



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 10 OF 2020

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

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.

AMENDMENTS

: **DEPARTMENT OF TRADE AND INDUSTRY:** Kindly take note of the amendments on the mandatory requirements for the post of Chief Director: Textiles, Clothing, Leather & Footwear advertised in Public Service Vacancy Circular 09 dated 06 March 2020. The correct requirements are: Requirements: An undergraduate qualification (NQF Level 7) in Economics/Commerce 5 years' relevant senior management experience in Industrial/sector policy, strategy and implementation in the public or private sector. EE requirements: In terms of the dti's EE requirements, preference will be given to African candidates, Coloured male as well as people with disabilities. Note: Due to an amendment on the mandatory requirements, candidates who previously applied, need not re-apply and will still be considered.

Closing Date 20 March 2020. **EASTERN CAPE: DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM:** Kindly note that the following X7 posts were advertised in Public Service Vacancy Circular 44 dated 20 December 2019, all applicants who previously applied should not re-apply as they will be considered. The requirements were incorrectly captured and have been amended as follows (1) Control Environmental Officer (Sarah Baartman): Compliance & Enforcement with Ref No: Dedea/2019/10/14; the relevant qualification is a Senior Certificate, plus an appropriate relevant NQF Level 7 and 8 (Honours) or equivalent post graduate qualification, in natural or environmental science fields. A minimum of 6 years post qualification experience of which three years must include experience in environmental compliance monitoring and enforcement. (2) Environmental Officer: (Sarah Baartman) Specialised Production: Enforcement with Ref No: Dedea/2019/10/15 (X2 Posts); the relevant qualification a Senior Certificate, plus an appropriate relevant NQF Level 7 and 8 (Honours) or equivalent post graduate qualification, in natural or environmental science fields. A minimum of 3 years relevant post qualification experience in environmental management. (3) Environmental Officer: Specialised Production (Joe Gqabi): Enforcement with Ref No: Dedea/2019/10/16; A relevant qualification is a Senior Certificate, plus an appropriate relevant NQF Level 7 and 8 (Honours) or equivalent post graduate qualification, in natural or environmental science fields. A minimum of 3 years relevant post qualification experience in environmental management. The following skills, knowledge and attributes are required: Policies and procedures of the directorate/department; Environmental legislation, administrative law, criminal law; Correct interpretation and application of legislation; Principles of environmental management, working knowledge of Environmental Law; A valid driver's license. (4) Environmental Officer: Specialised Production (OR Tambo): Enforcement with Ref No: Dedea/2019/10/17; A relevant qualification is a Senior Certificate, plus an appropriate relevant NQF Level 7 and 8 (Honours) or equivalent post graduate qualification, in natural or environmental science fields. A minimum of 3 years relevant post qualification experience in environmental management. The following skills, knowledge and attributes are required: Policies and procedures of the directorate/department; Environmental legislation, administrative law, criminal law; Correct interpretation and application of legislation; Principles of environmental management, working knowledge of Environmental Law; A valid driver's license. (5) Environmental Officer: Specialised Production: (Alfred Nzo) Enforcement with Ref No: Dedea/2019/10/18; A relevant qualification is a Senior Certificate plus an appropriate relevant NQF Level 7 and 8 (Honours) or equivalent post graduate qualification, in natural or environmental science fields. A minimum of 3 years relevant post qualification experience in environmental management. The following skills, knowledge and attributes are required: Policies and procedures of the directorate/department; Environmental legislation, administrative law, criminal law, Correct interpretation and application of legislation; Principles of environmental management, Working knowledge of Environmental Law; A valid driver's license. (6) Environmental Officer: Specialised Production (Chris Hani) Enforcement with Ref No: Dedea/2019/10/19; A relevant qualification is a Senior Certificate, plus an appropriate relevant NQF Level 7 and 8 (Honours) or equivalent post graduate qualification, in natural or environmental science fields. A minimum of 3 years relevant post qualification experience in environmental management. (7) Legal Administration Officer (Head Office) with Ref No: Dedea/2019/10/20 (X2 Posts); A relevant qualification is a Senior Certificate, a law degree (NQF level 7) qualification majoring in Legal practice or any other related qualification as recognized by SAQA. In addition, 3 years' relevant experience of which 1 year must be a supervisory experience. Admission as an Attorney/Advocate will serve as an advantage. The closing date has been extended to 27 March 2020. Enquiries can be directed to Mr T. Gantsho at Tel No: (043) 605 7091.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
CIVILIAN SECRETARIAT FOR POLICE SERVICE	A	04 - 07
COOPERATIVE GOVERNANCE	B	08 - 09
DEFENCE	C	10 - 11
EMPLOYMENT AND LABOUR	D	12 - 15
ENVIRONMENTAL AFFAIRS	E	16 - 18
HEALTH	F	19 - 21
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	G	22 - 35
NATIONAL PROSECUTING AUTHORITY	H	36 - 48
NATIONAL TREASURY	I	49 - 51
OFFICE OF THE PUBLIC SERVICE COMMISSION	J	52 - 53
PLANNING MONITORING AND EVALUATION	K	54 - 57
PUBLIC WORKS AND INFRASTRUCTURE	L	58 - 63
TRANSPORT	M	64 - 65
WATER AND SANITATION	N	66 - 70

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	O	71 - 72
GAUTENG	P	73 - 113
KWAZULU NATAL	Q	114 - 133
MPUMALANGA	R	134 - 175
WESTERN CAPE	S	176 - 200

CIVILIAN SECRETARIAT FOR POLICE SERVICE

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

- APPLICATIONS** : must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception. Faxed or e-mailed applications will not be considered. NB: Please ensure that your application reaches this office before 17h00 on week-days.
- CLOSING DATE** : 27 March 2020
- NOTE** : Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria.

OTHER POST

- POST 10/01** : **TRANSPORT OFFICER REF NO: CSP/07/2020**
- SALARY** : R257 508 per annum (Level 07) (plus benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma/Bachelor Degree in Supply Chain Management, Logistics, Purchasing Management, Transport Management or relevant SCM Qualification. 2-3 years' experience in transport management. Knowledge of PFMA and Treasury related legislations. Knowledge of contract management and leasing processes. Knowledge of SCM policies and procedures. Basic knowledge of Supply Chain Management Framework. Computer Literacy, Communication (verbal and written) skills. Presentation skills. Project management skills. Planning and organising skills. Problem solving skills and decision making skills. Drivers' license.
- DUTIES** : Ensure efficient pool vehicle utilization, maintenance and tracking. Manage pool vehicles maintenance schedules. Ensure state vehicles are maintained in a safe and roadworthy condition (licence renewals). Manage motor services and repairs. Conduct regular inspections on vehicles. Manage and oversee pre and post vehicle delivery inspections. Ensure control of fuel cards on pool vehicles. Manage and follow up outstanding items. Manage traffic contravention and compile reports. Compile accident reports. Ensure that vehicles comply with legal and

business requirements. Drive light and medium motor vehicles to transport passengers and other items (e.g. Mail and documents). Deliver and collect official documents, as requested. Accurately following routes, maps and direction. Maintain all necessary vehicle records. Receive, inspect and reconcile log book. Manage inventory of parking cards, petrol cards and spare keys. Monthly visits to the Traffic Department to ensure all speeding fines are paid. Ensure submission of fines to driver(s). Manage payments of fines. Follow up outstanding items. Provision of human resources. Provision of physical resources. Provision of financial resources.

ENQUIRIES : Mr BK Shiphamele/Ms Z Matshiana Tel No: (012) 393 4359/2500

INTERNSHIP PROGRAMME 2020/2022

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Civilian Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment. The Civilian Secretariat for Police Service is offering an internship programme for the 2020/2022 financial year

APPLICATIONS : Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkorn Arcade building 7th floor, Pretoria at the Reception. Faxed or e-mailed applications will not be considered. NB: Please ensure that your application reaches this office before 17h00 on week-days.

CLOSING DATE : 27 March 2020

NOTE : The Programme will be for non-renewable period of 24 months. Interested candidates should forward a completed Z83 Form obtained from any Public Service Department, accompanied by a detailed CV and certified copies of their ID and qualifications (Grade 12 Certificate and Diploma/Degree certificate) to the following address: No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within one month of the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will be required to undergo security vetting/clearance and criminal record check. Applications are invited from Unemployed graduates, whom are between the age of 18-35, in possession of the Degree or National Diploma in the following areas:

OTHER POSTS

POST 10/02 : **INTERNAL AUDIT REF NO: CSP/08/2020 (X1 POST)**

SALARY : R6 083.70 per month

CENTRE : Pretoria

REQUIREMENTS : National Diploma/Bcom Degree Auditing/Accounting. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

DUTIES : Execute approved audit procedures. Compile audit working papers. Perform general administration duties.

ENQUIRIES : Mr BK Shiphamele/Mr S Matsapola Tel No: (012)393-4359/2500

CLOSING DATE : 27 March 2020

POST 10/03 : **RISK MANAGEMENT REF NO: CSP/09/2020 (X1 POST)**

SALARY : R6 083.70 per month

CENTRE : Pretoria

REQUIREMENTS : National Diploma/Degree Risk Management/Commerce/Financial Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

DUTIES : Coordinate risk management process. Perform general administrative duties.

ENQUIRIES : Mr BK Shiphamele/Mr S Matsapola Tel No: (012) 393-4359/2500

POST 10/04 : **CIVILIAN OVERSIGHT, MONITORING AND EVALUATION REF NO: CSP/10/2020 (X1 POST)**

SALARY : R6 083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Degree in Development Studies, Public Administration or Social Sciences in Policing, Criminology, Sociology, Population Studies. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

DUTIES : Provide support in the conceptualization and implementation of monitoring and evaluation projects. Provide support in drafting of data collection plan/schedule. Provide support in the collection of data at police station and other SAPS units. Capturing of data on the electronic database. Provide logistical and administrative support to the Monitoring and Evaluation team.

ENQUIRIES : Mr BK Shiphamele/Mr S Matsapola Tel No: (012)393-4359/2500

POST 10/05 : **POLICY DEVELOPMENT & RESEARCH REF NO: CSP/11/2020 (X1 POST)**

SALARY : R6 083.70 per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor Degree in Social Sciences with a module on research methodology and policy development. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

DUTIES : Conduct fieldwork, data collection. Analysis and report writing. Development concept note (research proposals) and project plan. Present research findings to internal and external stakeholders. Liaise with Provincial Secretariats and other relevant stakeholders. Quality assure documents. Compile monthly/quarterly reports. Compile Demand`s Plan. Perform general administrative duties (e.g. minutes taking).

ENQUIRIES : Mr BK Shiphamele/Mr S Matsapola Tel No: (012) 393-4359/2500

POST 10/06 : **COMMUNICATIONS REF NO: CSP/12/2020 (X1 POST)**

SALARY : R6 083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Bcom Degree Graphic Designs. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Drivers licence with Public Driving Permit is an essential requirement.

DUTIES : Craft Artwork for the Department and Ministerial events. Assist with event management including photography and videography service. Perform general administrative duties.

ENQUIRIES : Mr BK Shiphamele/Mr S Matsapola Tel No: (012) 393-4359/2500

POST 10/07 : **INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: CSP/13/2020 (X1 POST)**

SALARY : R6 083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/BSc Degree Information Technology/Computer Science. Must be between ages 18 – 35. Be a South African citizen. Must

have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

DUTIES

: Perform first line LAN and Desktop support. Applications development and support. Perform general administrative duties.

ENQUIRIES

: Mr BK Shiphamele/Mr S Matsapola Tel No: (012) 393-4359/2500

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 posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta63@ursonline.co.za or via fax: 086 415 5709.
- FOR ATTENTION** : URS Response Handling, Tel No: (012) 811 1900.
- CLOSING DATE** : 03 April 2020
- NOTE** : 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. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z.83 form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarify the levels and ranks pertaining to experience as compared to the Public Service, certified copies of ID and qualifications, as well as 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 or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department. The below post is a senior Management post. Candidates should therefore possess managerial skills. Candidates, who are shortlisted, could expect to undergo management competency assessments. Management competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Knowledge management. Service Delivery Innovation. Advanced problem solving and analysis. Client orientation and customer focus. Advanced communication (written and verbal). Advanced presentation/public speaking skills.

MANAGEMENT ECHELON

- POST 10/08** : **DIRECTOR: PERFORMANCE MANAGEMENT (WC)**
- SALARY** : R1 057 356 per annum (Level 13) An all-inclusive remuneration package the package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Public Administration/Local Government/Development Management or

equivalent qualification as recognised by SAQA with 5 years relevant experience at a middle management level in a related field. A valid driver's licence. The successful candidate is expected to travel extensively. Technical Competencies: Advanced Project Coordination Skills. Advanced Project/Programme Management Development. Planning and Organising. Project/Programme formulation. Project monitoring and evaluation.

DUTIES

: The successful candidate will perform the following duties: Coordinate and monitor implementation of performance plans in municipalities. Coordinate stakeholders within and outside government in support of Local Government Improvement Programme. Collaborate and participate in provincial Back to Basics coordinating structures to monitor and report municipalities' performance. Management of complaints and correspondence from parliament, presidency and citizens. Facilitate support action plans and intervention to address immediate performance challenges in a municipality.

ENQUIRIES

: Ms Mabidilala Tel No: (012) 334 0623

DEPARTMENT OF DEFENCE

<u>CLOSING DATE</u>	:	03 April 2020
<u>NOTE</u>	:	The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules.

OTHER POSTS

<u>POST 10/09</u>	:	<u>GROUNDSMAN II REF NO: ARMY/01/20/13 (X2 POSTS)</u>
<u>SALARY</u>	:	R102 534 per annum (Level 02)
<u>CENTRE</u>	:	ASB Kimberley
<u>REQUIREMENTS</u>	:	A minimum of Grade 10 or ABET 1- 4.
<u>DUTIES</u>	:	Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of unit areas.
<u>ENQUIRIES</u>	:	Lt T.A. Goitsilwe Tel No: (053)830 3011 & WO2 A. Makame Tel No: (053) 830 3190
<u>APPLICATIONS</u>	:	Department of Defence, South African Army, Support Base Kimberley, Private Bag X5056, Diskobolos, Kimberley Northern Cape, 8325 or may be hand delivered at ASB Kimberley, Gen van der Spuy avenue, Diskobolos, 8325.
<u>POST 10/10</u>	:	<u>GENERAL WORKER II REF NO: ARMY/01/20/14 (X3 POSTS)</u>
<u>SALARY</u>	:	R102 534 per annum (Level 02)

CENTRE REQUIREMENTS DUTIES : DOD MOSD Wallmansthal
: A minimum of Grade 10 or ABET L1-4
: Ability to communicate effectively (verbal) in English. Must be physically healthy. Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report and defects in the work place to immediate supervisor.

ENQUIRIES : Capt A.L. Hadebe Tel No: (012) 529 1511, Ssgt L.L. Whathy Tel No: (012) 529 1518

APPLICATIONS : Department of Defence, South African Army DOD MOSD Wallmannsthal, Private Bag X04, Pyramid, 0120.

POST 10/11 : **GENERAL WORKER II REF NO: ARMY/01/20/15 (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : MOD (TEK Base)
REQUIREMENTS : A minimum of Grade 10 or ABET L1-4
DUTIES : Ability to communicate effectively (verbal) in English. Must be physically healthy. Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report and defects in the work place to immediate supervisor.

ENQUIRIES : Capt C. Vego Tel No: (012) 671 0059 and Lt S.S. Tembe Tel No: (012) 671 0192

APPLICATIONS : Department of Defence, South African Army MOD, Private Bag X1008, Lyttelton, Gauteng, 0140.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 01 April 2020 at 16:00
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 (Section A and B compulsory) should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 6 (six) months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document (Driver's license where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents and failure to follow application instructions will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

- POST 10/12** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/8/260**

- SALARY** : R869 007 per annum (All inclusive)
- CENTRE** : Labour Centre: Bloemfontein
- REQUIREMENTS** : Three year relevant tertiary qualification in Business/Public Administration /Public/Business Management/ Operations Management/Project Management. Two (2) years management experience. Three (3) years functional experience in business/organisational operations/services. A valid drivers Licence. Knowledge: Public Finance Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer literacy, Conflict Management, Presentation, Interpersonal, Report writing, Leadership, Project management.

- DUTIES** : Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and

municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.

ENQUIRIES : Ms E Maneli Tel No: (051) 5056 203
APPLICATIONS : Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300, Physical Address: Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301.

FOR ATTENTION : Human Resources Management, Bloemfontein.

POST 10/13 : **ICT PROJECT MANAGER REF NO: HR 4/20/03/16HO**
(Re-advertisement, previous applicants must re-apply)

SALARY : R733 257 per annum (All inclusive)
CENTRE : Directorate: ICT, Head Office
REQUIREMENTS : Three (3) year relevant tertiary qualification in ICT (BSC, BComp, BEng, B Informatics, National Diploma: Information Technology) and Project Management Certification. Five (5) years' experience in ICT of which three (3) years must be in ICT project management environment. Knowledge: Project Management Methodologies, ICT standards, policies and procedures, Public Financial Management Act, HR Policy, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Departmental Policies and Procedures. Skills: Communication Planning, Team Management, Analytical thinking Risk and issue management, Financial Management, Quality Management, Contract Management, Integration Management, Conflict Resolution, Schedule management, Multi – tasking, Facilitation, ICT Systems Development process, Programme and project Management Methodology, Change Management.

DUTIES : Oversee and ensures that projects are delivered on time, in budget and to the required quality standard as per project schedules. Advise project stakeholders and staff to understand the project scope. Develop effective working relationships and ongoing management processes for the project. Manage, monitor and evaluate the cross functional team assigned to the project.

ENQUIRIES : Mr. EJ Nowosiad Tel No: (012) 309 4990
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 10/14 : **PRINCIPAL INSPECTOR BCEA REF NO: HR 4/4/1/21**

SALARY : R470 040 per annum
CENTRE : Provincial Office: East London
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations Management/Law Degree. Two (2) years supervisory experience. Two (2) years functional experience in labour/inspections enforcement services. A valid driver's license. Knowledge: Batho Pele Principles, Public Finance Management Act (PFMA), Public Service Regulations, Basic Conditions of Employment Act (BCEA), Departmental policies and procedures, Skills Development Levies Act(SDLA), Labour Relations Act Employment Service Act. Skills: Planning and organizing, Communication, Computer literacy, Problem solving, Interview listening and observation, Analytical, Innovative, Research, Project Management, Presentation.

DUTIES : Ensure the implementation of programmes, work plans and policies for Basic Conditions of Employment Act and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Basic Condition Employment Act and Regulations. Provide technical advice on sector specific Basic Condition Employment Act matters. Monitor, evaluate and report on impact of Basic Condition Employment Act programmes.

Manage the resources within the unit. Conduct advocacy campaigns on BCEA and analyse the impact.

ENQUIRIES : Advocate LD Mkhonto Tel No: (043) 701 3287

APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 9005, East London, 5201 Or hand deliver at No.3 Hill Street, East London.

FOR ATTENTION : Sub-directorate: Human Resources Operations, East London

POST 10/15 : **OHS INSPECTOR REF NO: HR 4/4/8/23**

SALARY : R316 791 per annum

CENTRE : Labour Centre: Kimberly

REQUIREMENTS : Senior certificate plus a 3 year recognised qualification in the relevant field, i.e. Construction. Valid driver's license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication, Compute literacy, Facilitation, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovation, Analytical, Verbal and written communication.

DUTIES : Plan and independently conduct inspection with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr IS Vass Tel No: (053) 838 1652

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road.

FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley

POST 10/16 : **OHS INSPECTOR REF NO: HR 4/4/8/39**

SALARY : R316 791 per annum

CENTRE : Labour Centre: Upington

REQUIREMENTS : Senior certificate plus a 3 year recognised qualification in the relevant field, i.e. Chemical Engineering, Chemistry, Occupational Hygiene or Environmental Health. Valid driver's license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication, Compute literacy, Facilitation, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovation, Analytical, Verbal and written communication.

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

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

ENQUIRIES
APPLICATIONS
FOR ATTENTION

: Mr IS Vass Tel No: (053) 838 1652
: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road.
: Human Resources Operations, Provincial Office Kimberley

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

- APPLICATIONS** : Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION** : Mr M Mashele
- CLOSING DATE** : 30 March 2020
- NOTE** : Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. All candidates shortlisted for SMS post will be subjected to a technical competency 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 generic managerial competencies using the mandated DPSA SMS competency assessment tools. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 10/17** : **DIRECTOR: WILDLIFE ECONOMY REF NO: BC01/2020**
- SALARY** : R1 057 326 per annum (all-inclusive salary package). Remuneration package the remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree in Natural Sciences/Environmental Management or an equivalent relevant qualification (NQF level 7) plus five years' experience at middle or senior management. An undergraduate qualification in Commercial/Business Management will be an advantage. Extensive relevant experience in an environmental/commercial business management related field. Experience in development and implementation of projects, including environmental and related legislation. Knowledge of natural commercial resource management planning and implementation. Knowledge of Natural commercial resource management or Natural resource-based rural development. Programme-based natural resource operational management and/or planning. Value-added industry experience and expertise. Ability to negotiate with high-level executives in public and private sector, to secure Government's investments and opportunities. Strategic Capability and Leadership. Programme and Project Management. Knowledge of general government administrative procedures. Organisational, Planning, Communication (written and spoken) and diplomacy skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Ability to work under pressure and long hours. Willingness to travel.
- DUTIES** : Coordinate activities and manage the delivery of the Wildlife implementation plan to improve the economic contribution of South Africa's Biodiversity sector through delivering initiatives on-time and

unblocking bureaucratic bottlenecks. Facilitation, development, management and implementation of the wildlife economy projects. Mainstreaming Wildlife economy initiatives within DEFF, Departments, Agencies, Academic Institutions, industry and communities. Provide leadership to the Provinces in order to advance the development of the wildlife economy in their respective areas. Provide leadership at national, regional and international platforms through engagements and effective leadership. Improve operational efficiency of the directorate through good corporate governance, financial management, stakeholder involvement, transformation and capacity development whilst enhancing service delivery. Coordinate, manage and implement the National Biodiversity Economy Strategy and its implementation plan – the Biodiversity Economy Phakisa 3 Foot Plan.

ENQUERIES : Mr K. Matibe Tel No: (012) 399 8621

OTHER POSTS

POSTS 10/18 : **DEPUTY DIRECTOR: PROVINCIAL PROJECT MANAGER REF NO: EP20/2019**

SALARY : R869 007 per annum (all-inclusive remuneration package)
CENTRE : Mpumalanga Province
REQUIREMENTS : A recognized National Diploma/Bachelor’s Degree in Natural Science/ Environmental Sciences/Development Studies/Project Management plus extensive 3-5 years relevant experience in project management :Proven knowledge and experience in working on and supporting project management; Stakeholder management: ability to successfully manage a wide network of relationship, relevant experience in community development business concept development ,feasibility testing ,market research and sustainability testing; knowledge and understanding of the EPWP, proven experience in implementation , monitoring and evaluation of government programmes; ability to operate project management software as well as MS Office; analytical and numerical skills; good report writing skills, interpersonal and problem solving skills; experience in people and financial management, communication, A valid code B driver’s license and a willingness to travel extensively and work extended hours.

DUTIES : The successful candidate will perform the following duties: Manage and Evaluate business plans and provide assistance to project implementers, general management of contract documents and payments; undertake project inspection and quality assurance; review progress, financial audit and completion reports; reviewing of project plans regularly to ensure tasks and milestones are being achieved in a timely manner ,take an active part in the project issues/risk management process by contributing to the identification and prioritization of existing and potential issues/risks, monthly reporting on projects to the province and the department; provide ad-hoc support to the Directorate: Programme Implementation and the Chief Directorate: Environmental Protection and Infrastructure Protection; oversee the management of staff and other resources in the province; and undertake stakeholder engagement.

ENQUIRIES : Ms G Modubu Tel No: (012) 399 9693

POST 10/19 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: APPEALS AND LEGAL REVIEW REF NO: LACE22/2019**

SALARY : R495 219 per annum (OSD)
CENTRE : Pretoria
REQUIREMENTS : A 4 year degree in environmental or natural science or equivalent relevant qualification coupled with at least 6 years post qualification experience. A legal qualification and experience in drafting administrative decisions will serve as an added advantage. Proof of attendance of an environmental management or environmental impact assessment course, and GIS skills will also serve as an added advantage. Experience in environmental

impact assessments (EIAs) or in the administration and review of EIAs. A good knowledge of the National Environmental Management Act, the Specific Environmental Management Acts (SEMAs), mining legislation, the EIA Regulations and the Promotion of Administrative Justice Act. Advance computer literacy skills. Project management skills, report writing skills and good communication skills in English (written and oral) are essential. Negotiation skills. Applicants must be able to work individually and in a team and must have the ability to work under pressure without supervision of a manager. Applicants must be willing to travel. Applicants must have a valid driver's license.

DUTIES : Coordinate and administer appeals in accordance with the relevant processes and within the prescribed timeframes. Draft appeal decisions and ministerial submissions for the Minister of Environment, Forestry and Fisheries. Receive and respond to appeals related media queries, parliamentary queries, queries from stakeholders, including the appellants and applicants. Appoint appeal panels when required and convene meetings to discuss appeals depending on the complexity of the appeal. Attend to the filing of appeal documents in terms of internal filing policies and guidelines. Review EIA reports and related specialist reports and advise the Appeal Administrators/Minister thereon. Provide litigation support, including the compilation of court records, and attend to consultations with legal counsel to provide assistance on appeal decisions that were taken on judicial review. Attend meetings and site visits as and when required.

ENQUIRIES : Adv. M Rakhogo Tel No: (012) 399 9626

POST 10/20 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: GENERAL WASTE MINIMISATION REF NO: CWM04/2019**

SALARY : R272 739 per annum (OSD)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's degree or three (3) years tertiary qualification in Natural or Environmental Science or relevant field. 1-2 years' experience required in related field Skills required: Organizing and planning; computer literacy; good interpersonal relations; communication skills (written and verbal); initiative; basic understanding of legal framework for waste management and ability to work individually and in a team.

DUTIES : To assist with the development and implementation of capacity building and awareness raising programmes in order to strengthen the capacity of government, industry and civil society on implementing sound waste management principles. To assist in the development of initiatives for the prevention and minimisation of priority general waste streams, including recycling and re-use. To assist in providing technical input to legislation and policy development related to general waste management. To assist in managing of the various projects within the Sub-Directorate. To assist with general administrative duties in the Sub-Directorate.

ENQUIRIES : Ms B Dlamini Tel No: (012) 399 8794

DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets, Pretoria.
- FOR ATTENTION** : Ms T Moepi
- CLOSING DATE** : 30 March 2020 @ 12h00 Midday
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 10/21** : **DIRECTOR: NURSING PRACTICE REF NO: NDOH 3/2020**
Chief Directorate: Nursing Services
Directorate: Nursing Services
- SALARY** : R1 057 per annum (An all-inclusive remuneration package) (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree in Nursing registrable with the SANC. A postgraduate qualification in Nursing will be an advantage. At least five (5) years clinical experience in the nursing environment at middle management or equivalent level and three (3) years' experience as a Nurse Manager in Administration, Education, or Primary Health Care. Knowledge of statutory body requirements as well as legislative framework governing the practice of nursing and midwifery, general public service administrative policies that have relevance to nursing practice as well as labour relations and employment equity issues on the practice of

nursing. Strategic priorities of the Department of Health and as enshrined within the National Health Act. Knowledge of the Public Finance Management Act. Good communication (written and verbal), computer literacy, managerial, project and programme management skills. Ability to work under pressure. A valid driver's licence.

- DUTIES** : Develop relevant policy guidelines for nurses and midwives, based on their scopes of practice. Provide leadership and support provincial development of Standard Operating Procedures (SOP) as guided by the new scope of practice. Liaise with statutory bodies and other relevant stakeholders in the development and update of the regulatory framework to institutionalize nursing practice. Develop relationship with all stakeholders that deal with nursing practice matters so as to improve quality of care at all levels. Manage financial and human resources for the Directorate: Nursing Practice, including continued advocacy to ensure availability of adequate resources to create positive practice environments in all provinces.
- ENQUIRIES** : Dr NJ Makhanya Tel No: (012) 395-9783

OTHER POSTS

- POST 10/22** : **ASISTANT DIRECTOR: CONDITIONAL GRANTS (DATA ANALYST)**
REF NO: NDOH 5/2020

- SALARY** : R376 596 per annum (plus competitive benefits)
CENTRE : Conditional Grants. Pretoria
REQUIREMENTS : A Bcom or Bsc in Information Systems or Financial Information Systems or Bcom Accounting with information Systems. At least two (2) years' experience in Financial Systems, Financial Management, Data Management and analysis, Conditional Grants or Donor Funding and Internal and Regulatory Audit. Knowledge of and understanding of government budgeting and planning processes as well as Conditional Grant Frameworks. Knowledge of Public Finance Management Act, Division of Revenue Act and Audit processes. Good communication (verbal and written), analytical, inter and intrapersonal, problem solving and computer skills. A valid driver's licence.

- DUTIES** : Develop a database for financial, human resources and supply chain management information. Development of Supply Chain management database for contracts, delegations, policies etc on NDOH website. Improve data management, analysis and reporting to ensure quality decision making. Provide adhoc reports as requested by management within provincial financial management support. Improve financial planning by coordinating the compilation of the conditional grants MTEF estimates. Research on costing and allocation models for various conditional grants. Strengthen monitoring of financial performance in line with business planning. Manage expenditure monitoring and reporting processes in line with conditional grants business plans and analyse variance and explore potential budget challenges and remedial actions with programme managers. Achieve a clean audit. Ensure compliance with submission of monthly, quarterly and annual reports. Assist the cluster with data and Microsoft queries.

- ENQUIRIES** : Mr M Skenjana at Tel No: (012) 395 9776

- POST 10/23** : **PROFESSIONAL NURSE REF NO: NDOH 6/2020 (X2 POSTS)**
Chief Directorate: Environmental Health and Port Health Services
Directorate: Port Health Services

- SALARY** : Grade 1: R256 905 per annum
Grade 2: R315 963 per annum
CENTRE : Gauteng
REQUIREMENTS : Qualification and years of experience required are indicated above. Knowledge of Port Health legislation, policies, guidelines and protocols, South African Legislation, International Health Regulations and the

Control of Communicable diseases. Good communication (written and verbal), management, planning, administrative, financial, research/analysis and computer skills. A valid driver's licence. **Grade 1:** A Degree/Diploma or Equivalent NQF 6 qualification in Nursing, General Nursing and Midwifery (Clinical Nursing Science, Health Assessment and Treatment). Registration with the SANC as a Professional Nurse. **Grade 2:** A Degree/Diploma or Equivalent NQF 6 qualification in Nursing, General Nursing and Midwifery (Clinical Nursing Science, Health Assessment and Treatment). Registration with the SANC as a Professional Nurse. A minimum of 10 years' experience in nursing after registration as a professional nurse with the SANC in General Nursing. Original certified certificates of service must be submitted with your application as well as proof of registration as a Nurse. Salary grades will be determined in accordance with the above requirements as per the OSD.

DUTIES

: Provision of good clinical practice; manage medical emergencies. Provide evidence of accurate completed passenger documents. Ensure surveillance of passengers with suspected and confirmed communicable diseases are reported and followed up with the district surveillance officer. Optimal client care; Ensure customer complaints are reported, documented and resolved within 7 weeks. Quality nursing care; Ensure implementation of infection and prevention control measures, occupational health and safety and outbreak response to communicable diseases. Ensure implementation of health regulations, policies and related legislation. Departmental and interdepartmental relations; Provide evidence of information sharing in the form of feedback, peer coaching, ensure conflicts are reported and managed professionally amongst peers.

ENQUIRIES

: Ms F Bongweni at Tel No: (012) 395 9728

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

CLOSING DATE : 30 March 2020
NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 10/24 : **SENIOR FAMILY ADVOCATE LP 9 REF NO: 44/2020/FA/WC**

SALARY : R983 019 – R1 536 567 per annum. (Salary will be in accordance with OSD determination) The successful candidate will be required to sign a performance agreement

CENTRE : Office of the Family Advocate, Worcester

REQUIREMENTS : An LLB Degree or recognised four (4) year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admitted as an Advocate or Attorney of High Court; The right of appearance in the High Court of South Africa; A valid driver's licence. Skills and Competencies: Good communication skills (both verbally and writing); Operations Management; Research, investigation, monitoring, evaluation and report writing skills with attention to detail; Analytic thinking; Dispute and Conflict Resolution Skills; Information management.

DUTIES : Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation; Continuous improvement in the organisational performance of the office and its satellites; Management of performance information; Manage and ensure effective and efficient service delivery at the various service points within the respective jurisdiction (Head of Office), Performance Management, conduct complex enquiries, training, mentoring and coaching of all occupational classes in the Office; Perform all functions of the implementation of Risk Management Plan; Ensure audit compliance; Reporting to the Principal Family Advocate.

ENQUIRIES : Advocate S Ebrahim Tel No: (021) 426 1216

APPLICATIONS : Quoting the relevant reference number, direct your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 08 Riebeeck Street, Norton Rose House, 5th Floor, Cape Town.

FOR ATTENTION : Mr Y Samsodien

NOTE : Applicants are required to attach service certificates to determine salary in accordance to experience. People with disability are encouraged to apply.

<u>POST 10/25</u>	:	<u>AUDIT MANAGER REF NO: 20/29/IA</u>
<u>SALARY</u>	:	R733 257 – R863 748 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office: Durban
<u>REQUIREMENTS</u>	:	An appropriate 3 year B Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; 5 years' experience in Auditing/Internal Auditing of which 2 years should be at management level; Knowledge of the Public Finance Management Act and IIA standards; Knowledge of government policies; Be a member of the institute of internal Auditors or a relevant professional body; A valid driver's license. The following will serve as an added advantages: Certified Internal Auditor (CIA) designation; Skills and Competencies: Leadership management; Programme and project management; Communication skills (written and verbal); People management and empowerment; Computer literacy; Planning and organizing skills; Problem solving; Decision making skills.
<u>DUTIES</u>	:	Key Performance Areas: Develop Internal Audit three year rolling plan and annual audit plans; Plan, execute and report on complex and high level audit assignments; Lead and manage audit teams to ensure that audit projects are executed in accordance with the prescribed standards and performance targets; Manage Internal Audit resources to ensure that they are used economically, efficiently and effectively; Provide effective Stakeholder management and co-ordination.
<u>ENQUIRIES</u>	:	Mr S. Kgafela Tel No: (012) 315 1042
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: Human Resources: The Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 10/26</u>	:	<u>COURT MANAGER (X14 POSTS)</u>
<u>SALARY</u>	:	R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Namakgale Magistrate's Office Ref No: 20/20/LMP (Re Advert: Candidates who previously applied are encouraged to re-apply) Bethlehem Magistrate's Office: Ref No: 20/10/FS Mashishing Magistrate's Office: Ref No: 2020/11/MP Eerstehoek Magistrate's Office: Ref No: 2020/13/MP Somerset East Magistrate's Office: Ref No: 4/20EC Grahamstown Magistrate's Office: Ref No 23/20EC Cofimvaba Magistrate's Office: Ref No 24/20EC Kagiso Magistrate's Office: Ref No: 2020/13/GP Wolmaransstad Magistrate's Office: Ref No: 20/VA08/NW George Magistrate's Office: Ref No: 03/2020/WC Mosselbay Magistrate's Office: Ref No: 05/2020/WC Simonstown Magistrate's Office Ref No: 06/2020/WC Magistrate's Office: Thaba Nchu Ref No: 20/14 /FS
<u>REQUIREMENTS</u>	:	A three (3) year qualification in Administration or a National Diploma Service Management (NQF Level 5) plus the module in Case Flow Management or equivalent qualification; At least three (3) years managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license; Experience in the court environment will be an added advantage. Skills and Competencies: Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written); Ability to supervise staff; Computer literacy.

- DUTIES** : Key Performance Areas: Coordinate and manage the financial, human resources of the office; as well as risk and security in court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Management of Security; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management;; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users.
- ENQUIRIES** : Limpopo: Ms MP Mongalo Tel No: (015) 287 2037 or Ms MR Phalane (015) 287 2036
Free State: Ms. N Dywili Tel No: (051) 407 1800.
Mpumalanga: Mr. SP Shabangu Tel No: (013) 753 9300/244
Eastern Cape: Mrs De Kock Tel No: (043) 702 7000
Gauteng: Ms RR Moabelo Tel No: (011) 332 9000
Mahikeng: Ms. L Shoai Tel No: (018) 397 7054.
Cape Town: Ms P Barnes Tel No: (021) 469 4000
- APPLICATIONS** : **Limpopo:** Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 Or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
Free State: Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300. OR Physical address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
Mpumalanga: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor elspruit.
Eastern Cape: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
Gauteng: Private Bag X6, Johannesburg, 2000 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg
Mahikeng: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng
Capte Town: Please forward your application to: Regional Head: Private Bag X 9171cape Town 8000 or physical address: 08 Norton Rose House, 5th Floor Riebeeck Street, Cape Town.
- FOR ATTENTION NOTE** : Mr M Ketelo
: Separate application must be made per Centre and quoting the relevant reference number.
- POST 10/27** : **ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT (NORTHERN CAPE) REF NO: 09/20/NC**
- SALARY** : R376 596 – R454 920 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Northern Cape
: B Degree or National Diploma Security Management/Risk Management (NQF level 6) or relevant equivalent qualification; PSIRA Grade B; At least 3 years supervisory experience in security management; NIA Security Managers' Course will be an added advantage; A valid driver's licence; Knowledge of PFMA and OHSA Act will be an added advantage. Thorough knowledge of the MISS 1998; Control of Access to Public premises and Vehicle Act, 1985 (Act No.53 of 1985); the successful candidate will be required to travel extensively. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Project management skills; Presentation skills; Ability to work under pressure; Administrative and organizational skills; Sound

	:	interpersonal relations; Accuracy and attention to detail. Investigation skills
<u>DUTIES</u>	:	Key Performance Areas Perform a variety of duties related to the core functions of the security and risk management unit: Ensure and monitor adherence to departmental security systems and policies; Manage security at sub-offices in the region including resources, security personnel, contract security and physical security infrastructure; Ensure Implementation of security measures at courts in consultation with the court managers; (Physical, Personnel, document and Information security); Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Ensure compliance with MISS and departmental security policy; Roll out of contingency plan and OHS&A compliance at sub-offices within the region; Ensure the safety of all persons in the court environment.
<u>ENQUIRIES</u>	:	Mr. T Hurst Tel No: (053) 802 1300
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7 th floor, Kimberley, 8301. Email or faxed applications will not be considered.
<u>POST 10/28</u>	:	<u>ASSISTANT DIRECTOR: LEASES AND DISPOSAL REF NO: 20/16/CFO</u>
<u>SALARY</u>	:	R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree or National Diploma in Commerce, Accounting, Supply Chain Management or equivalent qualification (NQF6); 3 years related financial/ assets experience at supervisory level; Knowledge of PFMA, Treasury Regulations, Accounting Systems, Asset Management system and relevant prescripts; Knowledge and understanding of Supply Chain Management framework; Skills and Competencies: Computer literacy (MS Office); Research and analytical skills; Strong leadership with strategic capabilities; Policy development; Research, monitoring, evaluation and report writing; Accuracy and attention to detail; Communication skills (written and verbal); Presentation and facilitation skills.
<u>DUTIES</u>	:	Key Performance Areas: Implement the lease management policies, processes and procedures; Monitor and review existence and completeness of leased assets; Monitor and review the disposal of assets; Verify inputs during the preparation of the disclosure note for the leases and the disposal for interim and Annual Financial Statements; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms M. Qhamakoane Tel No: (012) 357 8591
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 10/29</u>	:	<u>ADMINISTRATIVE OFFICER (X2 POSTS)</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Offices; Heidelberg: Ref No: 01/2020/WC Knysna Ref No: 02/2020/WC
<u>REQUIREMENTS</u>	:	A three (3) year Degree National Diploma in Office Administration or equivalent qualification (NQF Level 6) and 3 years' experience in Administration; Skills and Competencies: Planning, organising, controlling; Interpersonal relations; Problem solving and analysis; Ability

		to operate computers; Listening skills; Team work; Communications skills; Computer skills; Customer focus and responsiveness.
<u>DUTIES</u>	:	Key Performance Areas: Financial Operations: performing accounting and financial operational functions according to Departmental Financial Instructions and compliance with PFMA; Budgeting, planning, monitoring and control; Monitor budget (monies in trust and vote) Spending in accordance with those policies and procedures within the Justice Department; Render aid on a wide variety of matters within the occupation category context: the interpreting of statutes, maintenance, legal aid, planning actions and special projects; Render training to clerical staff with regard to official matters; General supervision of clerical staff, performance management and disciplinary matters; Handle correspondence and draft memoranda, submissions and reports; Provide case tracking service to Judiciary and Prosecuting Authority; Compile statistics to show performance and trends; Check diverse documents and work performed by co-workers for completion and correctness; Facilitate training and development of clerical personnel and any other duty that may be necessary for the smooth running of the office; Control case flow management and the utilization and maintenance of the assets and accommodation of the Department.
<u>ENQUIRIES</u>	:	Mr M Cerfonteyn Tel No: (044) 802 5800
<u>APPLICATIONS</u>	:	Please forward your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 08 Norton Rose House, 5 th Floor Riebeeck Street, Cape Town.
<u>FOR ATTENTION</u>	:	Mr Y Samsodien
<u>NOTE</u>	:	Separate application must be made for each relevant reference number.
<u>POST 10/30</u>	:	<u>ADMINISTRATION OFFICER REF NO: 2020/08/MP</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Balfour Magistrate's Office
<u>REQUIREMENTS</u>	:	3 year National Diploma NQF Level 6/Degree in Office; Administration or related; 3 years' experience in district administration; A valid driver's licence; Skills and Competencies: Planning, Organizing, Controlling; Interpersonal relations; Problem solving and analysis; Ability to operate computers; Listening skills; Team work; Communication skills; Customer focus and responsiveness.
<u>DUTIES</u>	:	Key Performance Areas: Report to the Court Manager, Area Court Manager and manage staff; Play a leadership role in implementing departmental policies; Manage the facilities and communications related to the courts; Implement strategies towards value-added services; Compile and present court performance statistics; Provide case tracking services to judiciary and prosecuting authority; Manage and control the sections and staff at the Finance, Diverse and Security sections; Manage and control procurement (assets, stationery, Day – day maintenance, JYP payments, and Government Vehicles.
<u>ENQUIRIES</u>	:	Ms KN Zwane Tel No: (013) 753 9300/249
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x11249, Nelspruit 1200 Or Physical address: 24 Brown Street, Nedbank Centre, 4 th floor Nelspruit 1200.
<u>POST 10/31</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 20/19/FS</u>
<u>SALARY</u>	:	R316 791- R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office: Sasolburg
<u>REQUIREMENTS</u>	:	Three year Bachelor's degree /National Diploma in Public Management Administration (NQF 6) or equivalent; 3 years administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage; Skills and competencies: Sound

- Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility control of the section related to Family Courts, Human Resource and Supply Chain Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office and performance of any other duties necessary to ensure smooth office running.
- ENQUIRIES** : Ms NM Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.
- POST 10/32** : **ADMINISTRATIVE OFFICER: REF NO: 20/26/SA**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney: East London
- REQUIREMENTS** : 3 year Degree/National Diploma in Office Administration or equivalent qualification (NQF level 6); 2 years' experience in office administration and finance; Knowledge of the Public Finance Management Act, DFI and Treasury Regulations; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Sound interpersonal relations; Communication skills; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to work in a team and under pressure.
- DUTIES** : Key Performance Areas: Perform a budget administration service on behalf of the Chief Litigation Officer; Render Human Resource services to the State Attorney office; Manage the payment of accounts and control inventory; Coordinate procurement of equipment and logistical support; Assist with the handling of enquiries and maintain office database; Provide effective people management.
- ENQUIRIES** : Ms. K. Ngomani Tel No: (012) 357 8661
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 10/33** : **COURT INTERMEDIARY REF NO: 42/19/NC**
Re-advertisements; candidates who previously applied are encouraged to re-apply)
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE</u>	:	Magistrate Office Galeshewe (Will serve all Courts within the Northern Cape)
<u>REQUIREMENTS</u>	:	Medical Practitioners who specialty of paediatrics or Psychiatry who are registered in terms of section 17 of the Health Professions Act, 1974 (Act 56 of 1974), or, Clinical, counseling or Educational Psychologist who are registered in terms of section 17 of the Health Professionals Act 1974(Act nr 56 of 1974); Family Counsellors who are appointed under section 3(1) of the Mediation in Certain Divorce Matters Act, 1987, and who are or were Clinical, Counseling or Educational Psychologist who registered in terms of section 17 of the Health Professional Act, 1974(Act Nr.56 of 1974; or Social Workers who are registered in terms of section 17 of the Social Service Act, 1978 (Act Nr.110 of 1978) who at least have two years' experience in social work; Educators as defined in section 1 of the South African School Act, 1996 (Act no 84 of 1996) who (a) have obtained a minimum post Matriculation teacher's education qualification of three years at a recognized tertiary education institution and (b) have at least three years' experience in teaching, and are registered in terms of section 21 of the South African council for Educators Act 2000(Act no. 31 of 2000) and include former teachers, who comply with paragraph (a) and (b); Child and Youth care workers who have obtained a minimum post Matriculation education qualification of three years at a recognized tertiary education institution in child and youth care and have at least three years' experience in child and youth care; Knowledge of legislation and regulations pertaining to public service and administration; Knowledge of legal term and terminology, and understanding Human Rights; Knowledge of Children's and mentally disabled communication patterns and styles.. Skills and Competencies: Communication and empathetic skills (with children, persons with disabilities and other traumatized witnesses). Trauma and basic counselling skills; Interpersonal relations skills; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Problem solving and decision-making skills.
<u>DUTIES</u>	:	Key Performance Areas: Provide intermediary services for vulnerable witnesses, where an application is granted in court; Provide specialized child language; Maintain Intermediary room; Render administration support service in courts; Provide intermediary services for vulnerable witnesses, where an application is granted in court.
<u>ENQUIRIES</u>	:	Ms Phiri Tel No: (053) 802 1300
<u>APPLICATIONS</u>	:	Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7 th floor, Kimberley, 8301. Email or faxed applications will not be considered.
<u>POST 10/34</u>	:	<u>COURT INTERMEDIARY REF NO: 20/14/KZN</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Madadeni
<u>REQUIREMENTS</u>	:	Medical Practitioners who specialty of paediatrics or Psychiatry who are registered in terms of section 17 of the Health Professions Act, 1974 (Act 56 of 1974), or, Clinical, counseling or Educational Psychologist who are registered in terms of section 17 of the Health Professionals Act 1974(Act nr 56 of 1974); Family Counsellors who are appointed under section 3(1) of the Mediation in Certain Divorce Matters Act, 1987, and who are or were Clinical, Counseling or Educational Psychologist who registered in terms of section 17 of the Health Professional Act, 1974(Act Nr.56 of 1974; or Social Workers who are registered in terms of section 17 of the Social Service Act, 1978 (Act Nr.110 of 1978) who at least have two years' experience in social work; Educators as defined in section 1 of the South African School Act, 1996 (Act no 84 of 1996) who (a) have obtained a minimum post Matriculation teacher's education qualification of three

years at a recognized tertiary education institution and (b) have at least three years' experience in teaching, and are registered in terms of section 21 of the South African Council for Educators Act 2000 (Act no. 31 of 2000) and include former teachers, who comply with paragraph (a) and (b); Child and Youth care workers who have obtained a minimum post Matriculation education qualification of three years at a recognized tertiary education institution in child and youth care and have at least three years' experience in child and youth care; Knowledge of legislation and regulations pertaining to public service and administration; Knowledge of legal terms and terminology, and understanding Human Rights; Knowledge of Children's and mentally disabled communication patterns and styles. Skills and Competencies: Communication and empathetic skills (with children, persons with disabilities and other traumatized witnesses). Trauma and basic counselling skills; Interpersonal relations skills; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.

