<u>POST 01/184</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES (CAPE AGULHAS) REF NO: DSD 107/2020</u>
<u>SALARY</u>	:	Grade 1: R257 592 – R298 614 per annum (OSD as prescribed) Grade 2: R316 794 – R363 801 per annum (OSD as prescribed) Grade 3: R384 228 – R445 425 per annum (OSD as prescribed) Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government
	:	A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license. Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms DJ De Bruyn Tel No: (028) 214 3000
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 01/185 : **SOCIAL WORKER: SOCIAL WORK SERVICES - OVERSTRAND REF NO: DSD 108/2020 (X2 POSTS)**

<u>SALARY</u>	:	Grade 1: R257 592 – R298 614 per annum (OSD as prescribed) Grade 2: R316 794 – R363 801 per annum (OSD as prescribed) Grade 3: R384 228 – R445 425 per annum (OSD as prescribed) Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government
	:	A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license. Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience

in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms DJ De Bruyn Tel No: (028) 214 3000
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 01/186 : **SOCIAL WORKER: SOCIAL WORK SERVICES (THEWATERSKLOOF), REF NO: DSD 109/2020**

SALARY : Grade 1: R257 592 – R298 614 per annum (OSD as prescribed)
 Grade 2: R316 794 – R363 801 per annum (OSD as prescribed)
 Grade 3: R384 228 – R445 425 per annum (OSD as prescribed)
 Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of

poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms DJ De Bruyn Tel No: (028) 214 3000
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 01/187 : **INFORMATION OFFICER: INFORMATION MANAGEMENT (CAPE WINELANDS/OVERBERG) REF NO: DSD 103/2020**

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: DSD systems; Policy development; Project coordination; Departmental policies and procedures; Communication strategy and procedures; Interpretation of prescripts; Report writing skills; Communication (written and verbal) skills.

DUTIES : Collate and analyse all data for the region; Maintain management information systems at the region; Report on region information; Support regional planning and management processes.

ENQUIRIES : Mr D Eland Tel No: (023) 348 5300
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 01/188 : **ADMINISTRATION CLERK: LOGISTICAL SERVICES (CAPE WINELANDS/OVERBERG) REF NO: DSD 101/2020**

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of an office administration environment; Clerical skills; Communication (written and verbal) skills; Planning and organising skills; Analytical thinking skills; Proven computer literacy (MS Office); Ability to work under pressure and meet strict deadlines.

DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records ; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES : Mr A Mecuur at Tel No: (021) 348 5300

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 01/189** : **REGISTRY CLERK: LOGISTICAL SERVICES (CAPE WINELANDS/OVERBERG) REF NO: DSD 102/2020**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Department of Social Development, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Work in registry; Proven computer literacy; Written and verbal communication skills.
- DUTIES** : Provide registry counter services: Attend to clients; Handle telephonic and other enquiries received; Receive and register hand delivered mail/files; Handle incoming and outgoing correspondence: Receive all mail; Sort, register and dispatch mail; Distribute notices on registry issues; Render an effective filing and record management service; Opening and close files according to record classification system; Filing/storage, tracing (electronically/manually) and retrieval of documents and files; Complete index cards for all files; Operate office machines in relation to the registry function; Process documents for archiving and/ disposal: Electronic scanning of files; Sort and package files for archives and distribution.
- ENQUIRIES APPLICATIONS** : Mr A Mecuur at Tel No: (021) 348 5300
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 01/190** : **ADMINISTRATION CLERK: FACILITY MANAGEMENT REF NO: DSD 104/2020**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Department of Social Development, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Written and verbal communication skills; Proven computer literacy; Planning and organising skills.
- DUTIES** : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide human resource administration clerical support services within the component; Maintain a leave register; Keep and maintain personnel records; Provide financial administration support services in the component; Capture and update expenditure in component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.
- ENQUIRIES APPLICATIONS** : Ms D Baugaard at Tel No: (021) 865 2634
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 01/191** : **SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS MANAGEMENT REF NO: DSD 111/2020**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Department of Social Development, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework

DUTIES

governing the Public Service; Work procedures in terms of the working environment); Interpersonal relations; Proven computer literacy; Planning and organising skills; Ability to work in a team.