DUTIES : Key Performance Areas: Provide intermediary services for vulnerable witnesses, where an application is granted in court; Provide specialized child language; Maintain Intermediary room; Render administration support service in courts; Provide intermediary services for vulnerable witnesses, where an application is granted in court.

ENQUIRIES : Ms C.S. Sikhonde Tel No: (031) 372 3000
APPLICATIONS : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

POST 10/35 : **ADMINISTRATION OFFICER REF NO: 2020/16/MP**

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

CENTRE : Komatipoort Magistrate Office
REQUIREMENTS : 3 year National Diploma/NQF Level 6/Degree in Office; Administration or related; 3 years' experience in district administration; A valid driver's licence. Skills and Competencies: Planning, Organizing, Controlling; Interpersonal relations; Problem solving and analysis; Ability to operate computers; Listening skills; Team work; Communication skills; Customer focus and responsiveness.

DUTIES : Key Performance Areas: Reporting to the Court Manager, Area Court Manager and manage staff; Play a leadership role in implementing departmental policies; Manage the facilities and communications related to the courts; Implement strategies towards value-added services; Compile and present court performance statistics; Provide case tracking services to judiciary and prosecuting authority; Manage and control the sections and staff at the Finance, Diverse and Security sections; Manage and control procurement (assets, stationery, Day –day maintenance, JYP payments, and Government Vehicles.

ENQUIRIES : Ms KN Zwane Tel No: (013) 753 9300/249
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x11249, Nelspruit 1200 Or Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200.

POST 10/36 : **ADMINISTRATION OFFICER REF NO: 2020/17/MP**

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

CENTRE : Accornhoek Magistrate Office
REQUIREMENTS : 3 year National Diploma/NQF Level 6/Degree in Office; Administration or related; 3 years' experience in district administration; A valid driver's licence; Skills and Competencies: Planning, Organizing, Controlling;

- Interpersonal relations; Problem solving and analysis; Ability to operate computers; Listening skills; Team work; Communication skills; Customer focus and responsiveness.
- DUTIES** : Reporting to the Court Manager ,Area Court Manager and manage staff; Play a leadership role in implementing departmental policies; Manage the facilities and communications related to the courts; Implement strategies towards value-added services; Compile and present court performance statistics; Provide case tracking services to judiciary and prosecuting authority; To manage and control the sections and staff at the Finance, Diverse and Security sections; To manage and control procurement (assets, stationery, Day –day maintenance, JYP payments, and Government Vehicles.
- ENQUIRIES APPLICATIONS** : Ms KN Zwane Tel No: (013) 753 9300/249
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x11249, Nelspruit 1200 Or Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200.
- POST 10/37** : **COURT INTERMEDIARY REF NO: 2020/20/MP**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eerstehoek Magistrate
: Medical Practitioners who specialty of paediatrics or Psychiatry who are registered in terms of section 17 of the Health Professions Act, 1974 (Act 56 of 1974), or, Clinical, counseling or Educational Psychologist who are registered in terms of section 17 of the Health Professionals Act 1974(Act nr 56 of 1974); Family Counsellors who are appointed under section 3(1) of the Mediation in Certain Divorce Matters Act, 1987, and who are or were Clinical, Counseling or Educational Psychologist who registered in terms of section 17 of the Health Professional Act, 1974(Act Nr.56 of 1974; or Social Workers who are registered in terms of section 17 of the Social Service Act, 1978 (Act Nr.110 of 1978) who at least have two years' experience in social work; Educators as defined in section 1 of the South African School Act, 1996 (Act no 84 of 1996) who (a) have obtained a minimum post Matriculation teacher's education qualification of three years at a recognized tertiary education institution and (b) have at least three years' experience in teaching, and are registered in terms of section 21 of the South African council for Educators Act 2000(Act no. 31 of 2000) and include former teachers, who comply with paragraph (a) and (b); Child and Youth care workers who have obtained a minimum post Matriculation education tertiary qualification of three years at a recognized tertiary education institution in child and youth care and have at least three years' experience in child and youth care; Knowledge of legislation and regulations pertaining to public service and administration; Knowledge of legal term and terminology, and understanding Human Rights; Knowledge of Children's and mentally disabled communication patterns and styles.. A valid driver's license Skills and Competencies: Communication and empathetic skills (with children, persons with disabilities and other traumatized witnesses) Trauma and basic counselling skills; Interpersonal relations skills; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills. isiNdebele, isiXhosa, SiSwati, North Sotho, South Sotho, English and Afrikaans). Ability to communicate in any forein language will be an added advantage.
- DUTIES** : Key Performance Areas: Provide intermediary services for vulnerable witnesses, where an application is granted in court; Provide specialized child language; Maintain Intermediary room; Render administration support service in courts; Provide intermediary services for vulnerable witnesses, where an application is granted in court.
- ENQUIRIES** : MS. NC Maseko Tel No: (013) 753 9300/224

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: Application Box, Fourth Floor, 24 Brown Street, Nedbank Centre, Nelspruit.
- POST 10/38** : **FAMILY COUNSELLOR: REF NO: 3/20EC**
- SALARY** : R257 592 – R581 178 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of the Family Advocate, East London
Bachelor's Degree in Social Work or equivalent qualification; Appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration with SA Council for Social Service Professions (SACSSP); Knowledge and experience in Mediation; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's Act Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license; Language proficiency in Xhosa can be an added advantage. Skills and Competencies: Computer literacy; Communication (written and verbal); Skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes.
- ENQUIRIES APPLICATIONS** : Ms. L de Kock Tel No: (043) 702 7000
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200 or hand delivered to the Regional Office, East London 3rd floor at 3 Phillip Frame Road, Waverly Park complex in Chiselhurst.
- NOTE** : Candidates whose name appears on Part B of the child Protection Register as mandated by the Section 123 (5) of the Children's Act, 2005 need not apply. Applicants are required to attach proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP.
- POST 10/39** : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-4 REF NO: 2020/25/GP**
Re-advert: Candidates who previously applied are encouraged to Re-Apply
- SALARY** : R257 592 – R581 178 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: Pretoria
: Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Appropriate experience in Social Work after registration as Social Worker with the SACSSP; Knowledge and experience in Mediation; Court Experience in rendering expert Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers' licence; Language proficiency in English and Afrikaans will be an added advantage. Skills and Competencies: Computer literacy; Communication (written and

<u>DUTIES</u>	:	verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail. Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes; Report on the performance to the Head of Office.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P Raadt Tel No: (011) 332 9000
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 or Physical Address: Regional Office – Gauteng; Department of Justice and Constitutional Development; 7 th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg.
<u>POST 10/40</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 20/18 /FS</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<u>REQUIREMENTS</u>	:	NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other equivalent qualification in the field of languages and minimums of three (3) years practical experience in court interpreting OR Grade 12 with ten (10) years practical experience in court interpreter. Valid (motor vehicle) Driver's license will be an added advantage. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure. Language Proficiency: Bethlehem: English, Afrikaans, Sesotho and IsiZulu.
<u>DUTIES</u>	:	To interpret in court of Law (Civil and Criminal matters; Entering of criminal cases in the criminal record book/register; To interpret in small claims courts; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feed back to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics; Make arrangements for foreign languages interpreters in consultation with the Prosecutor; Perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NM Dywili (051) 407 1800
	:	Please direct your applications to: The Regional Head, Bag X20578, Bloemfontein, 9300 or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.
<u>POST 10/41</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 20/15/KZN</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Court, Estcourt
	:	Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three year practical experience in court interpreting; OR Grade 12 and ten year's practical experience in court interpreting; Proficiency in English; Proficiency in two

or more indigenous languages; A valid driver's license will be an added advantage; Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.

DUTIES : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.

ENQUIRIES : Ms C.S. Sikhonde Tel No: (031) 372 3000

APPLICATIONS : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

POST 10/42 : **SENIOR COURT INTERPRETER REF NO: 20/19/KZN**

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

CENTRE : Magistrate Court, Estcourt

REQUIREMENTS : Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three year practical experience in court interpreting; Or Grade 12 and ten year's practical experience in court interpreting; Proficiency in English; Proficiency in two or more indigenous languages; A valid driver's license will be an added advantage; Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.

DUTIES : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.

ENQUIRIES : Ms C.S. Sikhonde Tel No: (031) 372 3000

APPLICATIONS : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

POST 10/43 : **CHIEF ADMINISTRATION CLERK REF NO: 20/20/KZN**

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

CENTRE : Magistrate's Court, Scottburgh

REQUIREMENTS : Grade 12 or equivalent; A minimum of 3 years' relevant experience. Skills and Competencies: Computer literacy MS Office; Good communication written and verbal; Good interpersonal relations; Able to work independently and under pressure; Attention to detail.

DUTIES : Key Performance Areas: Control of the sections related to Family court and Supply Chain management, H.R, Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; Compile and analyze statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users, to ensure delivery of justice; Implement departmental policies; Perform any other duties as directed by the Supervisor/Court manager or Area Court Manager.

ENQUIRIES : Ms C.S. Sikhonde Tel No: (031) 372 3000
APPLICATIONS : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

POST 10/44 : **LEGAL ADMINISTRATION OFFICER (MR3 – MR5) REF NO: 20/43/SA**

SALARY : R257 073 – R912 504 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria
REQUIREMENTS : An LLB Degree or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of South African Legal system, and legal practices with specific reference to civil litigation; Knowledge of criminal procedures and practice, Experience in providing legal support in civil matters for and against the Department; Knowledge and experience in office administration; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Communication (verbal and written) skills; Interpersonal relations; Innovative and analytical thinking.

DUTIES : Key Performance Areas: Perform legal administrative duties related to civil litigation matters in the Constitutional Court, Supreme Court of Appeal, High Courts; Equality Courts and Magistrate's Courts; Advise the Minister, Director – General and Chief Litigation Officer on all litigation matters affecting the Department; Represent the Department, its functionaries during consultations and liaise with and Instruct the State Attorney with regard to civil matters; Manage and deal with Departmental losses, transport claims, debt recovery on behalf of the Department; Inform the Minister, Deputy Minister, NPA, Director – General and other role players on measures taken to deal with matters on their behalf; Draft legal papers and handle ad hoc tasks in line with instructions; Perform contract vetting functions.

ENQUIRIES : Miss K. Ngomani Tel No: (012) 357 8661
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE : People with disabilities are encouraged to apply

POST 10/45 : **MAINTENANCE OFFICER: MR1- MR5 REF NO: 20/ 13/FS**

SALARY : R198 411 - R480 921 per annum. (Salary will be in accordance with experience OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE : Odendaalsrus; (The Successful Candidate will be stationed at Welkom Magistrate Court Office)

REQUIREMENTS : An appropriate four (4) year recognized Legal qualification (B Proc or LLB degree); Extensive knowledge of the Maintenance processes and Maintenance Act (Act 99 of 1998) (as amended). Proficiency in at least two (2) official languages; A valid driver's license. Skills and Competencies: Computer literacy (MS Office), excellent communication (both verbal and written), Inter-personal relations and ability to liaise with senior officials, Problem solving, Report writing and Time management skills; Ability to analyze statistics; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act. Screening of Maintenance files. Assist clients to reach agreements in applicable instances. Administer the preparation and issuing Section 26 and emoluments attachment orders as well as court interdicts. Prepare and compile all the necessary

evidence in presentation and application of future maintenance orders. Conduct interviews with stakeholders. Obtain financial information from employers and banking institution for the purpose of maintenance enquiries. Manage Departmental assets under his or her direct control to ensure compliance with relevant prescripts. Referring cases that require investigation to the Maintenance Investigators and ensuring regular follow up on progress made. Appear in Maintenance Court proceedings under the Maintenance Act 99 of 1998.

**ENQUIRIES
APPLICATIONS**

: Ms. NM Dywili Tel No: (051) 407 1800
: Please direct your application to: The Regional Head, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

POST 10/46

: **REGISTRAR: MR1 – MR5: REF NO: 10/20/NC**

SALARY

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

**CENTRE
REQUIREMENTS**

: Magistrate Office Kimberley
: LLB degree or a four year recognized legal qualification; A valid driver's license. Skills and Competencies: Knowledge of Magistrate's Court Act, Skills and Competencies; Legal research and drafting; Dispute resolution; Case Flow Management, Numerical, Office Management, Planning and organization, Communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations.

DUTIES

: Key Performance Areas: Co-ordinate Case Flow Management Support Services to the Judiciary; Manage civil and criminal sections including divorce cases Issue court orders and analyse statistics; Assist the public with court procedures; Management of case records as well as the record room and deal with the files in terms of the Archives Codes/Act, Tax legal bills of costs and attend to the review which may follow from such taxation; Provide training of Court Clerks and Assistant Registrars in the lower courts.

**ENQUIRIE
APPLICATIONS**

: Ms L Mtshaulana Tel No: (053) 807 0600
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

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** : 30 March 2020
- 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. 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 valid driver's license will be a requirement where applicable. 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 Administrative Clerk with Ref No: Recruit 2020/46 with closing date of 09 March 2020 advertised in Public Service Vacancy Circular 07 dated 21 February 2020 has been withdrawn.

MANAGEMENT ECHELON

- POST 10/47** : **CHIEF PROSECUTOR REF NO: RECRUIT 2020/75**
National Prosecutions Services
- SALARY** : R1 308 345 per annum (Level 14) (Total Cost Package)
- CENTRE** : CPP: Ladysmith
- REQUIREMENTS** : 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.

DUTIES : 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.

ENQUIRIES : Thabsile Radebe Tel No: (033) 392 8753
APPLICATIONS : e-mail Recruit202075@npa.gov.za

POST 10/48 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2020/76 (X2 POSTS)**
National Prosecutions Services

SALARY : R1 308 345 per annum (Level 14) (Total Cost Package)
CENTRE : DPP: Pietermaritzburg
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 laws or ability to obtain the right of appearance in terms of the said laws. Good interpersonal, analytical, presentation and communication skills. Computer skills.

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. 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 : Thabsile Radebe Tel No: (033) 392 8753
APPLICATIONS : e-mail Recruit202076@npa.gov.za

POST 10/49 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2020/77**
National Prosecutions Service

SALARY : R1 308 345 per annum ((Level 14) Total Cost Package)
CENTRE : DPP: Pietermaritzburg (STU)
REQUIREMENTS : A recognised four-year legal qualification. At least ten years' post qualification. Extensive prosecutorial or litigation experience regarding common law offences relating to Tax evasion/avoidance, commercial crimes, fraud and related matters. Sound knowledge of income Tax Act, Vat Act, Customs and Excise Act. Admission as an Attorney and/or Advocate will be an added advantage. 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. Strong organisational and leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively an management.

DUTIES : Manage 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 Constitutional Court. Studying and researching 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. Study appeal and reviews, prepare opinions and heads of arguments in court and argue cases. Consult on a regular basis with all relevant stakeholders in SARS officials. Manage and keep SARS records of all criminal prosecutions and statistics. Map out strategic planning for the division and lead staff members towards achieving strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Manage the division in the absence of the Director. 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. Compiling reports and entering into correspondence on matters and activities pertaining to the office, draft legislation and personnel.

ENQUIRIES : Thabsile Radebe Tel No: (033) 392 8753
APPLICATIONS : e-mail Recruit202077@npa.gov.za

POST 10/50 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2020/78**
National Prosecutions Service

SALARY : R1 308 345 per annum (Level 14) (Total Cost Package)
CENTRE : DPP: Pietermaritzburg
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. Proven ability to prosecute and guide serious, complex and organised commercial crime cases and corruption matters. Prior prosecuting experience in commercial crime including corruption will be an added advantage. 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.

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. 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
APPLICATIONS**

: Thabsile Radebe Tel No: (033) 392 8753
: e-mail Recruit202078@npa.gov.za

POST 10/51

: **DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2020/79**
(Re-Advert)

**SALARY
CENTRE
REQUIREMENTS**

: R1 057 326 per annum (Level 13) (Total Cost Package)
: DPP: Limpopo
: 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.

DUTIES

: 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
APPLICATIONS**

: Mogale Peter Selepe Tel No: (015) 045 0264
: e-mail Recruit202079@npa.gov.za

OTHER POSTS

- POST 10/52** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2020/80**
National Prosecutions Services
- SALARY** : R983 019 - R1 536 567 per annum (Level LP- 9) (Total Cost Package)
CENTRE : DPP: Johannesburg (STU)
REQUIREMENTS : A recognized four-year legal qualification. At least eight 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. Extensive prosecutorial or litigation experience with regard to common law offences relating to Tax evasion/avoidance, commercial crimes, fraud and related matters. Knowledge of the Tax act, VAT Act, customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background.
- DUTIES** : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Represent State in all courts, lead and cross examine witnesses, address court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Assist SARS in keeping proper records of all criminal proceedings. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
- ENQUIRIES** : Reuben Palai Tel No: (011) 220 4124
APPLICATIONS : e-mail Recruit202080@npa.gov.za
- POST 10/53** : **STATE ADVOCATE REF NO: RECRUIT 2020/8 (X3 POSTS)**
Specialised Commercial Crime Unit
- SALARY** : R763 212 - R1 266 156 per annum (Level LP- 7 to LP-8) (Total Cost Package)
CENTRE : Johannesburg
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 criminal procedure. Knowledge or skills in general prosecution. Able to work extended hours. Good interpersonal, analytical, organizational and communication skills. Ability to act independently or with minimum supervision. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of asset forfeiture law. Strong computer skills.
- DUTIES** : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties including administrative duties related thereto in accordance with the code of conduct, policy and directive of the NPA. Promote partner integration,

	:	community involvement and customer satisfaction in conjunction with the partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Loretta Chiloeane/Takalani Mfuni Tel No: (011) 224 4843/4827
<u>APPLICATIONS</u>	:	e-mail Recruit202081@npa.gov.za
<u>POST 10/54</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR</u> National Prosecutions Services
<u>SALARY</u>	:	R510 432 - R1 192 947 per annum (Level SU-1 to SU-2) (Total Cost Package) (Excluding Benefits)
<u>CENTRE</u>	:	CPP: Butterworth (Cofimvaba) Ref No: Recruit 2020/82 (Idutywa) Ref No: Recruit 2020/83 CPP: East London Ref No: Recruit 2020/84 (Zwelitsha) Ref No: Recruit 2020/85
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least four years post qualification legal experience. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal proceedings of a general and more advanced nature in both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witnesses, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.
<u>ENQUIRIES</u>	:	CPP: East London Talita Raga Tel No: (040) 608 6800
<u>APPLICATIONS</u>	:	CPP: Butterworth Linda Mankayi Tel No: (047) 501 2607 CPP: Butterworth (Cofimvaba) e-mail Recruit202082@npa.gov.za CPP: Butterworth (Idutywa) e-mail Recruit202083@npa.gov.za CPP: East London Recruit202084@npa.gov.za CPP: East London (Zwelitsha) Recruit202085@npa.gov.za
<u>POST 10/55</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Services
<u>SALARY</u>	:	R510 432 - R1 192 947.00 per annum (Level LP-5 to LP-6) (Total Cost Package)
<u>CENTRE</u>	:	CPP: Butterworth Ref No: Recruit 2020/86 (X2 Posts) CPP: Mthatha Ref No: Recruit 2020/87 CPP: Kimberley (Re-Advert) Ref No: Recruit 2020/88 CPP: Modimolle (Re-Advert) Ref No: Recruit 2020/89 (Mokopane) (Re-Advert) Ref No: Recruit 2020/90
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least four years post qualification legal experience. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in common laws and statutory offences in Regional Court.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and

		customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	CPP: Butterworth &; CPP: Mthatha: Linda Mankayi Tel No: (047) 501 2607
		CPP: Kimberley: Nicolas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	CPP: Modimolle Thuba Thubakgale Tel No: (015) 045 0285
		CPP: Butterworth e-mail Recruit202086@npa.gov.za
		CPP: Mthatha e-mail: Recruit202087@npa.gov.za
		CPP: Kimberley e-mail Recruit202088@npa.gov.za
		CPP: Modimolle e-mail Recruit202089@npa.gov.za
		CPP: Modimolle (Mokopane) Recruit202090@npa.gov.za
<u>POST 10/56</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS HRM &D (LABOUR RELATIONS)</u>
<u>SALARY CENTRE</u>	:	R470 040 per annum (Level 10) (excluding benefits)
	:	Head Office- Pretoria Ref No: Recruit 2020/94 (X4 Posts)
	:	Mthatha (Re-Advert) Ref No: Recruit 2020/95
	:	Polokwane Ref No: Recruit 2020/96
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) in Law. LLB will be an added advantage. Minimum three years' experience in Labour Relations. Knowledge of the employment relations legislative and regulatory framework. Experience in appearing in conciliations, mediations and arbitration proceedings. Knowledge and experience in the handling of complaints, disciplinary hearings and grievances. Dispute resolution skills. Valid driver's licence.
<u>DUTIES</u>	:	Represent the NPA in disciplinary hearings, conciliations, mediations and arbitration proceedings. Facilitate NPA representations and provide support to the counsel representing the NPA in external disputes. Facilitate the resolution of grievances and conduct necessary investigations for such resolutions. Facilitate disciplinary proceedings and conduct necessary investigations. Proactively implement mechanisms that minimize disputes and create sound employment relations. Participate in collective bargaining and facilitate the implementation of collective agreements. Prepare the necessary documents and provide opinions on the management and resolution of labour matters. Ensure compliance with grievances and disciplinary policies. Research and advise the NPA on the relevant legislative framework.
<u>ENQUIRIES APPLICATIONS</u>	:	Ronnie Pather Tel No: (012) 845 6186
	:	Head Office e-mail Recruit202094@npa.gov.za
	:	Mthatha e-mail Recruit202095@npa.gov.za
	:	Polokwane e-mail Recruit202096@npa.gov.za
<u>POST 10/57</u>	:	<u>ASSISTANT DIRECTOR: HR</u> National Prosecutions Services
<u>SALARY CENTRE</u>	:	R376 596 per annum (Level 09) (Excluding Benefits)
<u>REQUIREMENTS</u>	:	DPP: Mpumalanga (Recruit 2020/97)
	:	An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6. Minimum of three years relevant experience as an HR generalist. Extensive knowledge of the recruitment process and procedure; performance management system. Experience in working on PERSAL. In-depth knowledge of the Public Service Act and Regulations and its application. Knowledge of legislation and regulations pertaining to Public Service administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Knowledge of Human Resources in general and information management. Excellent written and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong organisational and management skills. Computer skills in MS Word, Excel and Outlook.

<u>DUTIES</u>	:	Provide HR administration services to the region. Capture personal information on the payroll system. Monitor the implementation of recruitment and selection of human resource services. Monitor implementation of service benefits. Facilitate the administration of human resource development services in the region. Compile monthly reports and statistics. Manage staff and provide guidance on HR related matters. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports and submit same to the Director: Administration. PERSAL administration, staff procurement, training and development, service conditions, staff exits and transfers.
<u>ENQUIRIES APPLICATIONS</u>	:	Gift Chiloane Tel No: (013) 045 0623 e-mail Recruit202097@npa.gov.za
<u>POST 10/58</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: RECRUIT 2020/98</u> HRM &D (Organisational Development)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) (Excluding Benefits) Pretoria: Head Office An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Management Services/Organisational Effectiveness; Work Study; Organisational Development or industrial Psychology. Minimum three years' experience in the field of Organisational Development/Design. A Job Evaluation Certificate obtained from the National School of Government. Excellent knowledge of Organisation Design. Good knowledge of Human Resources Management and Development in the public service. Reliable and determined. Able to work independently. Willing to travel, able to work extended hours. Good report writing skills and communication skills. Excellent administrative skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, PowerPoint, Visio. Knowledge of the Evaluate system. A valid driver's license.
<u>DUTIES</u>	:	Develop organizational structure and post establishment. Conduct organization design/work study investigations. Map business process. Develop and/or align organization structure and post establishment. Conduct Job evaluation. Facilitate the development of Job descriptions. Liaise with line managers to provide advice and guidance with regard to OD processes and implement OD interventions. Supervise staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Marcia Malope Tel No: (012) 845 6538 e-mail: Recruit202098@npa.gov.za
<u>POST 10/59</u>	:	<u>SENIOR WORK STUDY OFFICER REF NO: RECRUIT 2020/99</u> HRM &D (Organisational Development)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08) (Excluding Benefits) Pretoria: Head Office An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Management Services/Organisational Effectiveness Work Study; Organisational Development.. Minimum one year experience in the field of Organisational Design/Development/Work Study. Knowledge of Organisational Design. Good knowledge of Human Resources Management and Development in the Public service. Reliable and determined. Able to work independently. Willing to travel, able to work extended hours. Good report writing skills and communication skills. Excellent administrative skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, PowerPoint, Visio. Knowledge of the Evaluate system. A valid driver's license.
<u>DUTIES</u>	:	Undertake work study investigations within the NPA. Conduct Job Evaluation. Compile and review Job Descriptions. Optimize work

procedures and methods (work process and work flow). Provide information on organization design process and procedures. Render organizational development administrative duties. Update the organizational structure. Update the organization design database. File approved memos and maintain records.

ENQUIRIES
APPLICATIONS

: Marcia Malope Tel No: (012) 845 6538
: e-mail: Recruit202099@npa.gov.za

POST 10/60

: **RISK OFFICER REF NO: RECRUIT 2020/109**
Security Management Service

SALARY
CENTRE
REQUIREMENTS

: R316 791 per annum (Level 08) (Excluding Benefits)
: Head Office: Pretoria
: An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Safety Management or Risk Management. At least three years in Information Security and/or Risk Management related experience. PSIRA Registration Grade B compulsory. Knowledge of MISS document and Security related rules and regulations. Sound knowledge of Information Security Program. Knowledge of conducting security awareness surveys, audits and inspections. Must be able to manage crisis and conflict resolution. Ability to deal with security incidents and writing reports. Willing to travel and work extended hours. General Computer literacy. A valid driver's license.

DUTIES

: Provide support in information security risks management program of the NPA. Conduct security surveys, inspection, awareness sessions and audits for the NPA information security. Provide support in analysis and evaluation of the NPA incidents of security breaches. Assist with implementation of security program in the NPA Regional Divisions. Assist in implementation of the NPA approved Information security policies and procedures. Promote and facilitates the integration of ISC Program into all areas of operations. Undertake workplace inspections, identify, assess and control workplace hazards and risks. Facilitates and coordinate the Threat Risk Assessment conducted in the NPA buildings. Maintain effective classification of sensitive information to prevent unauthorized access into NPA sensitive information. Ensure that the implementation of information security controls is coordinated across the organization.

ENQUIRIES
APPLICATIONS

: Mokhine Makobe Tel No: (012) 845 7044
: e-mail Recruit2020109@npa.gov.za

POST 10/61

: **DISTRICT COURT PROSECUTOR**
National Prosecutions Services

SALARY
CENTRE
REQUIREMENTS

: R301 452 - R847 047 per annum (Level LP-3 to LP-4) (Total Cost Package) ((Excluding Benefits)
: CPP: Mthatha (Lusikisiki) Ref No: Recruit 2020/91
: CPP: Butterworth (Idutywa) Ref No: Recruit 2020/92

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

: CPP: Mthatha & CPP: Butterworth Linda Mankayi Tel No: (047) 501 2607
: CPP: Mthatha (Lusikisiki) e-mail Recruit202091@npa.gov.za
: CPP: Butterworth (Idutywa) e-mail Recruit202092@npa.gov.za

NOTE

: Relevant service certificate must accompany the application.

POST 10/62 : **DISTRICT COURT PROSECUTOR (ONE MAN STATION) REF NO: RECRUIT 2020/93**
 (Re-Advert)
 National Prosecutions Services

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

CENTRE : CPP: Odi (Mankwe)

REQUIREMENTS : 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.

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 : Flora Kalakgosi Tel No: (018) 381 9041

APPLICATIONS : e-mail Recruit202093@npa.gov.za

NOTE : Relevant service certificate must accompany the application

POST 10/63 : **CONTROL ROOM SUPERVISOR REF NO: RECRUIT 2020/110 (X2 POSTS)**
 Security Management Service

SALARY : R257 508 per annum (Level 07) (Excluding Benefits)

CENTRE : Head Office: Pretoria

REQUIREMENTS : An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Security and Risk Management. CCTV training will be an added advantage. At least two year's in-house security control room duties. Registration with PSIRA-Grade B compulsory. Knowledge of advanced Electronic Close Circuit Television (CCTV) security systems and fire protection systems. The ability to operate CCTV systems efficiently, effectively and error free to provide records of activities/deliverables. Must be able to work under pressure and be able to meet deadlines. Must be able to manage staff and have knowledge of conflict resolution. Good presentation and communication skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point. Willing to work shifts and over weekends. A valid driver's license.

DUTIES : Provide CCTV supervision to enhance secure work environment through electronic systems in the NPA Head Office. Monitor NPA security systems, assets and security barriers to protect environment. Record and investigate security incidents that has occurred in the NPA as a result of ineffective electronic systems. Report incidents of security breaches to the immediate supervisor in writing and provide solution thereof. Assist in the production access cards, administration and auditing. Ensure integrity of the security systems, effective key control and data. Initiate emergency response to fire alarms and liaise with external Emergency Services in case of an emergency. Handle incident reports and ensure proper record keeping.

ENQUIRIES : Ndabezinhle Msweli Tel No: (012) 845 6895

APPLICATIONS : e-mail Recruit2020110@npa.gov.za

POST 10/64 : **COURT PREPARATION OFFICER REF NO: RECRUIT 2020/100**
 National Prosecutions Service

SALARY : R257 508 per annum (Level 07) (Excluding Benefits)

CENTRE : CPP: Pietermaritzburg (Pinetown)

REQUIREMENTS : An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Social Science/Behavioural Studies. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Thabsile Radebe Tel No: (033) 392 8753
	:	e-mail Recruit2020100@npa.gov.za
<u>POST 10/65</u>	:	<u>FINANCE CLERK: (SUPERVISOR) REF NO: RECRUIT 2020/101</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07) (Excluding Benefits)
	:	DPP: Limpopo
	:	An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6. Minimum of two years relevant experience. Knowledge of the PFMA, Treasury Regulations and other relevant Public Service Prescripts. Experience in working on PERSAL and BAS systems. Computer literacy in MS Office suite and accounting system. Good interpersonal skills. Good Planning and organizing skills. Ability to work under pressure and independently. Ability to think strategically. Good communication and problem solving skills. Ability to work in a team. Loyal and honest. General office management skills.
<u>DUTIES</u>	:	Receiving, recording and processing of all financial transactions in the region. Develop a system where all documents and transactions with financial implications in the region will be received, captured, processed and monitored till such time they are approved and finalized. Verifying correctness of all S & T claims, overtime and other transactions with financial implications before approval on the PERSAL and BAS systems. Draw a weekly, monthly and quarterly report for budget and expenditure monitoring and reporting purposes. Manage use of petty cash in the region. Report all discrepancies and irregularities to the Deputy Director: Finance. Develop systems and mechanisms to ensure and maintain a clean audit in the region.
<u>ENQUIRIES APPLICATIONS</u>	:	Thuba Thubakgale Tel No: (015) 045 0265
	:	e-mail Recruit2020101@npa.gov.za
<u>POST 10/66</u>	:	<u>LIBRARIAN REF NO: RECRUIT 2020/102</u> National Prosecutions Services Re-Advert
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07) (Excluding Benefits)
	:	DPP: Mmabatho
	:	An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6. At least two years relevant experience. Knowledge of AACR2 and Dewey decimal classification Systems. Ability to work on an electronic library management system. Experience in utilization of search tools such as internet, LexisNexis, Jutastat and Sabinet online. Experience in information services. Library and information management skills. General computer literacy in MS Word, Excel, and PowerPoint. Willingness to travel. Good verbal and written communication and administrative skills. Report writing skills. Ability to work independently with minimum supervision.
<u>DUTIES</u>	:	Conduct information searches and monitor information. Cataloguing and classification of library material. Loose-leaf administration including updating. Responsible for library stock taking and keeping of statistics.

Training of users on online databases. Procure new material. Shelving and shelf-reading of library material. Assist with the information projects of the NPA.

ENQUIRIES : Flora Kalakgosi Tel No: (018) 981 9041
APPLICATIONS : e-mail Recruit2020102@npa.gov.za

POST 10/67 : **PERSONAL ASSISTANT REF NO: RECRUIT 2020/103**
National Prosecutions Service

SALARY : R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE : DDPP: Thohoyandou
REQUIREMENTS : At least Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license will be an added advantage.

DUTIES : Provide secretarial, administration support and personal assistant service to the Deputy Director of Public Prosecutions. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the office. Type documents for and provides a clerical support service to the Deputy Director of Public Prosecutions. Operates office equipment like fax machines and photocopiers. Make travel arrangements; make logistical arrangements for meeting and events, process travel and subsistence claims for the Deputy Director of Public Prosecutions, taking minutes during meetings, draft routine correspondence, develop and maintain an accessible and user-friendly filing system in the office of the Deputy Director of Public Prosecutions. Handle procurement of standard items such as stationery for the Deputy Director of Public Prosecutions. Liaise with other offices of the NPA and external stakeholders and partners with regard to all matters pertaining to the administrative functions of the office of the Director of Public Prosecutions.

ENQUIRIES : Thuba Thubakgale Tel No: (015) 0285
APPLICATIONS : e-mail Recruit2020103@npa.gov.za

POST 10/68 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2020/104**
National Prosecutions Service

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : Head Office Pretoria
REQUIREMENTS : Grade twelve (12) or equivalent qualification. Administration related qualification will be an added advantage. Knowledge of Public Sector Legislation. 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 : Ensure compliance with NPA policies and guidelines and all relevant prescripts. Liaise and communicate with senior managers within the NPA and other relevant stake holders. Plan, organize and coordinate events, meetings or other engagements as required by the Director: Administration or delegated official. Manage information and ensure easy reference filing system for the unit. Prepare correspondence, documents, reports, presentations, etc. as required and instructed by the Director. Prepare minutes of meetings and follow up on decisions made where necessary. Make travel and accommodation arrangements. Any other

duties as requested by the Director or delegated official. Assist with all case flow related matters; provide general administrative support.

ENQUIRIES : Gija Maswanganyi Tel No: (012) 845 6944
APPLICATIONS : e-mail Recruit2020104@npa.gov.za

POST 10/69 : **ADMINISTRATIVE CLERK**
Sexual Offences and Community Affairs

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : Head Office Pretoria Ref No: Recruit 2020/105
Polokwane Ref No: Recruit 2020/106
Bloemfontein Ref No: Recruit 2020/107

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 administrative and secretarial support to the Director: Administration and delegated officials of the SOCA unit. Manage and prioritize matters. Liaise and communicate with senior managers within the NPA and other relevant stake holders. Plan, organize and coordinate events, meetings or other engagements as required by the Director: Administration or delegated official. Manage information and ensure easy reference filing system for the unit. Prepare correspondence, documents, reports, presentations, etc. as required and instructed by the Director. Prepare minutes of meetings and follow up on decisions made where necessary. Make travel and accommodation arrangements. Any other duties as requested by the Director or delegated official. Assist with all case flow related matters; provide general administrative support. Provide logistical support services. Ensure administration of financial management. Administration operate office equipment like fax machines and photocopiers. Making copies and binding documents.

ENQUIRIES : Sonnyboy Manzini Tel No: (012) 845 1478
APPLICATIONS : Head Office e-mail Recruit2020105@npa.gov.za
Polokwane e-mail Recruit2020106@npa.gov.za
Bloemfontein e-mail Recruit2020107@npa.gov.za

POST 10/70 : **REGISTRY CLERK REF NO: RECRUIT 2020/108**
National Prosecutions Services

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : DDPP: Thohoyandou

REQUIREMENTS : Grade twelve (12) or equivalent qualification. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Sound planning and organizing skills. Good administrative skills.

DUTIES : Provide registry counter service. Handle incoming and outgoing correspondence. Render an effective record management service. Operate office machines in relation to registry functions. Process documents for archiving and/or disposal.

ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : e-mail Recruit2020108@npa.gov.za

NATIONAL TREASURY

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

- CLOSING DATE** : 27 March 2020 at 12:00 pm.
- NOTE** : Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application in PDF format, quoting the relevant reference number and the name of the position on the subject line to the e-mail address mentioned below. No late applications will be accepted. Kindly note: applications that are not compliant with the above requests will not be considered (non-negotiable). The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts.

MANAGEMENT ECHELON

- POST 10/71** : **DIRECTOR: PROJECT IMPLEMENTATION REF NO: S039/2020**
 Division: Intergovernmental Relations Division (IGR)
 Purpose: Advice and provide technical support to clients and stakeholders pertaining to project implementation and guidance.

- SALARY** : R1 057 326 per annum (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum Degree in Civil Engineering/Architecture/Project or Programme Management, A minimum 5 years' experience at a middle management (Deputy Director) level obtained in project implementation in the infrastructure and construction build environments, Knowledge and experience of municipal service delivery challenges and legislation (including knowledge about the Public Finance Management Act, the Municipal Finance Management Act and other related Treasury instruments), Knowledge of the functioning of government departments, especially local government, and related institutions, Experience in the management of urban and/or economic infrastructure or construction development (including project analysis oversight, contract management and contract problem resolution).

- DUTIES** : Some key Outputs include: Strategy and technical guidance: Contribute to developing annual strategy that would inform the operational approach, Engage and in conjunction with stakeholders develop Project Implementation operations and business plans, Allocate Project Implementation resources to resolve challenges hindering or threatening the successful achievement of the Project Implementation strategy, Influence stakeholders to support the proposed strategic objectives, Participate in developing an operational budget that meets the organisational requirements, Develop the implementation and alignment of Project Implementation policies and initiatives Project Implementation: Develop and implement a project implementation Plan and aligned with the business operations for execution, Facilitate technical projects and provide support to stakeholders in the preparation of project proposals for NDP Grant allocation, Manage the quality of: Analysis of project progress

in line with targeted objectives, and Recommendations and decisions to pay draw-downs or disbursements on implemented projects, Integrate best practices into project implementation in the achievement of projects objectives Identify private, public and community parties that influence business and develop a Project Implementation team advocacy strategy, Engage quality information to clients and stakeholders within the project implementation environment for standardisation Infrastructure Financing: Develop implementation cash flows for project financing throughout the life cycle of the projects, Implement and manage benchmarking programmes to ensure grant allocation and management improvement and achievement of SLA's and standards, Monitor, evaluate and report on Municipal implementation progress and process Project Implementation Strategy: Contribute to the development of an NDP strategy and operational approach, Engage stakeholders on the strategic outputs and the development of a Project Implementation operations business plan, Allocate Project Implementation resources achieve strategy, Develop a comprehensive process hindering or threatening the successful achievement of the Project Implementation and NDP Unit strategy, Influence stakeholders and clients to support the achievement of the Unit strategic objectives, Develop and implement and aligned project implementation policies framework.

ENQUIRIES : Human Resources on Tel No: (012) 315 5100
APPLICATIONS : may be sent via e-mail to Recruit.IGR@treasury.gov.za

OTHER POST

POST 10/72 : **SENIOR BUDGET ANALYST: PROVINCIAL BUDGET ANALYSIS REF NO: S041/2020**
 Division: Intergovernmental Relations Division (IGR)
 Purpose: Advice in the managing and the monitoring of the implementation of provincial budgets by developing and maintaining financial databases.

SALARY : R869 007 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Degree in Economics/Public Finance/Accounting/Statistical Analysis, 4 years' experience of the South African public finance and budget allocation system, Knowledge and experience of public financial management system, and Knowledge and experience of the Public Finance framework pertaining to laws and regulations applicable to public sector budgeting methodologies.

DUTIES : Some key outputs include: Budget Preparation and Support: Evaluate the MTEF budget submissions from provinces and prepare a report on the assessment of the estimates of provincial revenue and expenditure (EPRE) document and database, Evaluate data from provinces and prepare presentations and reports for annual benchmark and post benchmark interventions and provide data to provincial stakeholders, Participate in discussions during the provincial MTEC hearings and produce a report, Budget Implementation and Monitoring: Assist in compiling monthly aggregated reports on the state of provincial budgets and expenditure/revenue trends and advice on spending, and revenue patterns as well as assist in drafting related presentations for the Director General, Minister of Finance, Technical committee on Finance (TCF), Budget Council, National Council of Provinces (NCOP), President's Coordinating Council (PCC) and Cabinet, Attend provincial budget visits/ expenditure reviews and compile a report on the outcomes, Attend provincial infrastructure site visits and provide inputs for the report, Intergovernmental Co-ordination: Manage data submissions from provinces in line with the budget process schedule and prepare reports and presentations for parliament, provincial legislatures and other stakeholders, Financial management and budget reform: Contribute to National Treasury publications, Draft chapters for the Provincial Budget

and Expenditure Review (PBER) publication, Provide technical support and guidance in the drafting of annual provincial budget guideline in line with budget reforms and budget formats and maintain databases in line with provincial budget reforms and budget formats, Coordinate annual provincial budgets and prepare consolidated reports on trends in sector budgets, expenditure and performance.

ENQUIRIES
APPLICATIONS

: Human Resources on Tel No: (012) 315 5100
: may be sent via e-mail to Recruit.IGR@treasury.gov.za

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to recruitment@opsc.gov.za.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 03 April 2020, 15h45
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a confidential security clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission.

OTHER POST

- POST 10/73** : **STATE ADMINISTRATIVE OFFICER: PUBLIC ADMINISTRATION OFFICER REF NO: SAO/PAI/02/20**
- SALARY** : R257 508 – R303 339 per annum (Level 07)
- CENTRE** : Commission House, Pretoria
- REQUIREMENTS** : Ideal Candidate Profile: A three year Degree or National Diploma (NQF Level 6/7) qualification in the field of Public Administration/Public Management/Law/Forensic Investigation or Auditing. Experience of Public Service Prescripts, including Human Resource Management, Supply Chain Management and Financial Management in the Public Service. Verbal and written communication skills. Sound interpersonal skills. Be analytical and proactive. Operational knowledge of Microsoft Office Suite, including Word, Excel, PowerPoint and Outlook. Research skills will be an added advantage. Knowledge of the Constitutional Values and Principles (CVPs) in Section 195 and the effect of the CVPs on the daily duties of this post. Ability to work independently, under pressure and as part of a team. A valid driver's license.
- DUTIES** : The successful candidate: Providing investigation support on complaints lodged with the PSC. Assist in the drafting of investigation reports containing findings and directions/ recommendations. Assist in conducting research into areas of Public administration practices. Assist in the management of the database on complaints. Draft submissions/memorandums and letters relating to the Chief Directorate. Request outstanding information from departments/institutions. Attend to

projects initiated by the PSC in respect of public administration practices.
Engage with internal and external stakeholders as and when required.
Render support to the Chief Directorate: Public Administration
Investigations.

ENQUIRIES

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

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. Website: www.dpme.gov.za
- CLOSING DATE** : 27 March @ 16:30 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on originally signed Z.83 accompanied by original certified copies of 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. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) 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.

MANAGEMENT ECHELON

<u>POST 10/74</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 011/2020</u> Branch: Corporate Services
<u>SALARY</u>	:	R1 521 591 per annum (Level 15). (All-inclusive salary package per annum) The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate SAQA recognised undergraduate qualification (NQF 7) and a post graduate qualification (at NQF 8), in either Public Administration, Social Science, Business Management, Law, Strategic Management, Human Resources or Finance or equivalent. A Master's Degree (NQF level 9) will be an added advantage. Minimum of 10 years' appropriate experience with at least 8 years proven experience as a member of the SMS and a valid driver's license. Demonstrable public sector leadership acumen. Being able to communicate effectively with excellent people management skills, balanced with demonstrable requisite technical skills. Deep knowledge of the Government legislative framework, Public Service legislative and Policy Framework, Government Medium Term Strategic Framework linked to the National Development Plan, Advanced knowledge of public policy analysis and policy development process, Stakeholder management and coordination, Strategic thinking and leadership, Research skills, Financial and Human Resource Management. Knowledge of the Public Service Act (PSA), Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. Competencies & Skills: Management skills including people management and empowerment, and involvement in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation and conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial, Computer and project/programme management skills. Personal Attributes: The incumbent must be assertive, self-driven, innovative, client and solution orientated and able to work under stressful situations.
<u>DUTIES</u>	:	The successful incumbent will be responsible for rendering corporate services to the Department. Ensure that all Chief Directorates and Directorates under Corporates Services Branch provides adequate support to the Department in line with its mandate, vision and mission, this entails provision of co-ordinated strategic and administrative support to the Department; Manage the provision of integrated planning and programmes by ensuring the development of strategic and operational planning in line with the departmental objectives. Oversee the provision of communication services by ensuring the development and implementation of communication strategies, policies and procedures. Manage Human Resources, Security, Facilities and Legal Services, Manage the provision of information communication and technology management services. Development and Management of the Strategic Plan, Annual Performance Plan and MTSF project deliverables. Manage internal Organisational Efficiencies and Compliance, Monitoring & Evaluation. Co-ordinate all administrative inputs to all external and internal strategic control points, including the Ministry, Parliament and Audit Committee. Manage back-end Corporate Services support functions. Manage the branch and its deliverables against the expected Annual Targets and Projects. Manage the budget of the branch in support of business goals and ensure consistent expenditure against plans over the

financial year. Undertake various other tasks associated with this role as may be required. Ensuring the Branch's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to. Ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement and ensuring sound corporate governance mechanisms for the Branch. Mr N Nomlala Tel No (012) 312-0452.

ENQUIRIES

POST 10/75 : **CHIEF DIRECTOR: STRATEGY & COMMUNICATION SERVICES REF NO: 012/2020**
Branch: Corporate Services

SALARY : R1 251 183 per annum (Level 14). (All-inclusive salary package) The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE REQUIREMENTS : Pretoria
A 3-year tertiary qualification (NQF 7) as recognised by SAQA in Communications, Strategic Management, Social Sciences or equivalent. Experience: at least 8 years' experience in Communications and or Strategic Planning of which 5 years must be at Senior Managerial level. A relevant post-graduate qualification (NQF 8) will be an added advantage. A valid driver's license. Skills: Excellent written and verbal communication skills and the ability to interact with people at all levels. Comprehensive understanding of the Strategic Planning, M&E, & reporting processes; Service Delivery Innovation, Improvement & Batho Pele Principles; Communication Frameworks & GCIS. Job Knowledge: Extensive knowledge of the South African communications landscape. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Personal attributes: Strategic capability and leadership, financial management, solution orientated and analysis, people management, self-driven, innovative and creative, client orientated and customer focused, and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES : Working with the Ministry and department the successful incumbent will be responsible for providing strategic leadership and direction to the Ministry and the department. Serve as a spokesperson of the department and the Minister in the Presidency, enhance government's communication platforms, products and services in order to grow the voice of government. Provide effective and timely support to the Ministry. Facilitate and coordinate the provisioning of strategic planning, monitoring & evaluation and communication support services in the department. This entails managing, coordinating and facilitating the provisioning of strategic management, M&E and service delivery improvement services and Managing, coordinating and facilitating communication, marketing and stakeholder liaison services to the Director-General, executive and department. Provide support and coordination services to the department in respect of the provision of the core functions and services assigned to the Chief Directorate with specific reference to the following: Strategic, Annual Performance and Operational planning, budgeting and alignment; Effective and efficient supervision, allocation, utilization, care and or development of all resources allocated to the unit; Effective performance management, reporting and communication on the unit; Implementation and monitoring of the unit's Annual Performance and Operational Plans and development and implementation of policies, projects, programmes and practices that facilitate effective and efficient performance by the unit. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directives and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the

ENQUIRIES

Chief Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate in a supportive role.
: Mr N Nomlala Tel No (012) 312-0452

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.



CLOSING DATE : 27 March 2020 at 16H00

NOTE : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver's Licence (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will not be accepted. People with disabilities are encouraged to apply. Note: All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

ERRATUM: Kindly note that the post of Administrative Clerk: Provisioning and Auxiliary Services with Ref No: 2020/45 advertised in Public Service Vacancy Circular 09 dated 06 March with the closing date 20 March 2020, was advertised without the delivery and postal address, the correct delivery and postal address read as follows: APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. FOR ATTENTION: Mr E Nguyuza.

MANAGEMENT ECHELON

POST 10/76 : **DIRECTOR: COMPUTER AUDITS AND HEAD OFFICE AUDITS REF NO: 2020/47**

SALARY : R1 057 326 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE REQUIREMENTS : Head Office
An undergraduate qualification (NQF level 7) or equivalent qualification in Accounting, Auditing, Internal Auditing, Information Systems or Computer Science. 5 years relevant working experience at middle or senior management level. Extensive appropriate experience in auditing at managerial level. A CIA/CISA qualification or advanced study towards such is preferred. Membership with the Institute of Internal Auditors (IIA) or the Information Systems Audit and Control Association (ISACA). Knowledge of the Standards for Professional Practice of Internal Auditing

(SPIIA) or General Standards for Information Systems (SAICA). Knowledge of Accounting and Auditing Principles, Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations, the COBIT/COSO Framework and the King Report on Corporate Governance as well as other relevant Public Service Laws and Regulations. Knowledge and experience in Team-mate software and ACL will serve as an advantage. Excellent communication (verbal and written) skills. Ability to manage multiple projects. Proven skills in leading and managing teams to achieve higher levels of efficiency. Ability to work well under pressure for extended periods of time. A valid driver's licence and the willingness to undergo security clearance.

- DUTIES** :
- Manage the Internal Audit's Head Office and Computer Audits Component. Monitor and ensure that the Internal Audit Activities' objectives are in line with the Activities' strategic goals and those of the Department. Implement audit approaches and methodologies for Internal Audit Activities. Identify critical risks from the Department's Risk Management plan that require Internal Audit Activity focus. Develop risk-based three-year and annual Internal Audit Plans. Review audit reports as well as supervise the implementation and follow-up of audit findings. Co-ordinate the work of internal and external auditors. Develop policies and procedures to guide audits and audit staff. Ensure the Internal Audit Activities' compliance with all applicable statutory requirements, Acts and professional practices and standards. Effective participation in Audit Committee activities. Manage Financial and Human Resources within the Directorate. All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.
- ENQUIRIES** :
- APPLICATIONS** :
- FOR ATTENTION** :
- NOTE** :
- Ms R. Mashigoane Tel No: (012) 406 -1758.
 The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
 Ms NP Mudau
 Applicants must be in possession of pre-entry certificate into the Senior Management Services in the Public Service. This is an online programme offered by the National School of Government.

OTHER POSTS

- POST 10/77** :
- CHIEF TOWN AND REGIONAL PLANNER GRADE A REF NO: 2020/48**
- SALARY** :
- R898 569 per annum, (All inclusive salary package) total package to be structured in accordance with the rules of (OSD).
- CENTRE** :
- REQUIREMENTS** :
- Head-Office (Pretoria)
 A Bachelor's Degree in Urban/Town and Regional Planning or relevant qualifications. 6 years post qualifications professional experience required with relevant experience in various facets of district and rural planning and property development. Experience in various facets of town & regional planning and related built environment legislation and policies. Compulsory Registration as a Professional Planner with the South African Council for Planners (SACPLAN). Programme and Project Management. Background of Town Planning legal aspects (Acts/Legislation/policies/bylaws). Experience in land development applications (Rezoning, Subdivision, Township Establishment and etc.), and packaged solutions for integrated precinct planning and development. A valid driver's license. Willing to travel extensively. Knowledge: Properly developed knowledge and understanding of National Government's responsibility to improve access to Government services, Inter-related macro/micro town planning related to the development of Government precincts and revitalization and development of metropolitan centers for

improved inner-city (CBD), Development of site development plans to meet inner-city regeneration and initiatives, Project management principles (including the coordination of various activities of others), Liaison with metropolitan authorities, Feasibility studies, Legislative and legal aspects of built environment developments and informed decision-making. Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, report writing, presentation and negotiations skills, Computer literacy.

DUTIES

: The main purpose of the position is to plan for the development of identified government precincts within the spatial development parameters of District and Rural municipalities to ensure integration. This is to be achieved through, inter alia: Collaboration with User Departments, sector departments, national and municipal spheres of government, Government estate footprint assessment and prioritization of targeted municipalities, Development of opportunities into packaged accommodation solutions, Integration of site development plans with existing urban fabric, Identification of State buildings for brownfield/greenfield development, Identification of land parcels in precincts for development, Alignment of user needs, Site due diligence and adherence to planning legislation, Integration of site development plans, Draft and sign land availability agreements, Facilitate site clearance and bulk service installation, Project manage all town planning related tasks in various towns towards packaged precinct solutions. Manage and mentor young professionals with the Directorate. And perform any professional responsibilities that may be delegated by Principals in the Directorate.

**ENQUIRIES
APPLICATIONS**

: Mr T Rachidi Tel No: (012) 406-1885
 : The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION

: Ms NP Mudau

POST 10/78

: **PRODUCTION ARCHITECT GRADE A REF NO: 2020/49**

SALARY

: R618 732 per annum, (All inclusive salary package) total package to be structured in accordance with the rules of (OSD).

**CENTRE
REQUIREMENTS**

: Head-Office (Pretoria)
 : A B degree in Architecture or relevant qualifications. A 3 years post qualifications Architectural experience required. Registration as Professional Architect with South African Council for the Architectural Profession (SACAP) is compulsory, Well developed project management-, analytical-, planning-, legal compliance-, computer literacy-, interpersonal-, communication-, report writing- and presentation skills, a valid driving license, Effective use of CAD (AutoCAD, Archi CAD and or Revit) as well as other software required to successfully completing your duties, Experience with GIS will be an added advantage, A proper developed knowledge and understanding of inter-related macro/micro design aspects related to national government's responsibility to improve access to government social services, the revitalization and development of urban centers for improved inner city (CBD) economics, urban design, implementation of urban master planning guidelines, collaboration with local authorities regarding inner city precinct planning and maximization of state properties within urban and rural centers for optimum economic benefit. Experience in urban design, master planning and precinct planning will serve as an advantage. Background with Municipal Spatial Development frameworks and Urban Design Frameworks will be an added advantage.

DUTIES

: Analyze master plans and reduce same to further levels of design, taking into account the inter relationship of sites and client needs within precinct boundaries, Take part in site analysis/ audit; approval and clearing of sites for development. Undertaking land use surveys, site inspection for the preparations of precinct development plans, maps and draft precinct development report. Drafting and mapping of concepts for Government

Precinct plan using GIS and Computer Aided Design software. Prepare balanced, proper, efficient and effective development plans compliant with legislative requirements, town planning schemes and governmental corporate image and customs, Preparation of drawings, reports and presentations, Effectively translate client requirements into accommodation lists and translating into concept designs, Prepare guidelines and objectives in documentation format for further detail design of specific sites within precincts, Function as a team member and interact with appointed experts, local authorities, clients and management. Provide professional and technical support to the implementation teams at Head and Regional offices.

ENQUIRIES : Mr T Rachidi Tel No: (012) 406-1885
APPLICATIONS : The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 10/79 : **CHIEF WORKS MANAGER: (MECHANICAL) REF NO: 2020/50**

SALARY : R376 596 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A three year tertiary qualification in Mechanical Engineering or equivalent qualifications with proven technical mechanical experience in the field or an appropriate N3 plus Trade Test. Applicable knowledge of the PFMA, OHSA, National Building Regulations and Building Standard. A driver's licence is a must. Willingness to travel. Computer literate. Ability to work under pressure. Project management skills. Property and facilities management skills. Knowledge of procurement process and system. Good verbal and written communication skills.

DUTIES : Assist Control Works Manager with the management of mechanical projects. Attend to planned and unplanned maintenance requests from the clients. Compile scope of works, prepared estimates and technical reports. Inspect and report on leased buildings, optimum use of mechanical equipment and installation. Inspect water meter readings. Effectively utilise water and certification of Municipal accounts. Ensure that properties, buildings and machinery comply with OHSA and Building Regulations. Prepare submissions, progress reports and verify invoices. Management of employees in the unit.

ENQUIRIES : Ms M Llali Tel No: (018) 386 5379
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

POST 10/80 : **SENIOR STATE ACCOUNTANT: PROPERTY BUDGET MANAGEMENT (PROPERTY BUDGET ADMINISTRATION) REF NO: 2020/51**

SALARY : R316 791 per annum
CENTRE : Pretoria: Head Office
REQUIREMENTS : A three year tertiary qualification in Project/Property Budget Administration or equivalent. Knowledge and ability to operate the Works Control System (WCS). Sound budgeting, financial, programme management (relevant to the built environment) and administrative skills. Possess analytical and problem-solving skills. Have an understanding of the various facets of the built environment. Computer literacy in MS Office (with specific reference to MS Word, MS Excel and MS Outlook).

DUTIES : Compile authorisations on the Works Control System (WCS). Compile submissions/letters for the approval of funds/additional funds to Client Departments. Advise Head Office project managers and PBA Regional Office units of responses received from Client Departments. Assist with monitoring of the Implementation programmes for forced tender dates,

correct cash flow projections and expenditure vs allocation projections.
Report shortages or surplus of funds to ASD: PBA.

ENQUIRIES : Ms L van den Heever Tel No: (012) 406- 1136
APPLICATIONS : The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 10/81 : **ACCOUNTING CLERK: FINANCE CASHIER REF NO: 2020/52**
(Twelve Months Contract)

SALARY : R173 703 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : Senior Certificate/Grade 12 with appropriate experience in Accounting, Auditing or Financial Management. Knowledge and experience of government systems, BAS/SAGE, Persal or any other accounting systems. Knowledge of WCS & PMIS will be an added advantage. Good verbal and written communication skills. Organizational ability and decision making skills. Have the ability to work under pressure. Computer skills with proficiency in MS packages. Knowledge of the PFMA, National Treasury Regulations, procurement policies & MTEF.

DUTIES : Receive monies on behalf of the State and issue receipts thereof. Perform daily balancing and complete deposit information. Perform daily banking of all monies collected. Access SAGE/BAS to capture receipts issued. Safeguard all receipt and deposit books. Ensure requests for receipt/deposit information are complied with within specified timeframes (audit and investigations). Ensure returned documents are filed in relevant sequence.

ENQUIRIES : Mrs DC Mngoma Tel No: (031) 3147018/ Mr N Gengiah Tel No: (031) 3147014
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.
FOR ATTENTION : Mr R Joseph

POST 10/82 : **ACCOUNTING CLERK: FINANCE DOCUMENT CONTROL REF NO: 2020/53**
(Twelve Months Contract)

SALARY : R173 703 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : Senior Certificate/Grade 12 with appropriate experience in Accounting or Auditing or Financial Management. Knowledge and experience of government systems, BAS/SAGE, Persal or any other accounting systems. Knowledge of WCS & PMIS will be an added advantage. Good verbal and written communication skills. Organizational ability and decision making skills. Have the ability to work under pressure. Computer skills with proficiency in MS packages. Knowledge of the PFMA, National Treasury Regulations, procurement policies & MTEF.

DUTIES : Access SAGE/BAS to obtain payment numbers and update on each payment document. Stamp documents 'paid/processed. Create files to ensure paid/processed documents are safeguarded – filing according to expenditure item. Update Reapatata (Invoice Tracking System) with payment numbers of invoices already paid/processed. Record keeping. Ensure requests for documents (investigations; audit) are complied with within specified timeframes. Ensure returned documents are filed in relevant sequence.

ENQUIRIES : Mrs DC Mngoma Tel No: (031) 3147018/Mr N Gengiah Tel No: (031) 3147014
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Mr R Joseph

POST 10/83 : **CLEANERS: FACILITY MANAGEMENT REF NO: 2020/54 (X3 POSTS)**

SALARY : R122 595 per annum
CENTRE : Mmabatho Regional Office
Pochefstroom (X1 Post)
Klerksdorp (X1 Post)
Rustenburg (X1 Post)

REQUIREMENTS : Senior Certificate/Grade 12, ABET 2, 3, 4, Standard 8 or Grade 10 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equivalent will be an added advantage.

DUTIES : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices. Scrubbing, moping and polishing floor. Dust and polish furniture.

ENQUIRIES : Ms M Llali Tel No: (018) 386 5379
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.
- CLOSING DATE** : 27 March 2020
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

- POST 10/84** : **ASSISTANT DIRECTOR: LOGISTICS INFRASTRUCTURE REF NO: DOT/HRM/2020/04**
Branch: Integrated Transport Planning
Chief Directorate: Freight Logistics
Directorate: Logistics Infrastructure
- SALARY CENTRE REQUIREMENTS** : R470 040 per annum (Level 10)
: Pretoria
: A recognized NQF level 6/7 in Transport Management studies, Transport Planning, Freight Logistics, BA Admin or B Com with at least 3 years relevant experience in freight logistics or freight transport. Note: The following will serve as a recommendation: Sound knowledge of freight logistics operations. Infrastructure and and/or freight logistics or freight logistics transport knowledge of various modes and sectors like warehousing. Distribution centres that contributes to the seamless movement of goods and services. Knowledge of policy development, strategies and regulations. Good written and verbal communication skills. Good organisational skills and computer literacy.
- DUTIES** : The candidates should be able to plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs and outcomes of the projects. Assist in the development of various integrated freight logistics plans and / or strategies across various corridors with respect to both operations and freight logistics infrastructure. Assist to develop and implement strategies to improve operations and infrastructure integration at our key and critical freight intermodal facilities. Assist in facilitating and promoting the implementation of the Freight Logistics Plans to support key strategies and implementation thereof in order to achieve the National and NEPAD objectives. Organise and facilitate stakeholder engagements through various platforms. Assist in the research and information compilation. Attend meeting, workshops and conferences that relates to

freight logistics. Ensure that minutes are taken and prepare documents for meetings timeously. Represent the Chief Directorate in various committees when needed. Be able to coordinate any new project that arises in the Logistics Infrastructure division or directorate. Promote innovation in freight transport and freight logistics arena. Compile the quarterly, strategic, business and annual reports for the directorate. Provide mentor support to interns when applicable.

ENQUIRIES

: Ms A Buda Tel No: (012) 309 3769

POST 10/85

: **SENIOR AVIATION SECURITY OFFICER REF NO: DOT/HRM/2020/05**
Branches: Civil Aviation
Chief Directorate: Aviation Safety, Security, Environment and Search & Rescue
Directorate: Aviation Safety and Security
Sub-directorate: Aviation Security

SALARY
CENTRE
REQUIREMENTS

: R316 791 per annum (Level 08)
: Pretoria
: An applicant should be in possession of a recognized NQF level 6/7 in Transport Management/International Relations/Public Administration/Aviation Security Management with 3 years' relevant experience. Must be in a possession of a valid driver's license. The following will serve as strong recommendation: Knowledge of Aviation Security issues. Understanding of the Civil Aviation Act, 2009 (Act No.13 of 2009) and the Civil Aviation Regulations. Working knowledge of ICAO and AFCAC institutional frameworks. Good interpersonal relations and communication skills at all levels. Good problem-solving skills, confidentiality and reliability. Excellent computer skills, secretarial skills and project management. Must be willing to travel extensively and work beyond the normal working hours.

DUTIES

: The successful candidate will be required to: Assist in managing relevant Committees and Sub-committees; Assist in managing relationships between South Africa and other States and International Organizations; Assist in monitoring new developments in aviation security; Assist in facilitating the establishment of airport facilitation committees; Arrange meetings and workshops for the Sub-directorate; Conduct appropriate research in relation to aviation security; Maintain registers for all outgoing and incoming documents; Compile and draft memorandum, submissions, reports and correspondences; Provide an office support services to the Directorate Provide a financial management service to the Branch; Provide strategic support in the Branch in relation to core function.

ENQUIRIES

: Mr W. Makamo Tel No: (012) 309 3711

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 27 March 2020

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

ERRATUM: Kindly note that the post of Finance Clerk: Debt Management with Ref No: 070220/14 advertised in Public Service Vacancy Circular 03 dated 24 January 2020, the educational requirements of the post should read as: A Senior/Grade 12 Certificate. The closing date has been extended to 27 March 2020 and also the posts of Scientist production with Ref No: 060320/08 and 060320/09 advertised in Public Service Vacancy Circular 07 dated 21 February 2020 has been withdrawn.

MANAGEMENT ECHELON

POST 10/86 : **DIRECTOR: INSTITUTIONAL ESTABLISHMENT REF NO: 270320/01**
Branch: Chief Operations Office: Free State
Re-advertisement, applicants who have previously applied need to re-apply

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

CENTRE : Bloemfontein

REQUIREMENTS : A Bachelor's Degree or NQF level 7 qualification in Science (BSc) or Social Science. Five (5) to ten (10) years' experience in Water Resource Management and Water Services. Knowledge of the National Water Act (Act 36 of 1998) and the Water Services Act (Act 108 of 1997). Knowledge and understanding of the Management of State Owned Enterprises will be an added advantage. Five (5) years' experience at a middle/senior managerial level. Understanding of governance and related principles. A valid drivers license (Certified copy must be attached). Project management is desirable. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Project Management. Problem solving and analytical skills. Strategic capability and leadership. Programme and Project Management. Financial Management, change management, knowledge management. Service delivery Innovation on (SDI). People Management and Empowerment. Client orientation and customer focus. Good communication skills, accountability and ethical conduct.

- DUTIES** : Provide strategic direction by participating in the establishment of institutions focusing on water Resource Management. Develop and implement a performance improvement suggestion scheme. Advise top management and the legislature, as well as relevant sector bodies, on policies and strategies relevant to the section. Manage Water Resource Management functions through Proto-CMA. Investigate and make recommendations for license applications. Manage river control systems. Coordinate SFRA and sustainable utility planning. Monitor the environmental flows, eco-systems and habitat integrity. Coordinate the establishment, administration of integrated catchment forums. Provide effective platform for stakeholder engagement and partnership. Coordinate the Proto-CMA meetings and Forums. Provide oversight and create accountability at a local level for Water Resource Management. Perform monitoring and evaluation dashboard.
- ENQUIRIES APPLICATIONS** : Dr T Ntili Tel No: (051) 405 9000
- Free State (Bloemfontein). For purposes of response handling, please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Ms LI Mabile

OTHER POSTS

- POST 10/87** : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: 270320/02**
 Branch: IBOM Central Operations
 SD: Revenue Management
 Re-advertisement, applicants who have previously applied need to re-apply

- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)
 : Pretoria
 : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) to five (5) years' supervisory experience in Revenue Management. A valid driver's license (Attached 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 and ensure that all billable water users are billed regularly and accurately. Manage the collection of revenue in the Cluster. Manage the accounts of strategic users in the Vaal River System (VRS) 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 Cluster. 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 : Mr ME Lidzhade Tel No: (012) 741 7327

APPLICATIONS : IBOM: Central Operations (Pretoria) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, IBOM Central Operations, Private Bag X273, Pretoria, 0001, or hand deliver to 1st Floor, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria.

FOR ATTENTION : Mr KL Manganyi

POST 10/88 : **CHIEF SECURITY OFFICER REF NO: 270320/04**
Branch: Chief Operations Office: Western Cape
Div: Auxiliary Services

SALARY : R257 508 per annum (Level 07)

CENTRE : Bellville

REQUIREMENTS : A Senior/Grade 12 certificate and Security Grade B Certificate (newly issued PSIRA registration ((Attach copy). Three (3) to five (5) year's supervisory experience in a security environment. A valid driver's license (Attach copy). Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge and experience of emergency procedures. Riot control and first aid competencies. Knowledge of Health and Safety. Computer literacy and skills in MS Office Software package. Sound knowledge, interpretation and application of security code of conduct, security legislations and directives. Good listening, good communication, interpersonal skills, ability to interact with people at all levels and work in a team environment. Analytical thinking, problem-solving, ability to handle conflict and excellent report writing skills. Accountability and ability to multi-task investigation skills. Work under pressure, willingness to travel throughout the region and work extended hours. Must be prepared to work overtime when there is a need.

DUTIES : Render a safety and security management service for the whole Western Cape Regional Office in terms of all relevant security legislations. Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS/MPSS. Maintain and implement physical security measures to minimize risks. Monitor and inspect security control registers. Research on new security equipment. Inspections on all installations of all buildings and advice management of all risks. Investigate all incidents that have occurred in the offices and liaise with police. Develop and implement the contingency and disaster recovery plan in terms of the relevant legislation. Liaise with other security agencies and DWS National Security Manager. Conduct security awareness. Manage private security service provider's contracts. Ensure compliance and implementation of security policies. Provide operational and administrative assistance with regard to security activities, forums, trainings, vetting, risk assessments and security reports.

ENQUIRIES : Mr K Petersen Tel No: (021) 941 6015

APPLICATIONS : Western Cape: Please forward your applications quoting the relevant reference number to the Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Ms K Melelo

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

POST 10/89 : **ASSISTANT TECHNICAL OFFICER: DAM CONTROL REF NO: 270320/05**
IBOM Central Operations, Dam Operations
Re-advertisement, applicants who have previously applied need to re-apply

SALARY : R173 703 per annum (Level 05)

CENTRE REQUIREMENTS : Vanderkloof Dam
: A Senior/Grade 12 certificate (with mathematics/Mathematics Literacy). One (1) to two (2) years' experience in Dam Safety will be an added advantage. Computer literacy (Microsoft Word and Excel). A valid driver's license. (Attach a copy). Good interpersonal and communication skills. Self-motivated and willingness to work in a team. Must be able to work overtime when necessary. Knowledge of the Occupational Health and Safety Act. (OHS).

DUTIES : Provide a support service to the Control Water Control Officer. Maintain monitoring of dam safety instrumentation e.g. pendulums and three dimensional crack meters. Responsible for inspections of the dam wall (bridge, spillway and pipes). Take water samples, meter readings and do calibrations when needed. Assist with dam wall tours. Responsible for the general cleaning and maintenance of the dam wall area. Compile daily/weekly and quarterly reports and send them to Head Office and Regional Office. Adhere to Occupational Health and Safety regulations and ensure that protective equipment is used appropriately.

ENQUIRIES APPLICATIONS : Ms E Oosthuizen Tel No: (053) 664 9400
: IBOM Central Operations (Vanderkloof Dam): Please forward your applications to the Acting Scheme Manager Central Operations IBOM, Department of Water and Sanitation, Private Bag X01, Vanderkloof Dam, 8771.

FOR ATTENTION NOTE : Mr J Wilson
: The candidate must be medically fit.

POST 10/90 : **ACCOUNTING CLERK REF NO: 270320/06**
Branch: Chief Operations Office: Western Cape
SD: Financial Management

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Bellville
: A Senior/Grade 12 certificate with Accounting as a passed subject. Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS). Knowledge Management. Problem solving and analysis. Client orientation and customer focus. Good communication skills. Be computer literate. Accountability and ethical conduct.

DUTIES : Receive invoices and record on invoice register, check and capture transactions on Persal; Check and capture Sundry Payments, receipts, Journals on BAS. Request reports on Persal and BAS. Be responsible for cashier functions. Safekeeping of cash and checking of Petty cash issued. Replenish Petty Cash when required. Be responsible for Payroll administration. Distribution of salary and supplementary payslips to officials, update registers, compile sundry payments for big creditors; assist with clearing and monthly reporting of suspense accounts. Ensure monthly statements for creditors are reconciled. Compile monthly reports. Monitor the Internal Debt Register on weekly basis.

ENQUIRIES APPLICATIONS : Ms. S Kapela Tel No: (021) 941 6318
: Western Cape: Please forward your applications quoting the relevant reference number to the Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION NOTE : Ms K Melelo
: Persons with disabilities, Females, African Males and Indian Males are encouraged to apply.

POST 10/91 : **GENERAL FOREMAN (CIVIL) REF NO: 270320/07**
Branch: IBOM Central Operations: Vanderkloop Canals
Re-advertisement, applicants who have previously applied need to re-apply

SALARY : R145 281 per annum (Level 04)
CENTRE : IBOM Vanderkloop Dam
REQUIREMENTS : A Grade 8 qualification. One (1) to two (2) years' experience in Civil maintenance. A valid driver's license. (Attach a copy). Good written and verbal communication skills. One year supervision experience will be an added advantage. Work independently and in a team. The ability to do routine tasks, which require using variety of equipment, tools and machinery. Knowledge of the basic safety procedures of the Health and Safety OHS Act.

DUTIES : Assist Artisan in Civil Workshop. Supervision of maintenance team. Ensure that official houses, office buildings, dam wall areas and workshops are and maintained. General maintenance to plants, structures and canal pipe lines. Concrete work, plastering, tiling, painting, cleaning, roof structures, and gutters and down pipes. Building manholes and structures.

ENQUIRIES : Mr LI Radebe Tel No: (053) 664 9400
APPLICATIONS : IBOM Central Operations (Vanderkloop Dam): Please forward your applications to the Acting Scheme Manager Central Operations IBOM, Department of Water and Sanitation, Private Bag X01, Vanderkloop Dam, 8771.

FOR ATTENTION : Mr J Wilson

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND
ENVIRONMENTAL AFFAIRS**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Quoting the reference number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.
- FOR ATTENTION** : Ms K Majafe/F Ramailane
- CLOSING DATE** : 27 March 2020 at 16:00
- NOTE** : Directions to applicants 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). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint. Note: All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using mandates DPSA SMS competency assessment tools. One of the minimum requirements for SMS position is the pre-entry certificate. For more details on the pre-entry course please visit <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All short listed candidates will be subjected to screening and security vetting to determine their suitability for employment, as well as qualification verification. Successful candidates will be expected to enter into a performance agreement.

MANAGEMENT ECHELON

- POST 10/92** : **DIRECTOR: ECONOMIC RESEARCH REF NO: DESTEA 01/03/20**
- SALARY** : R1 057 326 per annum (Level 13). (An all-inclusive salary package) The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund (13% of the basic salary) and 30% flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A Postgraduate Degree in Economics/Econometrics or equivalent qualifications. Extensive experience within the economic research

environment. 5 years' experience at middle/senior management level. Computer literacy. A valid driver's license.

DUTIES : Gather and analyze economic data for decision-making. Develop, manage and maintain administrative systems for data management. Maintain continuous assessment of key economic indicators relevant to the Province. Management of research stakeholders. Monitor the implementation of research projects including budget. Management of resources of the Directorate, i.e, human, asset and financial resources.

ENQUIRIES : Dr MG Nokwequ Tel No: (051) 400 4923

OTHER POSTS

POST 10/93 : **ENVIRONMENTAL OFFICER CONTROL GRADE A-B: WASTE MANAGEMENT AND POLLUTION CONTROL REF NO: DESTEA 02/03/20**

SALARY : R495 219 – R1 192 365 per annum (OSD) - Appropriate salary will be determined by the relevant experience according to the regulatory framework based on OSD.

CENTRE REQUIREMENTS : Bloemfontein
 : Appropriate Post-graduate qualification in Natural Sciences, Chemical/Biochemistry/Processing/Environmental Engineering. Computer literacy and a valid driver's license.

DUTIES : Develop and maintain policies, guidelines, norms and standards. Ensure the effective and efficient implementation of the provisions of the relevant Acts regarding NEMA, ECA, etc. Manage the development and implementation of a Provincial Integrated Waste Management Plan. Ensure that local authorities, industries and communities are supported in the development and implementation of the waste related matters. Promote the waste management hierarchy/strategies. Coordinate Provincial and National processes and projects relevant to waste management matters. Initiate pollution control activities within the Province utilizing 4IR. Management of financial and human resources.

ENQUIRIES : Ms. NM Nkoe Tel No: (051) 400 4918/4800

POST 10/94 : **BIODIVERSITY OFFICER PRODUCTION GRADE A: GAME MANAGEMENT REF NO: DESTEA 03/03/20**

SALARY : R272 739 – R302 691 per annum (OSD). Appropriate salary will be determined according to the regulatory framework based on OSD.

CENTRE REQUIREMENTS : Bloemfontein
 : An appropriate Bachelor's Degree in Biodiversity Management/Environmental Science/Environmental Management or equivalent qualifications. Computer literacy. A valid driver's license.

DUTIES : Provide technical advice on issues relating to Game and Wildlife Management in the Department. Lead the Game Capture Team during game capture and game counting activities. Work closely with the Departmental Veterinarian on issues relating to sedation of game on various game management activities. Assist in ensuring transportation of game to the potential buyers/ private farmers. Compile reports on the game management activities conducted and placing recommendations. Manage human, financial and biological assets.

ENQUIRIES : Ms. NM Nkoe Tel No: (051) 400 4918/4800

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

Gauteng Department of e-Government is inviting strategic and innovative thinkers who are technocrats to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

- APPLICATIONS** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: <http://professionaljobcentre.gpg.gov.za/>
- FOR ATTENTION** : Mr. Themba Psungo, Human Resources.
- CLOSING DATE** : 27 March 2020
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POST

- POST 10/95** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT & DEVELOPMENT REF NO: REFS/005169**
Chief Directorate: Human Resource Management
- SALARY** : R376 596 – R443 601 per annum (Level 09) (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus appropriate National Diploma/Degree in HR or equivalent qualification in Human resource Management/Development/Management of Training. 3-5 years' experience in Human Resource Development and Performance Management in the Public Sector. Understanding of relevant Public Service Legislation & Regulations. Internal consulting and customer relationship management. Personal Profile: Problem solving, customer management, good communication skills (written and verbal), team worker, analytical, process orientation and initiative.
- DUTIES** : Provide training, advice and guidance to Management and Employees on PMDS and Employee development. Performance Management process is implemented, monitored, and evaluated. Compliance to GPG PMDS Policy and DPSA regulations. Reporting requirements are maintained. PMDS electronic system is developed, implemented and maintained. Working knowledge of Performance Management is established. Establish and maintain relationships with internal clients.
- ENQUIRIES** : Mr. Sibusiso Nhlapo Tel No: (011) 689 6305

DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 10/96 : **CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: CLIMAN/HEID/002/2020**
Directorate: Clinical

SALARY : R1 173 900 per annum (inclusive package)
CENTRE : Heidelberg Hospital
REQUIREMENTS : Grade 1: Registration with the HPCSA as Medical Practitioner Appropriate qualification that allows registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 6 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. An additional hospital management qualification will be an advantage. Supervisory experience within a medical domain will be an added advantage. Good Communication, Leadership and writing skills.

DUTIES : Overall clinical leadership and management of allocated cluster of departments. Offer a comprehensive quality level hospital services to patients. Optimally supervise departments, mentor and coach junior medical staff. Support district health services. Participate in continuing medical education, as required by the HPCSA. Participate and network with other hospitals and in the cluster. Perform clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services regarding patient care and treatment. Lead and drive CPD and M&M programmes. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources. Conduct patient redress and compile reports for medico-legal cases. Monitor commuted overtime and ensure adherence to RWOPS policy. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures.

ENQUIRIES : Ms. P.L. Khumalo Tel No: (016) 341 1201
APPLICATIONS : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

NOTE : must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Candidates that previously applied need to re-apply. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.

CLOSING DATE : 03 April 2020

POST 10/97 : **MEDICAL SPECIALIST GRADE 1-3 REF NO: MSPEC/ANAESTH/03/20**
Directorate: Anaesthesiology Unit

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

CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : MBChB, MMed and FCA (SA) or equivalent qualification. A valid registration with the HPCSA as a Specialist.

DUTIES : The successful candidate will provide clinical services and administrative work to Kalafong Provincial Tertiary Hospital as allocated. The successful candidate will be responsible for teaching and training of undergraduate and postgraduate students, medical interns and medical officers. The candidate will participate in the departmental outreach programmes and research activities.

ENQUIRIES APPLICATIONS : Dr. M Mbeki Tel No. (012) 373 1051
 : must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 27 March 2020

POST 10/98 : **VICE PRINCIPAL: ACADEMIC AND RESEARCH REF NO: VPAR/03/2020**
 Directorate: Nursing Education and Training

SALARY : R949 482 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).

CENTRE REQUIREMENTS : Gauteng College of Nursing (GCON), Johannesburg
 : A Degree in Nursing. Registration with the South African Nursing Council as a General Nurse and Midwife. Nursing Education and Nursing administration qualification. Master's degree in Nursing will be an added advantage. A minimum of eleven (11) years' appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of seven (7) years, of the mentioned period must be appropriate/recognizable experience in Nursing Education, after obtaining the Post Basic Nursing Education qualification. Management experience in a Nursing College or higher nursing education institution. A valid driver's licence. Computer certificate/literacy. Knowledge and Skills: Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and universal access. Analytical assessment and evaluation skills. Computer literacy and report writing skills. Competencies: Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure. Change management. Good communication skills – verbal and written including presentation skills. Skilled in research, policy development and quality assurance. Attributes: Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

DUTIES : To plan, develop and monitor the implementation of a range of Nursing Education and training programmes (undergraduate and post graduate). Lead academic oversight committees. Monitor and evaluate financial management, human resource management and development, supply chain management, asset management, transport and facility

management. Develop monitoring reports to ensure oversight committees are updated on developments in the institution. Contribute to strategic and operational planning of the institution and monitor operational planning at the learning centres/campuses. Monitor and evaluate quality management of programme implementation including assessment at the institution. Collate regular institutional performance reports and coordinate governance structure meeting. Develop and monitor the implementation of policies, programmes, acts and regulations with regard to Nursing Care, advice on and facilitate the implementation of the Nursing Act and other relevant legislation. Manage the promotion of health institutional governance and leadership and comply with the National Core Standards in terms of leadership and governance. Provide full-time technical and management support to the campuses. Establish, maintain and ensure a good working relationship within the Department and with relevant stakeholders. Formulate and manage the component's budget against its strategic objectives. Manage and utilize human resources in accordance with relevant directives and legislation. Evaluate and monitor performance of staff.

ENQUIRIES
APPLICATIONS

: Ms N.D Gidimisana Tel No: (079) 881 5707
: Applications posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshalltown, 2107, or hand delivered at 45 Commissioner Street Applicants must indicate the post reference number on their applications.

NOTE

: Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our 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. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. 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 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All

applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. People with disabilities are welcome to apply.

CLOSING DATE : 03 April 2020

POST 10/99 : **VICE PRINCIPAL: ACADEMIC ADMINISTRATION REF NO: CPAA/03/2020**
 Directorate: Nursing Education and Training

SALARY : R949 482 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).

CENTRE : Gauteng College of Nursing (GCON), Johannesburg

REQUIREMENTS : A Degree in Nursing. Registration with the South African Nursing Council as a General Nurse and Midwife. Nursing Education and Nursing Administration qualification. Master`s degree in Nursing will be an added advantage. A minimum of eleven (11) years` appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of seven (7) years, of the mentioned period must be appropriate/recognizable experience in Nursing Education, after obtaining the Post Basic Nursing Education qualification. Management experience in a Nursing College or higher nursing education institution. A valid driver`s licence. Computer certificate/literacy. Skills: Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and universal access. Analytical assessment and evaluation skills. Computer literacy and report writing skills. Competencies: Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure. Change management. Good communication skills – verbal and written including presentation skills. Skilled in research, policy development and quality assurance. Attributes: Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

DUTIES : Monitor and evaluate the planning, implementation and evaluation of processes from recruitment to the final certification of students. Planning and co-ordination of college council meetings. Coordination of quality management processes at the campuses. Monitor and evaluate the continuous records management of students in compliance with course requirements. Monitor and evaluate the security of the examination processes. Compilation of programme evaluation reports on impact of programmes for submission to regulatory bodies. Lead academic oversight committees. Monitor and evaluate financial management, human resource management and development, supply chain management, asset management, transport and facility management. Develop monitoring reports to ensure oversight committees are updated on developments in the institution. Contribute to strategic and operational planning of the institution and monitor operational planning at the learning centres/campuses. Monitor and evaluate quality management of programme implementation including assessment at the institution. Collate regular institutional performance reports and coordinate governance structure meetings. Provide leadership and guidance towards the realization of strategic goals and objectives of the Directorate

in establishing the strategic direction of the component. Manage and ensure the integration of nursing education. Manage governance, leadership, legislation and policy as well as maintaining of positive practice environments. Develop and monitor the implementation of policies, programmes, acts and regulations with regard to Nursing Care, advice on and facilitate the implementation of the Nursing Act and other relevant legislation. Manage the promotion of health institutional governance and leadership and comply with the National Core Standards in terms of leadership and governance. Provide full-time technical and management support to the campuses. Establish, maintain and ensure a good working relationship within the Department and with relevant stakeholders. Formulate and manage the component's budget against its strategic objectives. Manage and utilize human resources in accordance with relevant directives and legislation. Evaluate and monitor performance of staff.

ENQUIRIES
APPLICATIONS

: Ms. ND Gidimisana Tel No: (079) 881 5707
: Applications posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshalltown, 2107, or hand delivered at 45 Commissioner Street Applicants must indicate the post reference number on their applications.