: Render asset management clerical support: Compile and maintain records (e.g asset records/databases); Check and issue furniture, equipment and accessories to components and individuals; Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database; Register suppliers on LOGIS or similar system; Render logistical support service: Place orders for goods; Receive and verify goods from suppliers.

ENQUIRIES

: Ms C George at Tel No: (021) 483 8597

APPLICATIONS

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

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE

: 01 February 2021

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. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 01/192

: **CONTROL ENGINEERING TECHNOLOGIST: SYSTEMS REF NO: TPW 75/2020 R1**

SALARY

: Grade A: R751 542 (All-inclusive salary package) (OSD as prescribed).

CENTRE

: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS

: Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of six years post qualification experience required; Compulsory registration with ECSA as a Professional Engineering Technologist; A valid code B driving license. Recommendation: Public Sector experience / exposure minimum of one-year. Applicable experience in transport infrastructure, road construction and/or maintenance experience of surface and gravel roads or the asset management processes of these assets. Exposure of financial-, human resource-, supply chain-, contract-, management. Thorough knowledge of all relevant legislation, regulations and policies related to Provincial proclaimed roads. Exposure to project management, budget- and financial management. Exposure to systems and the development of systems. Further studies or courses. Strategic leadership and thinking capabilities; Excellent communication skills in at least two of the three official languages of the Western Cape. Competencies: Knowledge of the following: Project Management; Technical design and analysis knowledge; Research and Development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership; Behavioral competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

DUTIES

: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory;

Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.

ENQUIRIES : Mr J Neethling at Tel No: (073) 952 9707
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 01/193 : **ASSISTANT DIRECTOR (PLANNING AND COORDINATION): DEPARTMENTAL STRATEGIC MANAGEMENT SUPPORT REF NO: TPW 131/2020**

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher) in Strategy Management, Development Studies, Policy and/or Public Administration; A minimum of 3 years relevant experience in strategic planning/management, policy and/or Public Administration. Recommendation: A valid code B driving license. Competencies: Knowledge of the following: Relevant legislation, regulations and policies impacting on the activities of the directorate; Local government coordination planning; Strategic planning methodologies and tools; Annual reporting processes; Stakeholder interaction; Research processes; Proven computer literacy; Planning and organising skills; Written and verbal communication skills.

DUTIES : Facilitate the following: The department's strategic planning processes; the development of the Strategic Plan; The development of the Annual Performance Plan; The development of the annual report; Ensure the effective and efficient management of the component; The coordination of local government planning programmes.

ENQUIRIES : Ms N. Brown at Tel No: (021) 483 4863/084 833 3538
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 01/194 : **TRAINING LIAISON OFFICER: GARDEN ROUTE REF NO: TPW 130/2020**

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 2 years relevant experience; A valid code B manual driving license. Recommendation: Knowledge and experience of Construction Training programmes, EPWP and National Youth Service. Competencies: Knowledge of the following: Financial Management; Public service reporting procedures; National, provincial and departmental policies, prescripts and practices regarding EPWP; Principles and processes for providing customer and personal services; Principles in planning, resource allocation, human resources, leadership, production methods and coordination; Understanding of EPWP NYS guidelines and NQF systems; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Problem solving and decision making skills; Record keeping skills.

DUTIES : Coordinate and oversee stakeholder liaison in the region; Represent EPWP/SDU and participate in municipal/district forums; Manage and oversee the recruitment and selection process of learners for the SDU programme; Promoting and marketing of training opportunities by liaising with stakeholders; Contract Management: Monitor SDU contracts with learners, training providers and host employers; Manage and oversee sourcing of host employers; Manage learners

performance and programme implementation in the region; Facilitate disciplinary processes according to learners code of conduct; Finances: Facilitate and provide input in developing budget line needs, including financial functions and the processing of payments and produce reports on project costs in relation to project objectives; Checking stipend control sheets together with attendance registers and signing of stipend control sheet.

ENQUIRIES : Ms P Jenniker at Tel No: (021) 483 8551
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 01/195 : **ADMINISTRATION CLERK: GENERAL OFFICE SUPPORT SERVICES (OUDTSHOORN) REF NO: TPW 129/2020**

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualifications). Recommendation: Appropriate administration experience; A valid Code B driving license. Competencies: Knowledge and/or working knowledge of the legislative framework governing GG transport, information technology, security, official housing, record management services, supply chain and facility management; Interpersonal relations; Flexibility; Typing skills; Planning and organising; Proven computer literacy (MS Word, Excel, MS PowerPoint & Outlook); Communication skills (written & verbal).