NOTE

: Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. People with Disabilities Are Welcome to Apply. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our 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. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. 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 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate

will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

- CLOSING DATE** : 03 April 2020
- POST 10/100** : **CLINICAL COORDINATOR REF NO: CLCO/03/2020**
Directorate: Nursing Education and Training
- SALARY** : R843 618 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).
- CENTRE** : Gauteng College of Nursing (GCON), Johannesburg
- REQUIREMENTS** : A Degree in Nursing. Registration with the South African Nursing Council as a General Nurse and Midwife. Nursing Education and Nursing Administration qualification. Master`s degree in Nursing will be an added advantage. A minimum of eleven (11) years` appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of seven (7) years, of the mentioned period must be appropriate/recognizable experience in Nursing Education, after obtaining the Post Basic Nursing Education qualification. Management experience in a Nursing College or higher nursing education institution. A valid driver`s licence. Computer certificate/literacy. Skills And Knowledge: Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driver`s license. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure. Change management. Good communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.
- DUTIES** : Plan and coordinate placement of students with all nursing education institutions in the province. Evaluation of clinical facilities for compliance to nursing education and practice standards. Monitor and evaluate the quality management of clinical education and training. Manage electronic records of clinical placement and clinical education and training outcomes and competence of students. Recruit and participate in the selection of clinical preceptors. Coordinate the training of clinical preceptors. Develop and maintain a masterplan for clinical placement of students in the province.
- ENQUIRIES** : Ms. ND Gidimisana Tel No: (079) 881 5707
- APPLICATIONS** : Applications posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshalltown, 2107, or hand delivered at 45 Commissioner Street Applicants must indicate the post reference number on their applications.
- NOTE** : Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of

a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. People with Disabilities Are Welcome to Apply. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our 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. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. 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 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

- CLOSING DATE** : 03 April 2020
- POST 10/101** : **PROGRAMME COORDINATOR (UNDERGRADUATE PROGRAMMES)**
REF NO: PCUP/03/2020
Directorate: Nursing Education and Training
- SALARY** : R843 618 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).
- CENTRE** : Gauteng College of Nursing, Johannesburg
- REQUIREMENTS** : A Degree in Nursing. Registration with the South African Nursing Council as General Nurse and Midwife. Nursing Education and Nursing Administration qualification. Master's degree in Nursing will be an added advantage. A minimum of eleven (11) years' appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of seven (7) years, of the mentioned period must be appropriate/recognizable experience in Nursing Education, after obtaining the Post Basic Nursing Education qualification. Management experience in a Nursing College or higher nursing education institution. A valid driver's

licence. Computer certificate/literacy. Skills And Knowledge: Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driver's license. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure. Change management. Good communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

DUTIES : Facilitate the development of programmes. Facilitate the update/review of existing programmes. Coordinate the development of supporting documents for accreditation or re-accreditation by professional bodies. Coordinate the submission of programmes for accreditation/reaccreditation. Facilitate the development of standardised learning materials for utilisation by campuses. Develop monitoring and evaluation tools for implementation, monitoring and evaluation of learning programmes. Conduct on-site inspections of campuses to monitor compliance to academic standards. Participate in recruitment, selection, appointment of HODs and the orientation programmes of academic staff.

ENQUIRIES : Ms. ND Gidimisana Tel No: (079) 881 5707
APPLICATIONS : Applications posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshalltown, 2107, or hand delivered at 45 Commissioner Street. Applicants must indicate the post reference number on their applications.

NOTE : Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. People with disabilities are welcome to apply. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our 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. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications

verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. 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 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE : 03 April 2020

POST 10/102 : **EXAMINATION COORDINATOR REF NO: EXMC/03/2020**
Directorate: Nursing Education and Training

SALARY : R843 618 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).

CENTRE : Gauteng College of Nursing (GCON), Johannesburg

REQUIREMENTS : A Degree in Nursing. Registration with the South African Nursing Council as a General Nurse and Midwife. Nursing Education and Nursing Administration qualification. Master`s degree in Nursing will be an added advantage. A minimum of eleven (11) years' appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of seven (7) years, of the mentioned period must be appropriate/recognizable experience in Nursing Education, after obtaining the Post Basic Nursing Education Qualification. Management experience in a Nursing College or higher nursing education institution. A valid driver's licence. Computer certificate/literacy. Skills And Knowledge: Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driver's license. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and provide constructive inputs into programme reviews. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilizing excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure. Change management. Good communication skills – verbal and written including presentation skills. Above average computer literacy. Detailed knowledge and understanding of the South African Nursing Council and Council on Higher Education prescripts governing Nursing Education and assessments. Ability to analyse assessment data and generate reports related outcomes including trend analysis. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to excellence in Nursing Education, Training and Practice. Ability to collate, monitor and evaluate assessment data from multiple sources.

- DUTIES** :
- Coordinate the central setting of examinations. Coordinates Internal and External Moderation. Develop and coordinate the implementation of Examination Pathways. Develop and coordinate the implementation of Examination Time Tables. Ensures Security in the distribution of Examination material to and from Campuses and external Moderators. Coordinates Examination and Promotion Committee (EPC) meetings. Monitors the publication of examination results. Develops, schedules and monitors the viewing and remarking of examination scripts. Coordinates the appeals processes and collates reports for submission to the appeals committee. Develop reports on outcomes of appeals committee meetings for submission to the governing body.
- ENQUIRIE APPLICATIONS** :
- Ms. ND Gidimisana Tel No: (079) 881 5707
- Applications posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshalltown, 2107, or hand delivered at 45 Commissioner Street. Applicants must indicate the post reference number on their applications.
- NOTE** :
- Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. People with Disabilities Are Welcome to Apply. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our 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. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. 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 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually

disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

- CLOSING DATE** : 03 April 2020
- POST 10/103** : **PROGRAMME COORDINATOR (POSTGRADUATE PROGRAMMES)**
REF NO: PCPP/03/2020
Directorate: Nursing Education and Training
- SALARY** : R843 618 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).
- CENTRE** : Gauteng College of Nursing, Johannesburg
- REQUIREMENTS** : A Degree in Nursing. Registration with the South African Nursing Council as a General Nurse and Midwife. Nursing Education and Nursing Administration qualification. Master`s degree in Nursing will be an added advantage. A minimum of eleven (11) years' appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of seven (7) years, of the mentioned period must be appropriate/recognizable experience in Nursing Education, after obtaining the Post Basic Nursing Education qualification. Management experience in a Nursing College or higher nursing education institution. A valid driver's licence. Computer certificate/literacy. Skills And Knowledge: Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure. Change management. Good communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.
- DUTIES** : Facilitate the development of programmes and short courses. Facilitate the update/review of existing programmes. Coordinate the development of supporting documents for accreditation or re-accreditation by professional bodies. Coordinate the submission of programmes for accreditation/reaccreditation. Facilitate the development of standardised learning materials for utilisation by campuses. Develop monitoring and evaluation tools for implementation and monitoring and evaluation of learning programmes. Conduct on-site inspections of campuses to monitor compliance to academic standards. Co-ordinate the research activities and facilitate research output of campuses. Participate in recruitment, selection, appointment of HODs and the orientation programmes for academic staff.
- ENQUIRIES** : Ms. ND Gidimisana Tel No: (079) 881 5707
- APPLICATIONS** : Applications posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshalltown, 2107, or hand delivered at 45 Commissioner Street. Applicants must indicate the post reference number on their applications.
- NOTE** : Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA).

Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. People with Disabilities Are Welcome to Apply. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our 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. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. 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 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

- CLOSING DATE** : 03 April 2020
- POST 10/104** : **REGISTRAR: ACADEMIC AND QUALITY CLINICAL COORDINATOR**
REF NO: RAQCC/03/2020
Directorate: Nursing Education and Training
- SALARY** : R843 618 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).
- CENTRE** : Central Office: Head Office
- REQUIREMENTS** : A Degree in Nursing, Master's Degree in Nursing will be an added advantage. Registration with the South African Nursing Council as a General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 11 years' experience as a professional nurse of which a minimum of 7 years must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme development, research and management experience in nursing education in a college or a higher education institution. Must have a valid driver's licence. Computer Certificate/Literacy. Skills and Knowledge: Transformational leadership skills with the ability to engage in transformation and respond to the

political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure. Change management. Good communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Detailed knowledge and understanding of the South African Nursing Council and Council on Higher Learning prescripts governing Nursing Education and assessments. Ability to analyse assessment data and generate reports related outcomes including trend analysis. Ability to develop annual and five year analytical reports on the assessment outcomes. Commitment to Nursing Education, Training and Practice. Commitment to excellence in Nursing Education, Training and Practice. Ability to collate, monitor and evaluate assessment data from multiple sources. Ability to capture data and generate reports on a Management Information System.

DUTIES

: Manage student recruitment and selection. Ensures integrity and security of certification process. Coordinates registration of students with College, SAQA and SANC. Keeps records of course extension, delayed completion, termination and records of RPL. Monitors the placement of Community Service Nurses. Liaises with CHE, SANC, Universities and Private NEIs. Monitor and evaluate the compliance to Memoranda of Agreement between Private NEIs and the Gauteng Department of Health. Monitors the management of general records of students from campuses. Coordinates processes and procedures for graduation. Monitor and evaluate the quality improvement plans of campuses.

**ENQUIRIES
APPLICATIONS**

: Ms. ND Gidimisana Tel No: (079) 881 5707
: Applications posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshalltown, 2107, or hand delivered at 45 Commissioner Street. Applicants must indicate the post reference number on their applications

NOTE

: Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. People with Disabilities Are Welcome to Apply. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our 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. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. 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 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

- CLOSING DATE** : 03 April 2020
- POST 10/105** : **DEPUTY DIRECTOR MANAGER NURSING REF NO: DDMN/02/2020 (X1 POST)**
Directorate: Nursing
- SALARY** : R843 618 per annum
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : A basic qualification accredited with the SANC in terms of Government Notice 425 (i.e Diploma/ Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and a qualification in Nursing Administration. A minimum of 9 years 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 at management level. Applicants are expected to submit a certified copy of their current SANC Annual Practicing Certificate. Applicant must be in possession of a valid South African driver's license, must be able to work under pressure. Understanding the application of the relevant statutes and policies governing Public Service, nursing profession and corporate governance. In-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice 2012/13 – 2016/17. Knowledge and skills: have strong leadership skills, good verbal and written communication skills, sound interpersonal skills, project management skills, financial and human resources management skills. Computer literacy. Ability to work independently, and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Understanding of Performance Management and Development System. Understanding of Strategic Planning. Knowledge of PFMA and Treasury Regulations. Understanding the Application of Batho Pele Principles, Patient's Rights Charter and Quality Assurance system. Understanding of managing workplace discipline, well developed communication, presentation, negotiations and research skills. Understanding of hospital indicators.
- DUTIES** : Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Provide professional, technical and management support for the provision of quality patient care through

proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation: (Human, Financial, Physical and Material resources). Provide full-time technical and management support to district and institutions. Implement Batho Pele Principles, Patient's Rights Charter and Quality Assurance programme. Coordinate nursing related research and development. Support management in enhancing the image of the department and improve the skills and competencies of the nurses. Involvement in the hospital's quality assurance and quality improvement activities. Manage staff performance and development. Management of nursing projects and participation in hospital projects aimed at enhancing service delivery.

**ENQUIRIES
APPLICATIONS**

: Dr. M.M. Malaka Tel No: (010) 345 0971
 : 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.

NOTE

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: 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. Candidates will be expected to be available for selection interviews on the date, time and place determined by 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.

CLOSING DATE

: 27 March 2020

POST 10/106

REGISTRAR
 Directorate: Prosthodontics

**SALARY
CENTRE
REQUIREMENTS**

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

DUTIES

: The successful candidate will, in addition to the responsibilities and requirements necessary for the completion of the MChD degree in Prosthodontics, also participate in the lecturing and clinical teaching activities of the Department. Carry out service rendering (patient care). Perform research linked to the requirements of the course.

ENQUIRIES

: Prof LM Sykes Tel No: (012) 319 2681/2446 OR Mrs Ina Swart, Tel. No: (012) 301 5705

<u>APPLICATIONS</u>	:	Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705.
<u>NOTE</u>	:	Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, HPCSA Registration and Z83 must be attached. 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.
<u>CLOSING DATE</u>	:	27 March 2020
<u>POST 10/107</u>	:	<u>REGISTRAR CORPORATE AFFAIRS REF NO: RCA/03/2020</u> Directorate: Nursing Education and Training
<u>SALARY</u>	:	R733 257 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).
<u>CENTRE</u>	:	Gauteng College of Nursing, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree/Advanced National Diploma (NQF level 7) in Public Administration Management. A relevant post -graduate degree/ qualification (NQF Level 8) will be an added advantage. A minimum of 5 to 10 years' relevant work experience in corporate services with at least 5 years' experience in a junior management level. Computer certificate or Computer literacy (MS Word, Ms PowerPoint, MS Excel, MS Excess and MS Outlook). A Valid driver's license. Skills And Knowledge: An understanding of the Department of Higher Education and Training's strategic vision and priorities, Knowledge of the Public Service Act, Employment of Educators Act, Labour Relations Act and Public Finance Management Act, Archives Act. Knowledge of Policies and Legislation governing nursing education and training. Knowledge of policies and legislation of the Public Service and employment services in South Africa. Knowledge of Council on Higher Education accreditation regulations for Nursing Education and Training. Quality assurance Management will be an added advantage. Experience in managing people and projects with the ability to plan strategically. Ability to work with a team. Willing to work irregular hours and travel. Computer literacy and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting, budgeting and monitoring of expenditure. Change management. Good communication skills – verbal and written including presentation skills. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.
<u>DUTIES</u>	:	Provide operational and strategic leadership in the areas of Human Resources, Facility Management, Information Technology, Procurement, Finance, Records Management, Fleet Management, Employee Wellness and Student Affairs. Responsible and accountable for the effective delivery of Quality Assurance in each of the areas mentioned. Ensure that the college administration is managed in line with both CHE and SANC. Ensure that all campuses' administration is completed in line with the college administration policies and SOPs. Provide administration support to the Principal and all other relevant stakeholders (College Council, CHE, SANC, GPG Central Office and NDOH). Coordinates and drives the preparation for the quarterly/ annual reviews and audits of the college's operational and strategic plan. Encourages and builds organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance and

quality assurance. Oversee proper and effective management of the college's assets and facilities. Ensure provisioning of appropriate and cost-effective services. Participates in tender processes of the college and service level agreements in relation to contract management and affairs of the students. Responsible for Information Technology and information management solutions to meet the specific needs of the college and campuses. Responsible for communication and marketing for the college. Attends internal and external meetings as delegated by the college.

ENQUIRIES
APPLICATIONS

: Ms. ND Gidimisana Tel No: (079) 881 5707
: Applications posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshalltown, 2107, or hand delivered at 45 Commissioner Street. Applicants must indicate the post reference number on their applications.

NOTE

: Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. People with Disabilities Are Welcome to Apply. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our 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. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. 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 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE : 03 April 2020

POST 10/108 : **DEPUTY DIRECTOR: TRANSFER PAYMENTS REF NO: DDTP/03/2020**
 Directorate Budget Management
 Sub Directorate: Transfer Payments

SALARY : R733 257 per annum (Level 11) (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).

CENTRE : Head Office

REQUIREMENTS : An appropriate National Diploma/Degree in Accounting/Financial Management and or a Commerce related recognized qualification. 3-5 years' relevant experience at an Assistant Director's level in the budget/expenditure/conditional grant management environment. Knowledge of Basic Accounting Systems (BAS), SAP and business process management systems. Be computer literate, knowledge and implementation of Public Finance Management Act as amended and Treasury Regulations. Performance management, monitoring and report writing. Government systems and structures. Government decision making processes. Understanding of the management information and formal reporting system. Dealing with misconduct, internal control and risk management. Knowledge and Skills. Project management principles and tools, interpersonal skills, budget forecasting, resource planning skills, problem solving and decision-making skills, time management skills, business and communication skills. The ability to work efficiently and effectively at all times. Able to work overtime and travel around the province. A valid driver's licence.

DUTIES : Review and update Memorandums of Agreements (MOAs)/ Service Level Agreements (SLAs). Update transfers budget on database for MTEF and adjustment. Compile gazette information on transfers to municipalities. Analyze quarterly expenditure reports from funded entities for compliance. Clear misallocations. Manage financial monitoring and support of funded NPOs. Perform monitoring visits to funded NPOs and entities. Authorise payments to funded/contracted NPOs and other entities. Coordinate Transfer Certificates. Monitor the implementation of the findings and recommendations of the AG. Respond to AG queries. Attend quarterly Grant Management meetings on behalf of the department. Check and authorise monthly Annexures to Interim Annual Financial Statements (IAFS).

ENQUIRIES : Montwedi Botsane Tel No: (082) 941 8104

APPLICATIONS : Applications posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshalltown, 2107, or hand delivered at 45 Commissioner Street. Applicants must indicate the post reference number on their applications.

NOTE : Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. People with Disabilities Are Welcome to Apply. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is

the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our 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. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. 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 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

- CLOSING DATE** : 03 April 2020
- POST 10/109** : **ASSISTANT MANAGER NURSING AREA: PAEDS SPECIALTY (PNB4)**
Directorate: Nursing
- SALARY** : R562 800 – R652 437 per annum (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12 and Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with duration of at least one (1) year, accredited with the SANC in Child Nursing Science. Diploma in Nursing Management/Administration will be an added advantage and will be given a priority. Diploma in Nursing Education will be an added advantage. Current Proof of SANC receipt (2020). A minimum of ten (10) years appropriate/recognisable experience in nursing after registration with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognisable experience in the Paeds specialised area after obtaining the one (1) year post basic qualification in Paeds Specialty. Three (3) years of the period referred to above must be in managerial level. Three (3) years' experience of in-patient management. Skills: Knowledge of Nursing care processes and procedures, Nursing statute and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and safety Act, Batho Pele Principles, Patients' Rights Charter and Responsibilities. Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure etc. Leadership, Organisational, decisions making and problem solving abilities within the limit of the public sector and institutional policy framework. Good interpersonal skills including public relations, negotiating, conflict and counselling. Financial and budgetary knowledge

<u>DUTIES</u>	:	<p>pertaining to the relevant resources under management. Insight into procedures and policies pertaining to Nursing Care.</p> <p>Coordination of optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. Manage effectively the utilisation and supervision of resources, Human, Financial and Nursing Services. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth / ethical standards and self-development. Perform an elementary clinical nursing practice and nursing standards as determined by the relevant health facility.</p>
<u>ENQUIRIES</u>	:	Ms. M.V. Mathabatha Tel No: (012) 318-6622
<u>APPLICATIONS</u>	:	Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. 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.
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). 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. 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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	27 March 2020
<u>POST 10/110</u>	:	<u>OPERATIONAL MANAGER (SPECIALTY) PAEDIATRIC DEPT REF NO: SEB/OMS/0120 (X1 POST)</u> Directorate: Nursing (Paediatric)
<u>SALARY</u>	:	R562 800 - R633 432 per annum (plus benefits)
<u>CENTRE</u>	:	Sebokeng Hospital
<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. A post – basic nursing qualification with duration of at least one year, accredited with SANC in Paediatric Nursing in terms of R212. Diploma/Degree in Nursing Admin will be an added advantage. Current registration with the SANC – as a Professional Nurse and Midwife. 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. Knowledge of

UPFS billing forms, NCS, HIS performance indicators related to Paediatric Nursing. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife. At least 5 years of the 9 years must be appropriate/recognizable experience in Neonatal/ Paediatric Department after obtaining the one-year diploma in Child Nursing.

DUTIES : Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standard procedures and regulations pertaining to nursing care. Provide effective support and management of human, material and financial resources. Manage staff performance, training and personal development of self and sub-ordinates including management of under-performance and grievance. Collect, provide and use relevant information/Statistics for the enhancement of service delivery. Execute after hours and week-end duties. Deputize for Assistant Manager – Nursing: Paediatric and Neonatal Unit when necessary.

ENQUIRIES : Mr. SJK Sejeng Tel No: (016) 930 3066
APPLICATIONS : Applications should be hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

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 recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 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. People who previously applied are encouraged to apply. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE : 03 April 2020

POST 10/111 : **OPERATIONAL MANAGER SPECIALITY REF NO: SEB/OMS/0220 (X1 POST)**
Directorate: Nursing (Theatre)

SALARY : R562 800 – R633 432 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : 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. A post – basic nursing qualification with duration of at least one year, accredited with SANC in Operating Theatre Nursing Science in terms of R212. Diploma/Degree in Nursing Admin will be an added advantage. Current registration with the SANC – as a Professional Nurse and Midwife. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife. At least 5 years of the 9 years must be appropriate /recognizable experience in Operating Theatre after obtaining the one-year diploma.

DUTIES : 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. Knowledge of UPFS billing forms, NCS, HIS performance indicators related to Operating Theatre. Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standard procedures and regulations pertaining to nursing care. Provide effective support and management of human,

	:	material and financial resources. Manage staff performance, training and personal development of self and sub-ordinates including management of under-performance and grievance. Collect, provide and use relevant information/Statistics for the enhancement of service delivery. Execute after hours and week-end duties. Deputize for Assistant Manager – Nursing: Operating Theatre
<u>ENQUIRIES</u>	:	Deputy Director S.J.K. Sejeng Tel No: (016) 930 3302
<u>APPLICATIONS</u>	:	should be posted to Private Bag X058, Vanderbijlpark 1900 or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng.
<u>NOTE</u>	:	Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed Z83 form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 6 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 (6) months after the closing date please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
<u>CLOSING DATE</u>	:	03 April 2020
<u>POST 10/112</u>	:	<u>OPERATIONAL MANAGER- HAST PROGRAM REF NO: OM/HEID/012/2020 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R562 800 per annum (plus benefits)
<u>CENTRE</u>	:	Heidelberg Hospital
<u>REQUIREMENTS</u>	:	Basic Qualification accredited with the SANC in terms of Government Notice 425(i.e. Diploma or Degree In nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with the SNAC in terms of Government Notice No. R212 in the relevant specialty (PHC). A minimum of 9 years appropriate/recognisable experience in nursing after registration a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty (PHC). HAST coordinator experience will be an added advantage. Basic HIV/AIDS, TB, PMTCT, HTS, NIMART, IMCI, NAS, CCMDD and Tier.net system trained. Candidate must have a minimum of Five (5) years working experience with HAST patients including children and pregnant women. Experience in General Nursing in managing patients in general wards will be an added advantage (medical and surgical patients). Computer Literacy & training is Compulsory. Able to work in a highly pressured environment and driven by a sense of urgency to meet the deadlines. A strategist who is client focused. Good communication, leadership, problem solving, report writing and data/information management skills.
<u>DUTIES</u>	:	Coordinate and monitor the effective implementation of HAST programmes and Adherence thereof within the hospital/outpatient areas (i.e. HTS, UTT, TB-FAST strategy, CCMT, NAS, CCMDD, NIMART, PMTCT Step down care, Clinical forensic Medical service and Tier.net data system. Ensure mentoring and coaching of team (MDT) members on HAST programmes guideline and polices to ensure quality patients care. Ensure development of staff on relevant changes in the HAST programmes. Monitor data capturing, analysis/validation and submission including Tier.net system Analysis & Management. Effectively monitoring of the performance of all hast programmes. Coordinates FACPMR/DATA meetings. Attend meetings, give feedback and implement new changes in the programmes and monitor progress. Monitor and ensure proper

utilization of human, financial and physical resources. Develop and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter sectorial and multidisciplinary). Manage workplace discipline and conflict. Ensure optimal quality care according to priority areas of national core standards. Candidate must have an in-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice.

ENQUIRIES : Mrs. P.E. Thithi Tel No: (016) 341 1182
APPLICATIONS : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

NOTE : must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Candidates that previously applied need to re-apply. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.

CLOSING DATE : 03 April 2020

POST 10/113 : **OCCUPATIONAL HEALTH & SAFETY NURSE PRACTITIONER (PNB-1) REF NO: OHS/HEID/004/2020**
 Directorate: Nursing
 Re-advert Candidates that previously applied need to re-apply.

SALARY : R444 276 per annum (plus benefits)
CENTRE : Heidelberg Hospital
REQUIREMENTS : Diploma in general nursing/National Diploma in Occupational Health & Safety Nursing qualification that allows for registration with the SANC. Dispensing licence will be an added advantage. A minimum of 7 years appropriate/recognisable experience in General nursing after registration as Professional Nurse with the SANC. One year post basic qualification in Occupational Health and Safety. 3- 5 years' experience in providing Occupational Health and Safety Services. Knowledge/course in an Integrated Employee Health and Wellness programme will be an added advantage. Strong writing and policy development skills. Good verbal and written communication skills. Computer skills. Ability to work under pressure and a changing environment. Work independently and well interpersonal skills. Knowledge of Basic Human Resource Management and financial management legal framework.

DUTIES : Plan, develop and administer policies and procedures of Occupational Health and Safety. Manage resources to meet the Department's Occupational Health objectives. Provide Occupational Health services to Employees that lead to the promotion, protection and restoration of the employees' health within a safe working environment. Comply with statutory requirements and departmental policies and procedures and administrative duties. Develop an independent health and safety program in a workplace. Develop disease prevention programs. Do risk assessment to identify and prevent health care problems, immediate treatment of employees and take remedial steps to ensure safety of employees. Ensure that the hospital complies with OHS rules to ensure safe working environment by identifying worker and workplace hazards. Education of all employees on preventive measures against occupational hazards. Promotes health living and working conditions. Develop relevant Occupational Health and Safety protocols and SOP's. Establish a referral system for the institution, programme development, expansion and implementation and marketing of OHS Services. The incumbent will also be responsible to do operational work such as medical surveillance, management of injury on duty, management of medical emergency for staff and participate in Disaster Management. Work with HR and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for OHS, identify training needs and develop programmes.

ENQUIRIES APPLICATIONS : Ms. L. Msiza Tel No: (016) 341 1203
 : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.

CLOSING DATE : 03 April 2020

POST 10/114 : **PROFESSIONAL NURSE SPECIALTY PAEDIATRICS REF NO: PROED/HEID/006/2020 (X1 POST)**
 Directorate: Nursing
 Re-advert. Candidates that previously applied need to re-apply.

SALARY CENTRE REQUIREMENTS : R383 226 per annum (plus benefits)
 : Heidelberg Hospital
 : Grade 1: Minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional nurse with the SANC in General nursing plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 in the specialty of Paediatrics.

DUTIES : Computer literacy. Good verbal and written communication and report writing skills. Decision and problem-solving skills. A good understanding and application of the Scope of Practice, be able to function as an effective team member by being flexible. High energy levels and tolerance for stress. Good work management planning and organizing skills. Problem analysis/solving skills and accurate record keeping. Knowledge and utilisation of stock control. Liaison between patients, doctors and personnel. Excellent interpersonal and communication skills at all levels. Clinical competence and quality patient in Integrated Management of Childhood Illnesses. Compliance to infection control principles and waste management guidelines. Ability to lead in a shift and shift worker. Flexibility towards departmental needs. Ability to utilize resources effectively, staff development and PMDS. Ensure compliance with National Core standard. Work overtime when required.

ENQUIRIES APPLICATIONS : Ms. Z. Dladla Tel No: (016) 3411 1287
 : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.

CLOSING DATE : 03 April 2020

POST 10/115 : **PROFESSIONAL NURSE SPECIALTY ADVANCE MIDWIFE REF NO: ADVHEID/004/2019 (X1 POST)**
 Directorate: Nursing
 Re-advert Candidates that previously applied need to re-apply.

SALARY CENTRE REQUIREMENTS : R383 226 per annum (plus benefits)
 : Heidelberg Hospital
 : Grade I: Minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional nurse with the SANC in General nursing plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 in the specialty of advanced midwife. Grade II: A minimum of 14 years appropriate/recognisable Experience in Nursing as Professional nurse with the SANC in General nursing. At least 10 years of the period referred

to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty (advanced midwifery). Computer literacy. Certificate in ESMOE training will be an added advantage. Communication and Problem-solving skills.

DUTIES : Provide quality maternal and neonatal nursing care services, ensure compliance to recommendations of saving mothers and babies. Implementation of EPI programme, PPIP and PMTCT guidelines. Promotion of MBFHI. Minimize Obstetrical Patient Safety Incidents. Ensure compliance to infection control principles and waste management guidelines. Ability to work under pressure. Ability to lead in a shift and shift worker. Flexibility towards departmental needs. Ability to work independently and in a multi-disciplinary team. Managing administration functions. Ability to utilize resources effectively, staff development and PMDS. Ensure compliance with National Core standard, policies, regulations, protocols, guidelines and SOP. Accurate data collection.

ENQUIRIES : Ms. L.B. Dhlamini Tel No: (016) 34111266
APPLICATIONS : should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

NOTE : must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.

CLOSING DATE : 03 April 2020

POST 10/116 : **ASSISTANT DIRECTOR: ADMINISTRATION (OFFICE MANAGER)**
REF NO: ASDA/03/2020
Directorate: Budget and Revenue Management
Office of the Chief Director

SALARY : R376 596 per annum (plus benefits)
CENTRE : Central Office
REQUIREMENTS : An appropriate three-year Degree/National Diploma in Office Management/Management/Public Management or equivalent qualification with 3-5 years' relevant experience, including two (2) years' supervisory experience. Extensive experience in office management, administration, and coordination, or related work. Knowledge of PFMA and other Financial Prescripts. Ability to work effectively with internal and external stakeholders. Job related skills: Communication (verbal and written), Computer skills, Interpersonal relations, Attention to detail, quality control, Problem solving, Planning and organizing, Management, Facilitation, Administrative. Ability to work proactively and under pressure.

DUTIES : Schedule meetings and appointments for the Chief Director: Revenue and Budget Management. Organize the office layout and order stationery and equipment. Organize office operations and procedures. Create, maintain and enter information into databases. Set up and manage paper or electronic filing systems, recording information, updating paperwork or maintaining documents such as attendance records, correspondence or other material. Compose, type and distribute meeting notes, routine correspondence or reports such as presentations or expense, statistical or monthly reports. Coordinate with IT department on all office equipment. Manage Chief Director's budget, ensure accurate and timely reporting. Provide general support to visitors. Address employees' queries regarding office management issues (e.g. stationery, hardware and travel arrangements). Supervision of staff in the office.

ENQUIRIES : Sylvia Ndhlovu Tel No: (071) 384 4593
APPLICATIONS : Applications posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshalltown, 2107, or hand delivered at 45 Commissioner Street.

NOTE : Applicants must indicate the post reference number on their applications. Applications must be filled on a Z83 form accompanied by a

comprehensive CV highlighting and certified copies of ID and qualifications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. People with Disabilities Are Welcome to Apply. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our 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. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. 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 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

- CLOSING DATE** : 03 April 2020
- POST 10/117** : **FACILITY INFRASTRUCTURE MANAGER REF NO:**
FIM/HEID/009/2020
Directorate: Administration
Re-advert Candidates that previously applied need to re-apply.
- SALARY** : R376 596 per annum (plus benefits)
- CENTRE** : Heidelberg Hospital
- REQUIREMENTS** : An appropriate recognize qualification in Facility Management or Grade 12 with 5 years relevant experience in facility Management. People and change management skills. Communication, Customer relations skills. Sound Knowledge of procurement Policies and Procedures, PFMA, Provisioning admin procedure, Manual and SAP system, Batho Pele

Principles and the mission and vision of the department of Health. Computer Literacy, Administration skills. Vendor Management. Project management and oversee reconciliations. Problem solving skills, conflict management, good interpersonal and leadership skills.

DUTIES : Ensure better health facility in the interest of quality health care. Participate in OHS, Monitoring, FMU and other committees, Control and Manage FMU Budget. C-ordinate meeting of all stakeholders internally and externally. Maintain and update maintenance register. Develop and submit a list of priority project on time. Implement minor capital projects. To render Planning and Commissioning Service. To operate within allocated budget. Maintain and update parking and accommodation register.

ENQUIRIES : Ms. P.L. Khumalo Tel No: (016) 341 1102
APPLICATIONS : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

NOTE : must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.

CLOSING DATE : 03 April 2020

POST 10/118 : **CASE MANAGER REF NO: CASMAN/HEID/003/2020**
Directorate: Nursing Non-OSD
Re-advert Candidates that previously applied need to re-apply.

SALARY : R257 508 per annum (plus benefits)
CENTRE : Heidelberg Hospital
REQUIREMENTS : A health related diploma or degree registerable with the Professional body (SANC/HPCSA).2-4 years recognisable clinical experience and be familiar with the standard procedures and practices in the health Care System and be able to use critical thinking skills to make ethical decisions. Knowledge of medical billing and procedures. Experienced in ICD 10 coding and ability to link patient diagnosis with procedural codes. Good knowledge of UPFS. Ability to work with excel spreadsheets, Microsoft word and web-based programmes (medical aids). Excellent communication skills.

DUTIES : Responsible for confirmation/authorisation of medical aid patients telephonically/online for all admissions and outpatient's consultations, of all private and externally funded patients within 36 hours of admission/accessing medical care within the facility. Ensure accurate ICD 10 coding and prescribed minimum benefits (PMB) applications to minimize claim rejections. Visit wards daily to check/identify private, foreign and medical aid patients in all business units. Responsible for filling in of charge sheet to charge all services rendered to patients and assist Billing clerks to raise correct claim rand amount towards revenue collection. Be able to bill medical aid patients. Audit all claims for ICD 10 coding and UPFS accuracy before submitted for payments. Submit monthly statistics report on Hospital ICD 10 coding. Manage insurance and accidents claims. Assist with discharge planning or the management of patient care. In the units. Assist in reducing re-admissions and weighing the necessity of medical treatment. Monitor and analyse budget variances and be able to develop strategies to address variances. Ability to act as liaison between the patient, their families and the health care personnel to ensure that the necessary care is provided effectively. Ensure safekeeping of patient records. Be able to gather data, prepare and compile reports to ensure appropriate services and client's activities tracking system in relation to care plan.

ENQUIRIES : Mr. M. Khopo Tel No: (016) 341 1210

APPLICATIONS : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

NOTE : must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.

CLOSING DATE : 03 April 2020

POST 10/119 : **COMMUNICATION OFFICER REF NO: COM/HEID/010/2020**
 Directorate: Administration
 Re-advert Candidates that previously applied need to re-apply.

SALARY : R257 508 per annum (plus benefits)
CENTRE : Heidelberg Hospital
REQUIREMENTS : An appropriate recognize three (3) year National Diploma (NQF6) or Degree in Marketing and/or Public Relations and/or Communication, Journalism and Corporate communication with 2yrs experience or grade 12 With a sound reference. Good understanding and knowledge of communication officer with a sound reference. Good Understanding and knowledge of communication, good interpersonal relations, project planning, good marketing, good Media liaison skills, ability to prepare reports. Be computer literate. Valid driver's licence.

DUTIES : Develop and implement communication strategy. Plan, organize, lead, coordinate and control all Communication activities of the department. Ensure proper interpretation, application, and adhere to all Statutory requirements as well as guidelines issued by the Department of Health. Liaise with internal and external stakeholders. Enforcement of good behavioural attributes. Facilitate inter-departmental Communication mode/channel. Advice Hospital Management based on information obtained from various Sources. Promote Health Programmes through promotional material. Establish and maintain a good working Relation with media and other stake holders. Secretary and liaison person to and on behalf of the Hospital Board. Emphasize Batho-Pele Principles to staff members using different forms of communication. Facilitate the process of News-Letter. Write and edit reports of activities in the department for publication. Facilitate and Communicate with community with regards to health-related issues such as Patients right charter, prevention of airmanship, etc. Familiarize the community with official policies that governs the hospital. Co-ordination Of all events and functions. Management of Notice boards information. Supervise switchboard and registry. Provide and help in the promotion of the corporate image and identity of the Hospital. Managing and maintaining various social media platforms. Perform any other duties that may be requested from time to time.

ENQUIRIES : Ms. P.L. Khumalo Tel No: (016) 341 1201
APPLICATIONS : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

NOTE : must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.

CLOSING DATE : 03 April 2020

POST 10/120 : **CHIEF ADMINISTRATION CLERK REF NO: UPOHC/0001/2020**
 Directorate: Administration

SALARY : R257 508 – R303 339 per annum (Plus benefits)
CENTRE : University of Pretoria Oral Health Centre

- REQUIREMENTS** : Grade 12 or equivalent plus more than 10 years' experience. At least 5 years relevant knowledge and experience of all aspects of Patient Administration including Financial Systems - PAAB, UPFS TARIFFS, Patient Classification categories, PFMA/Treasury Regulations/Treasury Instructions. Computer Skills, Good verbal and written communication skills. Good Management and problem - solving skills. Ability to work under pressure in a changing environment. The ability to interpret directives and procedures pertaining to Patient Administration.
- DUTIES** : Supervision of line function staff and all administrative and financial functions in the sub-Component Patient Affairs. Control the recording of patient information the Patient Administration section. Supervise the handling of cash, issuing of receipts and accounts, balancing and depositing of revenue daily. Compilation and submission of accurate patient statistics to improve efficiency. Control usage of Photocopier and Office PC's. Responsible for problem solving, maintaining discipline, conflict resolution, verbal and written exchange of information, routine notes, memos and reports, motivation of staff, team building. Responsible for personnel performance evaluations and monitoring of attendance.
- ENQUIRIES** : Mrs TP Du Plessis Tel. No: (012) 301 5712
- APPLICATIONS** : Quoting the relevant reference number. Direct applications to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Room 2.1, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5713.
- NOTE** : Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae and Z83 must be attached. 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** : 27 March 2020
- POST 10/121** : **LIBRARIAN REF NO: LBR/03/2020 (X1 POST)**
Re- advertisement: Applicants who are previously applied are also encouraged to re-apply.
- SALARY** : R257 508 - R303 339 per annum (plus benefits)
- CENTRE** : Rahima Moosa Nursing College
- REQUIREMENTS** : A 3 year Diploma/Degree in Library Information Science with 0-2 years' experience in provision of library service. Have good knowledge of library systems: LIBWIN or URICA or SYMPHONY, PowerPoint, Excel). Knowledge of library policies. Good communication (verbal &written), organisational and problem solving skills. Ability to work under pressure. Valid code 8 (manual) driver's licence and proof of computer literacy.
- DUTIES** : provision of library and information service: acquisitions election, arrangement, presentation, indexing and making available of literature and stock. Library orientation of students and new staff members. Assistance with research activities of the students and college projects. Management of study canter management od use of library photocopy machine. Marketing of the library, including book exhibitions, open day, pamphlets and newsletters. General administration of the library. Physical processing of library materials. Dealing with telephonic queries. Circulation of journals and other relevant materials to staff members. Attending library related meetings. Adhere to regular reporting requirements by preparing, analysing and submitting library monthly and quarterly reports. Conducting library stocktaking. Needs assessment related to library requirements and/or information systems.
- ENQUIRIES** : Mr.N.J Machaba Tel No: (011)2473345

- APPLICATIONS** : must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road gate 4, Coronation Ville or posted to Private Bag x116, Melville, 2109.
- NOTE** : It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQU). The Gauteng Department of Health supports the appointment of person with disabilities". It is our intention to promote representatively (race, gender and disability) in the public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualification verification, crime record check as well as credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test relevant technical element. Following interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidates will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interest. Identified candidates will be subjected to a government specific generic competency assessment as well a technical practical exercise as part of the selection process.
- CLOSING DATE** : 27 March 2020
- POST 10/122** : **HUMAN RESOURCES CLERK REF NO: 3/4/2/1/5 (X1 POST)**
Directorate: Nursing Education and Training
- SALARY** : R173 703 – R204 612 per annum (Level 05) (plus benefits)
- CENTRE** : Ann Latsky Nursing College
- REQUIREMENTS** : Senior Certificate (grade 12) or equivalent qualification or Grade 10 Certificate with ten (10) years or more relevant experience. Evidence of computer literacy skills such as MS Excel; MS Word; MS Outlook; Problem Solving Skills; Ability to work in a team and Independently, Willingness to work after hours when needed. Knowledge of Public Service Regulations, Policies and Procedures within H/R in the Public sector. High verbal and written communication skills. (PERSAL certificates will be an added advantage).
- DUTIES** : Responsibilities shall include but are not limited to the following: Recruitment and Selection, (secretarial duties at interviews). Administration of all exits such as terminations, resignations, retirements and death cases. Administration of employee benefits such as leave, long service recognitions, housing and uniform allowances, probation of service. Record keeping and the implementation of a data basis of students. Administration of relocations and transfers. Maintain record keeping and filling.

- ENQUIRIES** : For further information regarding the post, please contact: Ms. A. van As at Tel. No: (011) 644-8917.
- APPLICATIONS** : Physical address No 1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address P/Bag X40, Auckland Park 2006 or apply online at www.gautengonline.gov.za
- NOTE** : Applications must be submitted on a Z83 form with your Receipt and attached Qualifications State all your competencies, trainings and knowledge in your C.V. Certification stamp must not be over six (6) months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. If you do not hear from us in three months' time from the date of closure please consider your application as unsuccessful.
- CLOSING DATE** : 27 March 2020
- POST 10/123** : **ADMINISTRATION CLERK (STUDENT AFFAIRS) REF NO: 3/4/2/1/1 (X2 POSTS)**
Directorate: Nursing Education and Training
- SALARY** : R173 703 – R204 612 per annum (Level 05) (plus benefits)
- CENTRE** : Ann Latsky Nursing College
- REQUIREMENTS** : Grade 12 Certificate (Senior Certificate) or Grade 10 Certificate with ten (10) years or more relevant experience. Good Interpersonal Skills. Excellent Communication Skills (Verbal and written) Evidence of computer literacy skills such as MS Excel; MS Word; MS Outlook; Problem Solving Skills; Ability to work in a team and Independently. Knowledge of regulations and other legislative framework. Knowledge of learner management information systems. A valid driver's license.
- DUTIES** : Responsibilities shall include but are not limited to the following: Program administration. Administration of accommodation for students. Administration of the placement of students. Application of higher education administrative processes. Data capturing and utilisation of the learner management information systems. Administration and management of theoretical and work integrated learning student records. Application of legislation and policies related to administrative processes as well information security measures.
- ENQUIRIES** : For further information regarding the post, please contact: Ms. A. van As at Tel No: (011) 644-8917
- APPLICATIONS** : Applications must be submitted on a Z83 form with your C. V. certified copies of your I.D, Receipt and attached Qualifications. Physical address No 1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address P/Bag X40, Auckland Park 2006 or apply online at www.gautengonline.gov.za
- NOTE** : State all your competencies, trainings and knowledge in your C.V. Certification stamp must not be over six (6) months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received

after closing date will not be considered. If you do not hear from us in three months time from the date of closure please consider your application as unsuccessful.

- CLOSING DATE** : 27 March 2020
- POST 10/124** : **ADMINISTRATION CLERK REF NO: UPOHC/0002/2020**
Directorate: Administration
- SALARY** : R173 703 – R204 612.per annum (plus benefits)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : Minimum Grade 10 with 5 – 10 years appropriate experience or Grade 12 (matric) with 2 – 5 appropriate experience in Patient Administration especially in Records. Can under pressure. Knowledge of Batho-Pele Principles, Patient's Rights and Responsibilities. Computer skills, good communication skills, interpersonal relationship skills, good telephone etiquette and customer care. Knowledge and experience of PAAB serve as a recommendation. Comply with relevant prescripts and regulations.
- DUTIES** : Patient Registration, billing and classification. Filing and retrieval of patient's records, and other documents related to patient files in all areas. Rotate to other sections of Patient Administration when requested. Daily recording of patient's statistics. Safekeeping and disposal of files and documents in terms of the National Archives Act. Storage and retrieval of documents and files. Daily booking of patients and tracing of missing files. Correct capturing and implementation of downtime register and tool. Tracking and checking movement history of patient on the system and register book. Perform all other duties of patient administration as delegated by the supervisor. Participation in the Performance Management Development System (PMDS).
- ENQUIRIES** : Mrs TP du Plessis Tel No: (012) 301 5712
APPLICATIONS : Quoting the relevant reference number. Direct applications to Ms L Debeila, Human Resources Management at Louis Botha A Building, Room 2-1, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012)301 5713.
- NOTE** : Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae and Z83 must be attached. 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** : 27 March 2020
- POST 10/125** : **STAFF NURSES REF NO: KPTH/SN/02/20**
Directorate: Nursing
- SALARY** : Grade 1: R171 318 – R192 879 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 or equivalent qualification, Qualification that allows registration with the SANC as staff Nurse/Enrolled Nurse. Current registration with the South African Nursing Council (SANC) as Enrolled Nurse /Staff Nurse. Proof of SANC receipt (2020). Knowledge: Knowledge of Nursing care processes and procedures, Nursing statute and other relevant legal framework such as: Nursing Act, health Act, Occupational Health and Safety Act, Batho Pele Principles, Patients' rights Charter and Responsibilities, public Service Regulations, Labour Relations Act, disciplinary code and Procedure, Grievance Procedure etc. Competency: Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by relevant health facility. Promote quality elementary nursing care as directed by relevant health facility. Demonstrate elementary understanding of nursing

		legislation and related legal and ethical nursing practices. Skills: Basic communication skills, Basic Writing skills Ability to function as part of a team, Basic interpersonal skills, Elementary facilitation.
<u>DUTIES</u>	:	Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms. M.V. Mathabatha Tel No: (012) 318-6622
<u>APPLICATIONS</u>	:	Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. 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.
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	27 March 2020
<u>POST 10/126</u>	:	<u>ASSISTANT NURSES REF NO: KPTH/ENA/02/20</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R132 525 – R149 163 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent, One (1) year Nursing Assistant Certificate that allows registration with South African Nursing Council (SANC). Current registration with the South African Nursing Council (SANC) as Nursing Assistant. Proof of SANC receipt (2020). Knowledge: Knowledge of Nursing care processes and procedures, nursing statute and other relevant legal framework such as: Nursing Act, health Act, Occupational Health and Safety Act, Batho Pele Principles, Patients' rights Charter and Responsibilities, public Service Regulations, Labour Relations Act, disciplinary code and Procedure, Grievance Procedure etc. Competency: Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by relevant health facility. Promote quality elementary nursing care as directed by relevant health facility. Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Skills: Good communication skills, Ability to function as part of a team, Good interpersonal skills, Team player, Initiative, Cooperation, Pro-activeness and responsiveness.

- DUTIES** : Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Ms. M.V. Mathabatha Tel No: (012) 318-6622
Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than 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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 27 March 2020
- POST 10/127** : **SECURITY OFFICER REF NO: KPTH / SO/02/20**
Directorate: Facility Management
- SALARY CENTRE REQUIREMENTS** : R122 595 – R144 411 per annum (Plus Benefits)
Kalafong Provincial Tertiary Hospital
Minimum qualifications Grade 10 and above (original certified report/transcript of not more than 3 months) and Grade C security certificate with 3-5 years' experience. Twelve (12) months or more experience in a hospital environment will be an added advantage. A valid driver's licence will be an added advantage. CCTV cameras operation certificate with practical experience not older than six (6) months. Ability to work under pressure and willingness to work shifts, weekend and extended hours. Knowledgeable of security laws MISS, MPSS and control of access to public premises and vehicle Act no. 53 of 1995.
- DUTIES** : Guarding and patrolling. Ensure that all visitors and members of staff vehicles are parked at appropriate parking bays. Searching of missing or absconded patients. Fire prevention, reporting of defects safe guarding and securing of hospital assets, members of staff and public. Check around the buildings at regular intervals for suspicious persons, objects and report incidents.
- ENQUIRIES APPLICATIONS** : Mr. S Boya Tel No: (012) 3186706
must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications

must be filled on a Z83 form accompanied by a CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Applications 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.

- CLOSING DATE** : 27 March 2020
- POST 10/128** : **HOUSEHOLD WORKER REF NO: HOUWORK/02/20**
Directorate: Nursing
- SALARY** : R102 534 - R120 780 per annum (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Minimum qualifications Grade 10 and above (original certified report/transcript of not more than 3 months). Twelve (12) months proven experience in a formal clinical or hospital environment will be an added advantage. Able to read and write. Skills: Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Be able to work as a team and under pressure. Must be willing to work shifts, weekend, public holidays and night duty.
- DUTIES** : Ensure a clean and secure environment for patients and personnel. E.g. cleaning and dusting of wards, kitchens, bathrooms, sluices, offices, floors, windows, medical equipments, refrigerators and etc. Disposing of medical and general waste from the wards. Management of dirty and clean linen. Collect and return food trolleys, serve meals, tea, coffee and water to the patients. Clean, manage and control cutlery and crockery. Collect cleaning materials and waste containers. Unpack consumables and clean linen. Adhere to safety regulations. Disinfection of beds after patient is demised or discharged. Perform duties as required per job description, work schedule and delegated duties by Operational Manager or Sister in-charge of shift.
- ENQUIRIES** : Ms. M.V. Mathabatha Tel No: (012) 318-6622
- APPLICATIONS** : must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Note: Kalafong Tertiary Hospital is committed to the pursuit of diversity

and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

- CLOSING DATE** : 27 March 2020
- POST 10/129** : **FOOD SERVICE AID REF NO: FOOD/HEID/007/2020 (X1 POST)**
Directorate: Support
- SALARY** : R102 534 per annum (plus benefits)
- CENTRE** : Heidelberg Hospital
- REQUIREMENTS** : ABET (Adult Education and Training) or NQF level 2, Basic numeracy and Literacy skills. Knowledge of health safety measures, cleaning equipment.
- DUTIES** : Prepare and serving of food to patients in accordance with health and hygiene standards, work shift Including public holidays and weekends, ensuring effective and economic running of the unit, use of equipment and Apparatus correctly to prevent breakages, placing of internal requisitions (VA2) according to schedules, assist With receiving of stock, internal and external (check quality and quantity). Packing of all supplies in the correct storage, Daily stock control, updating of bin cards, weighing and issuing of ingredients for daily production, cleaning of storage areas according to the cleaning programme.
- ENQUIRIES** : Mrs. N.L. Tsotetsi Tel No: (016) 341 1260
- APPLICATIONS** : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Candidates that previously applied need to re-apply. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.
- CLOSING DATE** : 03 April 2020
- POST 10/130** : **PORTER REF NO: PORT/HEID/008/2020 (X1 POST)**
Directorate: Support
- SALARY** : R102 534 per annum (plus benefits)
- CENTRE** : Heidelberg Hospital
- REQUIREMENTS** : ABET (Adult Education and Training) or NQF level 2, Ability to read and write. Good communication and written skills. Good Customer Care.
- DUTIES** : Transporting of patients to the relevant wards, cleaning of wheelchairs and trolleys, transporting of corpses to the mortuary and complete register, replace oxygen cylinders, Compulsory shift work.
- ENQUIRIES** : Mr. M. Mgemezulu Tel No: (016) 341 1105/1106
- APPLICATIONS** : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.
- NOTE** : must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Candidates that previously applied need to re-apply. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.
- CLOSING DATE** : 03 April 2020

POST 10/131 : **SESSIONAL DIAGNOSTIC RADIOGRAPHER REF NO: MRH/10/03/2020 (6 POSTS)**
 Directorate: Diagnostic Radiographer

SALARY : R210.00 – R290.00 per hour
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Diploma/Degree in Diagnostic Radiography. Current proof of registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer must be attached. Appropriate/recognizable experience in Radiography after registration with the Health Professions Council of South Africa as a Radiographer. Knowledge of CT Scanner will be an advantage. Good communication, organizational and conflict resolution skills.

DUTIES : Select the exposure factor with due cognizance of all factors. Expose and Process X-rays and ensure X-rays are taken and meet high professional Status. Make sure that regulations pertaining to radiation; protection and Safety are adhered to and that budget is controlled. Receive cognizance of the traumatic and pathological condition that may be present and accept responsibility for the patient. Supervise subordinates; plan; Organize and supervise the provision of general and specialized Radiography Services and students. Must be able to work independently without supervision. Must be willing to cover a 24 hour duty roster; that is work shifts: night duty; weekends; Public Holidays. Be able to work theatre; ward Radiography; and Flouroscopy procedure as and when requested.

ENQUIRIES : Ms KH Mokwana Tel. No: (012) 841 8387
APPLICATIONS : Applications to be sent to Mamelodi Regional Hospital, Hand delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032, P.O Rethabile Mamelodi East, 0122.

NOTE : Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications not older than six months. Mamelodi Regional Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. If you did not hear from us within three months, consider your application as unsuccessful. The Hospital reserved the right to appoint. The successful candidates will be required to undergo police clearance and physical verification at Home Affairs. The specific reference number must be quoted, failure to comply with this instruction, the application will be disqualified from being processed.

CLOSING DATE : 31 March 2020

OFFICE OF THE PREMEIR

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

APPLICATIONS : may be directed to: The Director: Internal Human Resources Management, Ms Merles Motlhabane, Office of the Premier, 65 Ntemi Piliso Street, Turbine Hall, Johannesburg 2001 or by Email Recruitment.Premier@gauteng.gov.za or online at www.gautengonline.gov.za Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntemi Piliso Street, Newtown, Johannesburg, 2001 (Please do not send applications to 30 Simmonds street)

CLOSING DATE : 27 March 2020
NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with

reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Gauteng Office of the Premier reserve the right to utilise practical exercise/test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier reserves the right to cancel the filling/not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

MANAGEMENT ECHELON

- POST 10/132** : **HEAD OF DEPARTMENT (HOD) GAUTENG DEPARTMENT OF COMMUNITY SAFETY REF NO: 005167**
(3-year performance based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R1 521 591 – R1 714 074 per annum (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Departments.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in Public Management or Business Administration an additional qualification in Safety and Security will be an added advantage. 8 to 10 years' experience at Senior Managerial level of which 5 years must be of SMS in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level. Knowledge understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.
- DUTIES** : Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department. Overseeing the development, implementation and monitoring of

organisational programmes in line with organisational policies. Ensuring sound financial management as well as application of ethics and good corporate governance principles. Specific focus areas include the following: The successful incumbent will be directly accountable to the member of the Executive Council for the realization of Government priorities and Intergovernmental Programme of Action. Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department. Directly responsible for the Development of the Gauteng wide perspective on safety policy priorities. Implementation of measures to reduce crime and corruption in the province. Monitoring police service delivery to communities. Encouraging community participation through various community forums. Mobilisation of communities in the fight against crime. Intervening to minimise the factors that contribute to gender based violence and crime against women and children. Implement school safety programmes that seeks to capacitate learners on safety matters. Enforce compliance to road traffic legislation, and improve road safety in the province. Support the Member of the Executive Council in his/her duties as political head of the Department; and Represent the department at various fora.

ENQUIRIES
NOTE

: Ms Sylvia Mtshali Tel No: (011) 355 6280
: 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 committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POST

POST 10/133

: **PERSONAL ASSISTANT REF NO: 005166**
Chief Directorate: Performance, Monitoring and Evaluations

SALARY
CENTRE
REQUIREMENTS

: R257 508 – R303 339 per annum
: Johannesburg
: Grade 12 plus an Administrative or Secretarial tertiary qualification or related qualification with 1-3 years' experience in rendering a support service to Senior Management. Knowledge on relevant Public Service legislation/policies/prescripts and procedures. Computer Literacy (Microsoft Office Word, Excel, PowerPoint, Outlook and Project Office). Proficient in writing in English and an avid reader. Must be comfortable in communicating with senior management.

DUTIES

: To provide secretarial and administrative support services to the Chief Director. Manage and coordinate the diary of the Chief Director. Develop a system to manage records and the flow of documents in the Chief Directorate's office. Coordinate and provide support for the Chief Director in meetings (venue, travel and catering) and managing RSVP function, developing meeting agendas timeously, taking meeting minutes and following up on key decisions emanating from meetings. Compile briefing notes to prepare the Chief Director for meetings. Develop a system to manage expenditure of budget in the Chief Directorate. Review and collate weekly reports to ensure that expenditure is allocated correctly. Coordinate the procurement of standard items in the Chief Director's Office. Provide administrative oversight through tracking and monitoring of the implementation of the decisions of the chief Directorate. Proof-read and review routine submission/reports to the office of the Chief Director to ensure that errors are corrected before submission to the Chief Director. Prepare internal and external memoranda and other correspondence adhering to the Office of the Premier Correspondence Guideline. Establish and maintain systems in the office of the Chief Director to enhance efficiency in the office. Consolidate director's reports to produce monthly and quarterly reports for the Chief Director. Provide support to

ENQUIRIES

the Chief Director during performance assessments and ensure a professional and confidential process is maintained. Manage all logistical arrangements involving the office of the Chief Director.
: Mr Tshepo Rasego Tel No: (011) 355 6450

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

OTHER POSTS

<u>POST 10/134</u>	:	<u>MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: GS16/20</u> Re-Advertisement Component – Orthopaedics Department
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form. Grade 2: R1 264 623 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form. Grade 3: R1 467 651 per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form.
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, PMB Metropolitan Hospitals Complex
<u>REQUIREMENTS</u>	:	A qualification in Health Science Plus FCS Ortho (SA) or MMed in Orthopaedics or Equivalent qualification Registration with Health Professions Council of South Africa as a Specialist in Orthopaedics Grade 1 Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. Grade 2 Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline Grade 3 Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline Knowledge, Skills, Training And Competency Required Comprehensive knowledge base of a specialist Orthopaedic surgeon in a regional or tertiary hospital setting. Surgical and practical skills required from a specialist in Orthopaedic surgery in a regional or tertiary hospital setting. Possess sound knowledge of Human Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills.
<u>DUTIES</u>	:	Service Provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of orthopaedic patients. Continuously monitor service delivery, both at Grey's hospital and referring hospitals, and to institute quality improvement measures to correct deficiencies. Help with the development of District and Regional Orthopaedic Level of Care where the need exists Participate in cost containment activities/practices Participate in provision of emergency after-hour services Management: Assist in administrative duties related to the optimal functioning and service delivery in orthopaedics at Grey's Hospital and the relevant referral hospitals. Develop protocols and clinical pathways for effective/efficient management of acute and chronic Orthopaedic conditions Ensure that data is collected, analysed on the state of Orthopaedic Ser. Participate in Clinical Governance (Morbidity/Mortality) Academic/Research: Provide both Academic and Clinical service functions at the Hospital, including ward rounds,

outpatients clinics, clinical training ward rounds. Train under- and post-graduate students on both bedside training and classroom training at the hospital Participate in both academic and clinical administrative activities as delegated by the Head of Department Participate in Student/Registrar Assessments Relevant Research ad dictated by clinical need Outreach: Active participation in outreach programme aimed at improvement of patient access to the relevant clinical services (at least one visit a week) To ensure skills transfer through teaching activities involving the relevant staff at District/Regional Outlying Hospitals Co-ordination of Outreach Services in Area 2 with 6 monthly reports on Outreach produced.

**ENQUIRIES
APPLICATIONS**

: Dr ME Senoge Tel No: (033) 8973299
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

**FOR ATTENTION
NOTE**

: Mrs. M. Chandulal
: Directions To Candidates: The following documents must be submitted:
a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 16/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

CLOSING DATE

: 27 March 2020

POST 10/135

: **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 17/20**
Component – Internal Medicine

SALARY

: Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, plus commuted overtime which is subject to the needs of the department (Incumbent will have to sign the relevant contract form annually)

**CENTRE
REQUIREMENTS**

: Greys Hospital, Pietermaritzburg Complex
: MBCHB Degree Plus Current registration with the Health Professions Council of South Africa for Independent practice or Public Sector practice at the time of appointment. Community services doctors may be considered provided they are registered as an Independent Medical Practitioner within a month of the closing date. Recommendation ACLS course completed (current valid certificate) Studying for, or successfully completed, Primary (Part 1) examinations in Internal Medicine **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as an independent Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as an independent Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as an independent Medical Practitioner. Foreign qualified

candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Knowledge, Skills and Experience: Sound clinical and patient management skills; human resource management; information management; quality assurance programs Current health and public service legislation, regulations and policy, and medical ethics.

DUTIES

: Man Sound clinical and patient management skills; human resource Medical care of patients: Level of care required – medical care appropriate to Grey’s Hospital, a tertiary and referral health facility; Sub-discipline rotations – terms of duty in any or all sub-disciplines of Internal Medicine will be required and will include Neurology, Dermatology and ICU, depending on the needs of the services; Overtime requirements – commuted overtime is mandatory if required by operational demands; Geographical limits – the post(s) will be based at Grey’s but you will be expected to perform duties at various health facilities, which will include rotations at facilities within the Pietermaritzburg metropole (Edendale, Northdale and Greys Hospital). Outreach services to facilities in Area 2 may be required either regularly or from time to time. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc; Service logistics – assist in administrative aspects of running the Department e.g. roster and rotation planning, clinical and operational protocol development; Quality improvement – assist and participate in quality improvement, including audits Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims, mortality and morbidity analysis etc. Academic programme: Training - provide in-service training to staff or be a recipient of in-service training, as appropriate for a medical officer and to meet the needs of the service; Teaching – participate in under-graduate and post-graduate training programmes (teaching, examinations, administration etc) as required by the programmes and appropriate for a medical officer; Academic activities – active participation in academic activities such as journal clubs, academic presentations etc. Research – participate in departmental research. Initiation and performance of research is optional but desirable.

**ENQUIRIES
APPLICATIONS**

: Dr K. Rasmussen Tel No: (033) 897 3289
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

**FOR ATTENTION
NOTE**

: Mrs. M. Chandulal
: Directions to Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 17/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

CLOSING DATE

: 27 March 2020

POST 10/136 : **MEDICAL OFFICER GR1, 2 OR 3 FORENSIC PATHOLOGY SERVICE**
REF NO: ILE 02/2020 (X1 POST)
Component: Kwadukuza Forensic Pathology Services

SALARY : Grade1: R821 205 per annum all-inclusive package plus fixed commuted overtime
Grade 2: R938 964 per annum all-inclusive package plus commuted overtime
Grade 3: R1 089 693.per annum all-inclusive package plus fixed overtime.

CENTRE : Ilembe Health District Office
REQUIREMENTS : **Grade1:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, a tertiary qualification (MBCHB) or equivalent. Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Valid driver's license. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professions Council of South Africa. Five (5) year post registration experience as a Medical Practitioner. Valid driver's license. **Grade 3:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus tertiary qualification (MBCHB or equivalent), a valid registration with the Health Professions Council of South Africa. Ten (10) year post registration experience as a Medical Practitioner. Valid driver's license. Potential to develop a working knowledge and ability to perform medico-legal post mortem examinations and crime scene visits. Ability to work in multi-disciplinary team setting. Excellent communication skills and decision making qualities. Knowledge of the processes involved in death notification. Resilience and ability to make positive contribution in a busy department Report writing.

DUTIES : Perform medico legal autopsies. Maintain and continuously improve professional and ethical standards related to Forensic Pathology Services. Generate a comprehensive medico legal report based on autopsy findings. Completion of death notification forms (DHA-163) cremation certificate, RAF claims, Insurance etc. Attend to administrative matters as required. Guide Mortuary staff regarding autopsy technique and evidence collection. Attend to administrative matters as required. Maintain and continuously improve professional and ethical standards. Court attendance when required. Assist other districts with autopsy services when necessary.

ENQUIRIES : Mr CK Mdletshe (Forensic Pathology Manager) Tel No: (032) 4373500
APPLICATIONS : Please Forward Applications To: The District Director, ILembe Health District Office, Private Bag x10620, KwaDukuza 4450.
Human Resource Section

FOR ATTENTION : Directions to Candidates: The following documents must be submitted,
NOTE : Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za
Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE02/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational

categories in the Department. Persons with disabilities should feel free to apply for the post.

- CLOSING DATE** : 27 March 2020
- POST 10/137** : **ASSISTANT MANAGER NURSING REF NO: ICHC /AST 01 (X1 POST)**
Component: Maternal & Child Women's Health (MCWH)
- SALARY** : R614 991 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Home Owner allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Inanda Community Health Centre
Senior certificate/Grade 12 Diploma/Degree in General Nursing leading to registration with SANC as a Professional Nurse and Midwife. 1 year Diploma in Advance Midwifery and Neonatal Nursing Science. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science of which 3 years must be managerial experience. Institutional Degrees/Diplomas must also be submitted for all qualification submitted. Proof of current registration with SANC Certificate of service endorsed by HR component NB: Recommendation: Diploma/Degree in Nursing Administration Knowledge, Skills And Competencies Required Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required Work as part of multidisciplinary team at unit level to ensure good nursing care by nursing team Work efficiency and amicably at a supervisory level with persons of diverse intellectual cultural racial or religious difference Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit Demonstrate an in-depth understanding of nursing legislation & related legal and ethical nursing practice and how this impacts on service delivery.
- DUITES** : Provide antenatal, labour, post-natal and women health services. Provide pediatric preventive, curative and school health services. Implement standard practices criteria and indicators for maternal & child care. Create and maintain a complete and accurate nursing record for individual health care users. Facilitate and conduct perinatal and mortality meetings. Participate in health promotion and illness prevention initiatives. Maintain a constructive working relationship with the multidisciplinary team. Maintain a plan to improve the quality of maternal & child care. Monitor Performance Management and Development System (PMDS). Ensure the observation of in patients on 24hour basis & that appropriate intervention processes are initiated timeously. Ensure implementation of National and Provincial guidelines. Ensure effective utilization of all resources in the department. Participate in implementation of NCS, norms and standard. Participate in Sukuma Sakhe Project.
- ENQUIRIES APPLICATIONS** : Mrs. B.P. Ndlovu Tel No: (031) 519 8200
should be forwarded to: Human Resource Department, Inanda C CHC, Private Bag x 04, Phoenix, 4080, Or Hand deliver to: The Human Resource Department, Inanda "C" Community Health Centre, C 35 Umshado Road, Inanda, 4310.
- NOTE** : Directions to candidates the following documents must be submitted: Application for Employment form (Z83) which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za. Updated comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and current SANC receipt – not copies of certified copies Certification must be within three months). (d) Certified copy of ID document. (Certification must be within three months). (e) Certified copies of certificate of service endorsed by HR/Service record from persal system. The Post Reference Number must be indicated in the column provided on the form Z83, e.g.

OCC/H/N 01/2019 NB: Failure to comply with the above instruction will disqualify applicants. Persons with disabilities should feel free to apply. African Males are encouraged to apply. The appointment is subject to positive outcome obtained from the Following checks: security checks, credit checks, qualifications, citizenship and Previous experience verifications. Please take note that due to the large number of applications anticipated, applications might not be acknowledged. Correspondence might be limited to short listed candidates only. If you do not hear from us within 3 months of the closing date, please accept that your application has been unsuccessful. Please note that due to financial constrains no S&T claims will be considered for payment to the candidates that are invited for interview and also no relocation expenses will be paid.

CLOSING DATE

: 27 March 2020

POST 10/138

: **CHIEF DIETICIAN: GRADE 1 REF NO: M15/2020**

SALARY

: R466 119 per annum

CENTRE

: Queen Nandi Regional Hospital

REQUIREMENTS

: Bachelor of Science Degree in Dietetics or equivalent Plus Post graduate diploma in Dietetics or have completed a 4 year integrated Degree in Dietetic Plus Current registration with the Health Professions Council of South Africa as a Dietitian. Plus Completed community service year Plus Unendorsed valid Code B driver's licence (Code 08). Grade 1: A Minimum of 3 year's appropriate experience as a Dietitian after registration with the HPCSA. Knowledge, Skills, Training and Competencies required:-Sound clinical knowledge of human nutrition and appropriate therapeutic nutrition interventions. Broad understanding and knowledge of a range of therapeutic/nutrition conditions in both adults and paediatric patients, including neurological conditions and disability. To identify/treat/follow-up and provide education for home care. Sound knowledge of dietetics procedures, practices and equipment. Skills on nutrition assessment and classification, counselling and support of patients with disabilities. Ability to co-ordinate and implement dietetic services. Demonstrate an understanding of the code of ethics and scope of practice for dietetics. Good communication, organisational, counselling and problem solving skills, including conflict management. Computer literacy, with knowledge of basic food analysis programmes. Good interpersonal skills. Demonstrate sound management and reporting skills.

DUTIES

: Manage Nutrition Services to ensure provision of nutrition services to both in and outpatients, and staff in a cost effective and appropriate manner within a multidisciplinary team, including patients with disabilities. Develop and monitor implementation of dietetics business plan in line with the organization's priorities. Develop and disseminate evidence based standard operating procedures for the nutrition care and management of patients with disabilities. Provide nutrition technical support to foodservices in the facilities. Coordinate and conduct training of staff to support implementation of quality nutrition services. Facilitate and conduct nutrition education and promotion activities. Conduct visits to PHC feeder clinics/home visits for identified patients and support institutions in the area to develop appropriate nutrition support services for patients with disabilities. Maintain health information statistics in line with department of health guidelines and policies and provide regular reports. Plan and Manage resources (financial, inventory and human) in line with budget allocations for nutrition services. Ensure that nutrition care records of assessment, treatment and progress are maintained in accordance with HPCSA requirements. Monitor and evaluate the effects of nutrition care interventions on individuals or groups of patients. Improve professional competence by regular self-evaluation and application of current research information and methods to nutrition practice in order to optimize nutrition care. Participate and contribute to clinical working groups. Implement quality improvement/assurance measures to maintain high standards of nutrition services. Maintain CPD accreditation as stipulated by HPCSA.

**ENQUIRIES
FOR ATTENTION
APPLICATIONS**

: Mr D Simbeye/ Ms S Monegi Tel No: (033) 395 2927/ 2929
: Mr SM Ndabandaba Tel No: (035) 907 7011
: Human Resource Management Services: P/Bag X20005, Empangeni,
3380 OR Hand Delivery to: 29 Union Street, Empangeni 3380.

NOTE

: Directions To Candidates:-The following documents must be submitted:
Application for Employment Form (Form Z.83), which is obtainable at any
Government Department OR from the website - www.kznhealth.gov.za.
Certified copies of identity document, driver's licence, highest educational
qualifications and professional registration certificates – not copies of
certified copies. Curriculum Vitae. The Reference Number must be
indicated in the column provided on the form Z.83. NB: Failure to comply
with the above instructions, faxed and e-mailed application will disqualify
the applicants. Faxed and e-mailed applications will not be accepted. The
appointments are subject to positive outcomes obtained from the State
Security Agency (SSA) to the following checks (security clearance
(vetting), criminal clearance, credit records, citizenship), verification of
Educational Qualifications by SAQA, verification of previous experience
from Employers and verification from the Company Intellectual Property
Commission (CIPC). Reference checking will be done as part of the
selection process. (If applicable) Persons with disabilities should feel free
to apply for any of the advertised posts .Applicants are respectfully
informed that, if no notification of appointment is received within 3 months
after the closing date, they must accept that their applications were
unsuccessful. Applicants in possession of a foreign qualification must
attach an evaluation certificate from the South African Qualifications
Authority (SAQA) to their applications. Non- RSA Citizens/Permanent
Residents/ Work Permit holders must submit documentary proof together
with their applications.

CLOSING DATE

: 27 March 2020

POST 10/139

: **CHIEF RADIOGRAPHER (DIAGNOSTIC) GR 1 REF NO: GS 15/20**
Component: Radiography

SALARY

: R466 119 - R517 326 per annum, plus 13th cheque, medical-aid (optional)
homeowners allowance (employee must meet the prescribed
requirements

**CENTRE
REQUIREMENTS**

: Greys Hospital, Pietermaritzburg
: National Diploma/Degree in Diagnostic Radiography Certified copy of
original registration with the Health Professions Council of South Africa
(HPCSA) as a diagnostic radiographer Certified copy of current
registration as a Diagnostic Radiographer (Independent Practice) with
Health Professions Council of South Africa (HPCSA) for 2019/2020
Minimum of three years' experience working in a computerized
radiography department (working in a PACS/RIS environment) after
registration with HPCSA as a Diagnostic Radiographer (Independent
Practice) Certificates of Service to be attached as proof of experience
Recommendation Work experience in a specialized field eg
Mammography, CT, MRI, Cardiac Cath Lab Knowledge, Skills, Training
And Competencies Required: Expert knowledge of specialized equipment
and radiography procedures, including multi slice CT and PACS/RIS
applications Good communication, interpersonal relations and problem
solving skills Sound knowledge of radiation control regulations and health
and safety policies Basic supervisory skills Computer Literacy.

DUTIES

: Provide high quality diagnostic radiography service Observe safe
radiation protection standards and ensure health and safety rules and
regulations are adhered to be actively involved in the Radiation Control
Directorate Quality Assurance programme Participate in a 24 hour roster
system which includes nights, weekends, Public Holidays and standby
duties Working knowledge and experience of PMDS and be responsible
for the PMDS of staff members as allocated Provide assistance,
supervision and training to junior staff and student radiographers. Promote
good health practices and ensure optimal care of the patient Participate

in quality improvement programmes, policy making, in-service training and National Core Standards. Perform reception and administrative duties as required.

**ENQUIRIES
APPLICATIONS**

: Mrs Wood Tel No: (033) 897 3208
: Applications to be forwarded to: The Human Resources Department,
Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

**FOR ATTENTION
NOTE**

: Mrs. M. Chandulal
: Directions To Candidates: The following documents must be submitted:
Application for employment form (Z83) which is obtainable at any
Government Department OR website, Certified copies of highest
educational qualifications and professional registration certificate- not
copies of certified copies. Curriculum Vitae and certified ID copy NB:
Failure to comply with the above instructions will disqualify applicants. The
circular minute number/reference must be indicated in the column
provided on the form Z83 e.g GS 15/20. Please note due to large numbers
of applications we envisage to receive, applicants will not be
acknowledged. Communication will only be entered into with candidates
that have been short-listed. If you have not heard from us two months after
the closing date, please consider your application as being unsuccessful.
The appointment is subject to positive outcome obtained from checks
(security clearance, credit records, qualifications, citizenship and previous
employment verifications and verification from the Company Intellectual
Property (CIPC). African Males are encouraged to apply.

CLOSING DATE

: 27 March 2020

POST 10/140

: **PROFESSIONAL NURSE (SPECIALTY) ADVANCED MIDWIFERY REF
NO: DANCHC 04/2020 (X1 POST)**

SALARY

: Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 276 per annum
Other benefits: 13th Cheque, Medical Aid (Optional) and Housing
allowance: Prescribed requirements to be met

**CENTRE
REQUIREMENTS**

: Dannhauser Community Health Centre
: Grade 12 (Senior Certificate), Standard 10/ or National Certificate plus
basic R 425 qualification i.e. Degree/Diploma in Nursing or equivalent
qualification that allows registration with SANC as a Professional Nurse.
One year post-basic qualification with a duration of at least 1 year
accredited with SANC in Advanced Midwifery and Neonatal Science.
Current registration with SANC as Professional Nurse and Advanced
Midwifery and Neonatal Science with a minimum of 4 years appropriate
/recognisable experience after registration as Professional Nurse in
General Nursing. NB: Applicants are required to submit proof of current
and previous work experience endorsed and stamped by Human
Resources (Certificate of service and service record) must be attached.
Grade 1 Experience: A minimum of 4 years appropriate/recognisable
experience in nursing after registration as Professional Nurse with SANC
in General Nursing **Grade 2** Experience: A minimum of 14 years
appropriate recognisable experience in nursing after registration as
Professional Nurse with SANC in General Nursing, of which at least 10
years must be appropriate/recognisable experience after obtaining the
one year post basic qualification in Advanced Midwifery and Neonatal
Science. Knowledge, Skills, Training and Competencies required for the
Post Experience in maternity department. Knowledge of nursing care
process and procedures and other legal framework. Basic knowledge of
Public Service Regulations. Disciplinary code, Human Resource Policies;
hospital generic and specific policies. Leadership, supervisory and good
communication skills. Team building and cross cultural awareness.
Conflict management and negotiation skills.

DUTIES

: Provision of quality patient care through setting of standards, policies and
procedures. To provide nursing care that lead to improved service delivery
by upholding Batho Pele principles and Patient's rights. Ensure and
advocate for the provision and supervision of patient's needs. Improve

perinatal mortality and morbidity through implementation of priority programmes; e.g. EMTCT, CARMA, MBFI and ESMOE. Provide and manage all resources within the unit cost effectively and ensure optimum service delivery. Provide quality nursing care for patients with obstetric emergencies. Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Infection Control and Prevention, Occupational Health and Safety Act and prevention of medico/legal risks. Create and maintain complete and accurate patient records and registers. Ensure the provision of accurate statistical information for data management. Assist in the Implementation of National Core Standards and IDEAL Clinic. Provide adequate and health education, awareness and involved in campaigns. Promote women's, mother and child health. Advocate for the Nursing Profession by promoting Professionalism and Nursing Ethics.

**ENQUIRIES
APPLICATIONS**

: Mrs M Ntseki Tel No: (034) 621 6119
 : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080.

**FOR ATTENTION
NOTE**

: Mrs DBP Buthelezi
 : Applications must be submitted on the prescribed application for employment form (z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification must attach an evaluation certificate from the South African qualifications authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications.

CLOSING DATE

: 03 April 2020

POST 10/141

: **CLINICAL NURSE PRACTITIONER REF NO: DANCHC 05/2020 (X1 POST)**

SALARY

: Grade 1: R383 226 – R444 276 per annum
 : Grade 2: R471 333 – R579 276 per annum
 : Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met

**CENTRE
REQUIREMENTS**

: Lady Bank Clinic
 : Grade 12 (Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC .Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. **Grade 1:** Experience: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing **Grade 2:** Experience: A minimum of 14 years appropriate

/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, of which at least 10 years must be Appropriate/recognisable experience after obtaining the one year post basic qualification in Primary Health Care NB: Applicants are required to submit proof of current and previous work experience/Certificate of Service endorsed and stamped by Human Resources Knowledge, Skills, Training And Competencies Required For The Post Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES

: Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, Including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

**ENQUIRIES
APPLICATIONS**

: Mrs M Ntseki: Tel No: (034) 621 6119
 : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080

**FOR ATTENTION
NOTE**

: Mrs DBP Buthelezi
 : Applications must be submitted on the prescribed application for employment form (z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

Applicants in possession of foreign qualification must attach an evaluation certificate from the South African qualifications authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. 03 April 2020

CLOSING DATE

:

POST 10/142

:

CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: KDC 02/2020 (X2 POSTS)

Component: Kwadukuza Clinic

SALARY

:

Grade 1: R383 226 per annum Plus 8% rural allowance
Grade 2: R471 333 per annum Plus 8% rural allowance
Benefits 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE

:

Ilembe Health District Office

REQUIREMENTS

:

Grade1: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Valid Code EB Driver's license (Code8).

DUTIES

:

Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate

junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Support the realization and maintenance of Ideal Clinic Programme in the facility. Ensure data management and record keeping management for the clinic. Mrs. R Bhagwandin (Operational Manager: Phc Supervisor) Tel No: (032) 4373600

ENQUIRIES

APPLICATIONS

FOR ATTENTION NOTE

To be forwarded to: The District Director: Ilembe Health District office Private Bag x 10620, KwaDukuza, 4450.

Human Resource Section

Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. SHAK 01/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE

27 March 2020

POST 10/143

CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: GLEN 01/2020 (X1 POST)

Component: Glenhills Clinic

SALARY

Grade 1: R383 226 per annum plus 8% rural allowance
Grade 2: R471 333 per annum plus 8% rural allowance
(Employee must meet prescribed conditions) Benefits 13th Cheque, home owner's allowance, and Medical aid optional

CENTRE REQUIREMENTS

Ilembe Health District Office

Grade1: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour

Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Valid Code EB Driver's license (Code8).

DUTIES : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Support the realization and maintenance of Ideal Clinic Programme in the facility. Ensure data management and record keeping management for the clinic.

ENQUIRIES : Mrs. R Bhagwandin (Operational Manager: PHC Supervisor) Tel No: (032) 4373600

APPLICATIONS : To be forwarded to: The District Director Human Resources Department, ILembe Health District Office, Private Bag X 10620, Stanger, 4450.

FOR ATTENTION : Human Resource Section

CLOSING DATE : 27 March 2020

POST 10/144 : **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: BALL 02/2020 (X1 POST)**
Component: Ballito Clinic

SALARY : Grade 1: R383 226 per annum Plus 8% rural allowance
Grade 2: R471 333 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE REQUIREMENTS : **Grade 1:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 14 years appropriate/recognizable nursing experience after registration as a

General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Valid Code EB Driver's license (Code8).

DUTIES : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Support the realization and maintenance of Ideal Clinic Programme in the facility. Ensure data management and record keeping management for the clinic.

ENQUIRIES : Mrs. R Bhagwandin (Operational Manager: Phc Supervisor) Tel No: (032) 4373600

APPLICATIONS : to be forwarded to: The District Director Human Resources Department, ILembe Health District Office, Private Bag X 10620, Stanger, 4450

FOR ATTENTION : Human Resource Section

CLOSING DATE : 27 March 2020

POST 10/145 : **PROFESSIONAL NURSE-SPECIALTY (ADM) GRADE 1 & 2 REF NO: EZA 01/2020**

SALARY : Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to employee meeting prescribed requirements) plus 8% Rural Allowance

CENTRE : Ezakheni Nr 2 Clinic

REQUIREMENTS : Senior certificate/Grade 12 or equivalent qualification. Diploma/Degree in General Nursing plus Midwifery. One (1) year Post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Current SANC receipt for 2020.Registration with SANC as the General Nurse. Certificate of service endorsed by Human Resource Department. **Grade 1.** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Advanced Midwifery and Neonatal Nursing Science. Current SANC receipt for 2019. **Grade 2.** A

minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 10 years must be appropriate/recognisable experience after obtaining the one year Post Basic qualification in Advanced Midwifery and Neonatal Nursing Science. Current SANC receipt for 2020. The ideal candidate must possess: Knowledge of nursing care processes and procedures, and other legal framework. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills.

DUTIES

: Execute duties and functions with proficiency within prescripts and applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. Provision of quality patient care through setting of standards, policies and procedures. To provide nursing care that leads to improved service delivery by upholding Batho Pele principles and Patients' Rights. Maintain clinical competency by ensuring that scientific principles of nursing are implemented. Ensure and advocate for the provision and supervision of patients needs. Improve perinatal mortality and morbidity through implementation of priority programmes .g. EMTCT, CARMMA, MBFI, ESMOE, BANC. Provide and manage all resources within the unit, cost effectively and ensure optimum service delivery. Participate in the analysis, formulation and monitoring of objectives, policies and procedures including quality improvements programmes. Provide quality nursing care for patients with obstetric emergencies. Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Infection Control and Prevention and control standards, Occupational Health and Safety Act and prevention of medico/legal risks. Create and maintain complete and accurate patient records and registers. Ensure the provision of accurate statistical information for data management. Assist in the implementation of National Core Standards and Ideal Clinic Realization. Provide adequate health education, awareness and be involved in campaigns. Promote women's and child health. Advocate for the Nursing Profession by promoting Nursing ethics and professionalism. Hours of Duty 40 hours per week. Shift work (day and night duty). Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

**ENQUIRIES
APPLICATIONS**

: Mrs C.I. Ndlovu Tel No: (036) 6379600
: All applications should be forwarded to: The Human Resources Manager
St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370,
OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road,
Ezakheni 3381.

**FOR ATTENTION
NOTE**

: Mr S.D.Mdletshe
: Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government or from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Certified copies should not be older than three months. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date,

they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

- CLOSING DATE** : 31 March 2020
- POST 10/146** : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1 & 2: OPERATING THEATRE REF NO: PNS2/OT/2019 (X4 POSTS)**
- SALARY** : Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R 579 696 per annum
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE** : Addington Hospital: KwaZulu-Natal
- REQUIREMENTS** : Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification – Operating Theatre Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality: Operating Theatre Nursing Science. Current registration receipt with SANC. In-Service applicants to produce SAQA verification if available may be requested from your Human Resource Dept. Certified copies of certificates of service stating relevant experience as a Professional Nurse AND Professional Nurse (Specialty) experience in Operating Theatre. Updated Curriculum Vitae with email address indicated. Experience **Grade 1:** A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse and Midwife with the South African Nursing Council. A post-basic Qualification with a duration of at least 1 year in the relevant Speciality. Experience: **Grade 2** A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Recommendation: At least 1 – 2 years' experience in Operating Theatre Nursing would be an advantage. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Must have good knowledge of Cardiac Conditions. Basic Computer skills.
- DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and

indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. Hours Of Duty: 40 Hours per week. Shift work – Day and Night duty.

**ENQUIRIES
APPLICATIONS**

: Matron B N Ndhlovu Tel No: (031) 327 2000
 : All applications to be posted to: The Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview. Note: Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender. African Male.

CLOSING DATE

: 31 March 2020

POST 10/147

: **PROFESSIONAL NURSE (SPECIALTY) PAEDIATRICS REF NO:
PNS4/PAEDS/2020**

SALARY

: Grade 1: R383 226 per annum
 Grade 2: R471 333 per annum
 Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)

**CENTRE
REQUIREMENTS**

: Addington Hospital: KwaZulu-Natal
 : Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification – Child Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality: Child Nursing Science. Current registration receipt with SANC. In-Service applicants to produce SAQA verification, may be requested from your Human Resource Dept. Certified copies of certificates of service stating relevant experience as a Professional Nurse AND Professional Nurse (Speciality) experience in Psychiatry. Updated Curriculum Vitae with email address indicated. Experience: **Grade 1:** A minimum of 4 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. A post-basic qualification with a duration of at least 1 year accredited with SANC in the relevant Speciality. **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after

obtaining the 1 year post-basic qualification in the relevant speciality. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frame works. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Must have good knowledge of Cardiac Conditions. Basic Computer skills.

DUTIES

: Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. Hours Of Duty: 40 Hours per week. Shift work – Day and Night duty.

**ENQUIRIES
APPLICATIONS**

: Mrs B N Ndhlovu Tel No: (031) 327 2000
: All applications to be posted to: Recruitment, Human Resource Dept., Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview. Note: Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.

CLOSING DATE

: 31 March 2020

POST 10/148 : **ASSISTANT DIRECTOR: SYSTEMS REF NO: BETH 5/2020**

SALARY : R376 596.per annum (All –Inclusive Package) 13th Cheque, Medical Aid Optional, Home Owners/Housing Allowance (Employee must meet prescribed requirements).

CENTRE : Bethesda District Hospital - (Kwa Zulu - Natal)

REQUIREMENTS : Matric certificate, Bachelor degree/National Diploma in Public Management/Administration. 3-5 years Supervisory Experience in Systems Component Valid driver's license. Proof of current and previous work experience endorsed by Human Resources Office. Recommendations: Computer Literacy The following knowledge, skills, training and competencies required: Decision making skills, Ability to multitask and manage change, Control of budget and auditing procedures including norms and standards, Providing procedures and procurement directives, Planning, organizing activities and project for components, knowledge of relevant Legislation, White paper, PFMA and Treasury regulations, Ability to work independently and under pressure, Human Resource management skills, Develop policies, understanding of HR Practices, Staff Relations and strong leadership skills.

DUTIES : Manage and coordinate the following areas to ensure optimal and cost effectiveness(Cleaning services, Catering services, Maintenance services, Gardening services, Mortuary services, Housekeeping, Laundry, Transport, Switchboard and Administrative Services), Monitor the provision of all hotel services and facilities by contractors in order to ensure contract adherence and ensure compliance with services level agreement and highest level of care, Analyses alternative for performing needed work including contracting out services and evaluate and recommend procedures/to improve operational efficiency, Ensure the effective, efficient and economical utilization of resource allocated to the institution including the development, Ensure that all institution's information System (Patient related and other) is maintained so as to provide reliable, valid timeous processing and information, Ensure compliance with Health and Safety and Disaster Management requirements by all staff member, Ensure compliance to National Core Standards and make me look like a hospital programme, Develop and implement policies, Effective management of the performance of employees according to EMDS.

ENQUIRIES : Mr. L.T Nyawo Tel No: (035) 595 3105 Assistant Director HRM

APPLICATIONS : The Human Resources Manager, Bethesda Hospital, Private Bag X 602 UBombo 3970.Hand delivered applications may be submitted at Human Resources office Bethesda Hospital Ubombo Main Road.