DUTIES : Type letters and/ or correspondence when required; Obtain quotations, complete procurement forms or the purchasing of standard office items; Render clerical support with regard to GG Transport; Render a support service with regard to State housing/ buildings for the Region; Handle theft and losses and claims against the State; Render a support service with regard to security; Assist with monitoring and evaluation of cleaning services; Handle telephonic and other enquiries received; Assist with infrastructure, accommodation and grounds i.e. the sourcing of new telephone and data points.

ENQUIRIES : Ms AB Matthews at Tel No: (044) 272 6071
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 01/196 : **DATA CAPTURER: MANAGEMENT AND FINANCIAL ACCOUNTING (REGION 2) REF NO: TPW 123/2020**

SALARY : R145 281 per annum (Level 04)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualifications). Recommendation: Previous experience in working with a Maintenance Costing System or similar. Competencies: A good understanding of appropriate computerised systems and packages; A basic knowledge of spreadsheets and Databases. Proven computer literacy (MS Office). Skills: Interpersonal; Communication skills (Verbal & Written); Numeracy & Literacy.

DUTIES : Controlling of information on logsheets; Capture: Issue notes; Overtime logsheets; Data from available records into the required formats e.g. databases, table, spreadsheet; Verify, query missing data and errors observed during data entry; Review and validate all data from the records; Submit data; Make regular backups of data; Update registers and statistics; Keep and maintain records and files; Ensure records and files are properly sorted and secured; Provide information to components.

ENQUIRIES : Mr D. Plaatjies at Tel No: (044) 272 6071
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 01/197 : **STORES ASSISTANT: SUPPLY CHAIN MANAGEMENT (OUDTSHOORN) REF NO: TPW 120/2020**

SALARY : R102 534 per annum (Level 02)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Junior Certificate (Grade 10 or equivalent qualification) Recommendation: Appropriate experience; The successful incumbent must be able to carry heavy loads. Competencies: A good understanding of supply chain management; Communication skills; Computer literacy

DUTIES : Responsible to assist the store clerk in receiving goods and neatly packing on shelves; Issuing of stock; Assist with stock inspections; Monitor stock in order to place orders in time; Assist with other administrative tasks on request from supervisor.

ENQUIRIES : Ms A Matthews at Tel No: (044) 272 6071
APPLICATIONS : To submit your application, use only one of the following three platforms available (1) Hand deliver application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights Cape Town (from Monday to Friday between 07:00am to 17:00pm; Or (2) Post your application for attention: Western Cape Government Jobs, PO Box 113, Muizenberg, 7950; Or alternatively (3) Email your application for attention: Western Cape Government Jobs, westerncape@respond.co.za. Applications not submitted on or before the closing date as well as faxed copies will not be considered

NOTE : Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form.

POST 01/198 : **CLEANER: HR AND GENERAL OFFICE SUPPORT SERVICES (OUDTSHOORN) REF NO: TPW 121/2020**

SALARY : R102 534 per annum (Level 02)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Ability to read and write/Adult Basic Education and Training (ABET). Recommendation: Previous experience in cleaning offices.

DUTIES : Responsible for cleaning of all offices, corridors, kitchens, restrooms and boardrooms etc; Keep and maintain cleaning materials and equipment; Report when inventory has reached minimum levels to Supervisor; Perform regular stock takes of on-hand inventory and report discrepancies should they occur; Assist in provision of refreshments, cutlery/ crockery for meetings/ workshops and training interventions.

ENQUIRIES : Ms A Matthews at Tel No: (044) 272 6071
APPLICATIONS : To submit your application, use only one of the following three platforms available (1) Hand deliver application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights Cape Town (from Monday to Friday between 07:00am to 17:00pm; Or (2) Post your application for attention: Western Cape Government Jobs, PO Box 113, Muizenberg, 7950; Or alternatively (3) Email your application for attention: Western Cape Government Jobs, westerncape@respond.co.za. Applications not submitted on or before the closing date as well as faxed copies will not be considered Applications not submitted on or before the closing date as well as faxed copies will not be considered.

NOTE : Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form