FOR ATTENTION : The Human Resources Manager: Mr. L.T Nyawo

NOTE : The Selection panel will recommend candidate to attend generic Managerial competency assessments (in compliance with the DPSA Directive on the implementation of competency based assessment Applications should be submitted on form Z83 obtainable from any Public Service Department and should accompanied by a CV (Previous experience must be comprehensively detailed) and certified Copies of qualification certificates (including Senior Certificate/ Grade 12 certificate regardless of the qualification requirement indicated in the advert) , service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the Posts. The successful candidate will be subjected to personnel Suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is received within three (3) months after the closing date, candidates may regard their application as

CLOSING DATE

: unsuccessful. The Department will not be liable where applications use incorrect/no reference number(s) on their applications.
27 March 2020

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

- CLOSING DATE** : 27 March 2020 (at 14h00 sharp) all applications received after the closing date and time will Not be entertained. Apply as early as possible to avoid disappointments, please.
- NOTE** : Application should be submitted on Z83 form obtainable from any public services Department and should be accompanied by recently certified copies of qualifications (preferably within 3 months), ID/passport and curriculum vitae. Please quote the Correct references on your form and where possible the station/Centre where the post is. Please note: one application form per post. No faxed applications will be accepted. NB: Candidates who are not contacted within 3 months after the closing date must consider their applications as having been unsuccessful except for professional posts, which will be finalised within 3 months. In line with the vetting strategy of the Public Service, personal details of applicants will be verified during the selection should be submitted on Z83 form obtainable from any public services department and should be accompanied by certified copies of qualifications, ID/passport and curriculum vitae. Please quote the references on your form and where possible the station/centre where the post is. The Department reserves the right to amend/review/withdraw advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are requested to apply and indicate such in their application forms)

MANAGEMENT ECHELON

- POST 10/149** : **DIRECTOR: STRATEGIC PLANNING AND POLICY REF NO: MPDOH/MARCH/20/04**
(Re-Advertisement)
- SALARY** : R1 057 326 per annum (Level 13) all inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.
- CENTRE** : Provincial Office, Nelspruit
- REQUIREMENTS** : A bachelor's degree in health or related field. A post-graduate degree will be an added advantage. At least three (3) years planning and policy experience. Sound knowledge, skills and extensive experience in the strategic planning and policy field. Knowledge, skills and competencies: Clear understanding of legislation pertaining to government strategic planning processes and policy development. Excellent verbal and written communication skills. Ability to work under pressure and willingness to travel extensively. Decision-making, technical proficiency, networking and building bonds, planning and organizing. Familiarity with Public Service, its policy and the way government functions (PFMA, Public Service Act, etc). Possession of a valid Code B driver's licence.
- DUTIES** : Facilitate and coordinate the development of the Strategic Plan, Annual Performance Plan (APP) and Operational Plan. Ensure the alignment of all departmental plans with the Strategic Plan and APP. Coordinate policy development of the department and ensure alignment with national and provincial health priorities. Support the development of the District Health Plans in line with the Integrated Development Plans of municipalities. Facilitate and coordinate input for the Social Cluster Plan of Action (POA).

Ensure that Strategic Health Programme plans are aligned with National and Provincial mandates.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340
APPLICATIONS : The Head: Health; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.
FOR ATTENTION : MS. Glory Mokone

OTHER POSTS

POST 10/150 : **HEAD CLINICAL UNIT: MEDICAL (PAEDIATRICIAN) GRADE 1 REF NO: MPDOH/MARCH/20/01**

SALARY : R1 728 807 per annum plus rural allowance & commuted overtime to officials who meet the requirements. (OSD requirements depending on years of experience)

CENTRE : Themba Regional Hospital
REQUIREMENTS : MBCHB or equivalent qualification Plus FC Paeds (SA) OR equivalent Plus Subspecialty Certificate in Neonatology Plus Current Registration with Health Professions Council of South Africa as a Neonatologist Plus 3 years' experience working as a Neonatologist after the time when applicant became registerable with HPCSA. Recommendation: Prior experience in the public service will be an advantage. Knowledge, Skills, Training and Competency Required: Human resource management; Program planning, implementation and evaluation, Information management; Quality assurance programmes. Specialist medical knowledge, skills & competence in paediatrics and child health. Sub-specialist medical knowledge, skills & competence in neonatology. Current health and public service legislation, regulations and policy. Medical ethics, epidemiology, research and statistics. Medical education training and experience (an advantage). Research publications, research knowledge, skills & competence (an advantage).

DUTIES : Will cover clinical skills, performance, training, research and supervision & support). (Will cover clinical skills, performance, training, research and supervision & support). The administration and management of neonatal services. Participate in after-hours specialist cover. Participate in specialist neonatal and multidisciplinary clinics. Facilitate the development of neonatal services in catchment area. Participate in the departmental Outreach program for the development, delivery, supervision and support of paediatric and neonatal services in the catchment area. Ensure appropriate standards of care and oversee quality improvement programmes within the department. Participate in the training and development of undergraduate, vocational and postgraduate students and staff in catchment area. Participate in the departmental academic and training programme/s, Assist with the administration of a component of the paediatric department. Undertake appropriate clinical research and support the research efforts of junior staff.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street; Mbombela, 1200.

FOR ATTENTION : Mr. Isaac Zitha

POST 10/151 : **MEDICAL MANAGER/CLINICAL MANAGER GR 1 REF NO: MPDOH/MARCH/20/02**

SALARY : R1 173 900 per annum. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE : Elsie Ballot Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Post-graduate medical qualification will be an added

advantage. A minimum of 10 years appropriate experience after registration as a Medical Practitioner (Independent Practice) with the HPCSA (Internship and Community Service excluded). A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies.

DUTIES : Provide services as the Clinical Manager in the hospital. Manage resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the out-patient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; (Old ABSA Building) Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 10/152 : **MEDICAL OFFICER GR 3 REF NO: MPDOH/MARCH/20/03 (X3 POSTS)**

SALARY : R1 089 693 – R1 362 366 per annum plus rural allowance & commuted overtime to officials who meet the requirements. (OSD requirements depending on years of experience)

CENTRE : Standerton Hospital
REQUIREMENTS : Appropriate qualification in the Health Science – MBCHB plus a minimum of 10 years' experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner in respect of South African qualified applicants. Eleven years' relevant experience after registration as a Medical Officer 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. Proof of previous and current employment endorsed and signed by Human Resource Department (Certificate of Service). All successful candidates must possess the necessary skills for safe caesarean section and spinal anaesthesia (including managing its complications). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Knowledge, Skills, Attributes and Abilities. Ability to diagnose and manage common medical and surgical conditions, including emergencies at district hospital. Medical ethics, epidemiology and statistics. Ability to work in multidisciplinary team setting. Excellent communication skills and ability to teach and train staff within the team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Ability to function as a part of team and rotate through different departments of the hospital as required. Good communication and human relations. Knowledge of current guidelines for management of common conditions including HIV/AIDS, PMTCT and Tuberculosis.

DUTIES : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth\ethical standards and development of self and subordinates

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; (Old ABSA Building) Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 10/153 : **VICE PRINCIPAL (PND-5) REF NO: MPDOH/MARCH/20/05**

SALARY : R949 482 – R1 068 666 per annum plus rural allowance OSD requirements in line with the years of experience and qualifications.

CENTRE : Rob Ferreira Campus, Mbombela

REQUIREMENTS : A Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Master's Degree in Nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post – Basic qualification in Nursing Education registered with SANC. Valid driver's licence. Willingness to travel extensively and work from different accredited clinical training facilities. Experience: A minimum of 10 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing, at least 6 years of the period referred to above must be appropriate /recognizable experience in Nursing Education after obtaining the 1 year Post-Basic qualification in Nursing Education. Competences: Excellent verbal and written communication skills, organisational and management skills. Ability to think critically and analytical, computer literacy, MS word, Power Point and Excel. Ability to function both independently and in a multidisciplinary team. Sound knowledge of Government policies and functional responsibilities of the department. Problem solving skills.

DUTIES : Provide academic and clinical services leadership. Conduct research. Manage the development of the curriculum. Monitor and evaluate the efficacy of the implementation of the curriculum. Monitor nursing schools/satellite programmes. Monitor and evaluate the efficacy of the implementation of the curriculum. Co-ordinate the provision of education and training of student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programmes. Collaborate with other stakeholders and build a sound relationship within the department. Supervise staff under his/her span of control. Willing to travel within and outside the province. Manage the education and training of Nurses. Manage clinical learning exposure to learners between college and clinical areas. Manage the college in the absence of the Principal. Develop and ensure implementation of quality assurance programme. Collaborate with other stakeholders and build a sound relationship within the department. Develop policies, standard operational procedure, norms 105 and standards and ensure the implementation thereof. Monitor and evaluate the implementation of all training programmes. Support the mission and promote the image of the College. Supervision of staff. Monitor employee's performance in terms of the performance management system. Maintain sound labour relations through proper discipline. Oversee the supervision of students. Monitor the evaluation of academic performance. Maintain accountability and responsibility of team leader to a group of students. Supervise marking and moderating theoretical and practical examinations.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340

APPLICATIONS : The Head: Health; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION : MS. Glory Mokone

POST 10/154 : **MANAGER: COMMUNICABLE DISEASE CONTROL REF NO: MPDOH/MARCH/20/06**

SALARY : R949 482 – R1 068 666 per annum. (OSD) requirements in line with the years of experience and qualifications.

CENTRE : Provincial Office - Mbombela

REQUIREMENTS : A degree in health related field or equivalent qualification. Proof of current registration with any Health Professional Body of South Africa. At least three (3) to five (5) years' experience in Management Services. Experience in communicable disease control programme will be an added

advantage. An Honours or Master's degree in Public health will be an added advantage. Extensive knowledge of prevention and control of emerging and re-emerging infectious diseases. Ability to coordinate multi-disciplinary and sectoral activities. Knowledge and understanding of the District Health System, including District hospitals and Community Based Health Services. Good knowledge of policies on communicable disease strategies. Knowledge and experience of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of Annual Performance Plan. Verbal and written communication skills. Driver's license. Skills: Communication skills. Programme and project management skills. Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independent and under pressure. Understanding legislative frameworks and related policies in the health public sector and other prescripts.

DUTIES : Develop, implement, monitor and evaluate policy guidelines for communicable diseases. Facilitate the implementation of the infection control practices and early warning system. Develop protocols and Standard Operating Procedures (SOPs) for epidemic-prone communicable disease. Coordinate the control of disease outbreaks in the province. Able to conduct research to inform policies. Ensure capacity building of personnel at all levels, as well as public education. Facilitate new partnership for prevention and control of communicable diseases. Provide accurate information to Senior Managers and other stakeholders for evidence-based decision. Undertake general management of the resources of the Sub-directorate. Liaise with districts, other Government departments, national role-players and the private sector to facilitate the control, monitoring and evaluation system for epidemic-prone communicable diseases. Develop strategic and operational plans for the programme.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340
APPLICATIONS : The Head: Health; Provincial Office; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION : MS. Glory Mokone
NOTE : Short listed candidates will need to undergo a competency assessment.

POST 10/155 : **MEDICAL OFFICER GR 2 – 3 REF NO: MPDOH/MARCH/20/07**

SALARY : R938 964 – R1 362 366 per annum plus commuted overtime to officials who meet the requirements (OSD requirements depending on years of experience)

CENTRE : Middelburg Hospital
REQUIREMENTS : **Grade 2:** Appropriate qualification in the Health Science – MBCHB plus a minimum of 5 years' experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner in respect of South African qualified applicants. Six years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** Appropriate qualification in the Health Science – MBCHB plus 10 years' experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner in respect of South African qualified applicants. Eleven years' relevant experience after registration as a Medical Officer 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. Proof of previous

and current employment endorsed and signed by Human Resource Department (Certificate of Service). All successful candidates must possess the necessary skills for safe caesarean section and spinal anaesthesia (including managing its complications). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Knowledge, Skills, Attributes and Abilities Ability to diagnose and manage common medical and surgical conditions, including emergencies at district hospital. Medical ethics, epidemiology and statistics. Ability to work in multidisciplinary team setting. Excellent communication skills and ability to teach and train staff within the team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Ability to function as a part of team and rotate through different departments of the hospital as required. Good communication and human relations. Knowledge of current guidelines for management of common conditions including HIV/AIDS, PMTCT and Tuberculosis.

DUTIES : Rendering of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and minor operation procedures. Patient administration and reporting. Be part of multidisciplinary clinical team; provide training and leadership to medical students; medical interns, nurses and medical officers. Be able to treat most of the common conditions. Patient safety incident, clinical risk and MMR. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards, participate in all activities of discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration, ICD 10 coding and record keeping is done. Performing commuted overtime rendering of after hour duties to provide continuous uninterrupted care of patients.

ENQUIRIES : Ms. S Matheba: Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/156 : **MEDICAL OFFICER GR 2 REF NO: MPDOH/MARCH/20/08**

SALARY : R938 964 – R1 026 693 per annum plus rural allowance & commuted overtime to officials who meet the requirements (OSD requirements in line with the years of experience and qualifications.)

CENTRE : Tintswalo Hospital
REQUIREMENTS : Appropriate qualification in the Health Science – MBCHB plus 5 years' experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner in respect of South African qualified applicants. Six years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa.

DUTIES : Rendering of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and minor operation procedures. Patient administration and reporting. Be part of multidisciplinary clinical team; provide training and leadership to medical students; medical interns, nurses and medical officers.

ENQUIRIES : Mr. I Zitha, Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street; Mbombela, 1200.

FOR ATTENTION : Mr. Isaac Zitha

<u>POST 10/157</u>	:	<u>MEDICAL OFFICER GR 2 REF NO: MPDOH/MARCH/20/09</u>
<u>SALARY</u>	:	R938 964 – R1 026 693 per annum plus rural allowance & commuted overtime to officials who meet the requirements OSD requirements in line with the years of experience and qualifications.
<u>CENTRE REQUIREMENTS</u>	:	Bethal Hospital Appropriate qualification in the Health Science – MBCHB plus 5 years' experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner in respect of South African qualified applicants. Six years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa.
<u>DUTIES</u>	:	Be able to treat most of the common conditions. Patient safety incident, clinical risk and MMR. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards, participate in all activities of discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration, ICD 10 coding and record keeping is done. Performing commuted overtime rendering of after hour duties to provide continuous uninterrupted care of patients.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. C D Mnisi Tel No: (017) 811 1642 The District Manager; Gert Sibande District Office; Private Bag X9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; (Old ABSA Building) Ermelo, 2350.
<u>FOR ATTENTION</u>	:	Mr. M A Dhladhla
<u>POST 10/158</u>	:	<u>ASSISTANT MANAGER: PHARMACY REF NO: MPDOH/MARCH/20/10</u>
<u>SALARY</u>	:	R897 936 - R1 042 095 per annum. (OSD requirements depending on years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Bethal Hospital Appropriate bachelor of Pharmacy Degree or Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. A minimum of 7 years appropriate experience after registration as a Pharmacist with the SAPC. Valid South African driver's license. Knowledge and Skills: Knowledge of ARV Programme. (Internship and Community Service excluded)
<u>DUTIES</u>	:	Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Training of staff: Pharmacist assistants, Interns and other pharmacy support personnel. Supervision of pharmacy personnel/subordinates. Dispensing of medication: Giving medicine information and patient counselling in order to supply patients with their prescribed medicines to ensure better health and patient outcomes. Ensure availability of medicines at the hospital and the surrounding clinics (Management and control of medicine stock: Issuing of ward stock and scheduled medication, calculating stock levels, conduct ward rounds, check emergency trolleys/ rooms, visit clinics, control expired medication, maintain drug registers (schedule 5, 6 and donation). Ensure adherence to Good 34 Pharmacy Practice rules and regulations. Implementation and maintaining of a referral system. Perform other related tasks as delegated. Participate in Quality Assurance programme.
<u>ENQUIRIES</u>	:	Mr. C D Mnisi Tel No: (017) 811 1642

APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; (Old ABSA Building) Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 10/159 : **DEPUTY MANAGER: NURSING REF NO: MPDOH/MARCH/20/11**

SALARY : R843 618 – R949 482 per annum. OSD requirements in line with the years of experience and qualifications.

CENTRE : Mapulaneng Hospital

REQUIREMENTS : National Senior Certificate/Grade 12 or equivalent, Degree/Diploma in Nursing Administration, Current SANC annual registration (2019), A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and 92 midwifery. At least 5 years of the period referred to must be appropriate/recognizable experience at Management level, Diploma in PHC/Diploma in Community Health, Valid Driver's License, 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, Applications in possession of a foreign qualification must attach the evaluation certificate from the SAQA to their application. Recommendation Computer Literacy Knowledge, Skills, Trainings And Competencies Required For The Post: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework: Nursing Act, Health Act, Health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health and Safety act, Patients' Rights, Batho Pele Principles, Leadership, management, planning, Organizing, decision making, delegate, problem solving, discipline, control, Effective Co-ordination skills, mentorship and report writing skills, Clinical competencies and policy formulation skills, Knowledge of nursing care delivery approach. Good verbal and written communication skills, Mentorship and supervisory skills, Computer literacy, DHIS and TIER.NET, Knowledge and understanding of Human Resource and Financial practices.

DUTIES : Provide leadership a strategic direction in the Nursing Component, Strategic leadership, delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care. To execute duties and functions with proficiency in support of aims and strategic objectives of the institution and of the Department of Health, Knowledge of nursing care processes, procedures, nursing statuses and other relevant legal framework such as: Nursing Act, health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health & Safety Act, Patients' Rights, Batho Pele principles, etc. Mentorship and Supervisory skills. Represent Nursing Component in the senior Management Team. Demonstrate CHC commitments to quality nursing care and ensure compliance with national core standards/Ideal clinic, Advocate and ensure the promotion of nursing ethos and professionalism. Manage and ensure efficient utilization of allocated human resources, financial and non-financial resources, Deal with disciplinary and grievances matters. Ensure provision of effective and efficient infection control services in the institution and affiliate primary, health care services, monitoring and evaluation of patients care delivery in the institution, initiate and participate in health promotion to ensure consistent communication of relevant, accurate & comprehensive information on health care, Development/establish and maintain constructive working relationship between nursing staff & other stakeholders (i.e. inter-professional, inter-sectoral & multidisciplinary teamwork). Formulation and implementation of nursing guidelines, practices, standards & procedures.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100

APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street; Mbombela, 1200.

FOR ATTENTION : Mr. Isaac Zitha

POST 10/160 : **PHARMACIST SUPERVISOR GRADE 1 REF NO: MPDOH/MARCH/20/12**

SALARY : R821 205 – R871 590 per. annum. OSD requirements in line with the years of experience and qualifications.

CENTRE REQUIREMENTS : Bernice Samuel Hospital
Pharmacy Degree or equivalent qualification. Current registration with the SA Pharmacy Council. Conversant with current Pharmaceutical and related legislation. Core competencies recommended: Commitment to quality development of self and others. Computer literacy, good interpersonal relations. Skills: Good written and verbal communication skills. Strong leadership and management skills.

DUTIES : Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train pharmacy support staff, Interns, Community Servers and Junior Pharmacists.

ENQUIRIES APPLICATIONS : Ms. S Matheba: Tel No: (013) 658 1070
The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/161 : **MEDICAL OFFICER GR 1 REF NO: MPDOH/MARCH/20/13 (X2 POSTS)**

SALARY : R821 205 – R884 670 per annum plus commuted overtime to officials who meet the requirements. OSD requirements in line with the years of experience and qualifications.

CENTRE REQUIREMENTS : Middelburg Hospital
Appropriate qualification in the Health Science – MBCHB plus initial registration and current registration with HPCSA as a Medical Practitioner. No experience required from South African qualified applicants. One year relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

DUTIES : Rendering of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and minor operation procedures. Patient administration and reporting. Be part of multidisciplinary clinical team; provide training and leadership to medical students; medical interns, nurses and medical officers.

ENQUIRIES APPLICATIONS : Ms. S Matheba Tel No: (013) 658 1070
The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/162 : **MEDICAL OFFICER GR 1 REF NO: MPDOH/MARCH/20/14**

SALARY : R821 205 – R884 670 per annum plus commuted overtime to officials who meet the requirements. OSD requirements in line with the years of experience and qualifications.)

CENTRE REQUIREMENTS : Themba Hospital
Appropriate qualification in the Health Science – MBCHB plus initial registration and current registration with HPCSA as a Medical Practitioner.

No experience required from South African qualified applicants. One year relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

DUTIES : Rendering of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and minor operation procedures. Patient administration and reporting. Be part of multidisciplinary clinical team; provide training and leadership to medical students; medical interns, nurses and medical officers.

ENQUIRIES APPLICATIONS : Mr. I Zitha Tel No: (013) 755 5100
: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street; Mbombela, 1200.

FOR ATTENTION : Mr. Isaac Zitha

POST 10/163 : **MEDICAL OFFICER GR 1 REF NO: MPDOH/MARCH/20/15**

SALARY : R821 205 – R884 670 per annum plus commuted overtime to officials who meet the requirements. OSD requirements in line with the years of experience and qualifications.

CENTRE REQUIREMENTS : Bethal Hospital
: Appropriate qualification in the Health Science – MBCHB plus initial registration and current registration with HPCSA as a Medical Practitioner. No experience required from South African qualified applicants. One year relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

DUTIES : Rendering of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and minor operation procedures. Patient administration and reporting. Be part of multidisciplinary clinical team; provide training and leadership to medical students; medical interns, nurses and medical officers.

ENQUIRIES APPLICATIONS : Mr. C D Mnisi Tel No: (017) 811 1642
: The District Manager; Gert Sibande District Office; Private Bag X9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; (Old ABSA Building) Ermelo, 2350

FOR ATTENTION : Mr. M A Dhladhla

POST 10/164 : **FORENSIC MEDICAL OFFICER GR 1 REF NO: MPDOH/MARCH/20/16**

SALARY : R821 205 – R884 670 per annum plus commuted overtime to officials who meet the requirements. OSD requirements in line with the years of experience and qualifications.

CENTRE : Standerton Mortuary - Forensic Pathology Service Facility (Lekwa & Pixley KaSeme Sub-District)

REQUIREMENTS : MBCHB degree or equivalent qualification from a recognized University. Current registration with the HPCSA as a medical practitioner. A valid work permit for non-South African citizens. Minimum of 2 years' experience after community service. Sound knowledge of medical ethics. Additional experience in relevant discipline will serve as a recommendation. Candidates with a Diploma in Forensic Medicine will receive first preference. A driver's license, as the officer will be expected to travel throughout the Province. Competencies: Knowledge of current literature, current protocols, legislation, regulations and policies. Good Communication, problem solving and conflict management skills Report writing skills Computer literacy.

DUTIES : Facilitate the rendering of Forensic Pathology Services in Mpumalanga. Provide professional support and training to general practitioners/medical officers and other health professionals. Conduct complex and/or complicated forensic post-mortem examinations in Forensic Pathology

Service facilities in Mpumalanga. Foster strategic links with key stakeholders both within and outside Mpumalanga Province. Provide professional advice and support to the Provincial Leadership on matters related to FPS.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; (Old ABSA Building) Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 10/165 : **DEPUTY DIRECTOR: INTERNAL COMMUNICATION AND PUBLICATIONS REF NO: MPDOH/MARCH/20/17**

SALARY : R733 257 per annum. (All Inclusive Package)
CENTRE : Provincial Office, Nelspruit
REQUIREMENTS : Tertiary qualification in Communication at NQF Level 7 plus three (03) years relevant experience in an Internal Communication and Publications at supervisory/management level (ASD). Knowledge government procurement systems, of the Constitution, Public Finance Management Act (PFMA), Treasury Regulation, PPPFA and a valid driver's licence. Skills and Competencies: Interpersonal skills; strategic capability and leadership Skills; legal research and drafting skills; problem solving and dispute resolution skills. Communication skills (written and verbal); Computer literacy, report writing skills. Possession of a valid drivers licence. Ability to work under pressure.

DUTIES : Develop and implement Internal Communication and publications strategies. Manage the corporate image of the Department by amongst others, providing technical advice regarding production of publications and promotional materials. Liaise with suppliers regarding production of publications and promotional materials. Manage internal Communication activities. Manage the compilation and production of the Departmental newsletter. Manage the maintenance of the Departmental intranet and website. Manage staff within the directorate.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340
APPLICATIONS : The Head: Health; Provincial Office; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION : Ms. Glory Mokone

POST 10/166 : **DEPUTY DIRECTOR: MARKETING AND EXTERNAL COMMUNICATION REF NO: MPDOH/MARCH/20/18**

SALARY : R733 257 per annum (All Inclusive Package)
CENTRE : Provincial Office, Nelspruit
REQUIREMENTS : Tertiary qualification in Communication at NQF Level 7 plus three (03) years relevant experience in Marketing and External Communication at supervisory/management level (ASD). Knowledge government procurement systems, of the Constitution, Public Finance Management Act (PFMA), Treasury Regulation, PPPFA and a valid driver's licence. Skills and Competencies: Interpersonal skills; strategic capability and leadership Skills; legal research and drafting skills; problem solving and dispute resolution skills. Communication skills (written and verbal); Computer literacy, report writing skills. Possession of a valid driver's licence. Ability to work under pressure.

DUTIES : Develop and implement Marketing and External Communication strategies. Coordinate and manage all Departmental events. Coordinate and manage the branding of all departmental events. Coordinate and manage the dissemination of information. Attend and coordinate all plenary meetings for Departmental events. Liaise with external stakeholders regarding all departmental events and activities. Manage staff within the directorate. Coordinate the deployment of officials to various events.

ENQUIRIES APPLICATIONS : Ms. Glory Mokone Tel No: (013) 766 3340
 : The Head: Health; Provincial Office; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION : Ms. Glory Mokone

POST 10/167 : **CLINICAL PSYCHOLOGIST GR 1 REF NO: MPDOH/MARCH/20/19**

SALARY : R713 361 – R784 278 per annum. OSD requirements in line with the years of experience and qualifications.

CENTRE REQUIREMENTS : Ermelo Hospital
 : An appropriate Master's Degree in Clinical or Counselling Psychology. Registered as a Clinical or counselling Psychologist with Health Professions Council of South Africa (HPCSA). Applicant must have at least 5 years' experience as a clinical or counselling psychologist. Remove the RED and indicate that the applicant must have completed one year community service. Experience in research methodology, programme development and report writing will be an added recommendation. Must be computer literate. A valid driver's license.

DUTIES : Develop and formulate policies and guidelines. Develop needs based psychological programmes and services. Develop tools to monitor and evaluate psychological programmes and services. Manage resources and ensure control over documentation in the directorate. Report writing. Financial management. Liaise with and establish partnership with relevant stakeholders.

ENQUIRIES APPLICATIONS : Mr. C D Mnisi Tel No: (017) 811 1642
 : The District Manager; Gert Sibande District Office; Private Bag X9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; (Old ABSA Building) Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 10/168 : **ASSISTANT MANAGER: PHC REF NO: MPDOH/MARCH/20/20**

SALARY : R614 991 – R692 166 per annum. OSD requirements in line with the years of experience and qualifications.

CENTRE REQUIREMENTS : Msukaligwa Sub-District
 : Basic R425 qualification. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse, Post-Basic qualification in nursing qualification with duration of at least 1-year in Curative Skills in Primary Health Care accredited with the SANC. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing, at least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1- year. Post-Basic qualification in the relevant specialty. Possession of a valid drivers' licence.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, intersect oral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Overall management of Clinical, Human Resource Management, Financial and Supply Chain Management for the PHC facilities within the Sub-District. Facilitate the development of community participation programmes and support facility based services for the geographical area. Ensure implementation of standards for safe patient care for the PHC platform. Responsible for planning, co-ordination, supervision and control of PHC

services for the geographical area. Ensure that prescribed policies and procedures are implemented and contribute to quality patient care. Personnel development, i.e. assessing in-service training needs and planning for PHC platform.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; (Old ABSA Building) Ermelo, 2350.
FOR ATTENTION : Mr. M A Dhladhla

POST 10/169 : **ASSISTANT MANAGER: PHC REF NO: MPDOH/MARCH/20/21**

SALARY : R614 991 – R692 166 per annum. OSD requirements in line with the years of experience and qualifications.

CENTRE : Lekwa Sub-District
REQUIREMENTS : Basic R425 qualification. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse, Post-Basic qualification in nursing qualification with duration of at least 1-year in Curative Skills in Primary Health Care accredited with the SANC. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing, at least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1- year. Post-Basic qualification in the relevant specialty. Possession of a valid drivers' licence.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, intersect oral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Overall management of Clinical, Human Resource Management, Financial and Supply Chain Management for the PHC facilities within the Sub-District. Facilitate the development of community participation programmes and support facility based services for the geographical area. Ensure implementation of standards for safe patient care for the PHC platform. Responsible for planning, co-ordination, supervision and control of PHC services for the geographical area. Ensure that prescribed policies and procedures are implemented and contribute to quality patient care. Personnel development, i.e. assessing in-service training needs and planning for PHC platform.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; (Old ABSA Building) Ermelo, 2350.
FOR ATTENTION : Mr. M A Dhladhla

POST 10/170 : **REGISTERED COUNCILLOR GRADE 1 REF NO: MPDOH/MARCH/20/22**

SALARY : R579 147 – R642 765 per annum. (OSD requirements depending on qualifications and experience)

CENTRE : Piet Retief Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Registered Councillor in a relevant registration category (e.g. clinical, counselling, education, industrial, research psychology). Registration with the HPCSA in a relevant registration category (e.g. clinical, counselling, education,

industrial, research psychology) and proof of current registration. Grade 1: (No experience required after registration with the HPCSA as Registered Councillor in respect of RSA qualified employees).

DUTIES : Assessing clients' needs/abilities or behaviour using a variety of methods, including psychometric tests, interviews and direct observation of behaviour. Working as part of multi-disciplinary team alongside doctors, nurses, social workers, health professionals, health visitors, psychiatrists and occupational therapists, devising and monitoring appropriate treatment programs, including therapy. Counselling or advice, in collaboration with colleagues, offering therapy and treatment and treatments for difficulties relating to mental health problems such as anxiety, depression, addiction, social and interpersonal problems and challenging behaviour, developing and evaluating service provision for clients, providing consultation to other professions, encouraging a psychological approach in their work, counselling and supporting careers, carrying out applied research, adding to the evidence base of practice in a variety of healthcare settings.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; (Old ABSA Building) Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 10/171 : **OPERATIONAL MANAGER (PNB-3) REF NO: MPDOH/MARCH/20/23**

SALARY : R562 800 – R633 432 per annum. (OSD requirements in line with the years of experience and qualifications.)

CENTRE : Rockdale Clinic
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. Post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care R48 accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal-, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, regulations and Departmental Policies. Knowledge of Human resource and financial guidelines, policies and protocols. In depth knowledge and application of Ideal clinic and National Core Standards. Knowledge of Community Oriented Primary care.

DUTIES : Manage, control and act in all facets of Health, support, security, cleaning, Infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts and protocols regarding the above-mentioned facets within the parameters of the Ideal clinic standards. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost effective service on a daily basis and participate in Community involvement. Ensure that all personnel undergo training according to their Individual Development and Performance Plans. Collect, verify and submit accurate statistics timeously.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070

APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/172 : **OPERATIONAL MANAGER NURSING: SPECIALTY (MATERNITY)**
REF NO: MPDOH/MARCH/20/24

SALARY : R562 800 – R633 432 per annum. (OSD requirements in line with the years of experience and qualifications.)

CENTRE : Carolina Hospital

REQUIREMENTS : Grade 12/Matric certificate. Degree or Diploma in General Nursing. Post basic Nursing qualification with at least one (1) year accredited with SANC in Advanced Midwifery. Current registration with SANC 2020. A minimum of nine (9) years appropriate experience in nursing after registration as a Professional Nurse. At least five (5) years referred above must be appropriate/recognizable experience in the specific specialty after obtaining one (1) year post basic qualification in the relevant Specialty. Certificate of service endorsed by Human Resource Management. Proof of current and previous experience endorsed by Supervisor. Knowledge, Skills, Training and Competencies required: Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues 97 including more complex report writing when required. Work as a part of multidisciplinary team at unit level to ensure nursing care by nursing team. Work efficiently and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious difference. Able to manage own work, time and that of junior colleague's to ensure proper nursing service in the unit. Understand and in-depth understanding of nursing and related legal and ethical nursing practice and how this impacts on service delivery.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/ legal framework. Manage effectively the utilization and supervision of human and financial resources. Efficient integrated implementation of appropriate packages of care to ensure good outcomes in Maternal, Child and Women's Health. Provision of effective support to nursing services. Facilitate implementation of recommendations and information from perinatal mortality meetings. Maintain professional growth/ ethical standards and self- development Coordination of the provision of effective training and research. Develop/ establish and maintain constructive relationships with the multi-disciplinary team. Management of complaints and patient safety incidents.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642

APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; (Old ABSA Building) Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 10/173 : **OPERATIONAL MANAGER (PNB-3) REF NO: MPDOH/MARCH/20/25**

SALARY : R562 800 – R633 432 per annum. (OSD requirements in line with the years of experience and qualifications).

CENTRE : Waterval Boven Gate Clinic

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. Post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care R48 accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal-, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, regulations and Departmental Policies. Knowledge of Human resource and financial guidelines, policies and protocols. In depth knowledge and application of Ideal clinic and National Core Standards. Knowledge of Community Oriented Primary care.

DUTIES : Manage, control and act in all facets of Health, support, security, cleaning, Infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts and protocols regarding the above-mentioned facets within the parameters of the Ideal clinic standards. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost effective service on a daily basis and participate in Community involvement. Ensure that all personnel undergo training according to their Individual Development and Performance Plans. Collect, verify and submit accurate statistics timeously.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/174 : **OPERATIONAL MANAGER (PNB-3) REF NO: MPDOH/MARCH/20/26**

SALARY : R562 800 – R633 432 per annum. (OSD requirements depending on years of experience)

CENTRE : Sakhelwe Clinic
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. Post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care R48 accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal-, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, regulations and Departmental Policies. Knowledge of Human resource and financial guidelines, policies and protocols. In depth knowledge and application of Ideal clinic and National Core Standards. Knowledge of Community Oriented Primary care.

DUTIES : Manage, control and act in all facets of Health, support, security, cleaning, Infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts and protocols regarding the above-mentioned facets within the parameters of the Ideal clinic standards. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost effective service on a daily basis and participate in Community involvement. Ensure that all personnel undergo training according to their

Individual Development and Performance Plans. Collect, verify and submit accurate statistics timeously.

ENQUIRIES APPLICATIONS : Ms. S Matheba Tel No: (013) 658 1070
 : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/175 : **OPERATIONAL MANAGER (PNB-3) REF NO: MPDOH/MARCH/20/27**

SALARY : R562 800 – R633 432 per annum. (OSD requirements depending on years of experience)

CENTRE REQUIREMENTS : Hendrina Clinic
 : 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. Post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care R48 accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal-, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, regulations and Departmental Policies. Knowledge of Human resource and financial guidelines, policies and protocols. In depth knowledge and application of Ideal clinic and National Core Standards. Knowledge of Community Oriented Primary care.

DUTIES : Manage, control and act in all facets of Health, support, security, cleaning, Infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts and protocols regarding the above-mentioned facets within the parameters of the Ideal clinic standards. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost effective service on a daily basis and participate in Community involvement. Ensure that all personnel undergo training according to their Individual Development and Performance Plans. Collect, verify and submit accurate statistics timeously.

ENQUIRIES APPLICATIONS : Ms. S Matheba Tel No: (013) 658 1070
 : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/176 : **OPERATIONAL MANAGER (PNB-3) REF NO: MPDOH/MARCH/20/28**

SALARY : R562 800 – R633 432 per annum. (OSD requirements depending on years of experience)

CENTRE REQUIREMENTS : Botleng CHC
 : 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. Post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care R48 accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse.

Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal-, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, regulations and Departmental Policies. Knowledge of Human resource and financial guidelines, policies and protocols. In depth knowledge and application of Ideal clinic and National Core Standards. Knowledge of Community Oriented Primary care.

DUTIES : Manage, control and act in all facets of Health, support, security, cleaning, Infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts and protocols regarding the above-mentioned facets within the parameters of the Ideal clinic standards. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost effective service on a daily basis and participate in Community involvement. Ensure that all personnel undergo training according to their Individual Development and Performance Plans. Collect, verify and submit accurate statistics timeously.

ENQUIRIES : Ms. S Matheba: Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/177 : **OPERATIONAL MANAGER (PNB-3) THEATRE REF NO: MPDOH/MARCH/20/29 (X2 POSTS)**

SALARY : R562 800 – R633 432 per annum. (OSD requirements depending on years of experience)

CENTRE : Lydenburg Hospital
REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as General Nurse. Post–basic qualification in Operational Theatre Technique with at least one year registration with South African Nursing Council (SANC). A minimum of nine (9) Years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing At least five (5) years of the period referred to above must be year's appropriate/recognizable experience in the specific speciality (Operational Theatre) after obtaining the one (1) year post basic qualification in Operating Theatre. Proof of previous and current work experience (Certificate of Service/s) endorsed and stamped by HR must be attached. Knowledge, Skills and Competencies knowledge of South African Nursing Council (SANC) rules and regulations Knowledge of Public service policies, Acts and regulations Sound Knowledge of scope of Practice Good communication, leadership, interpersonal and problem solving skills Decision making and problem solving skills Conflict Management and negotiation skills Knowledge of code of conduct and Labour relations Knowledge of Batho Pele Principles and Patient Right Charter Ability to plan and organise own work and ensure proper nursing care.

DUTIES : Provision of Quality Nursing care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implantation thereof. To participate in Quality Improvement Plan and Clinical audit Oversee CSSD Component Identity, develop and control Risk Management systems within the unit Uphold the Batho Pele and Patients' Rights Principles Provide safe therapeutic environment as

laid by the nursing act, Occupation Health and Safety act and all the applicable prescripts Maintain accurate and complete patient's records according to legal requirements. Implementation and management of Infection Prevention and Control protocols. Manage and supervise effective utilization of all resource in your component Exercise control over drip line, grievances and Labour relation issues according to the laid down policies procedures Participate in the performance reviews, i.e. EPMSD as well as student progress reports

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street; Mbombela, 1200.

FOR ATTENTION : Mr. Isaac Zitha

POST 10/178 : **OPERATIONAL MANAGER (PNB-3) REF NO: MPDOH/MARCH/20/30**

SALARY : R562 800 – R633 432 per annum. (OSD requirements depending on years of experience)

CENTRE : Zwelisha Clinic
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. Post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care R48 accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal-, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, regulations and Departmental Policies. Knowledge of Human resource and financial guidelines, policies and protocols. In depth knowledge and application of Ideal clinic and National Core Standards. Knowledge of Community Oriented Primary care.

DUTIES : Manage, control and act in all facets of Health, support, security, cleaning, Infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts and protocols regarding the above-mentioned facets within the parameters of the Ideal clinic standards. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost effective service on a daily basis and participate in Community involvement. Ensure that all personnel undergo training according to their Individual Development and Performance Plans. Collect, verify and submit accurate statistics timeously.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street; Mbombela, 1200.

FOR ATTENTION : Mr. Isaac Zitha

POST 10/179 : **OPERATIONAL MANAGER (PNB-3) REF NO: MPDOH/MARCH/20/31**

SALARY : R562 800 – R633 432 per annum. (OSD requirements depending on years of experience)

CENTRE : Msogwaba Clinic

<u>REQUIREMENTS</u>	:	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. Post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care R48 accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal-, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, regulations and Departmental Policies. Knowledge of Human resource and financial guidelines, policies and protocols. In depth knowledge and application of Ideal clinic and National Core Standards. Knowledge of Community Oriented Primary care.
<u>DUTIES</u>	:	Manage, control and act in all facets of Health, support, security, cleaning, Infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts and protocols regarding the above-mentioned facets within the parameters of the Ideal clinic standards. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost effective service on a daily basis and participate in Community involvement. Ensure that all personnel undergo training according to their Individual Development and Performance Plans. Collect, verify and submit accurate statistics timeously.
<u>ENQUIRIES</u>	:	Mr. I Zitha Tel No: (013) 755 5100
<u>APPLICATIONS</u>	:	The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street; Mbombela, 1200.
<u>FOR ATTENTION</u>	:	Mr. Isaac Zitha
<u>POST 10/180</u>	:	<u>OPERATIONAL MANAGER (PNB-3) REF NO: MPDOH/MARCH/20/32</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum. (OSD requirements depending on years of experience)
<u>CENTRE</u>	:	Sandriver Clinic
<u>REQUIREMENTS</u>	:	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. Post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care R48 accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal-, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, regulations and Departmental Policies. Knowledge of Human resource and financial guidelines, policies and protocols. In depth knowledge and application of Ideal clinic and National Core Standards. Knowledge of Community Oriented Primary care.

DUTIES : Manage, control and act in all facets of Health, support, security, cleaning, Infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts and protocols regarding the above-mentioned facets within the parameters of the Ideal clinic standards. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost effective service on a daily basis and participate in Community involvement. Ensure that all personnel undergo training according to their Individual Development and Performance Plans. Collect, verify and submit accurate statistics timeously.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street; Mbombela, 1200.

FOR ATTENTION : Mr. Isaac Zitha

POST 10/181 : **OPERATIONAL MANAGER (PNB-3) REF NO: MPDOH/MARCH/20/33**

SALARY : R562 800 – R633 432 per annum. (OSD requirements depending on years of experience)

CENTRE : Driekoppies Clinic
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. Post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care R48 accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal-, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, regulations and Departmental Policies. Knowledge of Human resource and financial guidelines, policies and protocols. In depth knowledge and application of Ideal clinic and National Core Standards. Knowledge of Community Oriented Primary care.

DUTIES : Manage, control and act in all facets of Health, support, security, cleaning, Infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts and protocols regarding the above-mentioned facets within the parameters of the Ideal clinic standards. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost effective service on a daily basis and participate in Community involvement. Ensure that all personnel undergo training according to their Individual Development and Performance Plans. Collect, verify and submit accurate statistics timeously.

ENQUIRIES : Mr. I Zitha; Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street; Mbombela, 1200.

FOR ATTENTION : Mr. Isaac Zitha

POST 10/182 : **OPERATIONAL MANAGER (PNB-3) REF NO: MPDOH/MARCH/20/34**

SALARY : R562 800 – R633 432 per annum. (OSD requirements depending on years of experience)

CENTRE : Embhuleni Hospital

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a specialty nursing after obtaining the one (1) year post-basic qualification in PHC Nursing Science. Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of nursing care plan and evaluation. Implementation of nursing guidelines, standard Operating procedures and nursing protocols. Maintain constructive working relationships with nursing and other stake holders. Manage and monitor proper Utilization of human, financial and physical resources. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Submit reports and statistics. Work as part of multidisciplinary team at Supervisory level. Implementation of National Core Standards.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642

APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X9028; Ermelo, 2350; or Hand delivered to: 34 Joubert Street; (Old ABSA Building) Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 10/183 : **OPERATIONAL MANAGER (PNB-3) THEATRE REF NO: MPDOH/MARCH/20/35**

SALARY : R562 800 – R633 432 per annum. (OSD requirements depending on years of experience)

CENTRE : Rob Ferreira Hospital

REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as General Nurse. Post–basic qualification in Operational Theatre Technique with at least one year registration with South African Nursing Council (SANC). A minimum of nine (9) Years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing At least five (5) years of the period referred to above must be year’s appropriate/recognizable experience in the specific speciality (Operational Theatre) after obtaining the one (1) year post basic qualification in Operating Theatre. Proof of previous and current work experience (Certificate of Service/s) endorsed and stamped by HR must be attached. Knowledge, Skills and Competencies knowledge of South African Nursing Council (SANC) rules and regulations Knowledge of Public service policies, Acts and regulations Sound Knowledge of scope of Practice Good communication, leadership, interpersonal and problem solving skills Decision making and problem solving skills Conflict Management and negotiation skills. Knowledge of code of conduct and Labour relations Knowledge of Batho Pele Principles and Patient Right Charter Ability to plan and organise own work and ensure proper nursing care.

DUTIES : Provision of Quality Nursing care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implantation thereof. To participate in Quality Improvement Plan and Clinical audit Oversee CSSD Component Identity, develop and control Risk Management systems within the unit Uphold the Batho Pele and Patients' Rights Principles Provide safe therapeutic environment as laid by the nursing act, Occupation Health and Safety act and all the applicable prescripts Maintain accurate and complete patient's records according to legal requirements. Implementation and management of Infection Prevention and Control protocols. Manage and supervise effective utilization of all resource in your component Exercise control over drip line, grievances and Labour relation issues according to the laid down policies procedures Participate in the performance reviews, i.e. EPMSD as well as student progress reports.

ENQUIRIES : Mr. I Zitha; Tel No: (013) 755 5100

APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street; Mbombela, 1200.

FOR ATTENTION : Mr. Isaac Zitha

POST 10/184 : **OPERATIONAL MANAGER SPECIALTY: THEATRE REF NO: MPDOH/MARCH/20/36**

SALARY : R562 800 – R633 432 per annum. (OSD requirements depending on years of experience)

CENTRE : Lydenburg Hospital

REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year Diploma in Operating Theatre Nursing Science .A minimum of 9 years appropriate\recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing Diploma/degree in Nursing Management will be an added advantage. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate\recognizable experience after obtaining the one year post basic qualification in Operating theatre Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary, Computer literate. Verified proof of experience .Service certificates compulsory, South African Nursing Council annual practicing certificate. Valid EB driver's license.

DUTIES : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional \legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth\ethical standards and development of self and subordinates.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100

APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street; Mbombela, 1200.

FOR ATTENTION : Mr. Isaac Zitha

POST 10/185 : **OPERATIONAL MANAGER NURSING: SPECIALTY (MATERNITY) REF NO: MPDOH/MARCH/20/37**

SALARY : R562 800 – R633 432 per annum. (OSD requirements depending on years of experience)

CENTRE : Lydenburg Hospital

REQUIREMENTS : Grade 12/Matric certificate. Degree or Diploma in General Nursing. Post basic Nursing qualification with at least one (1) year accredited with SANC in Advanced Midwifery. Current registration with SANC 2020. A minimum

of nine (9) years appropriate experience in nursing after registration as a Professional Nurse. At least five (5) years referred above must be appropriate/recognizable experience in the specific specialty after obtaining one (1) year post basic qualification in the relevant Specialty. Certificate of service endorsed by Human Resource Management. Proof of current and previous experience endorsed by Supervisor. Knowledge, Skills, Training and Competencies required: Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues 97 including more complex report writing when required. Work as a part of multidisciplinary team at unit level to ensure nursing care by nursing team. Work efficiently and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious difference. Able to manage own work, time and that of junior colleague's to ensure proper nursing service in the unit. Understand and in-depth understanding of nursing and related legal and ethical nursing practice and how this impacts on service delivery.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/ legal framework. Manage effectively the utilization and supervision of human and financial resources. Efficient integrated implementation of appropriate packages of care to ensure good outcomes in Maternal, Child and Women's Health. Provision of effective support to nursing services. Facilitate implementation of recommendations and information from perinatal mortality meetings. Maintain professional growth/ ethical standards and self- development
 Coordination of the provision of effective training and research. Develop/ establish and maintain constructive relationships with the multi-disciplinary team. Management of complaints and patient safety incidents.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street; Mbombela, 1200.

FOR ATTENTION : Mr. Isaac Zitha

POST 10/186 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: MPDOH/MARCH/20/38**
 (Re-Advertisement)

SALARY : R470 040 per annum (Level 10) plus benefits
CENTRE : Nkangala District Office, Emalahleni
REQUIREMENTS : A degree/diploma in Labour Relations with Labour Law plus three (3) to five (5) years' experience at supervisory level. Knowledge of and skill in Public Service legislation in the areas of employment relations, PSA, LRA, EEA, BCEA and stakeholder management. Possession of a valid driver's licence.

DUTIES : Implement the disciplinary and dispute resolution process in the Department which includes Grievance investigation, Misconduct investigation, and represent Department at Provincial, Bargaining Chamber and Conduct Disciplinary hearing, render advisory service to management and employees as well as compilation of monthly reports.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/187 : **ASSISTANT DIRECTOR: HEALTH INFORMATION MANAGEMENT REF NO: MPDOH/MARCH/20/39**

SALARY : R470 040 per annum (Level 10) plus benefits
CENTRE : Provincial Office, Mbombela
REQUIREMENTS : Degree/Diploma in Information Systems Management or Informatics as recognised by SAQA. A post-graduate qualification will be an added

advantage. Three (3) to Five (5) years in DHIS and Information Management experience. Knowledge: Advanced knowledge of Web-District Health Information System (DHIS), Data management skills, knowledge of Health Information System in use by Health Departments for Information and data management. Training & Presentation skills. Planning and organizing skills. Advance Computer skills (Ms Word, Excel and PowerPoint). Database Management. Applicants should have a sound understanding of government policies and priorities such as the District Health Management Information Systems (DHMIS) and DHMIS SOPs policies. Work under pressure and independently. Willing to work extra hours and over weekends and someone reliable. An added advantage would be someone with a Postgraduate qualification in Information Management, Monitoring and Evaluation, Statistics or any certificates in this regard. Possession of a valid driver's licence.

DUTIES : Responsible for WebDHIS database management, TB and HIV Information system and any other transversal systems in the province. Ensure data integrity Facilitate the Data Clean-ups and Quarterly Information management meetings. Responsible for Programmes (Departmental sections) information needs or data requests. Compile and manage the Quarterly Performance Report (QPR). Responsible for Supporting Auditor General on Audit of Performance Information in the Province. Develop schedules for data audits, facility visits to ensure support for high risk facilities (clinics, CHCs and Hospitals). The incumbent to work closely with all Provincial Health Programmes, Districts, Sub-districts and all 33 Hospitals on data management. Provide user management support on Systems such as WebDHIS including all instances or DHIS modules. Manage a comprehensive record and databases of personnel trained on data management or DHIS in the provinces. Put mechanism in place to ensure that, data is reported on time each month and it is of good quality. Develop an improvement plan on data quality for implementation and monitoring annually.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340
APPLICATIONS : The Head: Health; Provincial Office; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION : MS. Glory Mokone

POST 10/188 : **ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/MARCH/20/40**

SALARY : R470 040 per annum. (Level 10) plus benefits
CENTRE : Witbank TB Hospital

REQUIREMENTS : Degree/Diploma in Public Administration/Management or equivalent qualification with three (3) to five (5) years relevant experience at supervisory level. Ability to work independently and under pressure. Computer literacy. Good verbal and written communication skills. Logical and innovative thinking abilities and leadership skills. Sound knowledge of PFMA and experience in staff supervision and discipline. A good understanding and knowledge of the Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Performance Management Development system and Treasury Regulations. Possession of a valid driver's licence.

DUTIES : Manage and supervise sections allocated under supervision. Compile management report. Form part of multi-disciplinary management team. Co-ordinate, supervise and ensure implementation of the Performance Management and Development System. Compile monthly, quarterly and annual reports. Supervising, evaluating and development of personnel in the hospital. Manage conflict and maintain discipline in the section. Responsible for Human Resource Management. Responsible for heading the Financial Management which includes: Revenue Generation and Budget Control. Ensure effective and efficient Patient Administration.

Responsible for Admin Support Services and Logistics. Responsible for Hospital maintenance, housekeeping and Records keeping.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070

APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/189 : **ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/MARCH/20/41**

SALARY : R470 040 per annum (Level 10) plus benefits

CENTRE : Piet Retief Hospital

REQUIREMENTS : Degree/Diploma in Public Administration/Management or equivalent qualification with three (3) to five (5) years relevant experience at supervisory level. Ability to work independently and under pressure. Computer literacy. Good verbal and written communication skills. Logical and innovative thinking abilities and leadership skills. Sound knowledge of PFMA and experience in staff supervision and discipline. A good understanding and knowledge of the Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Performance Management Development system and Treasury Regulations. Possession of a valid driver's licence.

DUTIES : Manage and supervise sections allocated under supervision. Compile management report. Form part of multi-disciplinary management team. Co-ordinate, supervise and ensure implementation of the Performance Management and Development System. Compile monthly, quarterly and annual reports. Supervising, evaluating and development of personnel in the hospital. Manage conflict and maintain discipline in the section. Responsible for Human Resource Management. Responsible for heading the Financial Management which includes: Revenue Generation and Budget Control. Ensure effective and efficient Patient Administration. Responsible for Admin Support Services and Logistics. Responsible for Hospital maintenance, housekeeping and Records keeping.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070

APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/190 : **CLINICAL PROGRAMME CO-ORDINATOR – TB (PNA-5) REF NO: MPDOH/MARCH/20/42**

SALARY : R444 276 – R500 031 per annum. (OSD requirements depending on years of experience)

CENTRE : Msukaligwa Sub District

REQUIREMENTS : Diploma/Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse, Midwife. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. A valid code 08 driver's license. Proof of current and previous experience endorsed by Human Resource (Certificate of service). Recommendation: Diploma in TB Control. Knowledge, Skills and Competencies: Good management and analytical skills; Good communication leadership and interpersonal skills, Ability to work in a team and knowledge of all relevant prescripts, i.e. Provincial Health Act 2000, the nursing Act, Occupational Health and Safety Act. Possession of a valid driver's licence.

DUTIES : Develop and ensure implementation of TB control plan for the institution. Provide support to the Hospital Management team to ensure that a high standard of infection control is maintained. Advise the Hospital Manager of all identified TB control risks and recommendation thereof. To ensure that all departments and clinics are provided with TB control guidelines

and protocols and that these are implemented. Assist the Hospital Manager with coordination and management of infection control committee meetings. Provide management and supervisors with up to date infection 110 control information. Provide effective and efficient infection control services in the institution. Ensure that written policies and procedures for infection control services are reviewed and implemented. Plan the budget for infection control department and exercise control over utilization of such a budget. Review outbreak of infections and advise on how outbreaks can be managed and prevented. Ensure that surveillance are done in the institution. Report on the incidents and prevalence of alert organisms and communicable diseases to the District CDC Coordinator.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; (Old ABSA Building) Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 10/191 : **PROFESSIONAL NURSE (PNB-1) REF NO: MPDOH/MARCH/20/43 (X3 POSTS)**

SALARY : R383 226 – R444 276 per annum. (OSD requirements depending on years of experience)

CENTRE : Middelburg Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425. (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with SANC in terms of Government Notice R212 in Trauma and Emergency Nursing and Diploma in Child Nursing Science.

DUTIES : Provide comprehensive health care services in Casualty and Paediatric ward. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Implement and supervision of Basic Nursing Care. Ensure adherence to Batho -Pele Principles and Patient Right Charter.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/192 : **PROFESSIONAL NURSE (PNB-1) REF NO: MPDOH/MARCH/20/44 (X18 POSTS)**

SALARY : R383 226 – R444 276 per annum. (OSD requirements depending on years of experience)

CENTRE : Rockdale CHC
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425. (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with SANC in terms of Government Notice R212 in Trauma and Emergency Nursing and Diploma in Child Nursing Science.

DUTIES : Provision of comprehensive service according to PHC core package. Provision of holistic health care approach (preventative, promotive, curative and rehabilitative) services. Provision of administrative services. Involvement in community stakeholder meetings and various committees. Provision of staff development through EPMSD management clinical teaching; workshops and continuous evaluation of employees. Sit in

different facility meetings. Responsible for screening, diagnosis treatment and care at PHC level. Initiate community projects. Ensure safe and clean environment according to IPC standards. Utilise human and other resources efficiently in a cost effective manner. Work as part of multi-disciplinary team to ensure quality nursing care and quality standards (Ideal Clinic Realization, Norms and Standards) are met. Involved in clinical audits. Ensure data management. Advocate for Nursing ethics and professionalism. Conduct health awareness and campaigns, ensure priority programmes indicators are achieved. Hours of duty: 40 hours per week, shift work (day and night duty), Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/193 : **PROFESSIONAL NURSE (PNB-1) OPERATING THEATRE REF NO: MPDOH/MARCH/20/45**

SALARY : R383 226 – R444 276 per annum. (OSD requirements depending on years of experience)

CENTRE : Bethal Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year Diploma in Operating Theatre Nursing Science. A minimum of 9 years appropriate\recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing Diploma/degree in Nursing Management will be an added advantage. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate\recognizable experience after obtaining the one year post basic qualification in Operating theatre Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary, Computer literate. Verified proof of experience. .Service certificates compulsory, South African Nursing Council annual practicing certificate. Valid EB driver's license.

DUTIES : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional \legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth\ethical standards and development of self and subordinates.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; (Old ABSA Building) Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 10/194 : **PROFESSIONAL NURSE GR 1: PNB-1 SPECIALTY (OPERATING THEATRE) REF NO: MPDOH/MARCH/20/46 (X2 POSTS)**

SALARY : R383 226 – R444 276 per annum. (OSD) requirements depending on years of experience and qualifications

CENTRE : Themba Regional Hospital, Kabokweni
REQUIREMENTS : Registration with S.A.N.C as a Professional nurse. Diploma/degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post-basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. An appropriate or recognisable

		experience in nursing after obtaining the 01 year post-basic qualification in the relevant specialty after registration as a professional nurse with SANC Knowledge and skills: Good communication skills.
<u>DUTIES</u>	:	Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilisation of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.
<u>ENQUIRIES</u>	:	Mr. I Zitha Tel No: (013) 755 5100
<u>APPLICATIONS</u>	:	The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street; Mbombela, 1200.
<u>FOR ATTENTION</u>	:	Mr. Isaac Zitha
<u>POST 10/195</u>	:	<u>PROFESSIONAL NURSE (PNB-1) REF NO: MPDOH/MARCH/20/47 (X2 POSTS)</u>
<u>SALARY</u>	:	R383 226 – R444 276 per annum. (OSD requirements depending on years of experience)
<u>CENTRE</u>	:	Kwaguqa Ext 10
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government Notice 425. (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with SANC in terms of Government Notice R212 in Trauma and Emergency Nursing and Diploma in Child Nursing Science.
<u>DUTIES</u>	:	Provision of comprehensive service according to PHC core package. Provision of holistic health care approach (preventative, promotive, curative and rehabilitative) services. Provision of administrative services. Involvement in community stakeholder meetings and various committees. Provision of staff development through EPMDS management clinical teaching; workshops and continuous evaluation of employees. Sit in different facility meetings. Responsible for screening, diagnosis treatment and care at PHC level. Initiate community projects. Ensure safe and clean environment according to IPC standards. Utilise human and other resources efficiently in a cost effective manner. Work as part of multi-disciplinary team to ensure quality nursing care and quality standards (Ideal Clinic Realization, Norms and Standards) are met. Involved in clinical audits. Ensure data management. Advocate for Nursing ethics and professionalism. Conduct health awareness and campaigns, ensure priority programmes indicators are achieved. Hours of duty: 40 hours per week, shift work (day and night duty), Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.
<u>ENQUIRIES</u>	:	Ms. S Matheba Tel No: (013) 658 1070
<u>APPLICATIONS</u>	:	The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.
<u>FOR ATTENTION</u>	:	Ms. S Matheba
<u>POST 10/196</u>	:	<u>PROFESSIONAL NURSE (PNB-1) REF NO: MPDOH/MARCH/20/48</u>
<u>SALARY</u>	:	R383 226 – R444 276 per annum. (OSD requirements in line with the years of experience and qualifications)
<u>CENTRE</u>	:	Siphosensimbi CHC
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government Notice 425. (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with

SANC in terms of Government Notice R212 in Trauma and Emergency Nursing and Diploma in Child Nursing Science.

DUTIES : Provision of comprehensive service according to PHC core package. Provision of holistic health care approach (preventative, promotive, curative and rehabilitative) services. Provision of administrative services. Involvement in community stakeholder meetings and various committees. Provision of staff development through EPMDS management clinical teaching; workshops and continuous evaluation of employees. Sit in different facility meetings. Responsible for screening, diagnosis treatment and care at PHC level. Initiate community projects. Ensure safe and clean environment according to IPC standards. Utilise human and other resources efficiently in a cost effective manner. Work as part of multi-disciplinary team to ensure quality nursing care and quality standards (Ideal Clinic Realization, Norms and Standards) are met. Involved in clinical audits. Ensure data management. Advocate for Nursing ethics and professionalism. Conduct health awareness and campaigns, ensure priority programmes indicators are achieved. Hours of duty: 40 hours per week, shift work (day and night duty), Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/197 : **PROFESSIONAL NURSE (PNB-1) PHC REF NO: MPDOH/MARCH/20/49**

SALARY : R383 226 – R444 276 per annum. (OSD requirements depending on years of experience)

CENTRE : Nelspruit CHC
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425. (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with SANC in terms of Government Notice R212 in Trauma and Emergency Nursing and Diploma in Child Nursing Science.

DUTIES : Provision of comprehensive service according to PHC core package. Provision of holistic health care approach (preventative, promotive, curative and rehabilitative) services. Provision of administrative services. Involvement in community stakeholder meetings and various committees. Provision of staff development through EPMDS management clinical teaching; workshops and continuous evaluation of employees. Sit in different facility meetings. Responsible for screening, diagnosis treatment and care at PHC level. Initiate community projects. Ensure safe and clean environment according to IPC standards. Utilise human and other resources efficiently in a cost effective manner. Work as part of multi-disciplinary team to ensure quality nursing care and quality standards (Ideal Clinic Realization, Norms and Standards) are met. Involved in clinical audits. Ensure data management. Advocate for Nursing ethics and professionalism. Conduct health awareness and campaigns, ensure priority programmes indicators are achieved. Hours of duty: 40 hours per week, shift work (day and night duty), Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street; Mbombela, 1200.

FOR ATTENTION : Mr. Isaac Zitha

POST 10/198 : **PROFESSIONAL NURSE (PNB-1) EMERGENCY & TRAUMA UNIT**
REF NO: MPDOH/MARCH/20/50

SALARY : R383 226 – R444 276 per annum. (OSD requirements depending on years of experience)

CENTRE : Bethal Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425. (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with SANC in terms of Government Notice R212 in Trauma and Emergency Nursing and Diploma in Child Nursing Science.

DUTIES : Provide comprehensive health care services in Casualty and Paediatric ward. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Implement and supervision of Basic Nursing Care. Ensure adherence to Batho -Pele Principles and Patient Right Charter.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; (Old ABSA Building) Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 10/199 : **PROFESSIONAL NURSE (PNB-1) REF NO: MPDOH/MARCH/20/51**

SALARY : R383 226 – R444 276 per annum. (OSD requirements depending on years of experience)

CENTRE : Klarinet CHC
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425. (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with SANC in terms of Government Notice R212 in Trauma and Emergency Nursing and Diploma in Child Nursing Science.

DUTIES : Provision of comprehensive service according to PHC core package. Provision of holistic health care approach (preventative, promotive, curative and rehabilitative) services. Provision of administrative services. Involvement in community stakeholder meetings and various committees. Provision of staff development through EPMDs management clinical teaching; workshops and continuous evaluation of employees. Sit in different facility meetings. Responsible for screening, diagnosis treatment and care at PHC level. Initiate community projects. Ensure safe and clean environment according to IPC standards. Utilise human and other resources efficiently in a cost effective manner. Work as part of multi-disciplinary team to ensure quality nursing care and quality standards (Ideal Clinic Realization, Norms and Standards) are met. Involved in clinical audits. Ensure data management. Advocate for Nursing ethics and professionalism. Conduct health awareness and campaigns, ensure priority programmes indicators are achieved. Hours of duty: 40 hours per week, shift work (day and night duty), Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/200 : **PROFESSIONAL NURSE (PNB-1) REF NO: MPDOH/MARCH/20/52 (X2 POSTS)**

SALARY : R383 226 – R444 276 per annum. (OSD requirements depending on years of experience)

CENTRE REQUIREMENTS : Kwaguqa Ext 10 (CHC)
: Basic qualification accredited with the SANC in terms of Government Notice 425. (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with SANC in terms of Government Notice R212 in Trauma and Emergency Nursing and Diploma in Child Nursing Science.

DUTIES : Provision of comprehensive service according to PHC core package. Provision of holistic health care approach (preventative, promotive, curative and rehabilitative) services. Provision of administrative services. Involvement in community stakeholder meetings and various committees. Provision of staff development through EPMDS management clinical teaching; workshops and continuous evaluation of employees. Sit in different facility meetings. Responsible for screening, diagnosis treatment and care at PHC level. Initiate community projects. Ensure safe and clean environment according to IPC standards. Utilise human and other resources efficiently in a cost effective manner. Work as part of multi-disciplinary team to ensure quality nursing care and quality standards (Ideal Clinic Realization, Norms and Standards) are met. Involved in clinical audits. Ensure data management. Advocate for Nursing ethics and professionalism. Conduct health awareness and campaigns, ensure priority programmes indicators are achieved. Hours of duty: 40 hours per week, shift work (day and night duty), Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

ENQUIRIES APPLICATIONS : Ms. S Matheba Tel No: (013) 658 1070
: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/201 : **ASSISTANT DIRECTOR: SALARY ADMINISTRATION REF NO: MPDOH/MARCH/20/53**

SALARY : R376 596 per annum (Level 09) (plus benefits)

CENTRE REQUIREMENTS : Provincial Office, Nelspruit
: An appropriate recognized Bachelor Degree/National Diploma in Accounting or Financial Management with three (3) to Five (5) years' experience in Finance field (Salary Administration). Thorough knowledge of financial accounting. Exposure in the fields of salaries and tax will be an advantage. Good financial management skills, planning and organizing skills, Problem solving skills. Good communication (written and verbal) skills. Candidate must have sound knowledge of the PERSAL system; Vulindlela System and Basic Accounting System (BAS). Skills in Public Service Finance, Numeracy, Computer literacy and Accuracy; Knowledge of Treasury Regulations and Public Finance Management Act; Self-starter, able to work independently without compromising team results; Valid driver's license.

DUTIES : To Manage Claims and Banking Details. To manage the reconciliation of SARS. To manage the Salary Control Accounts. To manage the Departmental codes and Garnishee beneficiary services. Authorizing of BAS payments which are related to salaries. To Manage the Departmental payroll. To report on Salary disclosures in the financial statements. Supervising and managing of subordinates.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340

APPLICATIONS : The Head: Health; Provincial Office; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION : MS. Glory Mokone

POST 10/202 : **ASSISTANT DIRECTOR: MEDIA LIAISON AND MONITORING REF NO: MPDOH/MARCH/20/54**

SALARY : R376 596 per annum (plus benefits)

CENTRE : Provincial Office, Nelspruit

REQUIREMENTS : Diploma/Degree in Communication plus three (03) to five (5) years relevant experience in Media Liaison and Monitoring at supervisory level. Knowledge government procurement systems, of the Constitution, Public Finance Management Act (PFMA), Treasury Regulation, PPPFA and a valid driver's licence. Skills and Competencies: Interpersonal skills; strategic capability and leadership Skills; legal research and drafting skills; problem solving and dispute resolution skills. Communication skills (written and verbal); Computer literacy, report writing skills. Ability to work under pressure. Possession of a valid driver's licence.

DUTIES : Develop and manage the Departmental social media platforms. Coordinate and write newsletter stories. Coordinate and write media statements. Coordinate media monitoring services. Promote and maintain a good relationship with the media. Organise media coverage for departmental events. Provide photographic and audio visual services. Coordinate media inquiries and media responses.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340

APPLICATIONS : The Head: Health; Provincial Office; Private Bag X 11285; Mbombela, 200 or Hand delivered to: Indwe Building, Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION : MS. Glory Mokone

POST 10/203 : **LEGAL ADMINISTRATION OFFICER (GRADE 5; MR1 - 5) REF NO: MPDOH/MARCH/20/55**
Re-Advertisement

SALARY : R373 389 – R480 921 per annum. (OSD requirements depending on years of experience)

CENTRE : Provincial Office, Nelspruit

REQUIREMENTS : An LLB degree, minimum of 4 years' experience in the capacity of an in-house legal advisor and legislative drafting. Specialized knowledge of the legislation drafting process and legislation administered by the Department, knowledge of government procurement systems and South African Legal System, knowledge of the Constitution, Public Finance Management Act (PFMA), Treasury Regulation, PPPFA, PAJA, PAIA. Knowledge of the litigation process and drafting/reviewing of contracts and a valid driver's license. Skills and Competencies: Interpersonal skills; strategic capability and leadership Skills; legal research and drafting skills; problem solving and dispute resolution skills. Communication skills (written and verbal); Computer literacy, report writing skills. Ability to work under pressure.

DUTIES : Draft and or amend legislation administered by the Department and pilot it through legislature. Comment on draft legislation of other Departments on behalf of the Department, Scrutinize legislation which requires amendment for which the Department is affected. To render legal advice, guidance and opinions to MEC, Top management and Department at large in respect to matters relating to legislation drafting and other legal matters. To provide legal opinions in other matters pertaining to the Department. Handle litigations on behalf of the Department. Draft, review contracts for the department. Drafting of contracts. Prepare monthly reports for and on behalf of the Director.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340

APPLICATIONS : The Head: Health; Provincial Office; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION : MS. Glory Mokone

POST 10/204 : **RADIOGRAPHER: GRADE 1 REF NO: MPDOH/MARCH/20/56**

SALARY : R317 976 – R361 872 per annum. (OSD requirements depending on years of experience)

CENTRE : Amajuba Memorial Hospital

REQUIREMENTS : Baccalaureus Degree/Diploma in Radiography. Experience None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the 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. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Knowledge And Skills: Ability to work under pressure. Ensuring client satisfaction. Function as an effective member of clinical team to communicate effectively with patients.

DUTIES : Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642

APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; (Old ABSA Building) Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 10/205 : **ENVIRONMENTAL HEALTH PRACTITIONER GR1 REF NO: MPDOH/MARCH/20/57**

SALARY : R317 976 – R361 872 per annum. (OSD Requirements depending on years of experience).

CENTRE : Bethal Hospital

REQUIREMENTS : A Bachelor's Degree is a minimum requirement for entry-level and some skilled environmental health jobs. The most relevant major varies with the specific environmental focus of a job. A degree in environmental health would be the most practical option for positions involving inspection and regulation of environmental policy, though biology, chemistry or geological studies could also be suitable. Possession of a valid driver's licence.

DUTIES : They are responsible for investigating incidents that affect health such as pollution, accidents at work, noise control, toxic contamination, pest infestations, food poisoning and waste management. Their remit includes advisory work, education and law enforcement. A large amount of time is spent away from the office visiting properties such as farms, shops, food outlets, private/public accommodation, commercial premises, manufacturers and industrial organizations. In addition to inspections,

responsibilities include, compiling reports, Providing training courses, gathering samples to be tested, investigating complaints, serving legal notices, providing evidence in court, liaising with other organizations.

ENQUIRIES APPLICATIONS : Mr. C D Mnisi Tel No: (017) 811 1642

FOR ATTENTION : The District Manager; Gert Sibande District Office; Private Bag X9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; (Old ABSA Building) Ermelo, 2350.

POST 10/206 : **AUDIOLOGIST GR 1 REF NO: MPDOH/MARCH/20/58**

SALARY : R317 976 – R361 872 per annum. (OSD requirements depending on years of experience)

CENTRE REQUIREMENTS : Piet Retief Hospital

DUTIES : Baccalaureus Degree in Audiology. Experience: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the 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. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Knowledge And Skills: Ability to communicate issues in a tactful manner, Ability to interpret and execute policy directives/procedures, Problem solving skills, Computer skills.

ENQUIRIES APPLICATIONS : Render Speech Therapy and/or Audiology services that comply with standards and norms as indicated by the health policies of South Africa. Vocational rehabilitation and clinical assessment and treatment of speech and hearing problems. Adhere to sectional and provincial quality assurance measures in sub- section. Participate in continued professional development. Responsible for clinical administrative tasks e.g patient record keeping. Undertake any other reasonable task as directed by Head of Speech Therapy/Audiology Department and Head of Clinical Services.

FOR ATTENTION : Mr. C D Mnisi Tel No: (017) 811 1642

POST 10/207 : **MEDICAL ORTHOTIST AND PROSTHETIST (REPLACEMENT) REF NO: MPDOH/MARCH/20/59 (X2 POSTS)**

SALARY : R317 976 – R361 872 per annum. (OSD requirements depending on years of experience)

CENTRE REQUIREMENTS : Ehlanzeni – Rob Ferreira Hospital Centre

DUTIES : A B-Tech degree/ N-Dip Diploma in Medical Orthotics and Prosthetics. Current valid registration with the HPCSA as independent practitioner in Medical Orthotics and Prosthetics. Three (3) years' experience in the field of Medical Orthotics and Prosthetics. A valid driver's license is an inherent requirement: (code B). Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA). Public Service Act and related regulations and policies. Service delivery innovation, knowledge management, problem solving skills and analysis, good communication, client orientation and customer focus.

Measure, manufacture, fit and service MOP devices. Assist in supervision and training of subordinates and students. Assist in proper management of stores and inventory. Conduct Multi-Disciplinary and Outreach to Primary Health Care (PHC) facilities. Assist in implementing guidelines, protocols, Standard Operating Procedures and policies for the MOP centre, that are in line with the National and Provincial strategies. Report on service delivery. Assists in promoting continuous development and training of self and personnel. Promote a safe and healthy working

environment through compliance with relevant legislation including Occupational Health and Safety and other relevant committees and policies in the hospital.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street; Mbombela, 1200.

FOR ATTENTION : Mr. Isaac Zitha

POST 10/208 : **OCCUPATIONAL THERAPIST GRADE 1 REF NO: MPDOH/MARCH/20/60**

SALARY : R317 976 – R361 872 per annum. (OSD requirements depending on years of experience)

CENTRE : Lydenburg Hospital
REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Profession Council of South Africa (HPCSA) in the relevant profession Post-Com Service in relevant profession as required in South Africa).

DUTIES : Advising on specialist equipment to assist with daily activities, developing a rehabilitation programme to help rebuilding lost skills and restore lost confidence, advising on home and workplace environmental alterations, such as adjustments for wheelchair access. Teaching anxiety management techniques. Assisting people to return to work. Coaching people with learning difficulties or poor social skills. Mentoring people on how to control their own behaviour. Liaising with other professionals such as Doctors, physiotherapists, social workers, equipment suppliers and architects, as well as patients 113 familiar, careers and employers. Writing reports and attending multidisciplinary case meetings to plan and review ongoing treatment. Organizing support and rehabilitation groups for careers and clients. Training students and supervising the work of occupational therapy assistants. Managing a caseload, prioritizing needs, and completing administrative tasks such as patient and budgetary records.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street; Mbombela, 1200.

FOR ATTENTION : Mr. Isaac Zitha

POST 10/209 : **SENIOR LIBRARIAN REF NO: MPDOH/MARCH/20/61**

SALARY : R316 791 per annum (Level 08) (plus benefits)

CENTRE : Mpumalanga College Of Nursing
REQUIREMENTS : A Bachelor's degree or National Diploma in Library and Information Science and Three (3) years' experience as librarian. Knowledge of relevant Acts, regulations and Batho Pele Principles. Computers skills including MS Word, MS PowerPoint and MS Excel. Experience working with a computerized library management system will be an advantage. Good verbal and written communication skills. Ability to work under pressure. Time management skills. Problem solving skills. Self-discipline, accuracy and consistency. Detail orientated LIASA membership will be an advantage. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Collection development: establish user's needs, acquire relevant library resources Weed resources, undertake annual stocktaking, procure & renew newspaper/journal subscriptions & library System license. Processing Library Resources: physical processing of resources, cataloguing and classification, capturing into the library System. Provisioning of library and Information Services to District officials and school: user registration, information searchers assist with courier service from Education Library, train library users. Circulation of Library

Resources: issues and returns, keep statistics of library use, shelf control, sending out of reminders. Library Management & Administration Support: Supervising Library Assistants, administration assistance to the library Facilitator, monthly/quarterly reports and statistics.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340
APPLICATIONS : The Head: Health; Provincial Office; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.
FOR ATTENTION : MS. Glory Mokone

POST 10/210 : **SENIOR STATE ACCOUNTANT REF NO: MPDOH/MARCH/20/62**

SALARY : R316 791 per annum. (Level 08) (plus benefits)
CENTRE : Middelburg Hospital
REQUIREMENTS : Grade 12 Certificate plus 6 years' experience in Finance Management/Financial Planning and Budgeting or an appropriate recognised 3 - year relevant qualification (National Diploma/Degree) plus three (3) year' experience working in Finance Management/Financial Planning and Budgeting. Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government systems (BAS, SAP and PERSAL) and knowledge and application of Financial prescripts Public Finance Management Act (PFMA) Treasury Regulations, SCOA as well as Supply Chain processes. Good communication and supervisory skills. Report writing skills. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Receive Budget Allocation letter for the financial year in respect of the District, per unit from Head office. Plan and commit all running costs (as well as accruals, where necessary) on cash flow spread sheets for various District units. Liaise with Budget Managers and capture intended expenditure as projections per Item for procurement in accordance with their Operational and Procurement Plans and provide them with copies of their Cash flow spread sheets. Capture District budget on BAS per amount and in accordance with the relevant SCOA codes. Receive RLS 01's from various units and check fund availability as well as per relevant SCOA codes. Capture amounts as commitments and process documentation via the correct Supply Chain processes. Ensure all RLS 01's are received from respective units within the set time-frames by constantly liaising with Budget Managers. Supply Budget Managers with monthly expenditure reports. Compiling and linking of In Year Monitoring (IYM) templates in accordance with Cash flow spread sheets. Obtain various BAS reports and capture all expenditure on the IYM report. Reconcile running costs interfaces on BAS, identify misallocations as well as allocations that need to be adjusted to where budget is available and pass journals accordingly. Obtain Persal reports in order to reconcile and correctly identify allocations in terms of fuel claims etc. Apply mid-year and year-end adjustments/ requirements as per financial prescripts, where necessary. Update Cash flow spread sheets as well as IYM templates/reports with formulas and links from time to time when necessary and when SCOA Item codes change. Compile quarterly reports on progress/challenges within the unit. Contracting, monitoring and quarterly evaluation as well as supervising and managing of staff within the Finance Management.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/211 : **SENIOR ADMINISTRATIVE OFFICER: STUDENT AFFAIRS REF NO: MPDOH/MARCH/20/63**

SALARY : R316 791 per annum (plus benefits)

CENTRE REQUIREMENTS : Mpumalanga College Of Nursing
: Grade 12 Certificate plus 6 years' experience in supervisory role or three (3) year Bachelor's degree/National Diploma in Public Management/ Public Administration or equivalent plus three (3) years of administration and supervisory role experience. Skills and Competences: Computer literacy MS office; Sound knowledge of student administration; Good interpersonal relations, communication, verbal and written skills; Problem solving; Ability to work under pressure and work independently; Team work; Knowledge of PFMA; Leadership and Principles Management. A valid Driver's license.

DUTIES : Co-ordinate and manage the financial and human resource of the office. Management of performance in the office and performance of any other duties necessary to ensure smooth office running. Implement Departmental and Nursing College policies Manage Student Administration, General supervision of Administration staff and implement formal and informal disciplinary matters; Implement student information management system.

ENQUIRIES APPLICATIONS : Ms. Glory Mokone Tel No: (013) 766 3340
: The Head: Health; Provincial Office; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION : MS. Glory Mokone

POST 10/212 : **SENIOR STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/MARCH/20/64**

SALARY CENTRE REQUIREMENTS : R316 791 per annum. (Level 08) plus benefits
: Bethal Hospital
: Grade 12 Certificate plus 6 years' experience in Finance or appropriate three (3) year National Diploma/Degree plus three (3) years in Finance and supply chain management environment. Appropriate experience in asset and inventory management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and stay overnight. Competencies (knowledge/skills): Extensive knowledge of Asset & Inventory Management. Knowledge of and exposure to the PFMA, Treasury Regulations and relevant Instructions. Good interpersonal and communication (verbal and written) skills, including numeracy and accuracy skills. Ability to train people in asset and inventory management. High level of computer literacy, including advanced application on Logis, MS Word, MS Excel, Power Point and Outlook.

DUTIES : Ensure asset and inventory management policies and procedures compliance at District/Institutional level. Provide on and off site support to end users. Identify and provide training needs to districts or institutions. Assist with financial procedures and reporting for Monthly, Annual and Interim Financial Statements. Handle Audit queries regarding assets & inventory management. Manage the implementation of SCM systems and ad-hoc asset & inventory management projects at districts/institutions. Maintenance of the departmental asset & inventory register. Report on Bas/Logis reconciliation on monthly basis. Ensure departmental asset and inventory counts.

ENQUIRIES APPLICATIONS : Mr. C D Mnisi Tel No: (017) 811 1642
: The District Manager; Gert Sibande District Office; Private Bag X9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; (Old ABSA Building) Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 10/213 : **SENIOR ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: MPDOH/MARCH/20/65**
Re Advertisement

SALARY CENTRE : R316 791 per annum (Level 08) (plus benefits)
: Matikwane Hospital (Ehlanzeni District)

- REQUIREMENTS** : Degree or Diploma in Administration plus 3 years relevant experience. Computer literacy. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles and customer care. Willing to work under pressure. Be prepared to work on shifts. Knowledge of Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills, creativity, job information, planning, decision making, supervision and control. Budgeting and reporting. Possession of a valid driver's licence.
- DUTIES** : Management of Logistical Services. Ensuring its and procedures will be an added that Public private party service calls are logged responded to and analyzed in line with the Public Private Party (PPP) Agreement. Manage the capturing of service calls and monitor data capturing task for logged calls. Manage office space and accommodation requirements. Oversee Auxiliary Services (cleaning, hygiene, pest control, waste management, gardens and grounds, etc.) for offices occupied by Drug Efficiently Administration. Manage document Reproduction. Switchboard Services, Telecommunication services, Service Contracts and Food aid Services.
- ENQUIRIES APPLICATIONS** : Mr. I Zitha Tel No: (013) 755 5100
: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
- FOR ATTENTION** : Ms. Innocent Mthombeni Tel No: (013 7555 100)
- POST 10/214** : **ADMINISTRATIVE OFFICER REF NO: MPDOH/MARCH/20/66**
(Contract for 2 years)
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) plus benefits
: Mbombela Malaria Office, Nelspruit
: Grade 12 Certificate plus 3 years' experience in administration or Degree /Diploma in Public Management/Administration. Understanding of departmental policies. Knowledge of PFMA, PPPFA, BAS, LOGIS and PERSAL. Good verbal and written communication skills. Ability to work in a team and under pressure. High level of Computer literacy. A valid driver's license and willing to travel.
- DUTIES** : Provide administrative support within Malaria Control Programme. Write procurement submissions and submit monthly reports. Maintain Malaria Financial and administration system. Handle all financial processes. Processing the procurement and payment of goods and services. Logistical arrangements for meetings and workshop. Recording minutes of meetings. Capture on LOGIS and draw reports on BAS. Assist in managing Budget inputs and expenditure. Provide support with the management of assets.
- ENQUIRIES APPLICATIONS** : Ms. Glory Mokone Tel No: (013) 766 3340
: The Head: Health; Provincial Office; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.
- FOR ATTENTION** : MS. Glory Mokone
- POST 10/215** : **ADMINISTRATIVE OFFICER (AUXILLARY SERVICES)/ REF NO: MPDOH/MARCH/20/67**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) (plus benefits)
: Carolina Hospital
: Grade 12 Certificate plus 6 years' experience in Auxiliary Services or A Degree/ Diploma in Administration with three (3) years Extensive experience and comprehensive knowledge of all aspects of administrative health Management. Ability to interpret and implement Policies. Sound knowledge of LRA, PSA, PFMA and other applicable regulations. Possession of a valid driver's licence.

DUTIES : Overall control over cleaning services, building Maintenance, Linen and Laundry supply, Typing and Telecommunication. Registry and Records. Render gardening, Security, Mortuary and Food. Services. Evaluation of personnel and an understanding of BAS and Logis.

ENQUIRIES APPLICATIONS : Mr. I Zitha Tel No: (013) 755 5100

FOR ATTENTION : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street; Mbombela, 1200.

FOR ATTENTION : Mr. Isaac Zitha

POST 10/216 : **PHARMACIST ASSISTANT GR 1 (POST-BASIC) REF NO: MPDOH/MARCH/20/68**

SALARY : R208 383 – R234 738 per annum. (OSD requirements depending on years of experience)

CENTRE REQUIREMENTS : Witbank T B Hospital

REQUIREMENTS : Current registration with the South African Pharmacy Council. Post Basic Pharmacist' Assistant qualification. Good communication and writing skills. Good interpersonal skill. Be conversant with current pharmaceutical legislation. Be computer literate. Valid driver's license will be a recommendation.

DUTIES : Ensure proper selection and procurement of drugs and surgical items. Rational use of drugs. Monitor expenditure of pharmaceutical and surgical items. Perform stock control functions. Proper reconciliation of pharmaceutical and surgical accounts.

ENQUIRIES APPLICATIONS : Ms. S Matheba: Tel No: (013) 658 1070

FOR ATTENTION : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/217 : **PHARMACIST ASSISTANT GR 1 (POST-BASIC) REF NO: MPDOH/MARCH/20/69**

SALARY : R208 383 – R234 738 per annum. (OSD requirements depending on years of experience)

CENTRE REQUIREMENTS : Kwamhlanga Hospital

REQUIREMENTS : Passed Grade 12 Certificate with Mathematics and Biology/Life Science. Computer literacy will be an advantage. Qualification that allow registration with the Health Profession's Council of South Africa as a Pharmacist Assistant (Post Basic). Good communication and interpersonal Possession of a valid driver's licence.

DUTIES : Receiving stock from the suppliers and facilities. Capturing of stock received on the system. Packing stock on the shelves. Do stock-taking. Filing of invoices and other documents.

ENQUIRIES APPLICATIONS : Ms. S Matheba Tel No: (013) 658 1070

FOR ATTENTION : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/218 : **PHARMACIST ASSISTANT GR 1 (POST-BASIC) REF NO: MPDOH/MARCH/20/70**

SALARY : R208 33 – R234 738 per annum. (OSD requirements depending on years of experience)

CENTRE REQUIREMENTS : Rockdale CHC

REQUIREMENTS : Current registration with the South African Pharmacy Council. Post Basic Pharmacist' Assistant qualification. Good communication and writing skills. Good interpersonal skill. Be conversant with current pharmaceutical legislation. Be computer literate. Valid driver's license will be a recommendation. Possession of a valid driver's licence.

DUTIES : Ensure proper selection and procurement of drugs and surgical items. Rational use of drugs. Monitor expenditure of pharmaceutical and surgical items. Perform stock control functions. Proper reconciliation of pharmaceutical and surgical accounts.

ENQUIRIES APPLICATIONS : Ms. S Matheba Tel No: (013) 658 1070

FOR ATTENTION : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/219 : **DENTAL CHAIR ASSISTANT REF NO: MPDOH/MARCH/20/71**

SALARY : R168 429 – R192 576 per annum. (OSD requirements depending on years of experience)

CENTRE REQUIREMENTS : Lydenburg Hospital

REQUIREMENTS : Grade 12 or equivalent qualification. Dental Chair Assistant certificate from recognised institution registered. Current registration with HPCSA. Possession of ID document. A driver's license will be an added advantage. Good communication skills, good interpersonal relations.

DUTIES : Knowledge of dental assisting including: infection control, chair side assisting, maintaining of equipment, stock control, knowledge of materials and instruments and conducting inventory. Work in the dental surgery in clinics, mobiles and correctional services institutions and perform administrative duties including compiling statistics, registering patients answering telephone, filing of patient cards, ordering of materials, giving appointments to patients. Performing of relief duties in other clinics, prisons, mobile and institutions. Will be assisting the oral hygienist at schools as well as in clinics. Rotating within the Sub-district.

ENQUIRIES APPLICATIONS : Mr. I Zitha Tel No: (013) 755 5100

FOR ATTENTION : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street; Mbombela, 1200.

FOR ATTENTION : Isaac Zitha

POST 10/220 : **DENTAL CHAIR ASSISTANT REF NO: MPDOH/MARCH/20/72**

SALARY : R168 429 – R192 576 per annum. (OSD requirements depending on years of experience)

CENTRE REQUIREMENTS : Impungwe Hospital

REQUIREMENTS : Grade 12 or equivalent qualification. Dental Chair Assistant certificate from recognised institution registered. Current registration with HPCSA. Possession of ID document. A driver's license will be an added advantage. Good communication skills, good interpersonal relations.

DUTIES : Knowledge of dental assisting including: infection control, chair side assisting, maintaining of equipment, stock control, knowledge of materials and instruments and conducting inventory. Work in the dental surgery in clinics, mobiles and correctional services institutions and perform administrative duties including compiling statistics, registering patients answering telephone, filing of patient cards, ordering of materials, giving appointments to patients. Performing of relief duties in other clinics, prisons, mobile and institutions. Will be assisting the oral hygienist at schools as well as in clinics. Rotating within the Sub-district.

ENQUIRIES APPLICATIONS : Ms. S Matheba Tel No: (013) 658 1070

FOR ATTENTION : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building; Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 10/221 : **DENTAL CHAIR ASSISTANT REF NO: MPDOH/MARCH/20/73**

SALARY : R168 429 – R192 576 per annum. (OSD requirements depending on years of experience)

- CENTRE** : Kwamhlanga Hospital
- REQUIREMENTS** : Grade 12 or equivalent qualification. Dental Chair Assistant certificate from recognised institution registered. Current registration with HPCSA. Possession of ID document. A driver's license will be an added advantage. Good communication skills, good interpersonal relations.
- DUTIES** : Knowledge of dental assisting including: infection control, chair side assisting, maintaining of equipment, stock control, knowledge of materials and instruments and conducting inventory. Work in the dental surgery in clinics, mobiles and correctional services institutions and perform administrative duties including compiling statistics, registering patients answering telephone, filing of patient cards, ordering of materials, giving appointments to patients. Performing of relief duties in other clinics, prisons, mobile and institutions. Will be assisting the oral hygienist at schools as well as in clinics. Rotating within the Sub-district.
- ENQUIRIES** : Ms. S Matheba Tel No: (013) 658 1070
- APPLICATIONS** : The District Manager; Nkangala District Office; Private Bag X 7296; Emalaheni, 1035 or Piet Koornhof Building; Justice Street, Emalaheni, 1035.
- FOR ATTENTION** : Ms. S Matheba

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

CLOSING DATE : 30 March 2020
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. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 08:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 10/222 : **STATE VETERINARIAN: BACTERIOLOGY/VPH/MEDIA AND COORDINATION REF NO: AGR 17/2019 R1**

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid code B driving licence. Recommendations: Experience in the following: Managing technical personnel; Veterinary microbiology and other veterinary laboratory diagnostics. Competencies: Knowledge of the following: ISO 17025 standard and requirements; Sound knowledge of animal diseases The ability to work independently and in a team; The ability to work accurately and precisely; Problem solving skills, Planning; Proven computer literacy (MS Word Access, Excel, PowerPoint, Outlook); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for supervising all diagnostic testing within the scope of the Bacteriology and VPH sections; Interpretation of diagnostic bacteriology and VPH laboratory test results and provision of relevant advice to clients; Compiling and sending reports to WCPVL clients; Monitor the implementation of a laboratory management system in the section according to ISO 17025 standards; Reviewing of results in the laboratory information management system (LIMS); Monitor administrative processes in these sections (e.g. Maintenance of laboratory registers, sections statistics, procurement of laboratory requirements, stock control and monthly section highlight reports); Liaison with other veterinarians (private and state), farmers and other clients of the laboratory; Manage the SPF poultry flock of the WCPVL.

ENQUIRIES : Dr M Seutloali at Tel No: (021) 887 0324
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 10/223 : **COMMUNICATIONS OFFICER: COMMUNICATION REF NO: AGR 11/2020**

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree in Communication, Public Relations or equivalent; A minimum of two (2) years relevant experience in communication or a communication and marketing related

		field; A valid code B driving licence. Competencies: Knowledge of the following: Design and layout software such as Adobe Creative Cloud and web design software such as Drupal and WordPress; Media; Strategic thinking in the agriculture and communication field; Proven computer literacy in MS Office package (MS Word, MS Excel, MS PowerPoint, MS Outlook) and the internet; Communication skills (written, verbal and editing) skills; Sound organisational and leadership skills; Ability to implement plans and campaigns; Ability to conceptualise communication and information products; Ability to build and maintain stakeholder relationships.
<u>DUTIES</u>	:	Manage Communication Services for the Farmer Support and Development (FSD) Programme of the Western Cape Department of Agriculture related to: Manage public enquiries relating to the FSD Programme; Build relations and collaborate with stakeholders to ensure integrated governance and a common communication message to the sector through the coordination of functions, exhibitions, conferences, roadshows and other events of the FSD Programme; Compile and develop communication and information products such as brochures, posters, invitation letters and advertisements in consultation with the Head of Communication (HoC) of the Department; Initiate the sponsorship campaign for the World Food Day event as well as any other similar events hosted by the Department of Agriculture; Write as well as collect articles toward the written publications of the Department (internal and external) such as writing of "feel good" human interest stories of farmers and others; Provide information timeously to the HoC for media related matters, social media as well as for website content; Ensure administrative compliance and adherence to reporting processes and structures; Develop a photo library through photographic services at events as well as of projects; Work with and give direction to communication related service providers such as videographers and writers.
<u>ENQUIRIES</u>	:	Ms G Terblanche at Tel No: (021) 808 5196
<u>APPLICATIONS</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
<u>POST 10/224</u>	:	<u>VETERINARY PUBLIC HEALTH OFFICER: EXPORT CONTROL REF NO: AGR 12/2020</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year tertiary qualification (National Diploma/B-Degree) in Environmental Health or equivalent qualification; A valid code B driving licence. Recommendations: A valid registration with Health Professions Council of South Africa; Abattoir experience; Willingness to travel and/or work after hours when required; Practical experience of meat safety risk management and export controls; Practical knowledge of hygiene management systems and food safety risk assessment applicable to food processing establishments, including abattoirs. Competencies: In depth knowledge of the following: Animal disease and their control; Epidemiological principles and methods; Knowledge of the following: Farming practices in the Western Cape Province; Meat Safety Act, 200 (Act 40 of 200) and the regulations and policy pertaining to this act; Animal Health Act, 1984 (Act 35 of 1984); Auditing of food establishment; Pathology; Administrative procedures; Proven Communication (written and verbal); Good organisation skills; Good administrative skills; Analytical skills; Proven interpersonal skills Tactful, but firm Creative Thinking; Relating and networking skills; Complex writing and reporting skills; Analysing; applying expertise and technology skills; Learning and researching skills.
<u>DUTIES</u>	:	Ensure meat hygiene and food safety by: Monitoring and inspecting import and export products/animals and accompanying documentation to ensure

adherence to international standards; Execute law enforcement in accordance with Meat Safety act and sterilization of abattoirs and plants. Ensure legislative compliance through awareness campaigns, extension practices and law enforcement by: Advising public regarding informal slaughtering and exemptions; Determine slaughtering needs of communities and make recommendations; Ensure compliance with legislation, national and international export requirements by: Auditing of exports facilities for compliance; Monitoring of harvesting procedures; Collection of samples for surveillance of identified projects of disease in animal and animal products.

ENQUIRIES : Mr V. Twala at Tel No: (021) 808 7631
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF COMMUNITY SAFETY

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

CLOSING DATE : 30 March 2020

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. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 08:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 10/225 : **DEPUTY DIRECTOR: PERFORMANCE MONITORING AND REPORTING REF NO: CS 04/2020**

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3- year B-Degree/National Diploma or higher qualification; A minimum of 3 years management level experience in a project management/ specialist monitoring and evaluation environment; A valid code B driving licence. Recommendation: Stakeholder Management experience. A qualification in Project Management and Specialised Monitoring and Evaluation. Competencies: Knowledge of the following: Programme and Project Management methodologies; Departmental Strategic alignment processes; Programme/ Project monitoring and evaluation concepts; Budget and planning policies; Performance Management Systems and processes; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Excellent communication (written and verbal) and presentation skills; Proven computer literacy, Conflict resolution; Decision making; Problem solving; Creative thinking; Team work.

DUTIES : To facilitate collaboration with Senior Managers in the development of Strategic directives and operations programmes; Facilitate in collaboration with Senior managers in the development of operational projects; Act as Monitoring and Evaluation coordinator for strategic directives/ operational programmes for internal and external projects; Champion the entrenchment of performance monitoring, evaluation and reporting in the normal management process of the department's line and staff function components; Proactively facilitate organisational

performance monitoring and reporting as per departmental strategic , annual performance plans and service delivery improvement plans; Proactively facilitate programme and project performance monitoring and reporting as per provincial strategic objectives and other requirements; Coordinate policy and strategy impact assessments in conjunction with line functionaries; Facilitate alignment of departmental policies, strategic planning and budget process; Facilitate the compliance reporting requirements as prescribed; Component management, control, monitoring of Human Capital Management, Financial Management and participate in Strategic Management.

ENQUIRIES : Ms A Mohamed at Tel No: (021) 483 3868

DEPARTMENT OF CULTURAL AFFIARS AND SPORT

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 : 30 March 2020

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. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 08:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 10/226 : **STATE ACCOUNTANT: PUBLIC ENTITIES REF NO: CAS 06/2020**

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Public Finance or related qualification with Accountancy as a passed subject; A minimum of 3 years relevant experience. Recommendation: A valid (Code B or higher) driving licence; Experience in the following: PASTEL Accounting; GRAP. Competencies: Knowledge in the following: GRAP; Debt Management; SARS guidelines; Communication (written and verbal) skills; Proven computer literacy; Time management skills.

DUTIES : Responsible for Debt Management; Ensure that SARS (South African Revenue Service) is paid and reconciles; Responsible for bookkeeping and financial statements; Liaison with line management and auditors; Capturing of journals and invoices on PASTEL; Ensure that payments captured on Nedbank.

ENQUIRIES : Ms Z Ebrahim at Tel No: (021) 483 9536

POST 10/227 : **LIBRARIAN (1 POST IN WORCESTER REGION AND 1 POST IN SWELLENDAM REGION) REF NO: CAS 15/2019 R1**

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree) in Library Science/ Information Science or equivalent qualification; A valid Code B driving licence. Recommendation: Experience in a library environment; Post Graduate Diploma (B.Bibl Degree); Project Management experience. Competencies: Knowledge of the following: Automated Library Management Systems; Project Management; Library and Information Science matters; Prescripts and legislation; Proven

computer literacy (MS Office); Communication (written and verbal) skills; Ability to work as part of a team; Supervision skills; Conflict Management skills; Organising and conflict management skills.

DUTIES : Information collection development; Asset Management; Stock control of library material; Management and control of regional library office; Facilitate the provision of library and Information Management Systems; Promote library services; Professional liaison and support.

ENQUIRIES : Mr S Booyesen at Tel No: (021) 483 2332

POST 10/228 : **ADMINISTRATION CLERK: REGIONAL OPERATIONAL SUPPORT REF NO: CAS 10/2020**

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Certificate in Office Management/Secretarial. Proven administration experience. Competencies: A good understanding of the following: Sports; Talent identification and Development; Training and education; Rural development; Project Management; Operation/ utilisation of specific computer software packages and efficient utilisation of both hardware and software; Planning and organising; Verbal and written communication skills; Interpersonal skills; Research skills; Negotiation skills.

DUTIES : Provide a secretarial/receptionist support service; Provide administration support services to funding of sport federations processes; Provide administration support services to events planning and coordination processes; Render general administration support services to the Regional office.

ENQUIRIES : Mr C Cornelson at Tel No: (022) 713 2727

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

APPLICATIONS : Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

FOR ATTENTION : Human Resource Management

CLOSING DATE : 31 March 2020

NOTE : Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document as well as a Driver's License in order to be considered. The National Department of Environmental Affairs is an equal opportunity; affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of posts and candidates appointment/transfer will promote representivity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to the following: a technical exercise that intends to test relevant technical elements of the job, screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The person appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

OTHER POST

- POST 10/229** : **PROJECT COORDINATOR REF NO: EP9017/2019 (X2 POSTS)**
- SALARY** : R316 791 per annum (Total package of R460 251 per annum/ conditions apply)
- CENTRE** : North West
- REQUIREMENTS** : An appropriate 3-year Bachelor's Degree/National Diploma in Natural/Environmental Science. 3-5 Years' experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control Sound project management skills, good communication skills and sound organisation and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of the Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver's license and willingness to travel and work long hours with limited supervision.
- DUTIES** : Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the establishment of project advisory committees. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which govern alien vegetation control. Render project close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.
- ENQUIRIES** : Mr X Tsobo Tel No: (012) 252 1032

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- 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** : 30 March 2020
- 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. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 08:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

- POST 10/230** : **CONTROL GISc TECHNICIAN REF NO: EADP 08/2020**
- SALARY** : R446 202 per annum, OSD as prescribed.
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : Diploma in GISc, Cartography or relevant qualification; A minimum of 6 years post qualification technical GISc experience; Compulsory registration with the South African Geomatics Council (SAGC) as a GISc technician; A valid code B driving licence. Recommendations: Proven Environmental and Town Planning experience. Competencies: Knowledge of the following: Geographic Information Science; GIS Standards; Geo-database implementation; Understanding GIS

		applications and spatial data; Good communication (verbal and written) skills; Theory principles and practices of GIS; Networking, working with people and ability to meet customer expectations; Project Management skills; Personnel Management skills.
<u>DUTIES</u>	:	Manage, supervise and perform technical GISc activities; Maintain effectiveness within the GIS unit; Governance; Financial Management; People Management; Functional requirement analysis; Research.
<u>ENQUIRIES</u>	:	Mr A Gaffoor at Tel No: (021) 483 5128
<u>POST 10/231</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC SUPPORT REF NO: EADP 38/2019 R1</u>
<u>SALARY CENTRE</u>	:	R376 596 per annum (Level 09)
	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years' experience working within a strategic planning environment. Recommendations: Experience in the following: Project Management; Monitoring and evaluation; Strategic plans and Annual Performance Plans; Records management; Operational support and logistics when working within a Provincial Strategic or related strategic environment. Competencies: Knowledge of the following: Strategic planning methodologies and practices; Relevant legislation/policies/prescripts and procedures; Drafting and compiling strategic and annual performance plans; Records management processes and procedures; Project management; Written and verbal communication skills; Proven computer literacy; Minute taking and presentation skills; Developed interpretive and conceptualisation/formulation ability; Ability to work independently, as well as within a team; Ability to handle conflict.
<u>DUTIES</u>	:	Assist with the facilitation of departmental strategic planning processes; Ensure the drafting, compilation and timeous submission of the Departmental Strategic Plan (SP) and Annual Performance Plan (APP); Ensure the effectiveness and efficiency of the Departmental Project Office; Ensure identified Project Management Plans (PMP) and closure reports are loaded onto the BizProject system; Provide strategic and operational support to VIP Work groups; Render a secretariat support function to ExCo meetings; Facilitate the sub-directorates record management system; Ensure that the sub directorates record management database is updated and maintained on a quarterly basis, utilising the MyContent system.
<u>ENQUIRIES</u>	:	Mr S Botha at Tel No: (021) 483 0784
<u>POST 10/232</u>	:	<u>ENVIRONMENTAL OFFICER (PRODUCTION): BIODIVERSITY MANAGEMENT REF NO: EADP 09/2020</u>
<u>SALARY</u>	:	Grade A: R272 739 - R302 691 per annum (as per applicable OSD prescripts). Grade B: R318 267 - R353 226 per annum (as per applicable OSD prescripts). Grade C: R373 209 - R473 574 per annum (as per applicable OSD prescripts).
<u>CENTRE</u>	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Environmental Science, Natural Science or Earth Science; A valid code B driving licence and willingness to travel as required. Recommendations: Exposure to biodiversity and environmental management legislation, policies and regulations; Project Management experience. Competencies: Knowledge of the following: Biodiversity and Environmental Management , legislation, policies and regulation; Ecological processes; Excellent communication (written and verbal) and

presentation skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills (MS Word, Excel, PowerPoint, etc.); Must be able to meet strict deadlines, be self-motivated and ability to use own initiative; Ability to work well under pressure, well within a team and independently; Excellent report writing skills; Ethical and transparent governance; Innovation and resourcefulness; Professionalism and integrity.

- DUTIES** : Assist in the development of biodiversity policies, legislation, strategies, action plans, guidelines, norms and standards; Support the implementation of the Provincial Biodiversity Strategy and Action Plan (PBSAP); Provide support to other spheres of government, stakeholders and internal clients on biodiversity conservation and management related issues; Assist with biodiversity mainstreaming and capacity building in the department municipalities and other stakeholders; Project management, provide operational support, prepare and make function related submissions, perform and manage administrative functions for the component.
- ENQUIRIES** : Mr A Ackhurst at Tel No: (021) 483 8364

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

- POST 10/233** : **CLINICAL MANAGER (MEDICAL) GRADE 1**
West Coast District
- SALARY** : R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).
- CENTRE REQUIREMENTS** : Swartland Sub-District (Swartland Hospital)
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3-year appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness and skills to do after hour's clinical work. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies in a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and Email). Appropriate experience of managing clinical and support services.
- DUTIES** : Strategic and operational management of the Health Services in the Swartland Sub-district. Management and governance of clinical and clinical support services. Effective and sustainable management of finances and supply chain processes, human resources and non-clinical support services. Provide clinical services on district hospital and primary health care level including forensic services. Involved in training and development and research support.
- ENQUIRIES APPLICATIONS** : Dr A Hawridge Tel No: (022) 487-9203
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 March 2020

POST 10/234 : **STOMATOLOGIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

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

CENTRE : Oral Health Centres
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dentist and an appropriate post basic Master's degree in Maxillo Facial Radiology. Registration with a professional council: Registration with the HPCSA as a Dentist. Experience: **Grade 1:** None after registration with the HPCSA as Dentist and after acquiring the appropriate Master's degree in Maxillo Facial Radiology. **Grade 2:** Minimum of 5 years' appropriate experience as Dentist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employees) after acquiring the appropriate Master's degree in Maxillo Facial Radiology. **Grade 3:** Minimum of 10 years' appropriate experience as Dentist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employees) after acquiring and the appropriate Master's degree in Maxillo Facial Radiology. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Registered as an Independent Practitioner by the HPCSA with post-graduate training and expertise in Maxillo Facial Radiology. Competencies (knowledge/skills): Proficiency in at least two of the official languages of the Western Cape.

DUTIES : Assessment of pre-clinical and clinical work done by students and evaluation of attendance records of junior and senior students. Available as a Consultant in a patient referral network in the Western Cape. Compilation and assessment of test and examinations and maintaining standards in student assignments. Planning, organising and implementing of preclinical and clinical courses. Provide leadership in teaching and training and to utilise the platform for operational research in order to optimise service delivery with the efficient utilisation of state resources. Related administrative support to the Radiology Cluster.

ENQUIRIES : Dr. E. Prince Tel No: (021) 937 3196
APPLICATION : Applications are submitted: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 March 2020

POST 10/235 : **ASSISTANT MANAGER: NURSING (SPECIALTY AREA: OBSTETRICS AND GYNAECOLOGY)**

SALARY : R614 991 per annum (PN-B4)
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council. A post basic nursing qualification in Advance Midwifery Nursing with a duration of at least 1 year, accredited with the South African Nursing Council in the specialty referred to above. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/

recognisable experience at management level. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy in Word, and Excel. Good organisational skills and the ability to function in a team and under pressure. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification / skills. Strong leadership and good interpersonal communication skills.

DUTIES : Effective management and utilisation of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth & development and participation in research within the clinical environment. Support/deputise for the deputy manager nursing, and support the Nursing department and the institution. The candidate will be responsible for management and co-ordination of clinical nursing care In the Obstetrics and Gynaecology Department of the hospital.

ENQUIRIES : Ms F Marthinus Tel No: (021) 938-4055
APPLICATIONS : Applications are submitted: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 March 2020

POST 10/236 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
 West Coast District

SALARY : R562 800 per annum (PN-B3)
CENTRE : Velddrif Clinic, Bergriver-Sub-district
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. Post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care R48 accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, regulations and Departmental Policies. Knowledge of Human resource and financial guidelines, policies and protocols. In depth knowledge and application of Ideal clinic and National Core Standards. Knowledge of Community Oriented Primary care. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and PowerPoint).

DUTIES : Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI) to ensure provision of quality comprehensive health care within the facility. Effective management of support services which includes: Information management with regards to data collection, verification, report writing and submission of data, Human resources, i.e. supervision of staff, development and performance management, finance and supply chain management to ensure effective budgeting and control, Control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery.

ENQUIRIES : Ms ME Ramokgadi Tel No: (022) 9130-3062
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 March 2020

POST 10/237 : **CLINICAL CODING TRAINER**
(Contract until 31 March 2021)

SALARY : R316 791 per annum (plus 37% in lieu of service benefits)
CENTRE : Emergency and Clinical Services Support
REQUIREMENTS : Minimum educational qualification: A three-year health related National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate experience in providing training, as well as the Development of Training material for Diagnostic and Procedural coding in South Africa. Appropriate experience level of Clinical coding in diagnostic and Procedural coding in South Africa. Inherent requirement of the job: Valid motor vehicle driver's license. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, PowerPoint, and Outlook). Excellent people, technical and conceptual skills. Excellent presentation, facilitation and training skills and abilities. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. ICD-10 Basic and Intermediate Certificates would be an advantage. Train-the-Trainer or equivalent qualification would be an advantage.

DUTIES : Accurate record keeping and accurate and timeous distribution of training material. Deliver formal training to Clinical and Administrative staff to improve Clinical Coding accuracy and comprehensiveness, optimal revenue generation and management in all the Institutions of the WCG: Health Establish the training needs of institutions and plan training sessions including making necessary arrangements for training, workshops and presentations. Evaluate training and update skills inventories in respect of the allocated institutions and provide feedback of training to management of the relevant institution. General office and ad-hoc duties. Professional communication both telephonically and in writing with all role players.

ENQUIRIES : Ms TJ Augustyn Tel No: (021) 826-5743
APPLICATION : Applications are submitted: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
Candidates may be subjected to a competency test.
CLOSING DATE : 27 March 2020

POST 10/238 : **ARTISAN FOREMAN GRADE A (ELECTRICAL)**

SALARY : R304 263 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in the Electrical Engineering Environment. Experience: 5 years post qualification experience as an Artisan. Inherent requirements of the job: Physically fit to perform duties. Willingness to do standby duties. Valid (Code B/EB/) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Excellent communication, interpersonal, conflict management and Computer literacy skills. Competent with hands-on practical work to component level.

DUTIES : Perform administrative and related functions with regard to the workshop. Control over equipment, tools, plant and materials and in service training to subordinates. Assist Chief Artisan with the execution of engineering

projects/repairs at institution. Ensure maintenance, inspection, repair and servicing of plant, equipment and record keeping. Manage the performance of staff. Supervising of load tests on generators, trip batteries etc, on a monthly basis.

ENQUIRIES APPLICATIONS : Mr G Slater/Mr C Wakefield Tel No: (021) 404-3300/6210
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 03 April 2020

POST 10/239 : **ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)**
Cape Winelands Health District

SALARY : Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum

CENTRE REQUIREMENTS : Breede Valley Sub-district
: Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid driver's licence (Code B/EB) and own reliable vehicle for overtime duties. Ability to perform standby and overtime duties. Ability to climb under/over obstacles, climb ladders and work at heights. Competencies (knowledge/skills): Appropriate experience in the carpentry field, general carpentry repairs and partitioning. Ability to work independently and under pressure, with good organisational skills. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), as well as working in a team and to learn and comply with in-house systems and procedures. Conversant with the requirements of the Occupational Health and Safety Acts, NBR and SABA 1475. Ability to operate and use required tools and equipment skilfully and safely.

DUTIES : Maintenance and repair of all plant and equipment at Brewelskloof Hospital and Clinics in the Breede Valley Sub-district under the supervision of the Artisan Foreman. Maintain and repair carpentry installations and equipment at the institution. Manufacture wooden structured items and laying of floor covering, tiles and dry walling where required. Perform necessary administrative functions, train and supervise subordinates and manage performance of staff. Assist with the execution of engineering projects and control over tools and materials. Assist Artisan Foreman with maintenance projects as required.

ENQUIRIES APPLICATIONS : Mr G Scanlen Tel No: (023) 348-1347
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 03 April 2020

POST 10/240 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**
(Metro West, Zwaanswyk)

SALARY : Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum

CENTRE REQUIREMENTS : Directorate: Engineering and Technical Support Services
: Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the

		relevant Trade Test Certificate. Inherent requirement of the job: A valid (Code B/EB) driver's license and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
<u>DUTIES</u>	:	Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospital and the institution. Maintain and repairs of electrical installations and equipment at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisan with their duties.
<u>ENQUIRIES</u>	:	Mr K Matthews Tel No: (021) 715-5921
<u>APPLICATIONS</u>	:	Applications are submitted: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	27 March 2020
<u>POST 10/241</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting 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 a creditor's environment. Appropriate experience in capturing information on LOGIS and BAS systems. Inherent requirement of the job: Willingness to work overtime on short notice. Competencies (knowledge/skills): Computer literacy (MS Office). Good communication and writing skills in at least two of the three official languages of the Western Cape. Knowledge of BAS and LOGIS systems. Systematic thinking and attention to detail.
<u>DUTIES</u>	:	Clearing suspense amounts and capture journals and payments on BAS system. Calculate and check subsistence and travel claims. Debt Management. Process LOGIS payments. Effective and efficient financial control of all financial Transactions and Matters. Statement Reconciliation and document control.
<u>ENQUIRIES</u>	:	Ms I Slabbert Tel No: (044) 804-4495
<u>APPLICATIONS</u>	:	Applications are submitted: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	03 April 2020
<u>POST 10/242</u>	:	<u>SOCIAL AUXILIARY WORKER GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R148 215 per annum Grade 2: R176 982 per annum Grade 3: R211 323 per annum
<u>CENTRE</u>	:	Inzame Zabantu Community Day Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the South African Council for Social Services Professions (SACSSP) as a Social Auxiliary Worker. Experience: Grade 1: None experience required. Grade 2: A minimum of 10 years' appropriate experience in Social Auxiliary Worker after registration as a Social Auxiliary Worker with the SACSSP or no experience after registration as Social Auxiliary worker with SACSSP and successful completion of 2nd academic year of an appropriate qualification that allows for registration as Social Worker with SACSSP. Grade 3: A minimum of 20 years appropriate experience in Social Auxiliary Work after

registration as a Social Auxiliary Worker with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with SACSSP or No experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with SACSSP. Competencies (knowledge/skills): Skills and knowledge of working within a hospital/medical setting. Skills in psycho-social assessments. Skills and knowledge in substance use, parenting and grief management. Sound knowledge of relevant community resources. Computer literacy. Sound interpersonal and communication skills. Ability to communicate effectively in at least two of the three official languages of the Western Cape.

DUTIES : Undertake psychosocial assessments, give advice and refer to appropriate resources. Maintain all administrative functions on work undertaken. Undertake telephonic enquiries and patient follow ups. Provide appropriate feedback to multi-disciplinary team. Participate in training and upskilling of patients and staff. Facilitate and participate in educational and awareness programmes.

ENQUIRIES : Ms B Nunu Tel No: (021) 374-6063
APPLICATIONS : Applications are submitted: 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".

CLOSING DATE : 03 April 2020

POST 10/243 : **ECM SCANNING OPERATOR**
 Chief Directorate: Rural Health Services

SALARY : R145 281 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a scan centre environment dealing with patient clinical files. Inherent requirement of the job: Willingness to work overtime. Competencies (knowledge/skills): Knowledge of Enterprise Content Management (ECM) Solution and knowledge of batching, preparation, scanning and quality assurance of files. Knowledge of correct processes for the handling of patient medical records. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Ability to work under pressure, independently and in a team. Computer literacy (MS Windows, Word, Excel).

DUTIES : Batching of files. Prepare files to be scanned and scanning of files. Index and archive content to ECM. Quality assurance. File physical files in boxes. Support to Supervisor and other Departments.

ENQUIRIES : Ms C Burger Tel No: (044) 805-4609
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

FOR ATTENTION : Mr B Cassiem
NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 03 April 2020

POST 10/244 : **HANDYMAN (ELECTRICAL)**
 (Metro West, Zwaanswyk)

SALARY : R145 281 per annum
CENTRE : Directorate: Engineering and Technical Services

- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience of maintenance and repairs of electrical components. Inherent requirements of the job: Ability to operate and use required tools and equipment skilfully and safely. Ability to perform heavy physical labour. A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Acts.
- DUTIES** : Perform standby duties. Carry out minor maintenance and repairs of electrical fixtures and components. Assist with repairs and emergency breakdowns (including after-hours repairs). Assist with the control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties.
- ENQUIRIES** : Mr K Matthews Tel No: (021) 715-5921
- APPLICATIONS** : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 27 March 2020
- POST 10/245** : **HOUSEHOLD AID**
Chief Directorate: Rural Health Services
- SALARY** : R102 534 per annum
- CENTRE** : Paarl Hospital
- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirement of the job: Willingness to work shifts including night duty, overtime, weekends, public holidays and rotate to other departments in the hospital. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Knowledge of infection control and safety procedures of a hospital environment.
- DUTIES** : Provide clean, safe and hygienic environment in terms of standards and procedures to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as stock control. Ensure cost effective management of cleaning supplies. Attend in-service training appropriate to service delivery and give effective support to supervisor and colleagues.
- ENQUIRIES** : Ms JM Hardine Tel No: (021) 860-2504
- APPLICATION** : The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620.
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 27 March 2020
- POST 10/246** : **GENERAL WORKER STORES ASSISTANT**
Chief Directorate: Metro Health Services
- SALARY** : R102 534 per annum
- CENTRE** : Alexandra Hospital
- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a stores environment. Appropriate experience in packaging and delivery of stock and stocktaking. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work

independently and in a team. Perform other duties as assigned by the supervisor.

DUTIES : Deliver stock to wards, departments, and administration building. Ensure issue vouchers are captured, filed and issued on the LOGIS system. Assist with receiving, packing, unpacking, storage and issuing of stock according to standards. Safe keeping of equipment and stock (consumables and inventory) in the stores as well as receive goods delivered by the suppliers and check the condition. Assist to ensure effective Stock Control procedures are maintained and enforced. Assist with stock take process and perform general duties e.g. keep the store neat, tidy and clean in order to comply with safety regulations.

ENQUIRIES : Ms C Moodley Tel No: (021) 503 -5069
APPLICATIONS : The Chief Executive Officer: Private Bag X1, Maitland, 7405
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 March 2020

POST 10/247 : **TRADESMAN AID**
West Coast District

SALARY : R102 534 per annum
CENTRE : Swartland Hospital, Malmesbury
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience to carry out maintenance tasks. Appropriate experience in the handling of workshop tools. Inherent requirements of the job: Valid (code B/EB) drivers licence. Physically able to do hard manual labour. Ability to do overtime and standby duties. Competencies (knowledge/skills): Ability to read and write written instructions. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Provide assistance to the maintenance of buildings and equipment. Provide assistance with installation of equipment and other items. Collection, movement and delivery of equipment and furniture. Provide assistance with other support functions of a workshop as well as control of tools. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Mr CA Vermaak Tel No: (022) 487-9226
APPLICATIONS : The Director: West Coast, Private Bag X15, Malmesbury, 7299.
FOR ATTENTION : Mr E Sass
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 03 April 2020

POST 10/248 : **CLEANER (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Cleaning experience within a hospital environment. Inherent requirement of the job: Willingness to work shifts, weekends, night duty and overtime. Ability to do physical work. Willingness to undergo formal and Informal training. Competencies (knowledge/skills): Knowledge of Infection Control and Occupational Health and Safety. Good interpersonal skills with the rest of the multi-disciplinary team, as well as the public. Ability to work in a team environment and independently. Good communication skills in at least two of the three official languages of the Western Cape. Ability to operate machines or equipment in a cost-effective manner.

DUTIES : Provide a clean, hygienic environment within the institution. Effective and safe handling and storage of equipment. Serving of meals and beverages to patients on ward level. Cost effective utilisation of consumables or resources. Promotion of Quality assurance, Infection Control and Occupational Health and Safety within the Department. Effective waste and linen management.

ENQUIRIES : Ms J Van der Riel Tel No: (021) 799-1270
APPLICATIONS : The Chief Executive Officer: Victoria Hospital, Private Bag X2, Plumstead, 7801.
FOR ATTENTION : Ms Z Peter
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 03 April 2020

POST 10/249 : **CLEANER**
 West Coast District

SALARY : R102 534 per annum
CENTRE : Velddrif Clinic, Bergriver Sub-district
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience. Inherent requirement of the job: Physically able to lift/move heavy objects and supplies. Ability to operate machinery and equipment. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse, waste products and adherence to policy and cleaning practices. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling, cleaning windows and interior walls; maintenance of general neatness and hygiene of the clinic area. Effective and efficient utilisation and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policy. Support Waste Management. Render support to the Operational Manager with general housekeeping duties such as control of cleaning and household equipment and care of linen. Attend in-service training appropriate to service delivery. Adheres to loyal service ethics.

ENQUIRIES : Ms E Dietrich Tel No: (022) 913-3223
APPLICATIONS : The Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.
FOR ATTENTION : Mr E Sass
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 03 April 2020

POST 10/250 : **MESSENGER**

SALARY : R102 534 per annum
CENTRE : Red Cross War Memorial Children Hospital, Rondebosch
REQUIREMENTS : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience in a Medical Records/Registry environment. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Deliver folders and other documents to wards and clinics. Collect folders from different wards and clinics. Follow up queries of folders. Keep register of all folders delivered. Sorting of all incoming folders at Medical Records. Assist with ad hoc task at Medical records.

ENQUIRIES : Mr G Slater/Mr C Wakefield, Tel. No: (021) 404-3300/6210
APPLICATIONS : The Chief Executive Officer: Red Cross Hospital, Private Bag X5, Rondebosch, 7700.
FOR ATTENTION : Ms T Nqola
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 03 April 2020

DEPARTMENT OF HUMAN SETTLEMENTS

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 : 30 March 2020

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. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 08:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 10/251 : **DEPUTY DIRECTOR: RENTAL HOUSING TRIBUNAL REF NO: HS 11/2020**

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree or higher) in Law or legal field of study; A minimum of 3 years middle management experience in a rental housing tribunal working environment ; A valid code B driving license. Recommendations: Post-graduate qualification in Law or Legal field of study. Competencies: Proven knowledge of: Public Service policies and inter-governmental relations in South Africa; Conflict management and mediation; Council and political dynamics; The composition of communities and their functioning in the Western Cape; Existing service delivery levels in the Western Cape; Research methods and techniques; Project management principles and processes; Development studies; Public service procedures and property management and maintenance from a rental perspective. Communication (written and verbal) and report-writing skills; Proven computer literacy skills in MS Office, Intranet and Internet; Strong leadership, project management, legal administration, strategic planning, organising; people management, problem solving and dispute resolution/conflict management skills, research and relationship-building and networking skills. Ability to interpret relevant acts, policies, regulations, codes, strategies, frameworks, procedures, standards, guidelines, etc; Ability to communicate well with people at different levels from different backgrounds.

DUTIES : Render administrative and technical support services to the Rental Housing Tribunal by Overseeing: Management of documentation for the clerk of the court, provision of administrative support to the tribunal hearings and investigation of lodged complaints. Promote the Rental Housing Tribunal by: Engaging with municipal managers, Thusong Centre Managers and other stakeholders, Increase public awareness in terms of rental housing act, regulations and services of the Rental Housing Tribunal. People and Financial Management: Participate in the recruitment process, managing performance and ensure discipline within the component.

ENQUIRIES : Mr NB Adriaanse Tel No: (021) 483 2868

DEPARTMENT OF THE PREMIER

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 : 30 March 2020

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. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 08:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 10/252 : **ASSISTANT DIRECTOR: TALENT SOURCING REF NO: DOTP 13/2020 (X2 POSTS)**

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Appropriate 3-year National Diploma majoring in HRM or a B-Degree in Industrial Psychology with a minimum of 3 years relevant experience in a Recruitment and Selection environment. Recommendations: Experience in the following: Technical recruiting which includes e-recruit support, competency-based recruitment and selection and administrative processes associated with these tasks; Advising Senior and executive management on the recruitment and selection process and best talent; Candidate sourcing across various professions and platforms; Complex data management; Supervision of staff; Willingness to work longer hours in line with print media publication times; Consulting with various stakeholders on different management level. Competencies: Knowledge of various employment laws and practices; In-depth knowledge of recruitment and selection prescripts (legislation and policy documents); Gather and analyze information skillfully and resolve problems at this level; Demonstrate resourcefulness and initiative in dealing with daily challenges; Ability to work under pressure and meet deadlines; Excellent interpersonal and coaching skills; Skills in database development management and reporting; Supervisory skills; Consultative skills and effective Problem solving; Effective oral and written communication skills.
DUTIES : Quality control of all operational work; Project Management control and allocation of tasks; Provide training/workshops on Talent Sourcing, e-recruit and reporting; Handling complex inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, selection processes, inclusive of shortlisting, interviewing and verification's (personnel suitability checks) and the appointment decision , as well as the issuing of employment offers; Facilitate audit processes; Ensure recruitment and selection data integrity and report on any irregularities; Manage staff and report on the unit performance.

ENQUIRIES : Mr F Gerber at Tel No: (021) 483 6028

POST 10/253 : **TALENT SOURCING OFFICER: TALENT SOURCING REF NO: DOTP 14/2020 (X4 POSTS)**

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Appropriate 3-year National Diploma majoring in HRM or a B-Degree in Industrial Psychology with a minimum of 3 years' experience in a Recruitment and Selection environment. Recommendations: Experience in the following: Technical recruiting which includes e-Recruit support, competency-based recruitment and selection and the administrative processes which is associated with these tasks; Candidate sourcing across various professions and platforms and consultative skills; Data management; Advising Senior and Executive management on the recruitment and selection process and best talent; Willingness to work longer hours and travel when required; Valid Code B driving license. Competencies: Knowledge of the following: Competency based recruitment processes, inclusive of head hunting processes; Shortlisting and interview processes; Public service/government policies; Online

recruitment; Excellent communication (verbal and written) skills. Consultative skills and effective Problem solving; Networking working with people and ability to meet customer expectations.

- DUTIES** : Response handling of applications; Identify, address and resolve recruitment selection delays; Facilitate and advise on the compiling of shortlists; Create competency-based interview questions; Responsible for logistical arrangements for interviews; Finalize interview processes through competency assessments/proficiency tests and nominations; Maintenance of the recruitment and selection database; Execute high standard of quality in all operational work; Dealing with inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, inclusive of shortlisting, interview processes and verification's (personnel suitability checks) and the appointment decision, as well as the issuing of employment offers; Ensure recruitment and selection data integrity and report on any irregularities; Communication across various levels regarding e-recruit processes.
- ENQUIRIES** : Mr F Gerber at Tel No: (021) 483 6028

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- 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** : 30 March 2020
- 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. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 08:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

- POST 10/254** : **CHIEF ENGINEER (MECHANICAL/MECHATRONIC/INDUSTRIAL MECHANICAL): ROAD DESIGN REF NO: TPW 43/2020**
- SALARY** : Grade A: R1 042 827 per annum (All-inclusive salary package) (OSD as prescribed)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of six years post qualification experience required as a registered professional; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Recommendation: Further post graduate studies in the field. Competencies: Knowledge of the following: Programme and Project Management; Engineering, legal and operational compliance; Engineering operational communication; 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 in at least two of the official languages of the Western Cape Province; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership. Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

<u>DUTIES</u>	:	Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate -111-structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Ms MK Hofmeyr at Tel No: (021) 483 3999
<u>POST 10/255</u>	:	<u>CHIEF ARCHITECT: PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY: HEALTH REF NO: TPW 39/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R898 569 per annum (OSD as prescribed) Department of Transport and Public Works, Western Cape Government B-Degree in Architecture (or relevant qualification) as recognised by SACAP; A minimum of 6 years' post qualification architectural experience; Valid driving licence; Compulsory registration with SACAP as a Professional Architect (Please attach your proof of registration to your profile). Competencies: Programme and Project Management; Architectural legal and operational compliance; Architectural operational communication; Maintenance skills and knowledge; Process knowledge and skills; Architectural principles; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgement; Strategic capability and leadership; Financial Management; Conflict Management; Negotiation skills; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Proven computer literacy; People Management; Planning and Organising; Change Management; Good analytical and interpersonal skills; Good communication (written and verbal) skills.
<u>DUTIES</u>	:	Architectural design and analysis effectiveness will entail the following: Perform final review and approvals or audits on architectural designs

according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintaining Architectural operational effectiveness will entail the following: Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources; Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organisational objectives. Financial Management will entail the following: Ensure the availability and management of funds to meet the budgeted MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance will entail the following: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals. People Management will entail the following: Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct the deviations to achieve departmental objectives.

- ENQUIRIES** : Ms J Thomas at Tel No: (021) 483 2004
- POST 10/256** : **MECHANICAL ENGINEER: (PRODUCTION LEVEL): PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY: HEALTH REF NO: TPW 228/2019 R1**
- SALARY** : Grade A: R718 059 - R766 278 per annum
Grade B: R809 631 - R872 220 per annum
Grade C: R925 734 - R1 090 458 per annum
(Salary will be determined based on post registration experience as per OSD prescript)
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
: An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer or candidates must have applied for Professional registration with ECSA and be registered within 6 months of appointment (proof of payment must be submitted with application); A valid code B driving licence. Recommendations: Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making; Team leadership; Analytical

skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure; Willingness to undergo a security clearance.

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

ENQUIRIES : Ms Jodie Thomas at Tel No: (021) 483 2004

POST 10/257 : **ADMINISTRATIVE OFFICER: EPWP COMPLIANCE MONITORING REF NO: TPW 196/2019 R1**

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma (or higher qualification); A minimum of 1 year relevant experience; A valid code B driving licence. Recommendations: An appropriate 3-year B-Degree. Competencies: Knowledge of the following: Information Management; Principles and processes for providing customer and personal services; Quality control; Public Administration; Written and verbal communication and report writing skills; Proven computer literacy.

DUTIES : Conduct participant inductions within the set-up of the EPWP (Expanded Public Works Programme); Conduct on-site verifications; Design, implement and manage data process flow; Draft reports; Provide administrative support to the Assistant Manager; Analyse EPWP (Expanded Public Works Programme) performance data.

ENQUIRIES : Mr A Klaas Tel No: (021) 483 0982

POST 10/258 : **DATA AND INFORMATION ADMINISTRATOR: PROJECT OFFICE (ROAD NETWORK MANAGEMENT) REF NO: TPW 212/2019 R1 (X2 POSTS)**

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate NQF 5 Certificate/Diploma (1-2 years post school qualification); A minimum of 3 years' relevant experience. Recommendations: Experience in any of the following: Project administration, Using RPM of similar software, Road network information systems; Exposure to Government Procurement and Financial processes; Certificate or Diploma in any Industry Management, Project Management

or Infrastructure related fields, inclusive of Engineering or Architecture. Competencies: Knowledge of the following: Project administration; Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology; Applicable data entry applications; Roads environment; EPWP; Proven computer literacy; Communication (written and verbal) skills; Programme/ Project Management and Administration; Planning and organising skills.

DUTIES : Provide regional project office support; Ensure all project expenses are captured and provide support to regions in this regard; Update all project plans regarding progress; Update Premier's dashboard; Collate and update EPWP information on National EPWP system; Allocate project numbers and compile reports, letters and other documents for publication and electronic transmission; Maintain an electronic filing system to maintain project information and data; Provide administrative support to component and project managers.

ENQUIRIES : Mrs L Jacobs Tel No: (021) 483 7831

POST 10/259 : **SUPPLY CHAIN MANAGEMENT LIAISON OFFICER: SYSTEM SUPPORT REF NO: TPW 223/2019 R1**

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Transport and Public Works, 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 relevant legislative and regulatory requirements; Communication (written and verbal) skills; Proven computer literacy with proficiency in Excel; Report writing skills; Conflict and Diversity Management; Problem Analysis; Creative Thinking; Problem-solving.

DUTIES : Supervise the following: Development and utilisation of a supplier database, ensuring the database is complete, accurate, effectively used according to departmental policies and processes, compliant with applicable legislation; Implementation of the annual strategy for managing the supply base; Key identified supplier's relationships with respect to cost delivery and communication; Review the formal process for increasing the capability of suppliers in line with the departmental objectives.

ENQUIRIES : Ms P van der Merwe at Tel No: (021) 483 6915

POST 10/260 : **CONSTRUCTION SAFETY OFFICER: PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY HEALTH REF NO: TPW 235/2019 R1**

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3 -year National Diploma/B-Degree or higher qualification; A minimum of 3 years' experience in the built environment; A valid code B driving licence. Competencies: Knowledge of the following: Occupational Health and Safety Act and regulations (Act 85 of 1993); Building construction activities; Contract administration; Legislation pertaining to Occupational Health and Safety Act, Basic Conditions of Employment Act, Compensation for Occupational Injuries and Disease Act, Environment Conservation Act; Western Cape Maintenance Framework; Communication skills (written and verbal); Proven computer literacy with MS Office Package (Word, Excel, Project and PowerPoint).

DUTIES : Managing of contract administration support; Managing health and safety plans for maintenance and capital projects; Ensure that all contractors executing construction works on projects are in accordance with approved Health and Safety Plan; Creating an environment which will enhance and contribute to safe working conditions and service delivery; Review and validate fee claims of appointed health and safety agents; Consultation with contractor and safety officers on project sites regarding ways to improve service delivery; Remain up to date with all applicable

prescripts/policies and procedures; Inspect contractor's equipment of sites and Health and Safety file; Ensure that sufficient demarcations and warning signs are provided in areas where lifting operations are being done on sites; Prepare health and safety specifications for construction works; Render technical services, inspection of sites, compile reports, promote safety and prepare budgets; Monitor compliance of the OHS Act; Appoint health and safety agents; Ensure the services of appointed Health and Safety Agents are correctly executed.

ENQUIRIES

: Mr L. Binkowski at Tel No: (021) 483 3237